



# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## - A G E N D A -

**Monday April 14, 2025**

### **REGULAR MEETING OF COUNCIL**

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

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**1. CALL TO ORDER**

**2. ADDENDUM TO AGENDA**

**3. DISCLOSURE OF PECUNIARY INTEREST**

**4. ADOPTION AND REVIEW OF MINUTES**

- (a) Draft Minutes of Regular Council Meeting of March 24, 2025
- (b) Draft Minutes of the Shedden Recreation and Keystone Complex Committee Meeting of March 20, 2025
- (c) Draft Minutes of the Canada Day Committee Meeting of March 24, 2025
- (d) Draft Minutes of the Parks Committee Meeting of March 26, 2025
- (e) Minutes of the Southwold 175 Planning Committee Meeting of March 26, 2025
- (f) Draft Minutes of the Economic Development Committee Meeting of April 3, 2025
- (g) Draft Minutes of the Southwold History Committee Meeting of April 4, 2025

**5. DELEGATION**

**6. DRAINAGE**

**7. PLANNING**

- (a) PLA 2025-11 ZBA 2025-01, 1873828 Ontario Limited C/O Dave Sparenberg, 35743 Horton Street

**8. REPORTS**

- (a) FIR 2025-03 Activity Report – March 2025
- (b) FIR 2025-04 County Fire Coordinator Report

- (c) IDS 2025-20 Activity Report –March 2025
- (d) IDS 2025-21 Iona Tree Planting
- (e) IDS 2025-22 Talbotville Wastewater Treatment Plant Legal and Engineering Services Award
- (f) IDS 2025-23 Joint Paving and Service Treatment Tender Award
- (g) FIN 2025-10 2024 Investment Summary
- (h) FIN 2025-11 Financial Indicator Review
- (i) FIN 2025-12 Cash-in-lieu of Parkland Summary
- (j) FIN 2025-13 TIA Section 357 Applications
- (k) CBO 2025-08 Activity Report - March 2025
- (l) CAO 2025-21 Activity Report – March 2025
- (m) Report from the Economic Development Committee
- (n) Report from the Parks Committee
- (o) Report from the Canada Day Committee
- (p) From the Elgin County Council Chambers – March 25, 2025

**9. CORRESPONDENCE**

- (a) Elgin Area Primary Water Supply System 2024 Compliance Report
- (b) Fee Waiver Request Shawn Jackson Memorial Ball Tournament
- (c) 2025 Ontario Senior of the Year
- (d) Correspondence from the Town of Aylmer RE: Strong Mayors Powers

**10. BY-LAWS**

- (a) By-law No. 2025-27, being a by-law to amend By-law No. 2011-14, 1873828 Ontario Limited C/O Dave Sparenberg, 35743 Horton Street
- (b) By-law No. 2025-28, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on April 14, 2025

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

- (a) Enbridge Gas Inc RE: Notice of Second Virtual Information Session

**12. CLOSED SESSION**

- (a) 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, Corsley Park, Planning/Development Update, Talbotville Parkland
- (b) 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

**13. ADJOURNMENT:                   NEXT REGULAR MEETING OF COUNCIL**  
**Monday April 28, 2025 @ 7:00 P.M.**  
**Council Chambers, Fingal/Via Video Link**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Regular Council Meeting

Monday March 24, 2025

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

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

ALSO PRESENT: Jeff Carswell, CAO/Clerk  
Michele Lant, Director of Corporate Services/Treasurer  
Aaron VanOorspronk, Director of Infrastructure & Development Services  
Corey Pemberton, Director of Building & Community Services/  
Chief Building Official  
Mike Szilagyi, Township Planner  
Mike Taylor, Manager of Environmental Services  
June McLarty, Deputy Clerk

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

**ADDENDUM TO AGENDA:** None

**DISCLOSURES:** None

#### **ADOPTION OF MINUTES:**

##### **Council Minutes – Adopt**

##### **2025-87 Councillor Adzija – Deputy Mayor Pennings**

**THAT** the Minutes of the Regular Council Meeting of March 10<sup>th</sup>, 2025 are hereby adopted. **CARRIED**

## **Committee Minutes – Review**

### **2025-88 Deputy Mayor Pennings – Councillor Emons**

**THAT** Council has reviewed the draft minutes of the Young at Heart Meeting of March 6, 2025 and the draft minutes of the Family Day Committee Meeting of March 12, 2025.

**CARRIED**

## **PLANNING:**

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

#### **2025-89 Councillor Adzija – Deputy Mayor Pennings**

**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; and,

**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.

**CARRIED**

## **REPORTS:**

### **IDS 2025-19 Shedden Sanitary Update March 2025I**

#### **2025-90 Deputy Mayor Pennings – Councillor Emons**

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

**CARRIED**

### **IDS 2025-14 Southwold Distribution System (Lynhurst Park Drive) 2024 Section 11 Annual Report**

#### **2025-91 Deputy Mayor Pennings – Councillor Emons**

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

**CARRIED**

## **IDS 2025-15 Watermain Break Summary Report**

### **2025-92 Councillor Emons – Deputy Mayor Pennings**

**THAT** Report IDS 2025-15 relating to the February 19<sup>th</sup>, 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; and,

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

**CARRIED**

### **DELEGATION:**

**8:09 p.m. – 8:24 p.m.**

**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**

**OCWA – Vitally Talashok, Matthew Belding, Robin Trepanier**

**OCWA 4<sup>th</sup> Quarter Reports- Southwold Water Distribution System and Talbotville Wastewater Treat**

### **2025-93 Councillor Fellows – Councillor Adzija**

**THAT** Council of the Township of Southwold hereby receives the reports from Vitally Talashok and Matthew Belding, OCWA re: The Southwold Water Distribution System 2024 4<sup>th</sup> Quarter Operations Report and the Talbotville Wastewater Treatment Plant 2024 4<sup>th</sup> Quarter Operations Report for information purposes.

**CARRIED**

## **2024 OCWA Annual Report – Southwold Water Distribution System**

### **2025-94 Councillor Adzija – Councillor Emons**

**THAT** Council of the Township of Southwold hereby receives the annual reports from Vitally Talashok and Matthew Belding, OCWA re: Southwold Distribution 2024 Section 11 Annual Report, Southwold Distribution and 2024 Section 22 Annual Summary Report.

**CARRIED**

**BREAK 8:25 p.m. – 8:29 p.m.**

### **REPORTS:**

#### **IDS 2025-16 Chemical Storage Updates**

##### **2025-95 Councillor Adzija – Deputy Mayor Pennings**

**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.

**CARRIED**

#### **IDS 2025-17 Talbotville WWTP Market Sounding**

##### **2025-96 Deputy Mayor Pennings – Councillor Emons**

**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 Progressive Design-Build-Finance -Operate-Maintain (PDBFOM) RFP

**CARRIED**

#### **IDS 2025-18 Asphalt Hot Box Trailer**

##### **2025-97 Councillor Adzija – Councillor Emons**

**THAT** Council approve the purchase of a lightly used 2-ton asphalt hot box for \$33,800.00; and,

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

**CARRIED**

### **FIN 2025-07 Development Charges Summary**

#### **2025-98 Deputy Mayor Pennings – Councillor Adzija**

**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.

**CARRIED**

### **FIN 2025-08 Council Renumeration**

#### **2025-99 Councillor Emons – Deputy Mayor Pennings**

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

**CARRIED**

### **FIN 2025-09 County Roads 2024 Financial Summary**

Director of Corporate Services/Treasurer Michele Lant presented this report to Council for information purposes.

### **CBO 2025-06 Facility Rental Documents**

#### **2025-100 Councillor Adzija – Deputy Mayor Pennings**

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

**CARRIED**

### **CBO 2025-07 Building Permit Fees Comparison**

#### **2025-101 Deputy Mayor Pennings – Councillor Emons**

**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.

**CARRIED**

**CAO 2025-17 Strategic Plan Update**

CAO/Clerk Jeff Carswell presented this report to Council for information purposes.

**CAO 2025-18 Council Composition and Ward Boundaries**

**2025-102 Deputy Mayor Pennings – Councillor Adzija**

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

**CARRIED**

**CAO 2025-19 Planning Services Agreement**

**2025-103 Councillor Emons – Deputy Mayor Pennings**

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

**CARRIED**

**From the Elgin County Council Chambers – March 11, 2025**

Mayor Jones presented this report to Council.

**CORRESPONDENCE:**

- St. Thomas Area Secondary Water Supply System 2024 Summary Report
- Elgin Area Primary Water Supply System
- Fee Waiver Request – VON

**VON – Fee Waiver Request**

**2025-104 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Council waive the fees for the VON Diabetes Information Workshop in the amount of \$390.00 for the use of the Southwold Keystone Complex on Monday April 7<sup>th</sup>, 2025.

Council reviewed the other items under Correspondence.

**BY-LAWS:**

- 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
- 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
- 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
- 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
- By-law No. 2025-25, being a by-law to enter into an agreement for Planning Services
- 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

**By-laws**

**2025-105 Councillor Emons – Deputy Mayor Pennings**

**THAT** By-law Nos. 2025-21, 2025-22, 2025-23, 2025-24 and 2025-25 be read a first and second time, considered read a third time and finally passed this 24<sup>th</sup> day of March, 2025.

**CARRIED**

**CLOSED SESSION**

**2025-106 Councillor Adzija – Councillor Fellows**

**THAT** Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **9:50 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Personal matters about an identifiable individual, including municipal or local board employees (Section 239(2) (b)) and labour relations or

employee negotiations; (Section 239(2) (d)) – HR and CUPE Matters

- A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2) (c)) – Talbotville Parkland

**CARRIED**

### **Adjournment of Closed Session**

#### **2025-107 Councillor Emons – Councillor Adzija**

**THAT** Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:48 p.m.**

**CARRIED**

### **STAFF DIRECTION**

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

### **Confirmation By-law**

#### **2025-108 Deputy Mayor Pennings – Councillor Fellows**

**THAT** By-law No. 2025-26 be read a first and second time, considered read a third time and finally passed this 24<sup>th</sup> day of March, 2025.

**CARRIED**

### **ADJOURNMENT:**

#### **2025-109 Deputy Mayor Pennings – Councillor Emons**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **10:49 p.m.**

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



## Shedden Recreation & Keystone Complex Committee

**March 20, 2025**  
**Southwold Keystone Complex**  
**35921 Talbot Line, Shedden**  
**7:00 PM**

**Present:** Councillor Scott Fellows  
Councillor John Adzija (7:30 pm)  
Sandy Annett – Rosy Rhubarb  
Tiffany Duskocy – Triple C Saddle Club  
Jim Carder – Fingal-Shedden and District Optimist Club  
Lindsay Lackey - Shedden Soccer  
Jesse Walker – Shedden Soccer (Alternate)  
Don Miller – Fair Board  
Joanne Fisher – Alternate (non-voting) for Triple C Saddle Club  
Brittany Jessome - \*Staff Resource

**Regrets:** Shirley Longhurst – Fair Board  
Brian Rieger – Shedden Tractor Pull  
John Coleman – Ice Pad

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

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

## **2. Approval of Agenda**

**MOVED: LINDSAY LACKEY**

**SECONDED: JIM CARDER**

That the Shedden Recreation & Keystone Complex Committee hereby adopts the Agenda as amended, to add New Item of Business 6.e – Memorial Bench Submission.

**DISPOSITION: CARRIED**

## **3. Adoption of Minutes from October 17, 2024 Meeting**

**MOVED: JIM CARDER**

**SECONDED: SANDY ANNETT**

That the Shedden Recreation & Keystone Complex Committee hereby adopt the minutes of October 17, 2024, as circulated and printed.

**DISPOSITION: CARRIED**

## **4. Organization Reports**

Shedden Agricultural Society Board – Don Miller

The Agricultural Society is finalizing events for the 2025 season. They are planning to host the Mudmen again on the Sunday afternoon of the fair. They are also looking into new attractions for this year.

Shedden Truck and Tractor Pull – No Representative

Councillor Fellows took the opportunity to discuss the upcoming Union Road closure as a result of the sanitary servicing. He assured all members that the Township will share more information as soon as it becomes available, and will work diligently to assist groups with alternative solutions where they are needed.

Rosy Rhubarb – Sandy Annett

The festival will be held June 7<sup>th</sup> and 8<sup>th</sup> this year. They are expecting 100+ vendors. New this year, Natterjack Brewery will have on tap brews, spirits and wines. They will have the traditional attractions like rhubarb products, kid zone, and contests. For music this year, they will have John Millis and Austin Gagnier performing near the Natterjack Brewing booth. Smokin Bass Band will be playing on the Rosy Stage on Sunday, and they are looking into another band for Sunday as well. The Dutton Lion's Breakfast, Fingal-Shedden Optimist Car Show and the

Annual Rosy Walk/Run will take place. Redemption Tents is providing a large tent to provide more eating space for attendees.

Rosy, along with the Shedden Tractor Pull, the Shedden Agricultural Society, and the Township, is co-sponsoring a new electronic sign at the complex. They are hoping for completion by May to help advertise upcoming events.

Rosy requested to sponsor \$5000 towards a bench at the Keystone Playground, with a plaque affixed to recognize the donation.

They also offered to sponsor \$5000 towards a Forest Management Program towards the naturalized forest area at the complex.

They will be making donations towards Keystone landscaping, the library, Scouts, Winterfest, and Southwest Community Policing Association totalling \$15,000.

Rosy Rhubarb ran a survey in February and March. Results are being analyzed, and Rosy will share the results and comments.

They are looking to rebrand in 2025 and refresh their website. They have retained No-Worries Creative Studio for this project.

Sandy inquired about the possibility of sharing contact information between committee members to improve communication with all stakeholders within Southwold, like other groups and committees, Township staff and Council members.

Sandy also spoke about moving festivities to the east when development beside the ball diamond occurs in the future.

Shedden Soccer – Lindsay Lackey and Jesse Walker

Registration is open, and they are getting a lot of new families, while still waiting for the regular families to still register. Shedden Soccer will be sending out an email as well as posting on their Facebook page once they receive more information about how the Union Road closure will impact league operations and parking. They might be engaging in another fun tournament with West Elgin soccer this year depending on the interest.

Fingal-Shedden & District Optimist Club – Jim Carder

The Halloween Party and the Santa Claus Parade were both very successful events this year.

The Christmas trees sold quite quickly this year.

The club put on fireworks at Winterfest again. There was plenty of positive feedback on a great fireworks display.

They are sponsoring and hosting the Annual Rosy Walk/Run and the Car Show again on the same day of the Rosy Rhubarb Festival again this year.

They are hosting their annual Canada Day Celebrations and Fireworks again in tandem with the Township, as well as their annual Slo-Pitch Tournament on Labour Day weekend.

The club has been approved at Jackpot City for bingos to fundraise more money this year.

Triple C Saddle Club – Tiffany Duskocy and Joanne Fisher

The club held their AGM this year and have a new board. They have set their show dates for the year already. It was questioned where they would have access to get to the ring if there is no access from Fairground street for their shows and there is another event at the pavilion. It was suggested there may be an opportunity to use the farm access lane that runs along the east edge of the property if necessary but that would be a decision made closer to.

They also indicated that they have already begun fundraising for the season, and there are no plans to host a Dodge Ram Rodeo.

## **5. Business Arising from Minutes**

### **a. Kitchen Sink Drainage**

Staff informed they have investigated sink screen options and are not aware of any that will work in the Keystone industrial sized sinks and style.

### **b. Keystone Complex Spring Walkthrough**

Staff confirmed John will join this meeting. We will begin a new spreadsheet for the year to address concerns and will include concerns shared by the Parks Committee.

### **c. Pavilion Fridge Replacement**

Staff informed that a single door fridge was purchased as per committee request and was delivered February 28, 2025.

### **d. Keystone Inventory List**

The inventory is posted in the kitchen storage area. Staff will complete another inventory in the summer with assistance from the summer students. If user groups note items needed, please let staff know and we will purchase.

#### **e. Keystone Double Cooler Fridge Replacement**

Staff informed that a double door fridge was purchased as per committee request and was delivered Feb. 28, 2025.

#### **f. Electronic Sign**

Staff provided an update that Township Staff have met with Rosy Rhubarb representatives and are awaiting a third quote for the electronic sign. Staff are investigating cost saving options to order the sign in tandem with the new electronic sign at the new Talbotville Fire Station.

Committee members have inquired if there is an estimated date the Township is looking to complete the purchase and have the Keystone sign installed. There was some hope they may be able to use the new sign for advertising the events this year. Staff will look into this and provide more information.

#### **g. Rosy Electrical Additions**

To add electrical outlets to the West side of the track, we would need to know the load capacity for current electrical systems to ensure the ability to support additional electrical outlets. Rosy must fund this if it is a feasible project.

Rosy requested staff contact Keith Orchard to discuss what the Rosy committee is looking for in terms of electrical additions. At this time they believe there is opportunity to add 4 additional outlets to the current outlet stations. Councillor Fellows confirmed there appears to be more room on the electrical panel.

#### **h. Replacement of Griddle in Complex**

There is not an option to replace just the griddle. John has spent some time cleaning up and revitalizing the griddle.

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

We have not heard results back yet from this application. Selection is expected sometime this Spring.

#### **j. Budget Items Proposed for 2025**

- Electronic Sign
- Sun Shade – Can be a possible 2026 Budget Item – Rosy Rhubarb has offered to sponsor this.

- Bench @ Corsley Park – Rosy can replace, but it must be a Township approved bench. Staff will discuss with Corey to confirm details.

## **6. New Business**

### **a. Memorial Forest Area**

Concerns were raised regarding the condition of the memorial forest area. Currently, Township staff will clean up any garbage and large fallen limbs, but smaller branches, twigs, leaves, etc. are left to create natural habitats, unless they impede the walkways. Township staff would like the committee to determine what the desired intention for the forested area is.

Rosy Rhubarb has offered to sponsor \$5000 towards maintenance of this memorial forest area.

Committee members commented that some of the tree identification plaques are hard to read due to overgrowth, and that some trees that are marked by plaques in the ground have been smothered due to other trees overgrowth. They would like to either have those trees replanted or remove the plaques.

Committee members mentioned that Catherine Spratley or Len Lynch may be able to provide more information on the intention of the memorial forest when it was first installed. They would like it to remain naturalized but have a manicured look. They will revisit the conversation during the Spring Walkthrough.

### **b. New Triple C Saddle Club Representatives Appointed**

Tiffany Duskocy has been appointed to represent the Triple C Saddle Club as primary member and Joanne Fisher to represent the Triple C Saddle Club as alternate member.

### **c. Swale Concerns in Horse Ring**

Triple C indicated there is sinking in the centre of the horse ring. When it rains, the water pools excessively in this area. They believe there is water backing up from a drain or broken tile. In the past they have attempted to drag the pen, however this can be quite time consuming, and it makes the pen uneven. There was discussion with a previous club member last year regarding a sponsor available to bring in equipment to level the ring, but that is no longer available. In addition, they would like to address the water back-up issue before working on releveling the ring.

#### **d. Parks and Trails Master Plan**

At the Regular Meeting of Council on January 13, 2025, Council passed a resolution to direct Pl.ural to complete the Parks and Trails Master Plan with the goal of creating long-term plans for maintaining and enhancing parks and recreation spaces, and create "complete" communities where people can live, work, and play. Pl.ural has been provided a list of contacts for both the Shedden Recreation & Keystone Complex Committee and the Parks Committee and will be reaching out to conduct interviews. It is requested that committee members keep a journal or thoughts and ideas relating to our facilities and recreation to discuss with Pl.ural. Township staff are also able to take any feedback.

It was mentioned to committee members that it is not reserved to just the facilities we currently have, but also what they would like to see in the future.

#### **e. Memorial Bench Submission – Corsley Park**

Brenda and Jamie McArthur have submitted a memorial bench application for Corsley Park, in memory of Edith and Albert Auckland and Dora and Malcolm McArthur. Staff have confirmed there is currently a pad poured at the park to facilitate a bench. Staff also commented that the request will be brought to the next Parks Committee meeting as well.

**MOVED: LINDSAY LACKEY**

**SECONDED: JIM CARDER**

That the Shedden Recreation & Keystone Complex Committee approve the Memorial Bench Submission for Corsley Park, in memory of Edith and Albert Auckland and Dora and Malcolm McArthur.

**DISPOSITION: CARRIED**

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

**MOVED: LINDSAY LACKEY**

**SECONDED: JIM CARDER**

That the Shedden Recreation & Keystone Complex Committee hereby adjourn at 8:16 pm, to meet again on April 24, 2025 at 6:30 pm.

**DISPOSITION: CARRIED**

## Canada Day Committee

Monday, March 24, 2025  
Southwold Council Chambers  
6:00 pm

**Attendance:** Joe McKinnon, John Adzija, Stacy Danielson and Lizeanne Kerkvliet

**Regrets:** Melissa Day

1. **Welcome:** John welcomed everyone to the meeting. Members declared John Adzija the chair for this year. Lizeanne advised that this would be her last year on the Canada Day Committee and that Joe McKinnon would replace Jim Carder on the committee.
2. **Minutes:** Minutes from July 18, 2024 were accepted as circulated. Carried. (Stacy Danielson, Joe McKinnon)
3. **Budget Review:**
  - John Adzija informed members that Green Lane Community Trust had agreed to our request for \$5000.00.
  - Members reviewed the actual costs for 2024
  - Members developed a budget for this year with actual costs to be confirmed at the next meeting. (attached)
  - John Adzija to confirm if there is any surplus from last year with the township.
4. **2025 Planning:**
  - a. **St. Thomas-Elgin Food Bank:** After many years supporting the Food Bank, members discussed supporting other agencies in our area. Stacy will contact Harvest Hands to see if they were interested in collecting non-perishables this year
  - b. **Parking Lot:** To be discussed at our next meeting.
  - c. **Food Trucks:** The Streeterly has been confirmed for this year.
  - d. **Ice Cream Trucks:** The Cone Zone has also been confirmed for this year.
  - e. **Cakes:** Stacy will confirm prices and ordering process with Costco.
  - f. **DJ Services:** Stacy expressed concern regarding the new DJ as she and Melissa feel the DJ has not been vetted properly. It was agreed that Stacy and Melissa would contact several references listed the Hunter Disc Jockey Services website to ensure the DJ meets our expectations.
  - g. **Photo Booth:** Cost is \$960.50 available from the DJ service. After reviewing the budget, it was decided that it was too expensive. Instead, members discussed developing a photo corner with an appropriate backdrop for people to take their own pictures. Stacy will review the possibilities and report back at the next meeting.
  - h. **Tables and Chairs:** To be discussed at our next meeting.
  - i. **Dotsy the Clown:** We are going with 5 face painters and 2 balloon artists, the same as last year. Considering the crowds we may have due to Southwold 175, it was decided to stay with these numbers.
  - j. **Games for Children:** John talked about the success of the environmental corner at Winterfest where children were given different outdoor materials to play with and really enjoyed the centre. Stacy talked about running the traditional games of

potato sack races, three-legged race, water-sponge relay, egg on the spoon relay and others. Specifics and prizes will be considered at our next meeting.

- k. Volunteers:** Stacy will talk to Andrea of the Fingal-Shedden Optimist Club to review the process for contacting area high schools and students looking for volunteer hours. Andrea can place a request on the Club's Facebook page and Instagram. It was also suggested that we ask area baseball teams to assist with the children's games as the Optimist Club provides sponsorship to these teams.
  - l. MC:** John to ask Southwold Township to send out the necessary invitations to area dignitaries for attendance at Canada Day. Joe to ask Rosy Rhubarb for the stage and to arrange delivery and set up. More discussion on this at our next meeting.
  - m. Poster:** Stacy has consulted with Andrea of the Optimist Club and the poster is currently being updated and should be ready shortly.
  - n. Fireworks:** Joe McKinnon will ensure the fireworks are ordered and members available to light them that night.
  - o. Southwold Fire Department:** John Adzija to ask the Southwold Fire Department to attend the fireworks as in previous years.
- 5. Southwold 175 Committee:** John will find out if there are any specific plans they want to host during Canada Day festivities, any money they have available or sell any merchandise. We may wish to post this information on the Canada Day poster. Perhaps the 175 Committee has a backdrop we can use for the photo area????
- 6. Next Meeting: Thursday, April 24, 2025** at 6:30pm in the Southwold Council Chambers. John to confirm meeting space is available.
- 7. Adjournment:** Meeting adjourned at 6:39 pm (Joe McKinnon)

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John Adzija, Chair

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Lizeanne Kerkvliet, Secretary

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Date



TOWNSHIP OF  
**Southwold**

**Parks Committee**

**March 26, 2025**  
**Council Chambers**  
**35663 Fingal Line**  
**6:30 PM**

**Present:** Councillor Justin Pennings (Chair)  
Councillor Scott Fellows  
Michelle Lackey – Shedden Adult Soccer  
Janice Fisher – Talbotville Member at Large  
Ross Burgar – Fingal Heritage Park  
Ruth Quennville – Talbotville Optimist Club  
Lisa Bradish – Alternate Talbotville Ladies Soccer  
Jesse Walker – Shedden Soccer (6:41 pm)  
Rod Hill – Ferndale Park Representative (non-voting member)  
John Price – \*Staff, Parks and Facilities Operator  
Brittany Jessome – \*Staff Resource

**Regrets:** Krista Ferguson – Talbotville Ladies Soccer

**1. Call to Order**

Chair Justin Pennings called the meeting to order at 6:32 PM.

## **2. Approval of Agenda**

**MOVED: COUNCILLOR SCOTT FELLOWS**

**SECONDED: ROSS BURGAR**

That the Parks Committee hereby adopts the Agenda as amended, to add New Item of Business 6.d – Memorial Bench Submission – Corsley Park.

**DISPOSITION: CARRIED**

## **3. Adoption of Minutes from September 11, 2024 Meeting**

**MOVED: COUNCILLOR SCOTT FELLOWS**

**SECONDED: JANICE FISHER**

That the Parks Committee hereby adopt the minutes of September 11, 2024, as presented.

**DISPOSITION: CARRIED**

## **4. Recreational Program Update**

**Talbotville Ladies Soccer** – No representative

**Shedden Youth Soccer** – Michelle Lackey

Registration is in progress, and they are figuring out rough numbers. They are currently recruiting referees and coaches and starting equipment purchases needed. They have enough sponsors for this season but have begun to look into other sponsors. Janice mentioned Wayside Dining has a sign that they are looking for teams to sponsor. Michelle informed that they have also considered Pharmasave next year. They have received donations this year from the Egg Farmers of Ontario, Sparta Shriners, and the Dairy Farmers of Ontario have donated milk for the year end tournament.

Deputy Mayor Pennings asked Shedden Soccer representatives about having full sized pitches this season to accommodate rentals on dates not rented by Shedden Soccer. There is a Shedden Soccer executive meeting on March 27, 2025, where they will discuss.

### **Shedden Adult Soccer – Michelle Lackey**

Registration is underway, they have the same number of teams as last year so far. They are currently recruiting refs as well.

### **Talbotville Member at Large – Janice Fisher**

Janice followed up on some items of business:

1. Larger trees at the playground in Talbotville Optimist Sports Park – larger trees were planted last year; however they will take some time to grow in.
2. Curb stops that were removed from the Keystone Complex last year can be placed in the parking lot to delineate a walking pathway around the pavilion at the Talbotville Optimist Heritage Park.
3. Mulch was requested at the Heritage Park; however it was identified that the pea stones meet minimum safety standards and there are no plans to replace it at this time.
4. It was requested to have the interior of the washrooms at Talbotville Optimist Heritage Park painted. Staff will investigate.
5. Permanent trail connections were requested, or signage to indicate the continuation of the trail, where the mulch runs out at the entrance to Shady Lane connecting to the Meadows.
6. It was requested to remove the old gate entrance at Talbotville Optimist Heritage Park. Staff will investigate.
7. The boulevard between the mailbox and the corner of Optimist Drive is quite rutted. We can bring in soil to even it out.

### **Fingal Heritage Park – Ross Burgar**

New window flower boxes are being built for the washroom enclosure. Communities in Bloom will be maintaining them.

It was requested that the 3 trees along the sidewalk at Fingal Heritage Park be protected when construction for sanitary servicing begins in Fingal. It was assured that the construction company will install fencing around the trees for protection.

More mulch was requested for the playground. John informed members about the rotation cycle of two parks per year having mulch completely replaced, and spot filling other parks with mulch as necessary. The budget for mulch has increased this year.

## **Talbotville Optimist Club – Ruth Quenneville**

The Optimist Club members enjoyed the tree planting activity last year and thanked the Township for the invitation. Janice thanked Ruth for the Optimist Club providing refreshments during the planting.

There will not be an Easter Egg hunt this year as the club does not have enough volunteers. The Optimist Club will not be paying for the field lining at the Talbotville Optimist Heritage Park soccer field this season. The funds reserved from the hunt will be donated to the new Fire Hall in Talbotville, and the funds reserved from the field lining will be donated to the St. Thomas Food Bank.

Family nights are going well on Fridays throughout the season. Justin Pennings asked about advertising for the events. Brittany shared that there was an invitation last year for the group to take some photos and the Township would share them, but the Township hadn't received any yet to date. We are willing to share some social media advertising the community events.

Dave Arnett has been fixing soccer nets and replacing the basketball nets as needed, with the Optimist Club covering the cost.

The Optimist Club would like to make some donations for memorial benches. Brittany will send the information to Ruth.

### **5. Business Arising from Minutes**

#### **a. Talbotville Heritage Parks Maintenance Requests**

A few inquiries were made into maintenance at the Talbotville parks:

1. Larger trees at the Talbotville Optimist Sports Park to provide shade at the playground. – Two larger trees were planted; they will grow to provide shade at the playground.
2. Sweeping stones weekly from the Talbotville Optimist Heritage Park pavilion. – Staff use blowers to clear the stones on an as needed basis if rentals are taking place. There will be two full-time Parks staff from April to November in addition to two parks summer students, so there may be opportunity for additional cleaning.
3. Delineation around the Talbotville Optimist Heritage Park pavilion to prevent vehicles parking flush to the pavilion pad, blocking walkways around the pavilion. – Curb stops that were removed from the Keystone Complex last year can be placed in the parking lot to delineate a walking pathway around the pavilion at the

Talbotville Optimist Heritage Park The parking lot is gravel, so painting lines would not be warranted. If there is an issue with the pavilion being struck, we can look into bollards.

4. Accessible picnic table at both the Talbotville Optimist Sports Park pavilion and the Talbotville Optimist Heritage Park pavilion. – One picnic table can be converted to meet accessibility standards but replacing the top boards with a longer length to allow an overhang.
5. Switching pea stones at the Talbotville Optimist Heritage Park playground to certified playground mulch. – The stones comply with the CSA standards, there are no plans to replace the stones at this time.

### **b. Fingal Heritage Park Maintenance Requests**

A few requests were made regarding maintenance:

1. Light fixture installed in gazebo. – Outstanding task. Justin has organized a donated scissor lift and would like to investigate a summer student repainting the ceiling at the same time the light will be installed as the lift will be needed. Staff to investigate.
2. Accessible picnic table. – One picnic table can be converted to meet accessibility standards but replacing the top boards with a longer length to allow an overhang.
3. Curb stops or painted lines to delineate the walking trail entrance, so vehicles do not block access when parking. – Staff will look into this concern; it will be added to our 2025 Keystone and Parks spreadsheet to track.
4. There is a maple tree that has been partially removed, if we could remove the remainder of the tree. – The tree was further trimmed and tidied up. Staff will investigate if further removal can be completed.
5. John's assistance requested when installing the Christmas lights around the gazebo. – John provided assistance.

### **c. Put Yourself in the Parks Contest Results**

We had a total of 7 residents participate. 5 of them visited one park each, one participant visited 6 of the 10, and one participant visited all 10 parks!

A big thank you to Ross who canvassed local businesses and was able to receive a donated \$50 gift certificate from Mike at Country Grocery Inc. in Shedden. This will be our grand prize, and went to Suzie Gray, who completed all 10 locations.

Brittany was able to obtain a second donated prize of \$25 to the newly reopened Wayside Dining Lounge, which went to Carrie Bubel-Rodgers (randomly selected).

It was later noted that some participants entered the contest, but since their social media profiles are set to private, we could not see their posts or tags. If future contests will be held where the user must tag the Township, there will need to be a statement instructing that profiles be set to public so we can see the tag.

The committee would like to run the contest again this year. It was discussed that the contest will run during June and July. Brittany requested prize information be provided by mid-May so we can begin advertising on social media.

**d. Parks Committee Member Recruitment – Ferndale Community Park Representative**

Rod Hill was introduced to all members at the beginning of the meeting. He shared some thoughts around the Ferndale Park.

The walking trail can be quite muddy this time of year, and the hill is inaccessible as a result. He requested the possibility of a handrail or rope to assist navigating this section.

**MOVED: COUNCILLOR SCOTT FELLOWS**

**SECONDED: ROSS BURGAR**

That the Parks Committee hereby appoint Rod Hill to represent the Ferndale Community Park.

**DISPOSITION: CARRIED**

**e. Community Sport and Recreation Infrastructure Fund**

We have not heard results back yet from this application. Selection is expected sometime this Spring.

**6. New Business**

**a. Memorial Bench Application – Fingal Heritage Park**

Submitted by Catherine Barrett, in memory of Jack Barrett Sr. and Jr. The benches have already been installed in the park, so there would only be the need to order the bronze plaque.

**MOVED: JANICE FISHER**

**SECONDED: COUNCILLOR SCOTT FELLOWS**

That the Parks Committee hereby approve the Memorial Bench Application in Fingal Heritage Park in memory of Jack Barrett Sr. and Jr.

**DISPOSITION:**

**b. Parks and Trails Master Plan**

At the Regular Meeting of Council on January 13, 2025, Council passed a resolution to direct Pl.ural to complete the Parks and Trails Master Plan with the goal of creating long-term plans for maintaining and enhancing parks and recreation spaces, and to create “complete” communities where people can live, work, and play. Pl.ural has been provided a list of contacts for both the Shedden Recreation & Keystone Complex Committee and the Parks Committee and will be reaching out to conduct interviews. It is requested that committee members keep a journal or thoughts and ideas relating to our facilities and recreation to discuss with Pl.ural. Township staff are also able to take any feedback.

**c. User Fee Updates**

Township staff have suggested an update to the User Fees for Township facilities to align costs between multiple facilities, creating a cohesive pricing instead of various prices at each location. The following is a list of proposed updates to the User Fees By-law, likely being presented to Council closer to May:

<b>Community Services</b>	<b>Description/Notes</b>	<b>Amount</b>
Men’s and Ladies Ball	Talbotville Optimist Sports Park	\$47 (currently \$42)
Non-Local Tournaments	Talbotville Optimist Sports Park (includes use of pavilion)	\$250/day (new fee)
Maintenance and Damage Deposit (refundable upon inspection) Tournaments and events serving alcohol require insurance	Talbotville Optimist Sports Park	\$800 (new fee)

**d. Memorial Bench Application – Corsley Park**

Submitted by Brenda and Jamie McArthur, In memory of Edith and Albert Auckland and Dora and Malcolm McArthur.

Corsley does have a cement pad already installed; however it is along the walking trail. There are no benches or seating around the playground, so it was requested to have a new pad poured there for this bench.

**MOVED: COUNCILLOR SCOTT FELLOWS**

**SECONDED: JESSE WALKER**

That the Parks Committee hereby approve the Memorial Bench Application in Corsley Park in memory of Edith and Albert Auckland and Dora and Malcolm McArthur.

**DISPOSITION: CARRIED**

### **7. Corsley Park Committee Representation**

The Parks Committee discussed the representation of Corsley Park. It is felt that the park should be under the Parks Committee's representation as soccer is no longer hosted at the Keystone Complex grounds, and that the park is no longer affiliated with the Shedden Recreation and Keystone Complex Committee. Staff will begin investigating the process.

### **8. Memorial Forest at Keystone Complex**

Councillor Sarah Emons spoke to the maintenance of the Memorial Forest at the Keystone Complex. In her experience, she recommended having some intervention done to plan and restore the forest to the naturalized environment it was at the time of installation. Committee members were informed that this concern was discussed at the last Shedden Recreation and Keystone Complex Committee meeting, where it was determined that the memorial forest would be inspected during the committee's Spring Walkthrough, and a future plan will be determined. Councillor Emons would be sent an invitation to attend that meeting.

### **9. Adjournment**

**MOVED: COUNCILLOR SCOTT FELLOWS**

**SECONDED: ROSS BURGAR**

That the Parks Committee hereby adjourn at 8:17 pm, to meet again on May 20<sup>th</sup>, 2025, at 6:30 pm at Ferndale Community Park, July 15<sup>th</sup>, 2025 at 6:30 pm at Corsley Park, and September 16<sup>th</sup>, 2025 at Fingal Ball Park.

**DISPOSITION: CARRIED**



## Southwold 175 Planning Committee Meeting Minutes

Wednesday March 26, 2025  
Council Chambers, Fingal  
Time meeting started: 3:43 p.m.

**Present:** Mayor Grant Jones  
Councillor Sarah Emons  
Chris Cirella  
Sofia Sinclair-Jones (virtually)  
June McLarty, Staff Resource

**Regrets:** Bill Aarts, Sharon Lechner

### 1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order at 3:43 p.m.

### 2. Approval of the Agenda

**Moved by:** Sofia Sinclair-Jones **Seconded by:** Chris Cirella  
That the agenda for the March 26<sup>th</sup>, 2025 meeting be approved

### 3. Approval of the February 18<sup>th</sup>, Minutes

That the minutes from the February 18<sup>th</sup>, 2025 meeting be approved.

### 4. Event Planner Report

No report was given at this meeting.

### 5. Planning for 2025

#### Committee Member Reports on Action Items

##### a. Sponsorship Packages

So far, we have received 3 sponsors. Sharon is working on getting an alcohol sponsor. Mayor Jones will reach out to the agriculture companies for sponsorship.

## **b. Entertainment**

Sofia is still working on get a classic rock group. Transportation and hotel and sponsorship details need to be worked out as well for the artists who need it.

Live music will start at 5:00 p.m. Dinner break time will need to be allocated.

The headliner will go on at approximately 9 p.m. and play for 1- 1½ hours

Co-headliner goes on at approximately 8:00 p.m.

Genevieve Fisher on at approximately 7:00 p.m.

We may need a few more live acts. Maybe some music from other ethics groups.

Mayor Jones will reach out to the local indigenous groups to see if they would like to participate in the event. They could provide dancers

and/or musical groups, a food truck, vendor space or a history booth.

The food truck and/or vendor space fee could be waived for these groups.

The opening ceremonies will begin noon.

June and Chris will get some quotes for lapel pins.

May 1<sup>st</sup> is the launch date for flyers to promote the event.

## **c. Vendor Market**

More discussions at the next meeting.

## **d. Portable Washrooms**

More discussion at the next meeting.

## **e. Inflatables**

**Moved by:** Chirs Cirella **Seconded by:** Sarah Emons

That the quote for inflatables, face painter, and games from Ribbit Rentals in the amount of \$2095.02 be accepted.

## **f. Ticketing**

A QR code will need to be developed for tickets. It can go on the website and social media accounts. More discussion is needed for those who are not the internet. Patrons using the beer garden will need to obtain a bracelet. May 1<sup>st</sup> is the launch date for the QR code. Chris will obtain pricing for bracelets.

## **g. Raffles**

Raffles will be discussed at the next meeting.

## **6.0 Site Plan**

The Committee review the site plan to decide on a layout for the different components for the August 9<sup>th</sup> event.

## **7.0 Rosy Rhubarb Festival Space**

The Committee will have a table only on Saturday at the 2025 Rosy Rhubarb Festival

## **8.0 S175 Website Content**

The Southwold 175 page will include acknowledgment of the sponsors. We will also showcase the artists who will be playing.

## **9.0 Committee/ Volunteer Members**

The Committee will remain as status quo as long as we are able to maintain quorum. We will start a blitz in April to get volunteers for the August 9<sup>th</sup> event. Approximately 120 volunteers are needed. More discussion on this subject matter at the next meeting.

## **10.0 2025 Event Budget**

The budget was updated with the cost for the inflatables and face painters. The sponsorship money was added as well.

## **11.0 Young at Heart Committee Contribution**

The Young at Heart Committee will be asked to contribute \$500.00 towards the cost of the calendars.

## **12.0 Redemption Tents**

The Committee will have Sharon contact Redemption Tents to get prices and sizing options. Tents may be needed at the entrances, for cooling off and the artists. More discussion will be done at the next meeting.

## **13.0 Other Business**

No other business was discussed.

## **14.0 Adjournment and Next Meeting**

RESOLVED that the meeting be adjourned at **5:03 p.m.** to meet again at **3:30 p.m.** on **April 9, 2025.**



## Southwold Economic Development Committee

# Meeting Minutes

**Thursday, April 3rd, 2025 at 8:00 a.m.  
Council Chambers/Webex Meeting**

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

Regrets: Carolyn Krahn, County of Elgin Economic Development

Staff/Resource: Aaron Van Oorspronk, Director of Infrastructure and Development  
Jeff Carswell, CAO/Clerk  
Lindsey Duncan, Elgin County Tourism Officer  
Tanya Wilson, Elgin Business Resource Centre

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

Deputy Mayor Pennings called the meeting to order at 8:03 am.

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

The Committee approved the agenda for the April 3<sup>rd</sup>, 2025 meeting.

### **3. Approval of the February 13<sup>th</sup>, 2025 Minutes**

The Committee approved the minutes as drafted from the February 13<sup>th</sup>, 2025 meeting.

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

Director of Infrastructure and Development Services, Aaron Van Oorspronk

reported on the following matters:

- a. Planning – The Township has engaged the County of Elgin Planning Department to provide Township Planning Services. The transition will be taking place in the coming weeks. With the change in Planning Services, staff plan to further explore items such as agricultural diversification policies, parking requirements, site plan requirements and other matters to streamline development approvals. The Committee also inquired about progress with the recommendations for Alternative Accommodation and the Residential/Industrial. Staff will include these items for discussion as Planning Services are transitioned to the County.
- b. Shedden Property Sales – The Township has accepted proposals for the sale of the Commercial Plaza and Former Firehall. These sales are working through development of an Agreement of Purchase and Sale. It is anticipated the Former Firehall will close in the summer, with the Commercial Plaza not closing until early 2026 to provide notice to tenants and permit development of the new processing location for Evelyn's. The Director also highlighted some environmental remediation requirements that are being reviewed.
- c. Shedden Streetscape Design Proposals – Director Van Oorspronk reviewed two proposals for a Conceptual Downtown Revitalization Drawing for Shedden. The proposals ranged in cost from \$2,520 to \$10,000. While the more expensive proposal includes more work, the lower cost proposal from Republic Urbanism would provide enough information to illustrate a revitalized Shedden Downtown that could be used to inform future roadwork activities involving the Talbot Line/Union Road area.  
**Recommendation:** The Committee recommends the Council accept the proposal from Republic Urbanism in the amount of \$2,520 plus taxes.
- d. Shedden/Fingal Sanitary Servicing – This project has started at the entrance to the future wastewater treatment plant and will move north along Union Road. Staff are sending out weekly construction updates and the website and social media channels are being used to keep those in the affected area up to date.
- e. WWTP Updates for Shedden & Talbotville – The Shedden WWTP will be out for tender shortly and the Talbotville WWTP upgrade/relocation is moving forward through the Progressive Design Build Finance Operate Maintain RFP Development with Colliers. Colliers also assisted with completing an application under the Federal CHIF Grant Program.
- f. The Parks and Trails Master Plan Project has commenced with the consultant gathering information and conducting stakeholder interviews. A Public Open House is tentatively planned for May 8<sup>th</sup>.

## **5. Elgin County Economic Development Update**

Lindsey Duncan, Elgin County Tourism Officer provided updates on the following matters:

- The Tourism Website has been updated to showcase events and things to do in Elgin County <https://www.elgintourism.ca/>
- The 2025 Visitors Guide has been published, and the Taste Guide will be ready shortly
- Staff will be attending the St. Thomas Home Show
- Summer Students have been engaged
- RFP issued to develop a new five-year Economic Development and Tourism Strategy
- The Love Local Campaign is launching April 8<sup>th</sup> and will encourage local shopping and support in response to tariff increases

## **6. Business Networking Events**

Steve Bushell updated the committee that the Business Networking Event is being planned for June 18<sup>th</sup>.

## **7. Southwold 175 Update**

The Committee continues to develop plans for the event on August 9, 2025 and has added themed Township History articles at <https://www.southwold.ca/en/recreation-and-culture/southwold-175.aspx>.

## **8. New and Other Business**

- Chairperson Justin Pennings raised completing another community sign sale, possibly at the end of summer. An inventory of signs in storage will be completed to assist with planning for the sale. The Committee will further consider options for the sale (ie. Auction, Silent Auction at another event).
- Member Barry Harrison advised that through the Landfill Liaison Committee, he was made aware that the City of Toronto was starting to investigate options for their waste disposal needs. The Township is aware of the Toronto Request for Expression of Interest on this matter.

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

The next meeting was scheduled for May 15<sup>th</sup>, 2025 at 8:00 am.

## **10. Adjourn**

The meeting adjourned at 9:24 am.

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Chairperson, Justin Pennings

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Staff Resource, Jeff Carswell

DRAFT



## History Committee

### Minutes

Friday April 4, 2024, at 1:00 pm

Council Chambers, Fingal

**In Attendance:** Deputy Mayor Justin Pennings,  
Ross Burgar, Luella Monteith, Janice Fisher, Karen  
Collard, Pat Temple, and Aaron VanOorspronk

**Regrets:** Mary Clutterbuck, Perry Clutterbuck, Councillor Scott Fellows

**Guest:** Mike Baker, Retired Elgin County Heritage Curator

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

Deputy Mayor Pennings called the meeting to order.

#### 2. Approval of the Agenda

The agenda was approved.

#### 3. Approval of Minutes from November 25, 2024

- amend minutes to reflect, that Ross had been in contact with UEL but has not met yet
- correction to the Brochure Review Item: the item was deferred and not discussed

#### 4. On This Spot App

- Reviewed properties for the app
- Completed review, Mike to send off edits to the app administrator

#### 5. Review of History Brochures

- deferred to a future meeting

#### 6. Other Business

### **Delegation from Doug Lethbridge**

- discussed missing fire chiefs on the list of fire chiefs
- discussed the creation of the first fire engines
- discussed historical municipal addressing, based on areas
- discussed fire call methodology from the past

### **Community Events**

- discussion about attending in capacity of the committee Rosy Rhubarb and Shedden Fair
- Len offered to attend, investigate the events

### **New Recruits**

- Justin to coordinate/invite the new members, Justin Chute, Joe Covemaeker.

### **Next Meeting Date**

- At the call of the chair

### **7. Adjournment**

Draft



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** April 14, 2025  
**PREPARED BY:** Mike Szilagyi, Planner  
**REPORT NO:** PLA 2025-11  
**SUBJECT MATTER:** **Zoning By-law Amendment Application ZBA 2025-01**  
**35743 Horton Street**  
**1873828 Ontario Ltd. (c/o Dave Sparenberg)**

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

THAT Report PLA2025-11 be received for information;

THAT Application for Zoning By-law Amendment No. ZBA 2025-01 to amend the zoning of the property known municipally as 35743 Horton Street, Shedden from Settlement Reserve (SR) and Agricultural 1 (A1) Zone to Residential 2 Special Provision 2 (R2-2) Zone, Residential 2 Special Provision 3 (R2-3) Zone, Residential 3 Special Provision 7 (R3-7) Zone, Residential 3 Special Provision 8 (R3-8) Zone, Residential 3 Special Provision 9 (R3-9) Zone and Open Space (OS) Zone, be **APPROVED**; and,

THAT By-law No. 2025-27 be referred to the By-laws section of the Council Agenda of April 14, 2025 for passage.

#### **Purpose:**

On January 27, 2025 a Public Meeting was held which resulted in the endorsement of Plan of Subdivision 34T-SO2402 for the parcel of land located south of Horton Street and west of Union Road, municipally known as 35743 Horton Street, as shown on Figure 1 - Key Map on the following page. This Plan of Subdivision included a proposed 124 units in Phase 1 and approximately 107 units in Phase 2, and is included as Appendix 1. At the Public Meeting, the associated Zoning By-law Amendment application, ZBA 2025-01, was presented and tabled to allow for further discussion and refinement of the requested amendments to better respond to Staff, Agency and Community concerns and provide greater clarity to the future development of Phase 2 of the Subdivision. As a result, the application is now being brought back before Council with a proposal to rezone the subject property from Settlement Reserve (SR) and Agriculture 1 (A1) Zones as shown on Schedule A Maps 5 and 13 of Zoning By-law 2011-14, as amended, to a requested Residential 2 Special Provision 2 (R2-2) Zone, Residential 2 Special Provision 3 (R2-3) Zone, Residential 3 Special Provision 7 (R3-7) Zone, Residential 3 Special Provision 8 (R3-8) Zone, Residential 3 Special Provision 9 (R3-9) Zone and Open

Space (OS) Zone. The proposed zoning seeks to establish site specific zone provisions to reduce exterior side yard setbacks, reduce rear yard setbacks for those properties not affected by the CA’s regulation area and increased maximum lot coverages for single and semi-detached dwellings. The Amendment further seeks to permit reduced lot areas and reduced interior side yard setbacks for rowhouse dwellings and add semi-detached dwellings as a permitted use within the R3 Zones of Phase 2.

**Figure 1 - Key Map of Subject Property**



**Background:**

Application No. ZBA 2025-02	
Owner	1873828 Ontario Ltd. (c/o Dave Sparenberg)
Address	35743 Horton Street
Water Supply	Municipal Water
Sewage Supply	Private but will be connected to future Municipal Services prior to construction

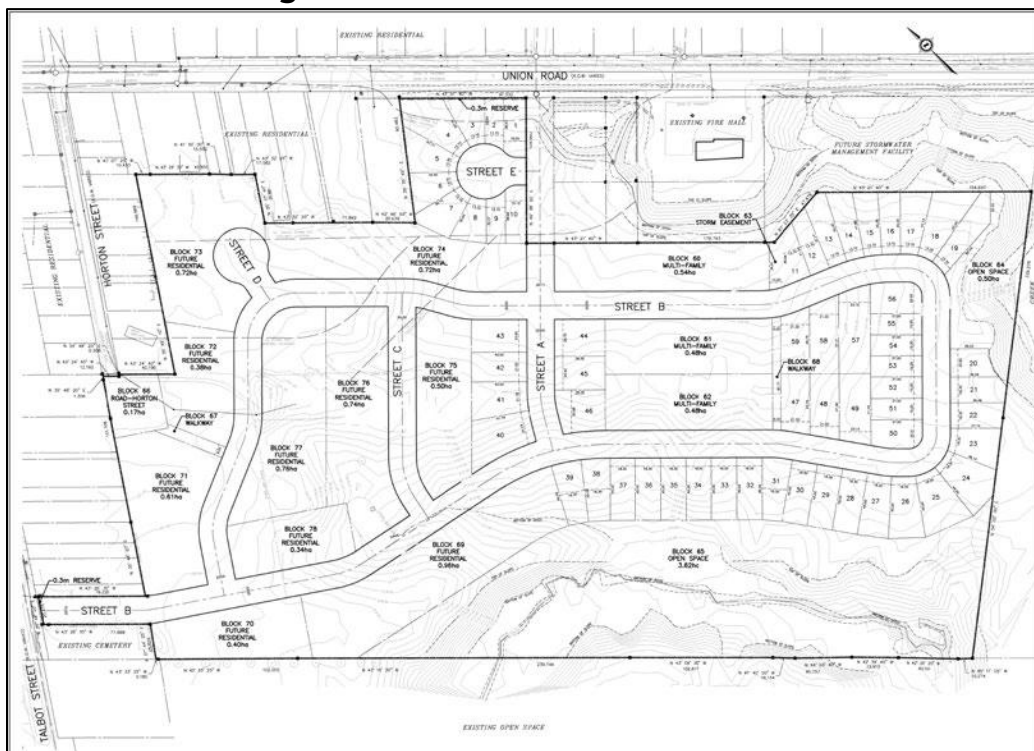
Buildings/Structures	Single-detached Dwelling, Two Accessory structures
Elgin County Official Plan	Tier 2 Settlement Area – Shedden
Township of Southwold Official Plan	Residential - Shedden (Schedule 4B)

**Proposal:**

As a reminder, the proposal seeks to permit the development of the approximately 21 ha (51.9 ac) site, located in the southwest corner of the Shedden Settlement Area. The lands are former agricultural lands that are surrounded to the north and east by low density residential uses and to the south and west by agricultural lands located outside the Settlement Area boundary.

The proposed subdivision included 46 single detached dwellings, 13 semi-detached dwelling lots (26 units) and 3 development blocks for rowhouse dwellings (52 units) as part of Phase 1 and 10 future development Blocks as part of Phase 2 (Figure 2– Draft Plan of Subdivision). A demonstration plan for the subdivision, attached as Appendix 2, indicates that Phase 2 is intended to be comprised of 40 single-detached dwellings, 32 semi-detached dwelling units and 35 rowhouse dwellings. In addition, the subdivision contained 6 Blocks for Open Space and Pathways as well as new internal roadways.

**Figure 2 – Draft Plan of Subdivision**



**Comment/Analysis:  
Planning Policy Review**

Zoning By-law Amendment Application ZBA 2025-01 was reviewed with consideration to the Provincial Planning Statement (2024), Elgin County Official Plan, Township of Southwold Official Plan, and the Township of Southwold Zoning Bylaw 2011-14. A summary of the applicable planning policies and regulations, as well as the relevancy to the subject application and commentary is provided below.

	<b>Section(s)</b>	<b>Relevance To Application</b>	<b>Comments</b>
<b>Provincial Planning Statement, 2024</b>	PPS 2.1.6 Planning for People and homes	Planning authorities should support the achievement of complete communities by: accommodating an appropriate range and mix of housing options	<b>Consistent</b> Proposal would allow for a range of housing in a manner that efficiently uses land and includes open space for park land and opportunity for future pathway systems. Proposed zoning is designed to avoid hazardous lands.
	PPS 2.2.1 Housing	Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected... by permitting and facilitating all housing options required to meet the social, health, economic and wellbeing	
	PPS 2.3.1 General Policies for Settlement Areas	requirements of current and future residents; and all types of residential intensification promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities	
	PPS 5.2.2 Natural Hazards Supporting a Modern Economy	Settlement areas shall be the focus of growth and development  Development shall generally be directed to areas outside of hazardous lands	
<b>Elgin County</b>	B1 Settlement Areas		<b>Conforms</b> The proposal permits a mix of

	Section(s)	Relevance To Application	Comments
<b>Official Plan</b>	<p>A6.1.1 Settlement Areas</p> <p>C1.1.1 Settlement Areas</p>	<p>Settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.</p> <p>Tier Two Settlement Area</p> <p>Encourage the provision of a range of housing types, promote the efficient use of existing and planned infrastructure by supporting opportunities for various forms of residential intensification, and encourage increases in density in new development areas to maximize the use of infrastructure and minimize the amount of land required for new development.</p>	<p>housing types, in a form that efficiently uses land and existing municipal water services as well as planned future sanitary services.</p>
<b>Township of Southwold Official Plan</b>	<p>3.4 Housing</p> <p>4.2.1.5 Natural Hazard Lands</p> <p>5.2.2 Settlement Area Land Uses</p>	<p>The Township will support meeting the needs, affordability and preferences of residents in a manner which is compatible with the scale of the existing communities and commensurate with the services required to support it.</p> <p>Development shall be directed away from areas identified as hazardous lands.</p> <p>Residential areas are intended to allow for a variety of housing options, including a variety of dwelling types, tenure types and arrangements</p> <p>Semi-detached dwellings and Townhomes are permitted uses</p>	<p><b>Conforms</b></p> <p>Proposal includes a range of housing types and densities at a scale that is appropriate and compatible with existing surrounding community. The proposed zoning directs development away from identified hazard areas and ensures sufficient transition to and separation from existing dwellings</p>

	Section(s)	Relevance To Application	Comments
		Medium density is to be located in proximity to Arterial or Collector Roads, providing transition between low-density dwellings and higher density development, buffered from low density development and compatible with surrounding development	and maintains the proper functioning of future dwellings in a manner that more efficiently uses land and infrastructure.

**Zoning By-law 2011-14, as amended**

The subject lands are currently zoned Settlement Reserve (SR) and Agricultural 1 (A1) zones as shown on Schedule A Maps 5 and 13 of Zoning By-law 2011-14, as amended. The SR zoning is applied to lands which have been designated for future development, and which are intended to ultimately be rezoned once a plan of subdivision or other development plans have been approved while the A1 zoning is meant to apply to lands intended for agricultural development in the agricultural areas of the Township. The A1 zoning is inconsistent with the Residential Designation that applies to the lands as the zoning was not updated after the Shedden Settlement Boundary was expanded with adoption of the current Southwold Official Plan.

Based on the proposed development scheme as well as agency, staff and public comments, the zoning amendment proposes 5 site-specific residential zones to permit the proposed residential uses and an Open Space zone to accommodate the proposed open space and functional areas of the subdivision. A copy of the proposed amending by-law, being By-law 2025-27, is attached as Appendix 3.

The applicant has requested the proposed zoning provisions in order to achieve the proposed density of units, relative affordability, and flexibility to respond to market conditions at the time of development of Phase 2. Zoning for Phase 2 has been tailored to provide some flexibility while also providing some comfort to staff of the development conditions moving forward and ensuring that the development intentions of the R2 and R3 zones are maintained. The following table provides a comparison of the zone requirements under Zoning By-law 2011-14, as amended and the proposed requirements:

<b>Residential 2 (R2) Zone</b>		<b>Required</b>	<b>Proposed R2-2</b>	<b>Proposed R2-3</b>
<b>Min. Lot Area</b>		300m <sup>2</sup>	300m <sup>2</sup>	300m <sup>2</sup>
<b>Min. Lot Frontage</b>	Single-detached	10.0m	10.0m	10.0m
	Semi-detached	9.0m	9.0m	9.0m
<b>Min. Front Yard</b>		6.0m	6.0m	6.0m
<b>Min. Interior SY</b>		1.2m	1.2m	1.2m
<b>Min. Ext. SY</b>		6.0m	<b>3.5m</b>	<b>3.5m</b>
<b>Min. Rear Yard</b>		9.0m	<b>8.0m</b>	9.0 m
<b>Max. Lot Coverage</b>		40%	<b>50%</b>	<b>50%</b>
<b>Max. Height</b>		12.0m	12.0m	12.0m
<b>Min. Parking</b>		2	2	2

The proposed R2 zones seek to permit a more efficient form of low-density housing with reduced exterior side yards and increased lot coverage across both the R2-2 and R2-3 zones and a reduced rear yard setback within the R2-2 zone. This approach would still provide the minimum requirements for access, maintenance, and amenity normally sought with low density development. The removal of the reduced rear yard within the R2-3 zone is reflective of the CA’s comment that any reduction of rear yard setback that would result in the encroachment into the Regulated Area would not be supported.

The proposed R3 zones are as follows:

<b>Residential 3 (R3) Zone</b>	<b>Required</b>	<b>Proposed R3-7</b>
<b>Min. Lot Area</b>	250m <sup>2</sup> /dwelling unit	<b>200m<sup>2</sup>/dwelling unit</b>
<b>Min. Lot Frontage</b>	6.0m	6.0m
<b>Min. Front Yard</b>	6.0m	6.0m
<b>Min. Interior SY</b>	3.0m	<b>1.2m</b>
<b>Min. Ext. SY</b>	6.0m	<b>3.5m</b>
<b>Min. Rear Yard</b>	10.0m	<b>6.0m</b>

<b>Max. Lot Coverage</b>	35%	<b>50%</b>
<b>Max. Height</b>	14.0m	14.0m
<b>Min. Parking</b>	1.5	1.5
<b>Min. Outdoor Amenity Area</b>	45m <sup>2</sup> /dwelling unit	>45m <sup>2</sup> /dwelling unit

The R3-7 zone seeks to establish performance standards similar to those of the R2 zones, with the addition of a reduced lot area. These requests are in the service of permitting more efficient use of the lands for higher density development. Similar to the R2 zoning, the requested reduced setbacks permit the increased utility of the lands while still maintaining the intent of setbacks to provide access, softscaping and area for amenity space.

The following zones will apply specifically to Phase 2 of the development and includes the addition of semi-detached dwelling as a permitted use.

<b>Residential 3 (R3) Zone</b>	<b>Required</b>	<b>Proposed R3-8 Semi-detached</b>	<b>Proposed R3-8 Rowhouse</b>
<b>Min. Lot Area</b>	250m <sup>2</sup> /dwelling unit	<b>200m<sup>2</sup>/dwelling unit</b>	<b>200m<sup>2</sup>/dwelling unit</b>
<b>Min. Lot Frontage</b>	6.0m	9.0m	6.0m
<b>Min. Front Yard</b>	6.0m	6.0m	6.0m
<b>Min. Interior SY</b>	3.0m	<b>1.2m</b>	<b>1.2m</b>
<b>Min. Ext. SY</b>	6.0m	<b>3.5m</b>	<b>3.5m</b>
<b>Min. Rear Yard</b>	10.0m	<b>6.0m</b>	<b>6.0m</b>
<b>Max. Lot Coverage</b>	35%	<b>50%</b>	<b>50%</b>
<b>Max. Height</b>	14.0m	12.0m	14.0m

<b>Min. Parking</b>	1.5	2	1.5
<b>Min. Outdoor Amenity Area</b>	45m <sup>2</sup> /dwelling unit	n/a	45m <sup>2</sup> /dwelling unit

The R3-8 zone seeks to include semi-detached uses as a permitted use within the R3 zone. As noted, this is being done to provide some flexibility to the development to adjust to market conditions at the time of development. The proposed semi-detached uses largely match the performance standards of the semi-detached uses found in the proposed R2-2 zone while also establishing similar provisions for the rowhouse use in Phase 1. The only unique provision established through the R3-8 zone is a minimum lot area for semi-detached uses similar to those required for the rowhouse use. The other minimum performance standards for side yards and rear yard will ensure the proper functioning of individual lots while the reduced lot area will help to maintain a density more in line with that intended for the R3 zone.

<b>Residential 3 (R3) Zone</b>	<b>Required</b>	<b>Proposed R3-9 Semi-detached</b>	<b>Proposed R3-9 Rowhouse</b>
<b>Min. Lot Area</b>	250m <sup>2</sup> /dwelling unit	<b>200m<sup>2</sup>/dwelling unit</b>	<b>200m<sup>2</sup>/dwelling unit</b>
<b>Min. Lot Frontage</b>	6.0m	9.0m	6.0m
<b>Min. Front Yard</b>	6.0m	6.0m	6.0m
<b>Min. Interior SY</b>	3.0m	<b>1.2m</b>	<b>1.2m</b>
<b>Min. Ext. SY</b>	6.0m	<b>3.5m</b>	<b>3.5m</b>
<b>Min. Rear Yard</b>	10.0m	<b>4.5m</b>	<b>4.5m</b>
<b>Max. Lot Coverage</b>	35%	<b>50%</b>	<b>50%</b>
<b>Max. Height</b>	14.0m	12.0m	14.0m
<b>Min. Parking</b>	1.5	2	1.5

<b>Min. Outdoor Amenity Area</b>	45m <sup>2</sup> /dwelling unit	n/a	45m <sup>2</sup> /dwelling unit
----------------------------------	---------------------------------	-----	---------------------------------

The R3-9 zone similarly proposes to add semi-detached dwellings as a permitted use and the same performance standards as the R3-7 zone with the only exception being a further reduced rear yard setback recognizing the specific conditions of one small area of the Phase 2 development area. The area in question, Lots 70i-70l in the demonstration plan, are adjacent to agricultural lands located beyond the Settlement Area boundary. In this instance, the typical concerns raised by a further reduced rear yard setback, such as privacy or overlook concerns, are not present.

Overall, the proposed zone provisions represent a transition to a more urban form of development with greater lot coverage and reduced side yards and rear yards, where appropriate, and with higher density development, additional reduced minimum lot sizes. The requested provisions reflect setbacks, coverage and other permissions which have been frequently granted as variances in other urban developments within Southwold and surrounding area. The revised proposed zoning for Phase 2 provides for an appropriate transition and integration with the existing community and presents an appropriate development of the land. Staff are supportive of the proposed zoning amendment which would allow for the appropriate development and intensification of the subject lands.

**Circulation and Consultation:**

A courtesy notice of the Council meeting for ZBA 2025-01 was circulated by the Township of Southwold to those who provided comment on the application at the previous Public Meeting and posted the courtesy notice to the Township’s website.

In addition to the comments described in the Public Meeting report PLA 2025-03, staff received comments from the Lower Thames Valley Conservation Authority indicating concern for any reduced rear yard setbacks which would result in future construction encroaching into their Regulated Area. Furthermore, several comments were presented at the public meeting which were related to the present application including concern that affordable housing was being proposed as part of the development, that the proposed housing forms were not compatible with the surrounding community, and concerns for traffic, school capacity, servicing and drainage.

As noted, the zoning has been tailored to ensure that no reduction of rear yard setbacks is permitted on lots affected by the CA’s Regulated Area. With respect to affordable housing, the plan of subdivision does not include any proposed affordable housing

units, however the proposed housing composition is intended to offer housing options to a range of households to reflect a variety of income levels. The proposed zoning was refined through continued discussion with the Applicant in order to better clarify the transition of uses across the subdivision. The present iteration ensures that generally lower density housing uses interface with the existing community. Finally, matters of traffic, servicing and drainage, were addressed through the draft Plan of Subdivision application with the preparation of the appropriate studies which confirmed that any concerns are appropriately addressed and relevant school boards are included in the circulation of all planning applications.

### **Planning Analysis**

The Application for Zoning By-law Amendment, as submitted by the Applicant and revised through the review process, proposes ultimately to amend the zoning of the property located at 35743 Horton Street from Settlement Reserve (SR) and Agricultural 1 (A1) to Residential 2 Special Provision 2 (R2-2) Zone, Residential 2 Special Provision 3 (R2-3) Zone, Residential 3 Special Provision 7 (R3-7) Zone, Residential 3 Special Provision 8 (R3-8) Zone, Residential 3 Special Provision 9 (R3-9) Zone and Open Space (OS) Zone to permit the development of Draft Plan of Subdivision 34T-SO2402. The zoning seeks to establish a range of site-specific zones to permit a more efficient form of development which responds to site constraints and offers flexibility for future development that maintains an appropriate level of compatibility with the existing community.

The proposed zoning permitting the residential subdivision is consistent with the policies of the Provincial Planning Statement (2024) which seeks to support the development of complete communities, within Settlement Areas, by accommodating an appropriate range of housing and varying densities. The PPS further seeks to direct housing away from any identified hazards, which has been accomplished by removing permission for a reduced rear yard in areas identified as being located within the Conservation Authority's Regulated Area. The subject lands are further located within a Tier 2 Settlement Area designated by the County of Elgin Official Plan where policies of the Plan direct Settlement Areas to be the focus of growth in the community. Furthermore, the policies encourage the provision of a range of housing forms and densities to minimize the consumption of land and to promote the efficient use of existing and planned infrastructure where the subject lands currently benefit from municipal water services and will benefit from future municipal sanitary services once a new wastewater treatment plant is constructed, slated for later in 2025.

The subject lands are further designated as Residential within the Shedden Settlement Area within the Southwold Official Plan. The Plan supports a variety of housing options

in order to meet the needs, affordability and preferences of residents in a manner that integrates well within the existing community and in a way that avoids hazardous lands. Furthermore, the Plan directs medium density development, such as Town and Rowhouses to be appropriately located and offer the appropriate transition to existing low density development. The proposed zoning permits a range of housing options with single, semi-detached and rowhouse dwellings, all of which are permitted within the Residential designation, while ensuring that an appropriate level of compatibility is reached. Where the development is adjacent to low density housing to the north, the zoning limits housing options to single or semi-detached dwellings, while where the development is adjacent to low density housing to the east, rowhouse dwellings and semi-detached dwellings are permitted where existing deep lots provide sufficient separation to accommodate any potential impacts from the higher density housing form. As noted previously, the zoning further ensures that housing is generally directed outside of the CA's regulated area by not permitting reduced rear yard setbacks where development is located within the affected areas.

**Financial Implications:**

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

Additional fees will be due at the time of the execution of the development agreement and at the time of building permit application, including but not limited to parkland fees, driveway entrance, 911 sign and development charges.

Approval of the applications 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

**Conclusion:**

The Zoning By-law Amendment seeks to rezone the subject lands from Settlement Reserve (SR) and Agricultural 1 (A1) to Residential 2 Special Provision 2 (R2-2) Zone, Residential 2 Special Provision 3 (R2-3) Zone, Residential 3 Special Provision 7 (R3-7)

Zone, Residential 3 Special Provision 8 (R3-8) Zone, Residential 3 Special Provision 9 (R3-9) Zone and Open Space (OS) Zone to permit the development of Draft Plan of Subdivision 34T-SO2402.

Planning staff support Zoning By-law Amendment ZBA 2025-01 as the proposal is consistent with the Provincial Planning Statement; conforms to the Elgin County and Township Official Plans; and represents good land use planning.

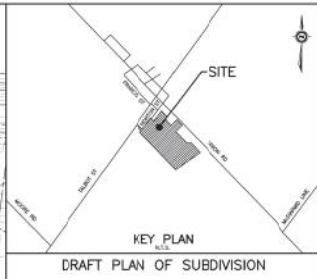
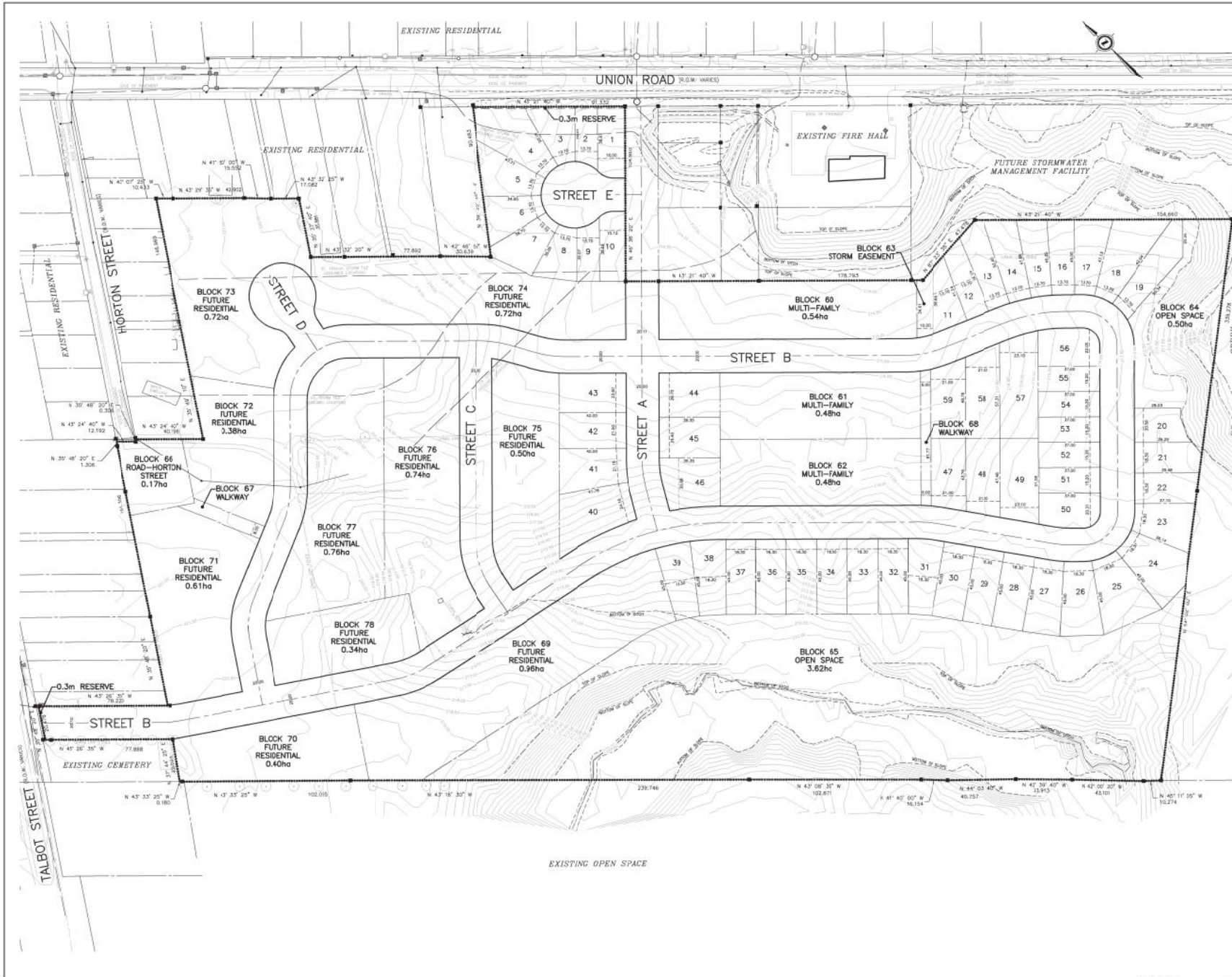
Subject to receiving any additional comments from the public, agencies and Council, Planning staff recommend that Zoning By-law Amendment 2025-01 is approved, and that By-law No. 2025-27 is referred for consideration and passage at the April 14, 2025 Regular Meeting of Council.

**Respectfully submitted by:**  
**Mike Szilagyi**  
**Planner**  
**"Submitted Electronically"**

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

### **List of Appendices**

1. Appendix 1: Draft Plan of Subdivision 34T-SO2402
2. Appendix 2: Demonstration Plan
3. Appendix 3: By-law 2025-27
4. Appendix 4: Report PLA 2025-03 from January 27, 2025 Public Meeting



PART OF LOT 15  
CONCESSION SOUTH EAST OF THE  
NORTH BRANCH OF TALBOT ROAD  
(GEOGRAPHIC TOWNSHIP OF SOUTHWOLD)  
IN THE TOWNSHIP OF SOUTHWOLD  
COUNTY OF ELGIN

**OWNER'S CERTIFICATE:**  
I HEREBY SUBMIT THIS DRAFT PLAN OF SUBDIVISION.

DAVE SPORNBERG  
PRESIDENT  
SIP HOMES

I HAVE THE AUTHORITY TO BIND THE CORPORATION.

**SURVEYOR'S CERTIFICATE:**  
I CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AS SHOWN ON THIS PLAN AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.

KEVIN S. HUSTED  
KEVIN HUSTED SURVEYING LTD.  
ONTARIO LAND SURVEYOR

**LAND USE SCHEDULE**

SINGLE FAMILY RESIDENTIAL - LOTS 1-39, 50-54	3.56 ha
SEMI-DETACHED RESIDENTIAL - LOTS 40-65, 67-69	1.34 ha
MULTI-FAMILY RESIDENTIAL - BLOCKS 60-62	1.55 ha
ROADS - STREETS 'A', 'B', 'C', 'D' & 'E'	3.83 ha
STORM EASEMENT - BLOCK 63	0.04 ha
OPEN SPACE - BLOCKS 64, 65	4.12 ha
ROAD - HORTON STREET - BLOCK 66	0.17 ha
WALKWAY EASEMENT - BLOCK 67, 68	0.28 ha
FUTURE RESIDENTIAL - BLOCKS 69-78	6.13 ha
<b>TOTAL AREA</b>	<b>20.78 ha</b>

**REQUIREMENTS OF SECTION 51(17) OF THE PLANNING ACT**

(a) AS SHOWN ON PLAN	(g) AS SHOWN ON PLAN
(b) AS SHOWN ON PLAN	(h) MUNICIPAL WATER
(c) AS SHOWN ON KEY PLAN	(i) CLAYEY SOIL, TILL
(d) SINGLE, MULTI-FAMILY, DUPLEX	(j) AS SHOWN ON PLAN
(e) AS SHOWN ON PLAN	(k) MUNICIPAL SERVICES
(f) AS SHOWN ON PLAN	(l) AS SHOWN ON PLAN

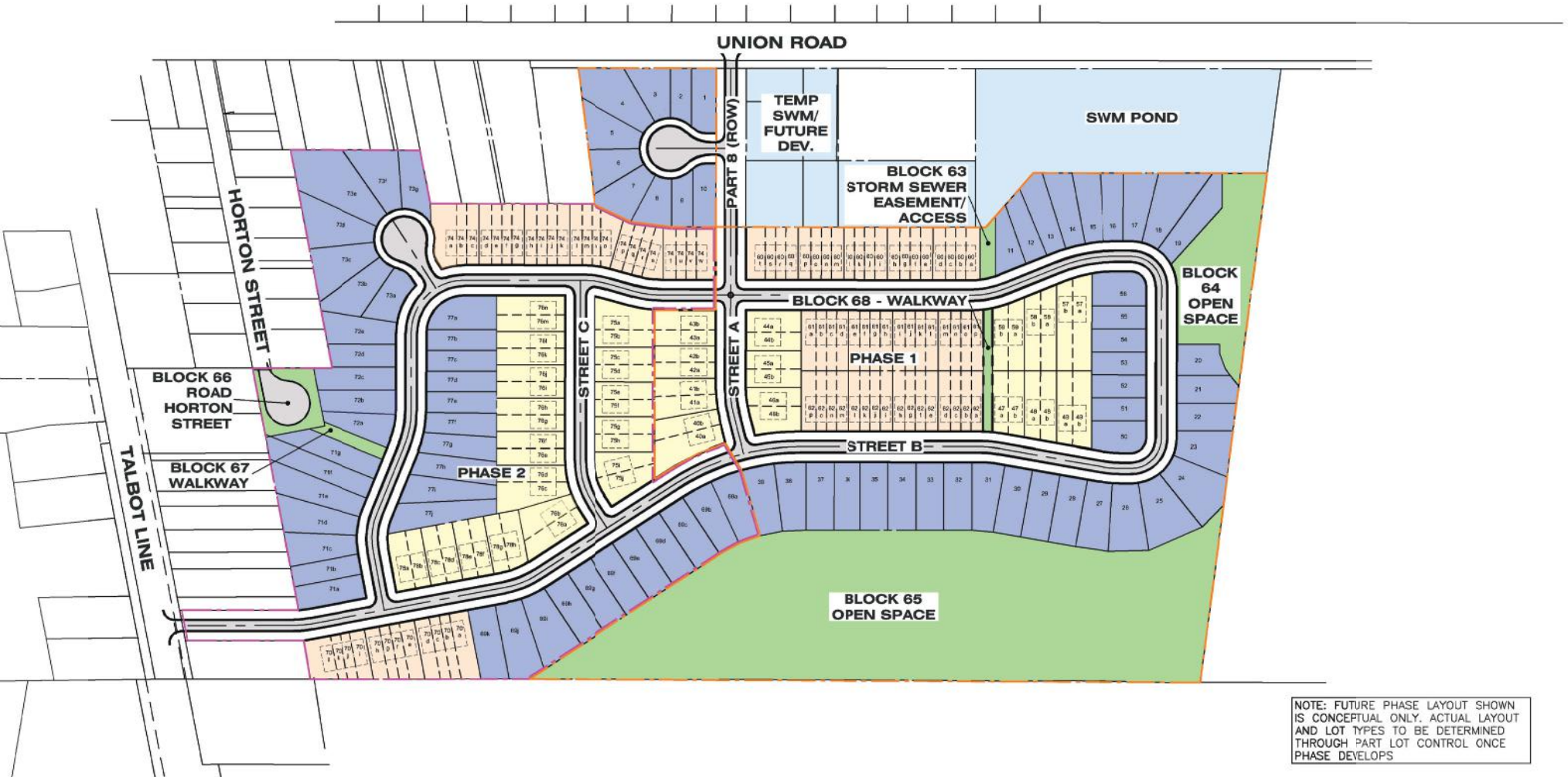
**SHELDEN MEADOWS**

**1873828 ONTARIO LIMITED**



NO.	REVISION	DATE	BY

SCALE - 1 : 1000  
DATE 19-7-2024  
PROJECT NO. 21-3040



NOTE: FUTURE PHASE LAYOUT SHOWN IS CONCEPTUAL ONLY. ACTUAL LAYOUT AND LOT TYPES TO BE DETERMINED THROUGH PART LOT CONTROL ONCE PHASE DEVELOPS

**1873828 ONTARIO LTD.**  
35743 Horton Street Development,  
Shedden ON

**PHASE 2 CONCEPT PLAN**

PHASE 1 LIMIT	PROPOSED SINGLE DETACHED (R2 ZONE)	PROPOSED STREET ROWHOUSES (R3 ZONE)	PROPOSED OPEN SPACE/LANDSCAPE/WALKWAY
PHASE 2 LIMIT	PROPOSED SEMI DETACHED (R2 ZONE)	PROPOSED PAVEMENT	LANDS RETAINED BY TOWNSHIP FOR SWM POND

**LOT SUMMARY**

SINGLE DETACHED	- 46 LOTS (Phase 1)	SINGLE DETACHED	- 40 LOTS (Phase 2)
SEMI-DETACHED	- 26 UNITS (Phase 1)	SEMI-DETACHED	- 32 UNITS (Phase 2)
ROWHOUSES	- 52 UNITS (Phase 1)	ROWHOUSES	- 35 UNITS (Phase 2)
<b>TOTAL PHASE 1</b>	<b>- 124 LOTS/UNITS</b>	<b>TOTAL PHASE 2</b>	<b>- 107 LOTS/UNITS</b>

File Location:  
c:\pwr\working directory\projects 2021\utiliti\_10\pdrms81080\zoning figure 2025.dwg  
January, 24, 2025 11:47 AM

MAP/DRAWING INFORMATION  
THIS DRAWING IS FOR INFORMATION PURPOSES ONLY. ALL DIMENSIONS AND BOUNDARY INFORMATION SHOULD BE VERIFIED BY AN O.L.S PRIOR TO CONSTRUCTION.  
CREATED BY: JSC  
CHECKED BY: GFW  
DESIGNED BY: JLP

SCALE: 1:2500



PROJECT: 21-3040  
STATUS: DRAFT  
DATE: 01-24-2025



**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**BY-LAW NO. 2025-27**

**Being a By-law to Amend By-law No. 2011-14**

**WHEREAS** under Section 34 of the Planning Act, R.S.O. 1990, c.P. 13, authorizes municipalities to pass and amend zoning by-laws governing the use of land, buildings and structures;

**AND WHEREAS** the requirements for the giving notice and the holding of a public meeting of a zoning by-law amendment have been met;

**AND WHEREAS** the Council of the Corporation of the Township of Southwold deems it advisable to amend By-law 2011-14, being the Zoning By-law of the Township of Southwold;

**THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD HEREBY ENACTS AS FOLLOWS:**

1. **THAT:** Schedule 'A', Map 5 and Map 13 of By-Law No. 2011-14, as amended, are hereby amended by changing from Agricultural 1 (A1) Zone and Settlement Reserve (SR) Zone to a Residential 2 Special Provision 2 (R2-2), Residential 2 Special Provision 3 (R2-3) Zone, Residential 3 Special Provision 7 (R3-7) Zone, Residential 3 Special Provision 8 (R3-8) Zone, and Residential 3 Special Provision 9 (R3-9) Zone those lands outlined in heavy solid lines on Schedule 'A' attached hereto and forming part of this By-law on lands legally described as Part of Lot 15, Concession NBTR Southwold, designated as Part 1, and 11R-10216 Township of Southwold.
2. **THAT:** Subsection 9.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

**“(b) R2-2 As shown on Schedule A, Map No. 13**

**(i) Zone Requirements**

All lot and building requirements for the permitted uses shall be in accordance with Subsection 9.2, except for the following:

- |                                       |               |
|---------------------------------------|---------------|
| 1. Minimum Exterior Side Yard Setback | 3.5 m (11 ft) |
| 2. Minimum Rear Yard Setback          | 8.0 m (26 ft) |
| 3. Maximum Lot Coverage               | 50%           |

3. **THAT:** Subsection 9.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

**“(c) R2-3 As shown on Schedule A, Map No. 13**

(i) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with Subsection 9.2, except for the following:

- |                                       |               |
|---------------------------------------|---------------|
| 1. Minimum Exterior Side Yard Setback | 3.5 m (11 ft) |
| 2. Maximum Lot Coverage               | 50%           |

4. **THAT:** Subsection 10.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

**“(g) R3-7 As shown on Schedule A, Map No. 13**

(i) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with Subsection 10.2, except for the following:

- |                                       |   |
|---------------------------------------|---|
| 1. Minimum Lot Area                   | 200 m <sup>2</sup> (2,153 ft <sup>2</sup> ) |
| 2. Minimum Interior Side Yard Setback | 1.2 m (4.0 ft)                              |
| 3. Minimum Exterior Side Yard Setback | 3.5 m (11 ft)                               |
| 4. Minimum Rear Yard Setback          | 6.0 m (20 ft)                               |
| 5. Maximum Lot Coverage               | 50%   |

5. **THAT:** Subsection 10.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

**“(h) R3-8 As shown on Schedule A, Map No. 13**

(i) Permitted Uses

In addition to those uses listed in subsection 10.1, the following uses may also be permitted:

Semi-detached Dwelling

(ii) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with Subsection 10.2, except for the following:

1. Minimum Lot Area:
  - a. Semi-detached Dwelling 200 m<sup>2</sup> (2,153 ft<sup>2</sup>)
  - b. Rowhouse Dwelling 200 m<sup>2</sup> (2,153 ft<sup>2</sup>)
2. Minimum Lot Frontage:
  - a. Semi-detached Dwelling 9.0 m (30 ft)
3. Minimum Building Height:
  - a. Semi-detached Dwelling 12 m (39 ft)
4. Minimum Interior Side Yard Setback
  - a. Semi-detached Dwelling 1.2 m (4.0 ft)
  - b. Rowhouse Dwelling 1.2 m (4.0 ft)
5. Minimum Exterior Side Yard Setback
  - a. Semi-detached Dwelling 3.5 m (11 ft)
  - b. Rowhouse Dwelling 3.5 m (11 ft)
6. Minimum Rear Yard Setback
  - a. Semi-detached Dwelling 6.0 m (20 ft)
  - b. Rowhouse Dwelling 6.0 m (20 ft)
7. Maximum Lot Coverage 50%

6. **THAT:** Subsection 10.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

**“(i) R3-9 As shown on Schedule A, Map No. 13**

(i) Permitted Uses

In addition to those uses listed in subsection 10.1, the following uses may also be permitted:

Semi-detached Dwelling

(ii) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with Subsection 10.2, except for the following:

1. Minimum Lot Area:
  - a. Semi-detached Dwelling 200 m<sup>2</sup> (2,153 ft<sup>2</sup>)
  - b. Rowhouse Dwelling 200 m<sup>2</sup> (2,153 ft<sup>2</sup>)
2. Minimum Lot Frontage:
  - a. Semi-detached Dwelling 9.0 m (30 ft)

- 3. Minimum Building Height:
  - a. Semi-detached Dwelling 12 m (39 ft)
- 4. Minimum Interior Side Yard Setback
  - a. Semi-detached Dwelling 1.2 m (4.0 ft)
  - b. Rowhouse Dwelling 1.2 m (4.0 ft)
- 5. Minimum Exterior Side Yard Setback
  - a. Semi-detached Dwelling 3.5 m (11 ft)
  - b. Rowhouse Dwelling 3.5 m (11 ft)
- 6. Minimum Rear Yard Setback
  - a. Semi-detached Dwelling 4.5 m (15 ft)
  - b. Rowhouse Dwelling 4.5 m (15 ft)
- 7. Maximum Lot Coverage 50%

- 7. **THAT:** this By-law shall come into force pursuant to Section 34(2) of the Planning Act, RSO 1990.

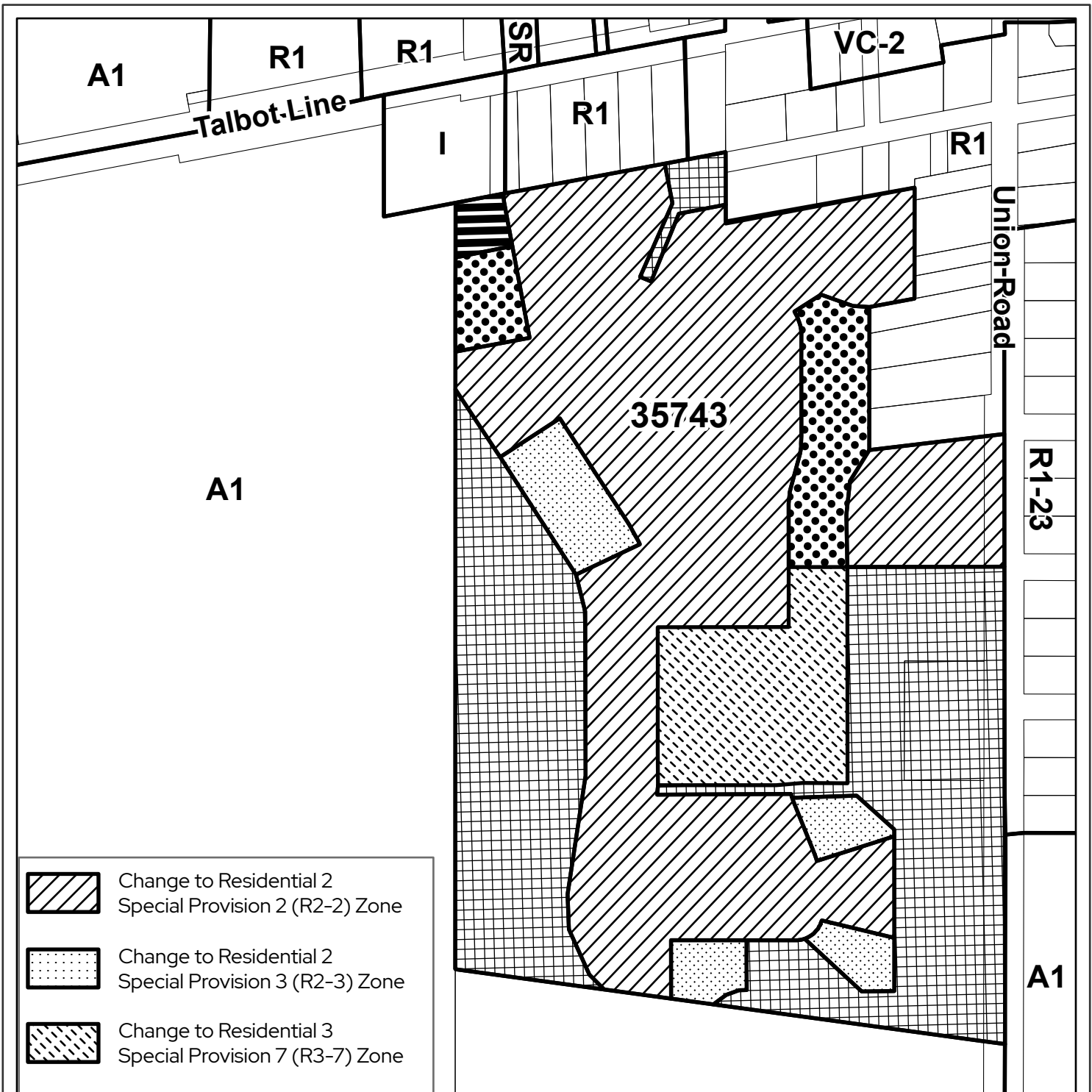
**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 14<sup>th</sup> DAY OF APRIL 2025.**

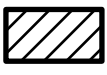
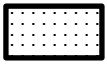




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Mayor  
Grant Jones

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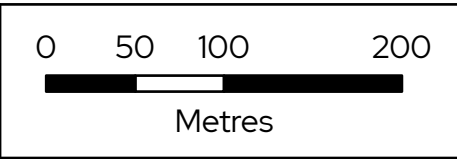
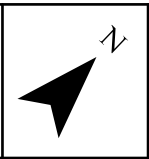
CAO/Clerk  
Jeff Carswell



-  Change to Residential 2 Special Provision 2 (R2-2) Zone
-  Change to Residential 2 Special Provision 3 (R2-3) Zone
-  Change to Residential 3 Special Provision 7 (R3-7) Zone
-  Change to Residential 3 Special Provision 8 (R3-8) Zone
-  Change to Residential 3 Special Provision 9 (R3-9) Zone
-  Change to Open Space (OS)

This is Schedule "A" to By-law No. 2025-27 passed on the 14th day of April, 2025.

**MAYOR** **C.A.O./CLERK**





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** January 27, 2025  
**PREPARED BY:** Mike Szilagyi, Planner  
**REPORT NO:** PLA 2025-03  
**SUBJECT MATTER:** **Zoning By-law Amendment Application ZBA 2025-01  
and Plan of Subdivision Application 34T-SO2402  
35743 Horton Street  
1873828 Ontario Ltd. (c/o Dave Sparenberg)**

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

THAT Council recommend approval of the proposed Draft Plan of Subdivision 34TSO2402 to Elgin County, subject to the conditions listed in Appendix 2 of Report PLA 2025-03 being assigned to any Notice of Decision by the County; and

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

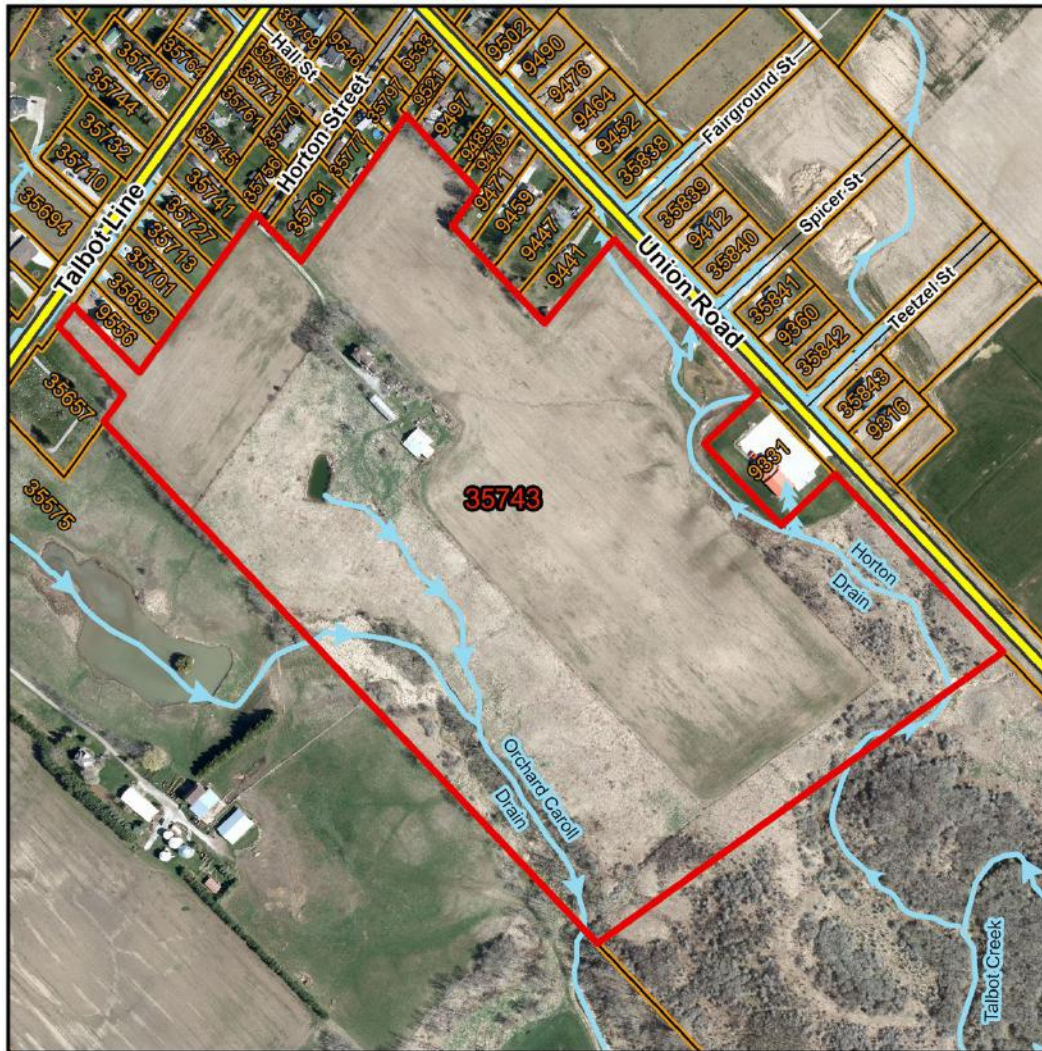
#### **Purpose:**

Elgin County has received Plan of Subdivision Application (34T-SO2402) for the development of a parcel of land located south of Horton Street and west of Union Road, municipally known as 35743 Horton Street and as shown on the key map below. The Plan of Subdivision Application seeks to create 46 single detached dwelling lots, 13 semi-detached lots (26 units), 3 Blocks for rowhouse units (52 units) in Phase 1 with a second Phase proposed to contain 10 Blocks for future development including single-detached, semi-detached and rowhouse units. These Blocks are intended to be further developed and subdivided through Lifting of Part Lot Control. In addition, blocks will be created for stormwater management, Open Space, pedestrian links, and new internal roads, which are all to be conveyed to the Township. The proposed draft plan is shown in Appendix 1.

The Township of Southwold has received a concurrent Zoning By-law Amendment Application ZBA 2025-01 to rezone the subject property from the Settlement Reserve (SR) and Agriculture 1 Zones as shown on Schedule A Maps 5 and 13 of Zoning By-law 2011-14, as amended to a requested site specific Residential 2 (R2) zone and two site-specific Residential 3 (R3) Zones. The proposed zoning for Phase 1 seeks to establish site specific zone provisions to reduce the required exterior and rear yard setbacks, and increase the permitted maximum lot coverage for the Residential 2 zone and reduce

the minimum required lot area, reduce the required exterior and rear yard setbacks, and increase the permitted maximum lot coverage for the Residential 3 zone. For Phase 2, the application seeks to permit Single-detached and Semi-detached dwellings as permitted uses within the Residential 3 zone and to reduce the required exterior and rear yard setbacks, and increase the permitted maximum lot coverage. Lands to be conveyed to the municipality for open space and required servicing infrastructure are to be zoned Open Space (OS).

**Key Map of Subject Property**



**Background:**

The subject property is located within the Shedden Settlement Area and is designated for Residential Land Use in the Official Plan 2021 (OP), as shown on Schedule 4B. A portion of the lands are identified as Significant Woodland on Schedule 2 – Heritage Features and as Hazardous Lands on Schedule 3 – Natural Hazards of the Official Plan.

The lands are zoned Settlement Reserve and Agricultural 1, as shown on Schedule A, Maps 5 and 13, under Zoning By-law 2011-14, as amended.

The property measures approximately 20.7 ha (51.15 ac) in area with approximately 91 m (299 ft) of frontage along Union Road and approximately 21 m along Talbot Line. The lands are former agricultural lands and are occupied by a single-detached dwelling and two barn structures which will all be removed as part of this development. The subject property is located in an area serviced by the municipal water supply and will be serviced by the future Township Wastewater Treatment Plant expected to begin construction later in 2025.

The lands are located in the southeast corner of the Shedden Settlement Area and are surrounded to the north by single-detached dwellings located along Horton Street and Talbot Line, to the east by additional single-detached dwellings, the Township Fire Station, and vacant lands slated for future residential development, and to the south and east by active agricultural lands and natural heritage areas.

### **Proposal:**

The applicant has submitted an application to Elgin County to consider the development of the proposed plan of subdivision as shown in Appendix 1. The Township of Southwold has received a Zoning By-law Amendment to be considered concurrently which reflects the layout and uses as shown on the plan of subdivision. The applications were submitted together with the following supporting materials:

#### Plans

1. Draft Plan

#### Studies

2. Preliminary Hydrogeological Assessment prepared by MTE Consultants dated December 20, 2023
3. Geotechnical Investigation & Slope Stability Assessment prepared by EXP Services Inc. dated September 2022
4. Traffic Impact Study prepared by Dillon Consulting Limited dated October 2024
5. Transportation Noise Assessment prepared by Dillon Consulting Limited dated October 2024
6. Planning Justification Report prepared by Dillon Consulting Limited dated December 2024
7. Preliminary Stormwater Management Report prepared by Dillon Consulting Limited dated November 2024

8. Functional Servicing Report prepared by Dillon Consulting Limited dated November 2024
9. Tree Preservation Report prepared by Dillon Consulting Limited dated October 2024
10. Stage 1-2 Archaeological Assessment prepared by Lincoln Environmental Consulting Corp. dated November 2022
  - 10.1 Supplementary Documentation
  - 10.2 Entered to Register MCM prepared by Lincoln Environmental Consulting Corp. dated November 2022
11. Environmental Impact Study prepared by Dillon Consulting Limited dated October 2024

Development of the Plan of Subdivision will include the following:

- 46 single detached dwelling lots in Phase 1, primarily backing onto the adjacent stormwater management pond, open space and natural heritage lands at the south end of the property. There is another cluster of single detached dwellings, located at the eastern entry to the Subdivision at Union Road;
- 13 semi-detached dwelling lots (26 units) fronting on new internal roads;
- 3 blocks for the development of future medium density rowhouse units backing onto the adjacent stormwater management Block and located on new internal roads;
- The lands identified as open space, containing woodlands and hazard lands will be conveyed to the Township and zoned for Open Space;
- The Open Space area includes a minimum 20m setback to the rear lot lines of the proposed lots backing onto the significant woodland;
- A storm water management pond will be constructed at the southeast end of the property. The final design of the facility and additional approvals under the Drainage Act will be required under the provisions of the development agreement.

### **Comment/Analysis:**

#### **Planning Policy Review**

When considering applications under the provisions of the Planning Act, Planning authorities shall ensure that decisions are consistent with the direction and policies within the Provincial Planning Statement (PPS 2024), do not conflict with Provincial Plans and are based on sound planning principles. Decisions shall also conform to the policies County of Elgin Official Plan (CEOP) and Township of Southwold Official Plan (OP).

Staff has reviewed the proposed draft plan of subdivision and zoning by-law amendment and is in a position to provide the following comments.

The Planning Justification Report prepared by Dillon Consulting dated December 2024 was submitted in support of the proposed draft plan and zoning amendment application. Staff are generally in support of the conclusions and justification provided in the PJR and supporting studies for the proposed draft plan of subdivision. As will be discussed further in the report, staff are generally supportive of the proposed zoning amendment, however, are not satisfied with the application of the Phase 2 zoning. As such, staff are withholding a recommendation related to that application. An internal review of the relevant planning policy documents including the PPS 2024, CEOP and OP has been attached to this report as Appendix 3 Planning Policy Review.

Consideration of the draft plan of subdivision is consistent with the direction of the PPS and conform to the land use and servicing policies of the CEOP and OP provided the conditions attached as Appendix 2 to this report are applied to the draft approval and are fulfilled to the satisfaction of the Township prior to the issuance of final approval by the County.

#### **Zoning By-law 2011-14, as amended**

The subject lands are currently zoned Settlement Reserve (SR) and Agricultural Lands (A1) as shown on Schedule A Maps 5 and 13 of Zoning By-law 2011-14, as amended. The SR zoning is applied to lands which have been designated for future development, and which are intended to ultimately be rezoned once a plan of subdivision or other development plans have been approved while the A1 zoning is meant to apply to lands intended for agricultural development in the agricultural areas of the Township. The A1 zoning is inconsistent with the Residential Designation that applies to the lands as the zoning was not updated after the Shedden Settlement Boundary was expanded with adoption of the current Southwold Official Plan.

The applicant is proposing that the subject lands be rezoned and placed in two site-specific Residential zones, R2-XX and R3-XX, for Phase 1 and an additional site-specific Residential zone, R3-XY, for Phase 2. Although Staff is generally supportive of the proposed amended provisions and the zoning distribution of Phase 1, Staff have not yet reached a point of comfort with respect to the proposed zoning for Phase 2. As such, a recommendation is not being put forward at this time with respect to the requested Zoning Amendment. Instead, this section will present what is presently proposed and briefly discuss Staff's concerns.

The applicant has requested the proposed zoning provisions in order to achieve the proposed density of units as well as permitting for some flexibility with respect to the

development of Phase 2 to respond to market conditions at the time of development. The proposed provisions have been selected in order to try to achieve a more efficient use of land and achieve the intended density. The development will offer a range of housing types including single-detached, semi-detached and rowhouse dwellings. The following tables provide a comparison of the zone requirements under Zoning By-law 2011-14, as amended and the proposed requirements:

Phase 1

<b>Residential 2 (R2) Zone</b>		<b>Required</b>	<b>Proposed</b>
<b>Min. Lot Area</b>		300m <sup>2</sup>	300m <sup>2</sup>
<b>Min. Lot Frontage</b>	Single-detached	10.0m	10.0m
	Semi-detached	9.0m	9.0m
<b>Min. Front Yard</b>		6.0m	6.0m
<b>Min. Interior SY</b>		1.2m	1.2m
<b>Min. Ext. SY</b>		6.0m	<b>3.5m</b>
<b>Min. Rear Yard</b>		9.0m	<b>8.0m</b>
<b>Max. Lot Coverage</b>		40%	<b>50%</b>
<b>Max. Height</b>		12.0m	12.0m
<b>Min. Parking</b>		2	2

<b>Residential 3 (R3) Zone</b>	<b>Required</b>	<b>Proposed</b>
<b>Min. Lot Area</b>	250m <sup>2</sup> /dwelling unit	<b>200m<sup>2</sup>/dwelling unit</b>
<b>Min. Lot Frontage</b>	6.0m	6.0m
<b>Min. Front Yard</b>	6.0m	6.0m
<b>Min. Interior SY</b>	3.0m	<b>1.2m</b>
<b>Min. Ext. SY</b>	6.0m	<b>3.5m</b>
<b>Min. Rear Yard</b>	10.0m	<b>6.0m</b>
<b>Max. Lot Coverage</b>	35%	<b>50%</b>
<b>Max. Height</b>	14.0m	14.0m
<b>Min. Parking</b>	1.5	1.5

<b>Min. Outdoor Amenity Area</b>	45m <sup>2</sup> /dwelling unit	>45m <sup>2</sup> /dwelling unit
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Phase 2

In addition to the following table presenting the site specific provisions for Phase 2, the Applicant has requested that the following uses be added as permitted uses within the Residential 3 zone:

- Single-detached dwelling
- Semi-detached dwelling

<b>Residential 3 (R3) Zone</b>		<b>Required</b>	<b>Proposed</b>
<b>Min. Lot Area</b>		250m <sup>2</sup> /dwelling unit	250m <sup>2</sup> /dwelling unit
<b>Min. Lot Frontage</b>	Single-detached	10.0m	10.0m
	Semi-detached	9.0m	9.0m
	Rowhouse	6.0m	6.0m
<b>Min. Front Yard</b>		6.0m	6.0m
<b>Min. Interior SY</b>	Single-detached	1.2m	1.2m
	Semi-detached	1.2	1.2
	Rowhouse	3.0	3.0
<b>Min. Ext. SY</b>		6.0m	<b>3.5m</b>
<b>Min. Rear Yard</b>		10.0m	<b>6.0m</b>
<b>Max. Lot Coverage</b>		40%	<b>50%</b>
<b>Max. Height</b>		12.0m	12.0m
<b>Min. Parking</b>		2	2
<b>Min. Outdoor Amenity Area</b>		45m <sup>2</sup> /dwelling unit	>45m <sup>2</sup> /dwelling unit

The proposed zone provisions represent a transition to a more urban form of development with greater lot coverage and reduced rear and side yards, where appropriate and in the case of rowhouse development in Phase 1, slightly reduced minimum lot sizes. The requested provisions reflect setbacks, coverage and other permissions which have been frequently granted as variances in other urban developments within Southwold and surrounding area. The proposed zoning for Phase 2 generally continues to transition to a more urban form of development that will more

efficiently utilize the subject lands, however at this time, it’s unclear exactly what the intended development distribution is for Phase 2.

As a result, Staff is not yet in a position to put forward a recommendation related to the above requests primarily due to discomfort with a lack of information or understanding of the future development of Phase 2 of the proposed Subdivision. Although the general design is acceptable and there is a recognition and understanding for desired flexibility in the permissions applied to a future phase of development, staff want a greater understanding of the distribution of housing typologies across the lands and have that reflected in the zoning distribution. It’s understood that at the time of writing this report, the Applicant is working on providing an updated zoning proposal which will see a distribution similar to that of Phase 1 where in a mix of site-specific Residential 2 and Residential 3 zones will be proposed. The site-specific zoning will closely align with those of Phase 1 with added flexibility to appropriately respond to future development conditions, particularly with respect to the proposed site-specific Residential 3 zone.

**Circulation:**

Notice of a public meeting for ZBA 2025-01 was circulated by the Township of Southwold in accordance with the regulations of the Planning Act. The Notice was provided to applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on January 6, 2025 prior to the public meeting (minimum 20 days required). Signage containing details of the purpose of the application and public meeting was posted on the subject property.

As Council may be aware, changes to the Planning Act no longer require approval authorities to conduct a public meeting for consideration of the approval of a plan of subdivision. The County of Elgin has confirmed a complete Plan of Subdivision application was received on December 17, 2024. The application, draft plan and supporting materials have circulated to the prescribed public bodies for comment on the application. The purpose of the public meeting is to provide information, to receive comments on the proposed zoning by-law amendment and to recommend an endorsement of the proposed draft plan of subdivision and associated conditions.

Prior to the public meeting the following comments were received from agencies. Copies of written correspondence have been attached as Appendix 5 Written Comments for reference.

<b>Public &amp; Agency</b>	<b>Comments</b>	<b>Response/Action</b>
County of Elgin	Trail connections/pathways should be provided to the Open Space blocks	Direct access is provided to Block 64

	Will there be sidewalks?	Sidewalks will be provided through the subdivision, locations to be determined through detailed design
	Verify intent of Block 66	Block 66 is intended to provide a pedestrian linkage to Horton St
	Any daylight/visibility triangles are to be shown on the draft plan	Daylight/visibility triangles included as condition of approval
	Is Street D intended to be a Cul-de-sac	Street D is a Cul-de-sac providing access to future residential development.

Staff comments have been incorporated into the recommended conditions of the draft approval for the plan of subdivision provided in Appendix 2.

**Financial Implications:**

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

Additional fees will be due at the time of the execution of the development agreement and at the time of building permit application, including but not limited to parkland fees, driveway entrance, 911 sign and development charges.

Approval of the applications 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

**Conclusion:**

Subject to receiving additional comments from the public and Council, staff is in a position to state that the proposed plan of subdivision, subject to the recommendations contained in Appendix 2:

- i) Is consistent with the direction of the Provincial Planning Statement 2024, including but not limited to Section 1.3 Settlement Areas, Section 2.1 Natural Hazards and Section 3.1 Natural Hazards; and Natural Hazards;
- ii) Conforms to the relevant policies of Township of Southwold Official Plan, including but not limited to Section 4.1 Natural Heritage, 4.2 Natural Hazards, 5.2 Settlement Area Land Use, and 6.2 Sanitary, Water and Stormwater Management; and
- iii) Satisfies the criteria of Section 7.19 of the OP for consideration of a Plan of Subdivision.

As noted, once more information is provided by the Applicant, ZBA 2025-01 will be brought to Council in order to make a decision on the requested Amendment.

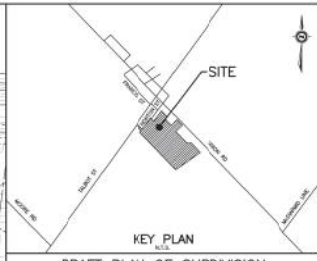
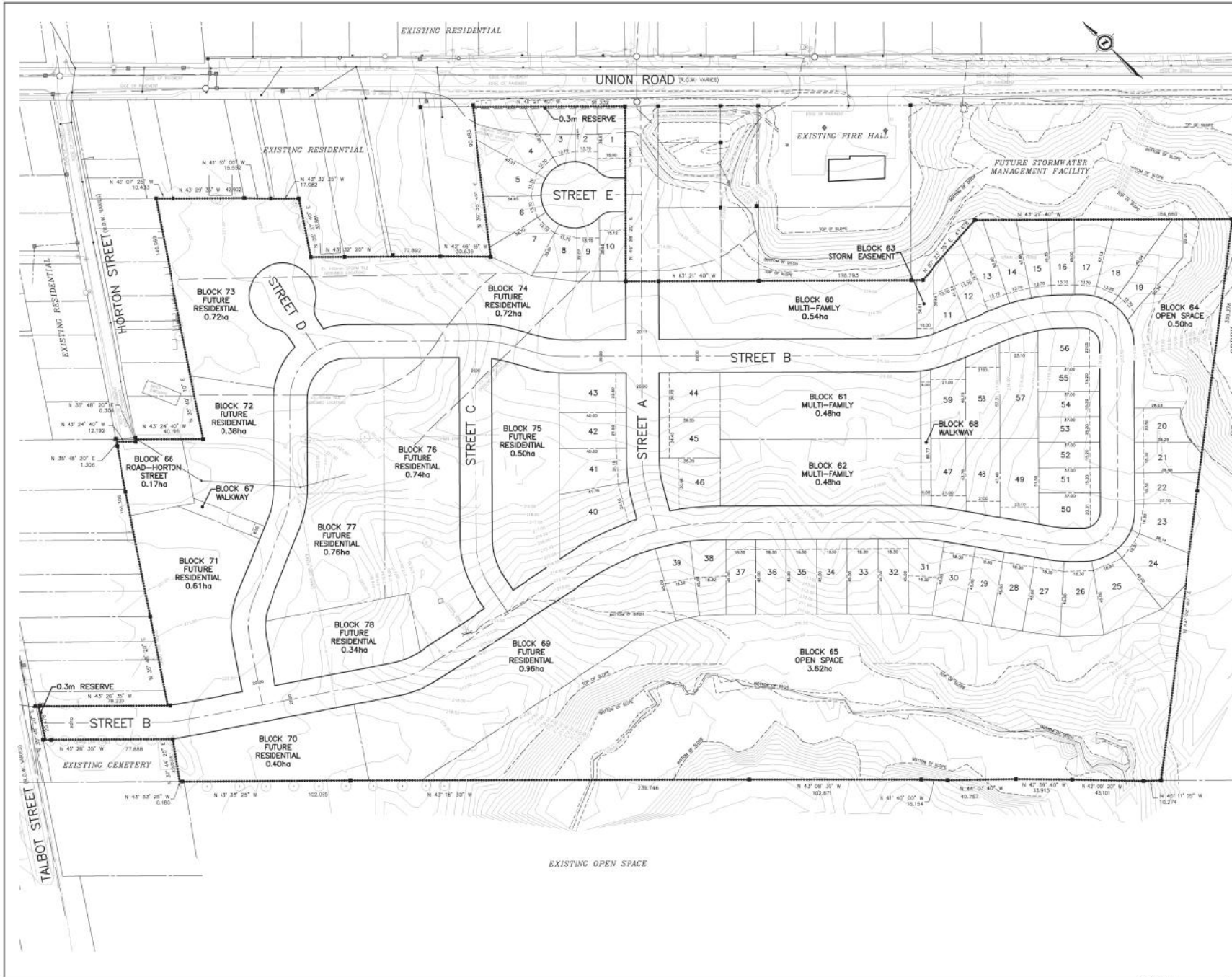
Upon Council making a recommendation regarding Plan of Subdivision 34T-SO2402 the draft conditions listed in Appendix 2 will be forwarded to Elgin County for consideration in the final approval for the proposed Plan of Subdivision. As the approval authority, Elgin County will issue the appropriate Notice of Decision, including draft conditions of approval, if applicable.

**Respectfully submitted by:**  
**Mike Szilagyi**  
**Planner**  
**"Submitted Electronically"**

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

**List of Appendices**

1. Appendix 1: Draft Plan of Subdivision 34T-SO2402
2. Appendix 2: Recommended Conditions of Draft Approval for Plan of Subdivision
3. Appendix 3: Planning Policy Review
4. Appendix 4: Written Comments



PART OF LOT 15  
CONCESSION SOUTH EAST OF THE  
NORTH BRANCH OF TALBOT ROAD  
(GEOGRAPHIC TOWNSHIP OF SOUTHWOLD)  
IN THE TOWNSHIP OF SOUTHWOLD  
COUNTY OF ELGIN

**OWNER'S CERTIFICATE:**  
I HEREBY SUBMIT THIS DRAFT PLAN OF SUBDIVISION.

DAVE SPORNBERG  
PRESIDENT  
SIP HOMES

I HAVE THE AUTHORITY TO BIND THE CORPORATION.

**SURVEYOR'S CERTIFICATE:**  
I CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AS SHOWN ON THIS PLAN AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.

KIM S. HUSTED  
KIM HUSTED SURVEYING LTD.  
ONTARIO LAND SURVEYOR

**LAND USE SCHEDULE**

SINGLE FAMILY RESIDENTIAL - LOTS 1-39, 50-54	3.56 ha
SEMI-DETACHED RESIDENTIAL - LOTS 40-65, 67-69	1.34 ha
MULTI-FAMILY RESIDENTIAL - BLOCKS 60-62	1.55 ha
ROADS - STREETS 'A', 'B', 'C', 'D' & 'E'	3.83 ha
STORM EASEMENT - BLOCK 63	0.04 ha
OPEN SPACE - BLOCKS 64, 65	4.13 ha
ROAD - HORTON STREET - BLOCK 66	0.17 ha
WALKWAY EASEMENT - BLOCK 67, 68	0.28 ha
FUTURE RESIDENTIAL - BLOCKS 69-79	6.13 ha
<b>TOTAL AREA</b>	<b>20.78 ha</b>

- REQUIREMENTS OF SECTION 51(17) OF THE PLANNING ACT**
- |                                  |                        |
|----------------------------------|------------------------|
| (a) AS SHOWN ON PLAN             | (g) AS SHOWN ON PLAN   |
| (b) AS SHOWN ON PLAN             | (h) MUNICIPAL WATER    |
| (c) AS SHOWN ON KEY PLAN         | (i) CLAYEY SOIL, TILL  |
| (d) SINGLE, MULTI-FAMILY, DUPLEX | (j) AS SHOWN ON PLAN   |
| (e) AS SHOWN ON PLAN             | (k) MUNICIPAL SERVICES |
| (f) AS SHOWN ON PLAN             | (l) AS SHOWN ON PLAN   |

**SHEDDEN MEADOWS**

**1873828 ONTARIO LIMITED**

**DILLON CONSULTING**

NO.	REVISION	DATE	BY

SCALE - 1 : 1000  
DATE 19-7-2024  
PROJECT NO. 21-3040

## Appendix 2 – Recommended Conditions of Draft Approval

That Council of the Township of Southwold recommend APPROVAL to the County of Elgin Approval Authority for the proposed Draft Plan of Subdivision 34T-SO2402 with the following Township conditions;

1. That this approval applies to the **draft plan of subdivision** prepared by **Kim S. Husted O.L.S., dated October 31, 2024**, that shows 46 lots for single detached residential units; 13 for semi-detached dwellings, three blocks for rowhouse residential development, ten blocks for future residential development, two open space blocks, one block for a storm water management easement and three blocks for pedestrian walkways for lands legally described as Part of Lot 15 Concession South East of The North Branch of Talbot Road, Geographic Township of Southwold, in the Township of Southwold, County of Elgin.
2. That the Owner be required to enter into a **development agreement** with the municipality wherein the owner agrees to satisfy all the requirements financial and otherwise, including but not limited to: the payment of fees and development charges, provision of roads, installation and capacity of services, sanitary sewerage collection system, storm water collection system, water distribution system, utilities, stormwater management facilities, sidewalks, active transportation facilities, traffic signage, streetlighting system, pavement markings, temporary lot drainage, temporary drainage systems at limits of subdivision phases, fencing, buffering, retaining walls, and trees for the development of the lands within the plan, all in accordance with approved drawings and specifications.
3. That the development agreement between the Owner and the Municipality contain provisions requiring **financial contributions** be made and/or secured to the Municipality including all required letters of credit, cash securities and insurances **(for a period of time up to and including two years after final completion of all required municipal infrastructure and services). Development Charges, Securities (100% of estimated work on public lands), Water Connection Fees, Deposit for legal fees, costs incurred by the Township, and all other associated fees to be paid upon submission of signed agreement.**
4. That Securities be provided in a **Letter of Credit or a Surety Bond** to the satisfaction of the Township.
5. That the development agreement between the Owner and the Municipality be registered against the title of the lands to which it applies prior to the **registration** of the plan of subdivision.
6. That the development agreement contains provisions to the satisfaction of the Municipality regarding the **phasing** or timing of the development. That the Owner shall submit plans showing any revised phasing to the Municipality for review and approval if this subdivision is to be developed in more than one registration.

7. That prior to final approval by Elgin County, the County is to be advised by the Municipality that this proposed subdivision **conforms to the zoning by-law** in effect. The Owner shall provide to the Municipality a table of lot areas and lot frontages certified by an Ontario Land Surveyor confirming compliance with the Zoning By-law.
8. That the Owner shall provide **easements** as may be required for **services**, utility or drainage purposes, **including any private storm drainage from neighbouring residential properties and shared rear yard swales**, and where required by the Municipality, daylight corners and/or 0.3 metre reserves shall be shown on the final plan and conveyed in a form satisfactory to the Municipality and the relevant agency.
9. That the Owner provide to the municipality all **servicing plans and reports** for the review and final approval by the Municipality in accordance with the **Development Standards Manual/to the satisfaction of the Municipality**.
10. That the Owner design any stormwater management facility to accommodate the entire Tributary Area, including the development west of the subject lands and the Horton Drain Catchment Area. The stormwater management facility is to include an outlet structure approved by the Township, maintenance road with turnaround area, and nutrient absorption considerations/capabilities. The stormwater management design submission shall include an Operations and Maintenance manual in accordance with the Township's Consolidated Linear Infrastructure-Environmental Compliance Approvals.
11. That the development agreement, between the Owner and the Municipality, contain provisions, to the satisfaction of the Municipality and the Lower Thames Valley Conservation Authority, that stipulates, that prior to obtaining final approval, for any phase of the development, that the Owner, will **finalize an engineering analysis, to identify stormwater quality and quantity measures**, as necessary to control any increase in flows in downstream watercourses, in accordance with any relevant municipal/provincial, standards or guidelines, in consultation with the applicable authority.
12. That the development agreement, between the Owner and the Municipality, contain provisions, to the satisfaction of the Municipality, that stipulates, that prior to obtaining final approval, for any phase of the development, that the Owner, will finalize and submit a full set of **Engineering Drawings required as part of the Township Design Guidelines Manual, Section 3.2.3 – Engineering Drawings**, including but not limited to the following:
  - **Approved Draft Plan**
  - **Grading Plans**
  - **Site Servicing Plans**
  - **Erosion and Sediment Control Plans**

- **Phasing Plans**
  - **Sanitary and Storm Area Plans – showing pre and post tributary areas, outlets storm water management, calculations etc**
  - **Details and Notes Plans as Required**
  - **Plan and Profiles**
  - **Photometric Plans**
  - **Any other plans deemed necessary by the Township**
13. That the development agreement between the Owner and the Municipality contain provisions, that requires, that the Owner will establish a **legal stormwater outlet under the provisions of the Drainage Act** in consideration of the necessary road upgrades and stormwater management, to service the subject lands, and shall request any required apportionments under the same, to the satisfaction of the Municipality.
  14. That the development agreement between the Owner and the Municipality contain provisions, that requires, that the Owner, **installs the stormwater management measures**, for any phase of the development, identified in the final engineering analysis completed, as part of the development for the site and undertake to implement the recommendations contained therein, to the satisfaction of the Municipality and the Lower Thames Valley Conservation Authority.
  15. That the Owner extend the outlet of the **Horton Drain** to the proposed stormwater management facility, including the removal and restoration of the existing temporary pond, and swales.
  16. That prior to undertaking construction or site alteration activities, any necessary **permits** or approvals, be received, from the Lower Thames Valley Conservation Authority.
  17. That the Owner complete an application for **Sewage Allocation** in accordance with By-law 2024-28.
  18. That prior to final approval, the Municipality shall confirm that **reserve sewage treatment conveyance capacity and water supply capacity** is available for all lots in the proposed development.
  19. That the Owner complete a **sidewalk connection** on Union Road from the sidewalk extension terminus on the west side of Union Road to Phase 1 of the development.
  20. That the Owner complete a **multi-use path** connection to the existing park, and connect to the future development directly east, using the proposed road allowance connecting to Union Road.
  21. That the Owner construct a **Pedestrian Crossover** (PXO) in accordance with the Ontario Traffic Manual, at a location to be determined by the Township, supporting

movement of pedestrians from the development to Corsley Park. Construction of the PXO is to be completed prior to assumption of Phase 1.

22. That the draft Plan of Subdivision include and show any and all required **daylight/visibility triangles**, to the satisfaction of the Township.
23. That the development agreement between the Owner and the Municipality include the **transfer of designated Right-of-Ways** to the Township upon assumption.
24. That the development agreement between the Owner and the Municipality include the necessary easements and requirements, as needed, with any applicable **utilities and/or Canada Post**.
25. That the Owner convey to the Township, **Blocks 64 and 65**, which are to be zoned Open Space, for the protection of Natural Heritage, to the satisfaction of the Municipality.
26. That the Owner convey to the Township, **Block 66**, upon completion of the proposed roadway turnaround.
27. That the Owner convey to the Township, **Blocks 67 and 68**, upon assumption of their respective phases.
28. That the Owner **provide water, storm and sanitary services to Parts 5, 6 and 7 of Reference Plan 11R-10769** for a fee agreed upon in the Agreement, or alternatively the Owner provide the Township Contractor access to the site prior to installation of base asphalt to install such services.
29. That the Owner confirm that **wildlife capture** at the artificial ponds will occur prior to grading work, as recommended in the Environmental Impact Assessment prepared by Dillon Consulting Limited, dated October 2024.
30. That the recommendations presented in the submitted Geotechnical Investigation & Slope Stability Assessment prepared by EXP, dated September 2022, be implemented, as required, to the satisfaction of the Municipality.
31. That the recommendations presented in the submitted Environmental Impact Study prepared by Dillon Consulting Limited, dated October 2024, be implemented, as required, to the satisfaction of the Municipality.
32. That the development agreement between the Owner and the Municipality shall contain the following clause for Lots 1-4, as recommended in the Transportation Noise Assessment prepared by Dillon Consulting Limited dated October 2024:
  - "Purchasers/tenants are advised that sound levels due to increasing road traffic may occasionally interfere with some activities of the dwelling occupants as the sound levels exceed the sound level limits of the Municipality and the Ministry of the Environment."; and
  - "This dwelling unit has been designed with the provision for adding central air conditioning at the occupant's discretion. Installation of central air

conditioning by the occupant in low and medium density developments will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment."

33. That the development agreement between the Owner and the Municipality shall contain the following clause, as recommended in the Geotechnical Investigation & Slope Stability Assessment prepared by EXP, dated September 2022:
  - "Purchasers are advised that Owners must obtain permissions from the Lower Thames Valley Conservation Authority before beginning any development, site alteration, construction or placement of fill within the regulated area."
34. That the development agreement between the Owner and the Municipality shall contain a provision requiring the **installation of perimeter fencing**. The location, type, height of the fencing shall be shown on the appropriate drawing, to the satisfaction of the Municipality. No rear yard gates may be permitted of residential lots providing access into any surrounding open space lands, the storm water block, Union Road or the neighbouring lands to the south.
35. That the subdivision agreement between the Owner and the Municipality contain a provision requiring the owner to notify in writing each person who first offers to purchase any subdivided lot within the plan of subdivision of all approved **development charges**, including development charges for school purposes, relating to any such lot pursuant to Section 59(4) of the Development Charges Act, 1997, and the Education Act.
36. That prior to final approval by Elgin County, the Owner shall submit for review and approval by the Municipality, a draft of the **final M plan**.

## Appendix 3 Planning Policy Review

**Table 1.0 PPS 2024**

<b>Section</b>	<b>Title</b>	<b>Relevance</b>
Section 2.1	Planning for People and Homes	Lands will be developed with a range of housing types and densities, which can be appropriately serviced
Section 2.2	Housing	Lands will be developed with a range of housing types and densities that more efficiently utilize the subject property and existing and future public facilities and infrastructure
Section 2.3	Settlement Areas and Settlement Area Boundary Expansions	Lands are located within the Settlement Area boundary of Shedden. Proposed housing distribution will help to efficiently use undeveloped land and available infrastructure, including municipal water, and future municipal sanitary and stormwater
Section 2.4	Strategic Growth Areas	•
Section 3.2	Transportation Systems	The development will not negatively impact the surrounding transportation network and includes new pedestrian and multi-use connections throughout the development and connecting to nearby amenities such as Corsley Park
Section 3.6	Sewage, Water and Stormwater	The development will efficiently use existing and planned infrastructure and

## Appendix 3 Planning Policy Review

		includes the development of a stormwater management pond that will accommodate both existing and planned development in the local area
Section 3.9	Public Spaces, Recreation, Parks, Trails and Open Space	The development includes the protection of Open Space to be used as outdoor amenity, will result in the development of a new multi-use path and conditions have been included to provide safe connection to Corsley Park
Section 4.1	Natural Heritage	<p>EIS and Tree Preservation Report completed and recommendations are implemented in draft plan and within development agreement provisions;</p> <ul style="list-style-type: none"> <li>• Locally significant woodlands and Open Space blocks to be conveyed to Township.</li> <li>• A minimum 20m development setback from the existing dripline of the significant woodland</li> <li>• The installation of rear yard perimeter fencing will be installed limiting access to natural heritage areas1.2 chain link fence along the rear lot lines adjacent to the natural heritage area</li> </ul>

### Appendix 3 Planning Policy Review

Section 5.2	Natural Hazards	EIS and Geotechnical Investigation and Slope Stability Assessment completed. Majority of development directed outside area identified as Natural Hazard. Permits from LTVCA will be required prior to development.
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**Table 2.0 ECOP**

Section	Title	Relevance
Section C1.1.1	Settlement Areas - Residential	Development will offer a mix of housing types, generally in keeping with the character of the surrounding residential area, serviced by the required level of municipal servicing
Section D1.2	Natural Heritage and Natural Hazards	EIS Geotechnical Investigation and Slope Stability Assessment completed and recommendations are implemented in draft plan and within development agreement provisions; Permit required from LTVCA
Section E1.2	Subdivision of Land	Appropriate application and supporting materials

### Appendix 3 Planning Policy Review

		submitted for complete review
Section E2.1	Archaeological Resources	Archaeological Assessment completed and entered to the Provincial Registry
Section E4	Sanitary Sewers and Water	Development to be serviced by municipal water; sanitary services from future Shedden treatment facility
Section E5	Transportation	TIS completed; Development abuts County Road. Expected traffic to remain within acceptable levels of traffic

**Table 3.0 SOP**

Section	Title	Relevance
Section 3.4	Housing	Development is an appropriate scale to surrounding area and will offer a range of housing types and densities
Section 4.1	Natural Heritage	EIS completed and recommendations are implemented in draft plan and within development agreement provisions
Section 4.2	Natural Hazard Lands	EIS, Tree Preservation Plan, and Geotechnical Investigation and Slope Stability Assessment completed and Recommendations implemented in draft plan within development agreement provisions

### Appendix 3 Planning Policy Review

Section 4.6	Cultural Heritage and Archaeological Resources	Archaeological Assessment completed and entered to the Provincial Registry
Section 5.1	Agricultural Area	Notice to be placed on title acknowledging abutting agricultural uses and extent of normal farm practices;
Section 5.2	Settlement Area Land Use	Development will allow for a range of housing types; mixture of density will be achieved to allow for efficient use of land and services;
Section 5.5	Parks, Open Space and Recreation	Planned open space contributes to the health and protection of the natural environment;
Section 6.1	Transportation Network	No negative impacts to surrounding road network expected based on findings of the submitted TIS. New local roads to be developed as part of the subdivision, including new pedestrian and active transportation facilities; Internal roads to be constructed by developer and conveyed to Township
Section 6.2	Sanitary, Water and Stormwater Management	Full municipal services to be available; Will be serviced by future Township Wastewater Treatment Centre
Section 6.3	Municipal Drains	Additional approvals under Drainage Act under provisions of Development Agreement

### Appendix 3 Planning Policy Review

Section 7.19	Plan of Subdivision	Development conforms to criteria to consider a Plan of Subdivision
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**FROM:** Diana Morris, Senior Planner

**DATE:** January 21, 2025

**SUBJECT:** Request for Comments- Township of Southwold  
Draft Plan of Subdivision and Zoning By-law Amendment  
35743 Horton Street  
File Nos 34T-S02402 and ZBA 2025-01

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Thank you for circulating the submission for a Draft Plan of Subdivision and Zoning By-law Amendment for lands located at 35743 Horton Street. Elgin County staff offer the following comments:

**BACKGROUND:**

The subject property is municipally known as 35743 Horton Street, located to the south of Horton Street and west of Union Road in the Town of Shedden. Subject site contains an approximate frontage of 91m on Union Road and approximately 21m of frontage on Talbot Line. Total site area is 20.7ha (51.15 ac) and is currently used for agricultural purposes.

The applicant is proposing a development consisting of two (2) phases. Phase 1 will consist of a total of 47 lots for single detached dwellings, 13 lots for semi-detached dwellings (26 units) and 3 blocks intended for multi-family dwellings for a total of 110 units.


Phase 2 will further permit 10 Blocks for future residential development consisting of single-detached dwellings, semi-detached dwellings and multi-family dwellings. The proposed Plan of Subdivision further includes a block for stormwater management purposes and a block for Open Space.

**County of Elgin Official Plan (CEOP, 2015)**

The subject lands are designated *Tier 2 Settlement Area*. These settlement areas are on partial services or individual on-site water/municipal sewage services). Limited development is permitted given the absence of full municipal services.

Development on partial services is permitted to allow for infilling and rounding out of existing development provided that: a) the proposed development is within the reserve

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sewage system capacity and reserve water system capacity; and b) site conditions are suitable for long-term provision of such services.

**Elgin County Official Plan, 2024 (NOTE: adopted by Council but not yet approved by the Province)**

The subject lands are designated *Tier II Settlement Area* which have limited municipal services, amenity levels, and employment opportunities. Limited development is permitted in these settlement areas given the absence of full municipal services and the lower levels of amenity and employment.

Applicant has submitted a Stormwater Management Report that stated that the proposed development will take advantage of the new sanitary treatment facility and will not require the extension of municipally owned or operated infrastructure. A stormwater management facility is also proposed within Phase 1 of the subdivision which, as stated in the report prepared by Dillon Consulting Limited, will control the quality and quantity of all onsite stormwater to ensure no negative impacts on the drainage of adjacent lands.


County staff offer the following comments in regards to the proposed Draft Plan of Subdivision:

- Trail connections/pathways should be provided to the Open Space blocks
- Will there be sidewalks?
- Verify intent of Block 66
- Any daylight/visibility triangles are to be shown on the draft plan
- Is Street D intended to be a cul-de-sac?

Therefore, County staff have no objections to the proposed Draft Plan of Subdivision (DPS) application from an Official Plan perspective. The DPS will proceed to final approval (after endorsement of the DPS and associated approval of the ZBLA by the Township of Southwold) by County of Elgin Council subject to associated conditions to be implemented as part of Subdivision approval.

Respectfully submitted,

Diana Morris  
Senior Planner, RPP, MCIP



[www.elgincounty.ca](http://www.elgincounty.ca)  
450 Sunset Drive, St. Thomas, ON N5R 5V1



December 17, 2024

Township of Southwold  
35663 Fingal Line  
Fingal, ON NOL 1K0

Attn: **Lisa Higgs**

Re: **Draft Plan of Subdivision & Zoning By-law Amendment**  
**35743 Horton Street, Shedden**  
**Part Lot 15, Concession SENBTR**  
**Part 1, Plan 11R-10216**  
**Township of Southwold**

The Conservation Authority is responsible for addressing the Natural Hazard Section of the Provincial Planning Statement as well as the Conservation Authority's Regulation, O. Reg. 41/24 under the Conservation Authorities Act. The LTVCA has the following comments to make:

Draft Plan of Subdivision and Zoning By-law Amendment, Planning Justification Report

- Within the Zoning By-law application package from Dillon Consulting, on page 7, Table 1: Phase 1 Proposed Zoning Provisions, it notes that they are proposing a reduction in the rear yard setback from 8 m to 6 m. For the majority of the development outside of the lots within the regulation area, we have no concerns. However, for those parcels located within the regulation setback area, this may result in dwellings being located within the hazard. LTVCA staff recommend that this reduction not be allowed within those lots backing onto the ravine system. This would also apply to Table 2: Phase 2 Proposed Zoning Provisions on page 9, where it's requesting a reduction from 10 m to 6 m.
- The authority has no objections to the rezoning of the property to allow for residential development.
- Portions of the property in question are subject to the Conservation Authority's "Prohibited Activities, Exemptions and Permits" regulations, O. Reg. 41/24 under the Conservation Authorities Act. The issues of concern in this area are setbacks from the top of the bank of the ravine system of the tributary of Talbot Creek (Horton Improvement Drain A), the Orchard Carroll Drain and its associated ravine feature, stable slopes and erosion. A permit from this office is required prior to any work/site alteration/construction taking place within the regulated areas. This includes all structures, including dwellings, accessory structures, pools, enclosed/covered decks, site alteration, fill placement / excavation, SWM pond and outlet construction, etc. The upper table lands are not subject to flooding of a general nature and therefore the flood proofing of structures on the property is not required. However, the flood proofing of structures for the purposes of prevention of flood damage from local drainage waters is always recommended.

Horton Street Development EIS 2022 Study

- Within the EIS document, page 14, section 3.6 Significant Valleylands, it notes that there are no significant valleylands identified on or adjacent to the property. The LTVCA would conclude that

the ravine system for the Talbot Creek system and tributaries should be considered significant. Can the consultants demonstrate why they have determined that the valleylands are not significant.

Geotechnical Report 35743 Horton Street – Sept 2022

- Section 7.4 Erosion and Sedimentation of Natural Features, second paragraph, second sentence on page 46: please provide the LTVCA with a copy of the ESC Plan when available.
- Section 4, 4.8: The LTVCA encourages LID wherever possible for this community to help offset the loss of permeable surfaces as this development builds out, but it is understood if this may not be possible given soil conditions.
- Section 6: review of the Slope Stability Assessment has been undertaken, and the LTVCA finds the results satisfactory, with a toe erosion allowance of 5 m applied to cross section area B-B, and a 1 m erosion allowance of 1 m applied to cross sections A-A and C-C (Section 6.2).
- Section 6.3 Emergency Access Allowance: the LTVCA is satisfied with the 6 m access allowance setback.
- Section 6.5 LTVCA Generic Regulations: note that the CA Act has changed and that the Regulation is now O. Reg. 41/24. This revision to the CA Act does not change the setback or permit requirements noted in this section.
- Section 6.6 Additional Comments: under item #2., can the LTVCA be added to this bullet as it may result in work within a regulated area and require a permit from this office.

Engineering staff have undertaken a review of the Stormwater Management Report and the Functional Servicing report submitted to this office and have the following comments to make:

1. Water quality

As the SWM pond is located at the headwaters of the Talbot Creek, the water quality of the discharge from the pond will impact the quality of the water downstream. Therefore, long-term average removal of 80% of total suspended solids (TSS) for MOECC Enhanced Protection Levels (MOECC SWM Manual, 2003) is recommended. This enhanced protection is also a recommendation by the Township of Southwold.

2. Erosion Control

- Please provide justification for the erosion control criteria in section 1.2.2 of the Shedden Meadows Preliminary SWM Report.
- Sediment and erosion control measures should be provided on the site during and after construction. Please also include a drawing which shows the sediment and erosion control plan.

3. Hydrologic Modeling

- Catchments were broken up between Standhyd and Nashyd routines to address developed and undeveloped portions of the pre-development and post-development conditions. Please provide schematics (major and minor systems) with all catchments and outlets used in the pre-development and post-development conditions.
- Please use justification for the duration length and use of only the Chicago storm distribution.

- It is recommended that the curve numbers and the time of peak calculations inputted in the VO model to be determined based on the MTO manual (1997).

#### 4. SWM pond

- The effect of the berm in the stage discharge computation of the pond is not included in the SWM report. Please clarify if the first part of the pond is to be constructed as a forebay. If this is the case, please provide the forebay configuration and stage discharge calculations for both the forebay and pond according to the SWM manual (MOECC, 2003).
- Please provide an example how you have calculated the drawdown time and also how you determine the input variables in the formula you have used in the table in Appendix D.
- According to the MOECC SWM Manual, 2003, the average permanent pool depth in a wet pond should be 1 to 2 m and the maximum depth in a wet pond should be restricted to 3 m. In addition, the maximum active storage depth should be limited to 2 m if the facility incorporates quantity control storage, and a 0.3 m freeboard should be provided above the design high water level (250-year event). If possible, try to match the total depth of the pond and active storage depth requirements as required in the SWM manual. Please provide a freeboard of at least 0.3 m.
- Operation and maintenance plan of the SWM pond should be provided.
- No separate emergency spillway has been provided for the SWM pond. Should the low flow outlet and over flow outlet be clogged or stopped functioning, please explain how an emergency spillway will be provided.

#### 5. Drainage

- Please provide a separate drawing showing only the drains including culverts, tile drains, and creeks in the pre-development and post-development to evaluate the impacts of the realignment of the Horton Drain 'A' on the local drainage pattern.
- Please add elevation contours for the pre-development and post-development drainage plans and the SWM pond.
- Please provide the hydraulic calculations for the open channel flow of the overland flow routes (major flows) for the post-development condition.

I trust this is satisfactory, but if you should have any questions, or require more information, please call the office.

Yours truly



Valerie Towsley  
Watershed Resource Planner



Daniel Okubay Tewolde  
Water Resources Engineering Co-op

c.c. Connor Wilks, Counterpoint Land Development by Dillon Consulting Limited

January 21, 2025

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

Attn: June McLarty

Re: **Zoning By-law Amendment (ZBA 2025-01)**  
**35743 Horton Street**  
**Part Lot 15, Concession SENBTR**  
**Part 1, Plan 11R-10216**  
**Township of Southwold**

Please be advised that staff have undertaken a file search with respects to the above noted property and its relation to the Conservation Authority's "Prohibited Activities, Exemptions and Permits" regulations , O.Reg. 41/24 under the Conservation Authorities Act. The Conservation Authority is responsible for addressing the Natural Hazard Section of the Provincial Planning Policy Statement as well as administering the Conservation Authorities Act and its associated Prohibited Activities, Exemptions and Permits regulation (O. Reg. 41/24).

After reviewing our files and mapping, the staff have no objections to the proposed application. However, portions of the subject properties are subject to the Authority's regulations. The issue of concern in this area are the Orchard Caroll Drain and the Parks Burgess Drain.

As the subject amendment is a part of a larger plan of subdivision, additional comments regarding the subdivision is also required. A copy of the preliminary comments from this office regarding the plan of subdivision is also attached.

An application from this office is required prior to any works/construction/site alteration taking place within the regulated area, this includes all structures, including dwellings, accessory structures, pools, enclosed/covered decks, site alteration, fill placement / excavation, etc. The lands are not subject to flooding of a general nature and therefore the flood proofing of structures on the property is not required. However, the flood proofing of structures for the purposes of prevention of flood damage from local drainage waters is always recommended. Setbacks will be required from the drains to any proposed structures.

I trust this is satisfactory, but if you should have any questions, or require more information, please call the office.

Yours truly,



Robert Guo  
Planning Technician



**TOWNSHIP OF SOUTHWOLD  
NOTICE OF COMPLETE APPLICATIONS AND  
PUBLIC MEETING FOR DRAFT PLAN OF SUBDIVISION  
AND ZONING BY-LAW AMENDMENT**

**Draft Plan of Subdivision: 34T-SO2402  
Zoning Bylaw Amendment Application ZBA 2025-01  
Subject Property: 35743 Horton St.**

**TAKE NOTICE** that The County of Elgin accepted a complete application for the above noted Draft Plan of Subdivision on December 17<sup>th</sup>, 2024 and has provided direction to the Township of Southwold to provide the required Notice of an Application for a Plan of Subdivision in accordance with Section 51(19.4) of the Planning Act, R.S.O. 1990.

**And further** that the Township of Southwold accepted a complete Zoning By-law Amendment application (ZBA 2025-01) on December 12<sup>th</sup>, 2024 under Section 34(12) of the Planning Act, R.S.O. 1990 for the property located at 35743 Horton Street.

**And further** that the Township of Southwold Council will hold a public meeting on **Monday, January 27<sup>th</sup>, 2025 at approximately 8:00 p.m.** to consider ZBA 2025-01. The public meeting will be held at the Keystone Complex at 35921 Talbot Line, Shedden, Ontario.

The subject property is located in the Settlement Area of Shedden (Schedule A) and is designated for residential land use and development as shown on Schedule 4B of the Official Plan. Plan of Subdivision Application 34T-SO2402 seeks to permit the development of a two-phase subdivision, where Phase 1 will contain 47 single detached dwelling lots, 13 semi-detached lots (26 units), and 3 Blocks for multi-family residential dwellings for a total of 110 units. Phase 2 will further permit 10 Blocks for future residential development consisting of single-detached dwellings, semi-detached dwellings and multi-family dwellings. The Plan of Subdivision further includes a Block for stormwater management purposes and a Block for Open Space. The development will be serviced by municipal water and municipal sanitary infrastructure with new internal roads connecting to Union Road and Talbot Line.

ZBA 2025-01 seeks to rezone the subject property from the Settlement Reserve (SR) Zone as shown on Schedule A Map 13 of Zoning By-law 2011-14, as amended to the requested site specific Residential 2 (R2-XX) and site specific Residential 3 (R3-XX) Zones. The proposed zoning seeks to establish site specific zone provisions to increase the permitted maximum lot coverage and to decrease the minimum required exterior side and rear yard setbacks of the R2 zone and to increase the maximum permitted lot coverage and decrease the minimum required lot area, exterior side and rear yard setbacks of the R3 zone. A copy of the proposed draft plan and a table listing the requested site-specific zoning amendments are attached to this notice for reference (Schedule B).

The purpose of the public meeting is to allow anyone affected by ZBA 2025-01 an opportunity to express their opinions in support or opposition of the zoning amendment application. If you

wish to attend the public meeting to provide verbal comments, virtually or in person please contact June McLarty, Deputy Clerk by email at [deputyclerk@southwold.ca](mailto:deputyclerk@southwold.ca) or by phone at 519-769-2010 by no later than noon on January 27<sup>th</sup>, 2025. If attending virtually an electronic invitation will be provided from the Township prior to the meeting.

Alternatively, written comments may also be submitted to June McLarty, Deputy Clerk by email at [deputyclerk@southwold.ca](mailto:deputyclerk@southwold.ca) by no later than noon on the date of the meeting. Written correspondence may form part of the public record and may be included on the Council agenda and municipal website.

If you are the owner of a property that contains seven or more residential units, you are requested to post this notice in a location that is visible to all residents.

### **Right to Appeal ZBA 2025-01**

If a specified person or public body would otherwise have an ability to appeal the decision of Council of the Township of Southwold to the Ontario Land Tribunal but the specified person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Southwold before the by-law is passed, the specified person or public body is not entitled to appeal the decision.

If a specified person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Southwold before the by-law is passed, the specified person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of Council for the Township of Southwold on the proposed Zoning By-law Amendment Application ZBA 2025-01, you must make a written request to the Clerk, Township of Southwold, 35663 Fingal Line, Fingal, Ontario N0L 1K0 or by email at [cao@southwold.ca](mailto:cao@southwold.ca).

If you wish to be notified of the decision of the County of Elgin for Plan of Subdivision Application 34T-SO2402, you must make a written request to the Clerk, County of Elgin, 450 Sunset Drive, St. Thomas, Ontario N5R 5V1 or by email at [cao@elgin.ca](mailto:cao@elgin.ca).

**Additional information** relating to the proposed Plan of Subdivision and Zoning By-law Amendment applications is available by contacting the Director of Infrastructure and Development by email at [development@southwold.ca](mailto:development@southwold.ca) or by phone at 519-769-2010; or on the website at: [www.southwold.ca/current-planning-applications](http://www.southwold.ca/current-planning-applications)

**DATED at the Township of Southwold, this 7<sup>th</sup> day of January 2025.**

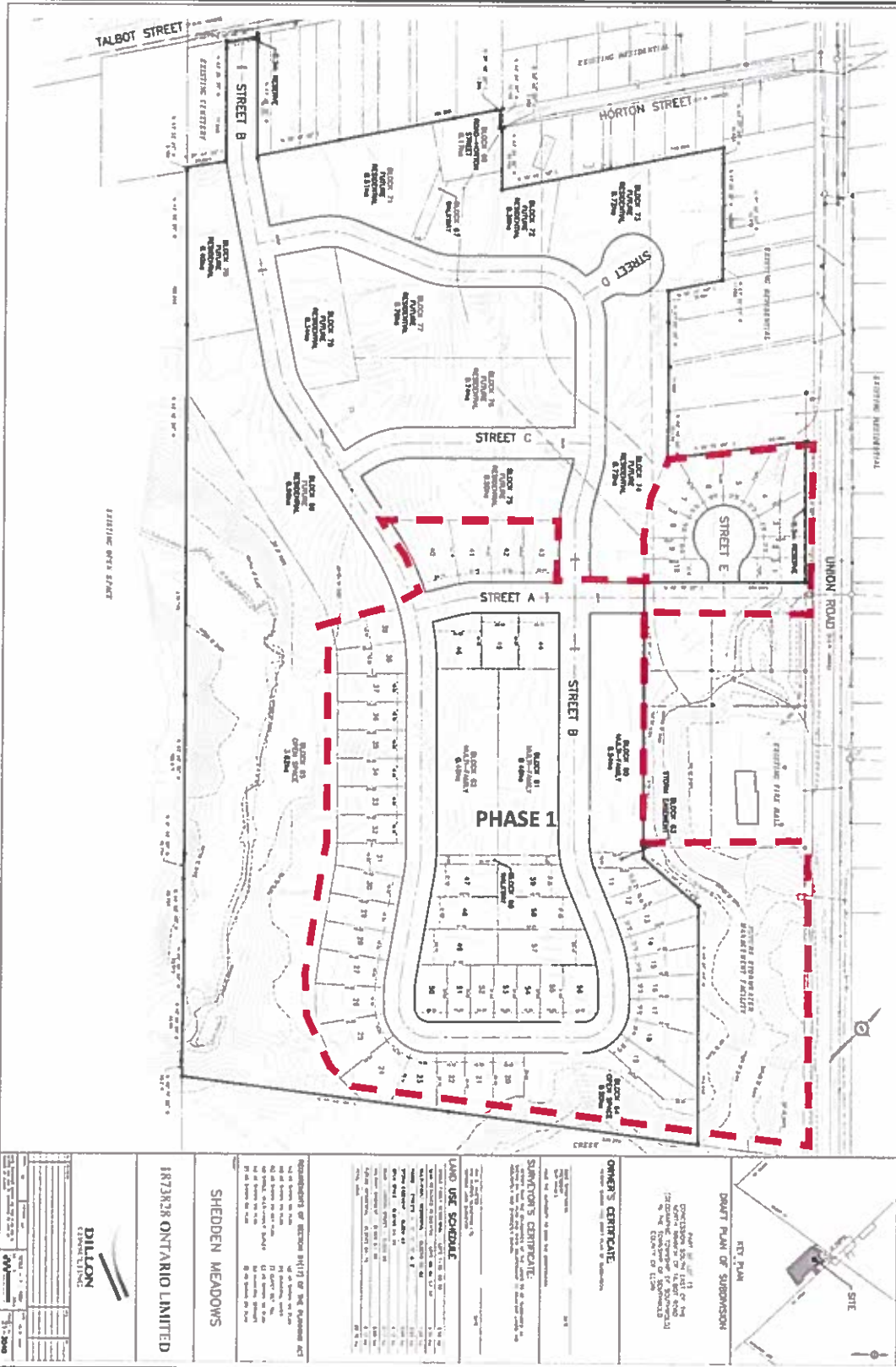
Township of Southwold

35663 Fingal Line  
Fingal, Ontario N0L 1K0

**Schedule A – Key Map**



**Schedule B – Proposed Draft Plan of Subdivision and Requested Zoning Amendments**



**OWNER'S CERTIFICATE**  
 I, the undersigned, being the owner of the land shown on this plan, do hereby certify that the information furnished to me by the applicant is true and correct and that the land shown on this plan is the land owned by me.

**SUBMITTER'S CERTIFICATE**  
 I, the undersigned, being the submitter of this application, do hereby certify that the information furnished to me by the applicant is true and correct and that the land shown on this plan is the land owned by me.

**LAND USE SCHEDULE**

Block	Lot	Area (sq. m)	Area (sq. ft.)	Use
BLOCK 21	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 22	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 23	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 24	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 25	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 26	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 27	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 28	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 29	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 30	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 31	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 32	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 33	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 34	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 35	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 36	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 37	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 38	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 39	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 40	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 41	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 42	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 43	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 44	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 45	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 46	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 47	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 48	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 49	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 50	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 51	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 52	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 53	1	1,234	13,300	RESIDENTIAL
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BLOCK 54	1	1,234	13,300	RESIDENTIAL
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BLOCK 55	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 56	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 57	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 58	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 59	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 60	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 61	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 62	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 63	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 64	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 65	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 66	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 67	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 68	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 69	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 70	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 71	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 72	1	1,234	13,300	RESIDENTIAL
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BLOCK 74	1	1,234	13,300	RESIDENTIAL
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BLOCK 76	1	1,234	13,300	RESIDENTIAL
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BLOCK 77	1	1,234	13,300	RESIDENTIAL
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BLOCK 78	1	1,234	13,300	RESIDENTIAL
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BLOCK 81	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 82	1	1,234	13,300	RESIDENTIAL
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BLOCK 83	1	1,234	13,300	RESIDENTIAL
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BLOCK 91	1	1,234	13,300	RESIDENTIAL
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BLOCK 92	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 93	1	1,234	13,300	RESIDENTIAL
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BLOCK 94	1	1,234	13,300	RESIDENTIAL
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BLOCK 95	1	1,234	13,300	RESIDENTIAL
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BLOCK 96	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 97	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 98	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 99	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL
BLOCK 100	1	1,234	13,300	RESIDENTIAL
	2	1,234	13,300	RESIDENTIAL

**DRAFT PLAN OF SUBDIVISION**  
 PLAN OF 1:1  
 COMPLETION DATE: 15/11/2024  
 (2024/11/15)  
 (2024/11/15)  
 (2024/11/15)  
 (2024/11/15)

**REG. PLAN**  
 SITE

**DILLON**  
 1873828 ONTARIO LIMITED

**SHEDDEN MEADOWS**

**1873828 ONTARIO LIMITED**

## **Requested Amendments**

### Phase 1

#### *Residential 2 Zone*

Provision	Required	Requested
Maximum Lot Coverage	40 %	50%
Minimum Exterior Side Yard	6.0 m	3.5 m
Minimum Rear Yard	9.0 m	8.0 m

#### *Residential 3 Zone*

Provision	Required	Requested
Minimum Required Lot Area	250 m <sup>2</sup> /unit	200 m <sup>2</sup> /unit
Maximum Lot Coverage	35 %	50%
Minimum Exterior Side Yard	6.0 m	3.5 m
Minimum Rear Yard	10.0 m	6.0 m

### Phase 2

#### *Residential 3 Zone*

Provision	Required	Requested
Maximum Lot Coverage	35 %	50%
Minimum Exterior Side Yard	6.0 m	3.5 m
Minimum Rear Yard	10.0 m	6.0 m



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** April 14, 2025

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

**REPORT NO:** FIR 2025-03

**SUBJECT MATTER: Activity Report for the Fire Chief, March 2025**

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

None – For Council Information.

#### **Purpose:**

To update Council on Fire Department Activities for March 2025.

#### **Background:**

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

- a. *Calls for service* – a total of 16 emergencies were responded to in the months of March, including one vehicle fire and two MVCs
- b. *Meetings* – Fire Chief attended County Chief meetings, a County Radio System Working Group meeting, the Fire Coordinators Annual Meeting and several Talbotville Station site meetings.
- c. *Inspections* – no new inspections conducted.
- d. *Public Education* – social media, Shedden Station sign.
- e. *Grants* – the Provincial Fire Protection grant, focused on cancer prevention, has been approved. The bunker gear dryer has been delivered with spare bunker gear to be ordered.
- f. *Talbotville Station Project* –Planned occupancy has been delayed due to schedule changes with utility connections, with a tentative move day currently set for late April. Appliances, furniture, and other equipment are being delivered. Fire Chief attends the site regularly to check on project progress, with staff and firefighters having had opportunities to visit the site. Sitework will be completed over the spring and summer of 2025.
- h. *Apparatus & Equipment* – ongoing routine maintenance.

*Report on any outstanding/unresolved concerns, issues:*

- a. The Fire Chief is working with our GIS & Asset Management Coordinator on a solution to outdated mapping issues regarding fire response zones.
- b. The County Fire Chiefs are discussing options regarding Hazardous Materials response agreements, as there are currently no formal agreements within Elgin County.

*Training Undertaken by Staff:*

- a. Department training topics included incident review, auto extrication, hose advancement, and annual medical recertification.
- b. Four members received NFPA 1521 Incident Safety Officer Provincial Certification.
- c. Four recruits are attending the NFPA 1001 Firefighter Recruit class through the Elgin-Middlesex Regional Fire School.

*Capital Project Progress :*

<b>2025</b>	<b>Budget</b>	<b>Status/Comments</b>
SCBA	\$26,200	Ordered
Bunker Gear	\$21,000	To be ordered in the fall
Hoses & Appliances/Radios	\$9,000	Ongoing
Electronic Sign – New Talbotville Station (2024 allocation)	\$35,000	Planning stage
Auto Extrication Equipment	\$50,000	Complete
Talbotville Fire Station	\$4,500,000	In progress

**Financial Implications:**

None.

**Strategic Plan Goals:**

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

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

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

**Respectfully Submitted by:**

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

**"Submitted electronically"**

**Approved by:**

**Jeff Carswell, CAO/Clerk**

**"Approved electronically"**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** April 14, 2025

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

**REPORT NO:** FIR 2025-04

**SUBJECT MATTER: County Fire Coordinator**

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#### **Recommendation:**

That Council support the appointment of Fire Chief Jeff McArthur to the Elgin County Fire Coordinator position.

#### **Purpose:**

To provide Council with an update on the County fire co-ordinator role.

#### **Background:**

Each County in the Province is to have a fire co-ordinator, and an alternate fire co-ordinator. The co-ordinators are responsible for maintaining the County Mutual Aid Plan, assisting fire departments during mutual aid activations or requests for provincial assets, to ensure balanced coverage across the County, and for submitting the necessary documentation to the Office of the Fire Marshal (OFM).

#### **Elgin County Fire Co-ordinator:**

The Fire Chief has been in the role of alternate fire co-ordinator since 2020. The primary fire co-ordinator has recently retired, and the County fire chiefs are supportive of Southwold's Fire Chief transitioning to the primary fire co-ordinator position.

A letter of support was provided on behalf of the Township in 2020 for the alternate fire coordinator, with a new letter of support being required by the OFM for the primary fire coordinator role.

**Financial Implications:**

While the time required to complete the above duties is overall relatively low, and does fluctuate throughout the year, the general nature of the role incorporates with normal, ongoing fire chief duties. It is beneficial in supporting all the Elgin County Fire Departments, including the Southwold Fire Department. The OFM is available to support the fire co-ordinators and are responsible for the costs associated with the accommodations and meals for the annual fire co-ordinators meeting and learning symposium.

**Strategic Plan Goals:**

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

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

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

**Respective submitted by:**  
**Jeff McArthur**  
**Director Emergency Services/Fire**  
**Chief**  
**"Submitted electronically"**

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



## TOWNSHIP OF SOUTHWOLD

### OFFICE OF THE CLERK

35663 Fingal Line  
Fingal, ON N0L 1K0

Phone: (519) 769-2010

Fax: (519) 769-2837

Email: [cao@southwold.ca](mailto:cao@southwold.ca)

December 22, 2020

Rick Finnemore  
Fire Protection Advisor  
South Unit – Field and Advisory Services  
Office of the Fire Marshal and Emergency Management

Via Email [rick.finnemore@ontario.ca](mailto:rick.finnemore@ontario.ca)

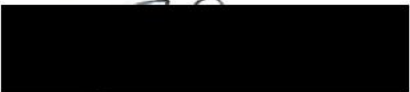
Dear Mr. Finnemore  
:

On behalf of the Council of the Township of Southwold, we support Jeff McArthur, Fire Chief Township of Southwold to apply for the position of Alternate Elgin County Fire Coordinator.

If you have any questions or require anything further, please do not hesitate to contact the undersigned.

Thank you.

Yours truly,

  
Ken Loveland  
CAO/Clerk.

cc: Raymond Ormerod  
Jeff McArthur

Via email: [rormerod@stthomas.ca](mailto:rormerod@stthomas.ca)  
Via email: [fire@southwold.ca](mailto:fire@southwold.ca)



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** April 14, 2025

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

**REPORT NO:** IDS 2025-20

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

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

None – For Council Information.

#### **Purpose:**

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

#### **Development:**

- Continued support for the Talbotville Firehall build, attended site meeting, organized hydro, prepped for Phase 2 to complete site works
- Bi-weekly Shedden WWTP Meetings, organizing the final Archaeological Study has been difficult with the weather, process design is complete, full drawing review scheduled for April 22
- Pre-Construction meetings and communications completed for the Shedden Sanitary Sewers; pre-construction activities commenced week of March 24. Construction commenced April 1 and is progressing well.
- Reviewed Market Sounding for the Talbotville WWTP, progress continues, the project, with award of the legal and engineering advisory services coming to this meeting
- Reviewed County's Growth Study with County Planning
- Continued work on conservation projects
- Meeting to review drainage and stormwater conditions, both current and proposed for the Horton Street Development
- Vacation March 12<sup>th</sup> – 21<sup>st</sup>

- Met with Rosy Rhubarb Run hosts, organized a new route to detour the construction, and avoid Fingal intersection, using McDiarmid Line and Burwell Road
- Review Rosy Rhubarb and Teetzel Barn Storage
- Met with the City, MTO and NorthStar to discuss relocation of their existing water service to minimize impacts from the Highway 3 Twinning
- Begun work on Policy creation/consolidation for the changes through the One Water Rate Study
- Prepared and delivered collaborative tender documents to Elgin County for Longhurst Line and John Wise Paving
- Severance meetings
- Met with the school board to discuss potential locations for new schools
- Arranged for designated substance review of the Commercial Plaza and Old Firehall
- Reviewed Iona Road Culvert Drawings

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

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

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

## **Infrastructure:**

### **a) *Water and Sanitary:***

- OCWA contract negotiations ongoing for water and wastewater operations
- 83 locates were completed for various contractors and landowners in March. 216 locates received to date.
- Met with City of Toronto/Greenlane staff at Talbotville WWTP to walk through sludge production process. Meeting relates to approval for landfill to accept biosolids produced at treatment plant.
- 7 old water meters were replaced in March. 18 meters replaced to date.
- All annual and summary water reports received and are available on the Township website plus printed off and available at the front counter.
- Mike Taylor received MECP renewals for Class 3 water treatment, class 3 wastewater collection, and class 3 water distribution, (renewals required every 3 years)
- OCWA spring flushing dates approved. April 14 – May 7.
- Commencing work at WWTP for chemical system upgrades. Anticipated to be operational in late May or early June.
- Sample station leak repaired on Thomas Road.
- New Dedicated Locator (DL) request received by G-tel through Ontario One Call. Working with G-Tel on approval of an agreement for them to locate Southwold's infrastructure for this project.
- All critical replacement parts for main trunk watermain now in stock inventory.
- Ordered all 5 smart hydrants. May/June installation date.
- Final Reads completed.
- Building meter assemblies for new connections and repairs.

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

- Gravel roads are being graded and scraped
- The hot box was put to good use as the frost and rains resulted in many potholes
- Missing road intersection signs were replaced only to see 13 gone missing after only a few days. The theft of these signs has been unbelievable lately.

**2025 Capital Project Process:**

<b>2025</b>	<b>Budget</b>	<b>Actual</b>	<b>Status/Comment</b>
<b>Water and Sewer</b>			
Shedden Wastewater Treatment Plant			Stage 2 Arch to be completed, final design review scheduled for April 22, MECP submission targeting end of April, permission to haul to Talbotville issued by the MECP
Talbotville Wastewater Treatment Plant			Colliers writing the RFP
South Shedden Sanitary Sewers	\$3,663,048.41		Construction underway, ground and weather conditions are less than ideal, resulting in a temporary full closure of Union Road
North Shedden Sanitary Sewers			Detailed Design and Geotechnical Investigations Underway
<b>Roads</b>			
Shady Lane Sidewalk	\$15,000		Soliciting quotations
Edge Repairs – Scotch Line	\$50,000		
Rehabilitation John Wise Line and Longhurst Line	\$900,000		Tender has closed with the County
Scotch Line Resurfacing	\$175,000		Tender has closed with the County
Thomas Road Construction	\$2,060,000		Detailed Design nearing 60% Submission
Bush Line Rehabilitation	\$150,000		Tender has closed with the County
Public Works Building	\$4,800,000		Footings poured, wall pours under way, steel erection scheduled for first week in May
<b>Bridges/Culverts</b>			

Scotch Line Culvert Replacement	\$450,000		Detailed Design Underway
Lyle Bridge Rehabilitation	\$200,000		Consultant completing deck investigation
Iona Road Culvert Replacement	\$30,000		Review comments sent back to the Engineer awaiting Tender package

**c) Drainage:**

**Drains Before Council:**

**Construction:**

- **Bogart Drain Branch C (Aug 2022):** OMAFA Grant payment received
- **Palmer/Bush Line Drain (Aug. 2022):** OMAFA Grant applied for
- **Gregory Drainage Works (2023):** Under construction, County crossing and associated road works will start probably sometime in May after the asphalt plants open.
- **Taylor Drain:** Robinson Farm Drainage awarded contract. The encroachment permit to work within the 401 right of way has been received from MTO. Construction is planned for this summer or fall
- **Ryan Drain (Sept 19):** The meeting to Consider the report and the Court of Revision have been completed. We are no waiting for the completion certificate from the developers engineer to confirm that the drain has been constructed as designed.

**With the Engineer:**

- **Best Drain (2024)** Meeting to review the proposal of the engineer arranged for April 16th
- **Bowlby Futcher Drain (2024)**
- **Jones Drain (2024)**
- **Edison Drain (2024)**

For the other three above drains, meetings to review the proposal of the engineer will be arranged in the next few months.

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

**Conference/Training:**

**2024 Capital Project Process:**

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

**OMAFa Grant Payments:**

Many of the outstanding grant payments have been processed by OMAFA since last September. The Environmental Management Branch – Drainage at OMAFA received a \$6,000,000 increase in funding to catch up on the processing of grant applications. We had been waiting for payment of drain construction grants going back to applications that were submitted in February 2022. Since September of 2024 we have received grant payments for 6 drain construction projects including one that was submitted in February of 2025. There is still one capital project that grant has not been paid. We also received payment for the grant application for the cost of employing a Drainage Superintendent for 2024.

**Financial Implications:**

None.

**Strategic Plan Goals:**

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

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

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

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



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** April 14, 2025

**PREPARED BY:** Aaron Van Oorspronk, Director of Infrastructure and Development

**REPORT NO:** IDS 2025-21

**SUBJECT MATTER: Iona Right of Way Tree Planting**

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

THAT Council authorize staff to work with Lower Thames Valley Conservation Area to naturalize the unopened right of way known as Argyle Street on Plan 36 in Iona and;

THAT Council authorize staff to place blocks to discourage vehicular access to the unopened right of way known as Argyle Street on Plan 36 with a budget of \$ 3000.

#### **Purpose:**

This report seeks Councils approval to naturalize the unopened right of way known as Argyle Street on Plan 36 to discourage illegal usage by recreational vehicles.

#### **Background:**

The unopened right of way known as Argyle Street on Plan 36 in Iona - a map of which has been attached to this report - has faced challenges over the years. In 2023, staff and Council explored their disposal based on incorrect mapping, which erroneously suggested that the allowances were 66 feet wide when in fact they were only 50 feet wide. This misrepresentation meant that the lots could not be developed as building lots, as detailed in Report CAO 2023-26. The report recommended that disposing of the right of ways be terminated and that future disposal or utilization should result in a broader community benefit. Recently, there have been renewed complaints from residents in Iona about recreational and full-size vehicles using the right of way for leisure activities. To address this issue, Council and staff have previously given permission to residents to plant trees along the right of way to discourage such usage.

#### **Comment:**

With renewed concerns about improper use of the unopened road allowance in Iona, staff - in collaboration with the Deputy Mayor - have strategized ways to address the

issue. Building on a resident's previous suggestion to plant trees along the unopened right of way, our recommended strategy comprises two components.

First, we propose limiting access to the right of way by placing standard concrete blocks and signage at access points from Talbot Line and Mary Street. These blocks would be strategically positioned to allow pedestrian access but prevent vehicle entry. Installation would be carried out by public works staff or a contractor, depending on availability and cost.

Secondly, we aim to collaborate with the Lower Thames Valley Conservation Area (LTVCA) Tree Planting Program to fill the empty right of way with native trees, including both deciduous and coniferous species. Initial conversations with the LTVCA have been favorable, though planting may not be feasible this spring due to nursery order timelines and may be deferred to a fall planting.

To further discourage vehicular access, larger stock trees will be planted immediately inside the bollards to create a visual screen. Beyond these larger trees, regular saplings will be planted according to what the conservation area can source. Once the trees reach a large enough size, the blocks will be removed. This approach provides a naturalized area, returning an underused right of way to nature and delivering broader community benefits through a nature-based solution to prevent illicit use of the unopened road allowance.

### **Financial Implications:**

It is estimated that approximately 21 blocks will be required to prevent access. New standard concrete blocks cost between \$85-\$100 each. Staff are collaborating with a local contractor to source reclaimed blocks from other projects in order to reduce costs. Additionally, signage indicating the road closure would incur an expense of \$300. Staff recommend funding this from the Road Reserve.

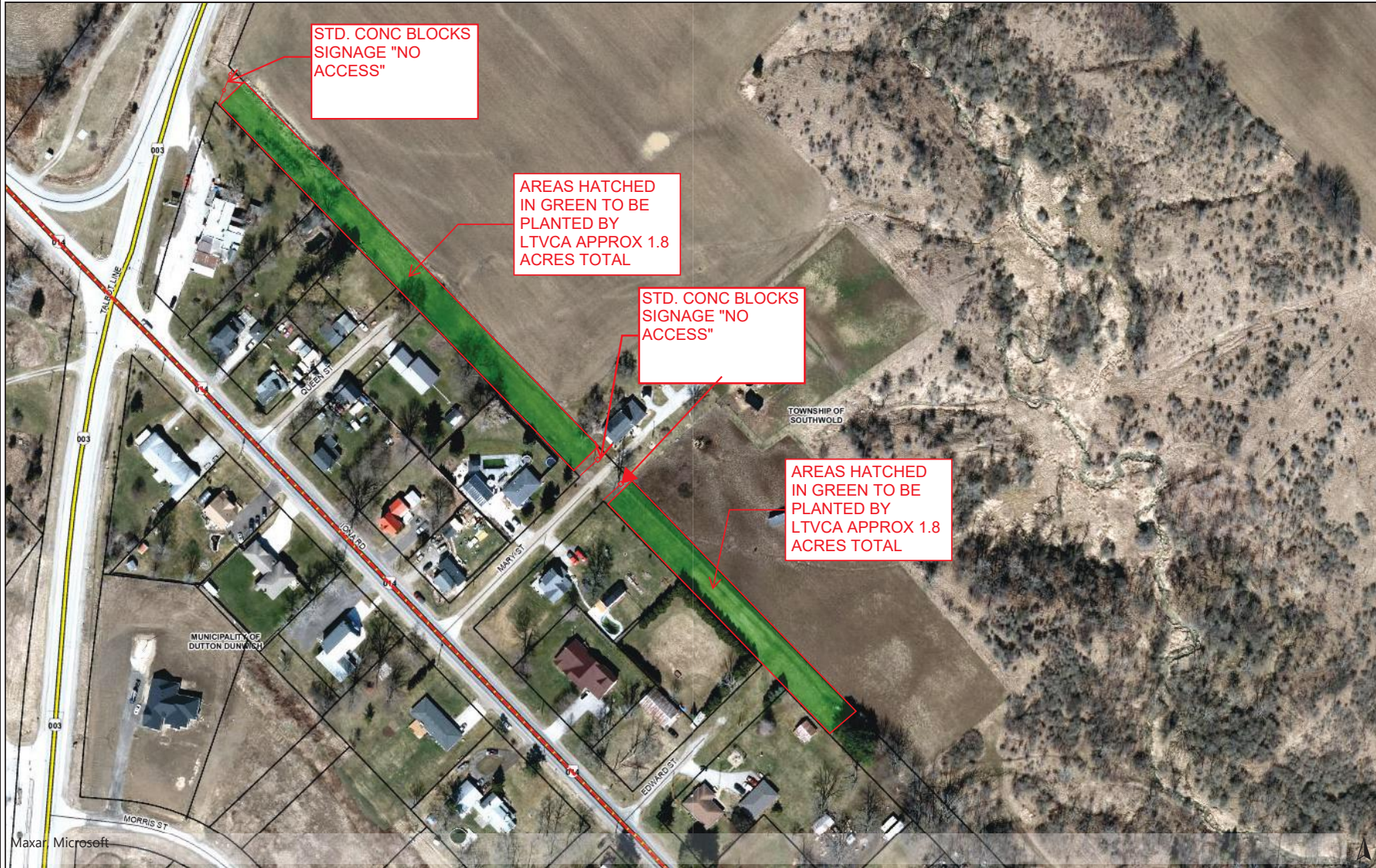
### **Strategic Plan Goals:**

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

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

**Respectfully Submitted by:  
Aaron Van Oorspronk  
Director of Infrastructure and  
Development Services  
"Submitted electronically"**

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



Legend

- Landbase
- Parcels
- Municipal\_Boundaries
- Elgin Boundaries
- Elgin\_Road\_Network
- County Roads
- Local Road Network
- World Imagery
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations
- 60cm Resolution Metadata

Notes

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** April 14, 2025

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

**REPORT NO:** IDS 2025-22

**SUBJECT MATTER: Legal and Engineering Servicing Award – Talbotville Wastewater Treatment Plant**

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

THAT Council award legal services to Refcio & Associates, Barristers and Solicitors in the amount of \$93,932 plus HST; and

THAT Council award engineering services to WT infrastructure Solutions Inc in the amount of \$300,000 plus HST

#### **Purpose:**

This report seeks approval for the award of legal and engineering advisory services for the relocation and expansion of the Talbotville WWTP.

#### **Background:**

The Township is moving forward with the relocation and expansion of the Talbotville Wastewater Treatment Plant, opting for a Progressive Design Build model that includes private financing and operations. The Township and its consultant are currently drafting the request for proposal (RFP) to seek private partners for the project delivery.

Following the initial award of project management services in report ENG 2024-67 to Colliers, further legal and technical advisory services were required to assist in creating the RFP, drafting legal agreements, and providing technical expertise.

The market sounding indicated strong interest in a public-private partnership to deliver the project, as highlighted in Report IDS 2025-17. Council reaffirmed their commitment to this delivery model. With the project lead drafting the RFP, legal and technical advisory services are now essential to protect the Township's interests and ensure the project is executed as intended through the proposals received.

Staff issued requests for quotations to qualified firms with proven experience in delivering projects through this alternative delivery model, following Council's reaffirmation.

**Comment/Analysis:**

Prior to sending out RFQs for services, staff consulted with Colliers on which firms to seek quotations from, particularly in the realm of legal services. This being the first project delivery of its kind for the Township and one of only a handful of this type in the province, Colliers emphasized the importance of experience and capability to deliver the project, staff concur with this assessment. Consequently, a request was emailed to two firms in Ontario with relevant experience. Only one submission was received, from Refcio & Associates, Barristers and Solicitors, totaling \$93,932 plus HST. The quotation is not a fixed price and will be billed to the Township on an hourly basis for the actual effort required. This means that the quoted price might be conservative if staff overestimated the hours needed, but total costs could be higher if more hours are required. Staff will monitor billing and keep Council informed if the actual effort exceeds the estimate, acknowledging that executing the project will require the necessary effort and will be a learning experience for staff involved in this delivery model for the first time.

Similarly, regarding technical advisory services, staff were cautious about sourcing these based on a public tender. Instead, they placed importance on project familiarity and past involvement in similar delivery models when requesting quotations. Staff inquired if Stantec was interested in providing these services, but Stantec disclosed that one or more proponents have already begun forming a project team for this project and that Stantec was part of those teams. Staff were again hesitant to open up these services to the open market, fearing that the Township might end up with a firm lacking experience or expertise. Staff contacted WT infrastructure Solutions Inc., the current engineer for the Shedden Wastewater Treatment Plant, to assess their experience, capacity, and interest in the project. The firm confirmed their capability, experience with large P3 projects, and available capacity. Staff are pleased with their services for the Shedden WWTP, finding them knowledgeable and responsive, with an approach aligned with the Township's goals. Given their historic cost-effective submissions on several Township projects, staff are confident that their price is competitive and represents good value for money, ensuring the Township's interests are well represented throughout the project. The submitted quotation is valued at \$300,000 and, like legal services, it represents an upset limit with invoicing based on actual hours spent.

**Financial Implications:**

This project will be financed through reserves or borrowing during the design phase. Upon acceptance of the 60% design and award of construction, the costs incurred up to that point will be reimbursed through the financing aspect of the project.

**Strategic Plan Goals:**

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

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

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

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



# TOWNSHIP OF SOUTHWOLD

## Report to Council

**MEETING DATE:** April 14, 2025

**PREPARED BY:** Paul Van Vaerenbergh, Public Works Superintendent

**REPORT NO:** IDS 2025-23

**SUBJECT MATTER: Joint Paving and Surface Treatment Tender Award**

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

THAT Council accept the submitted price for asphalt paving from Brantco Construction for \$571,928.60 and:

THAT Council accept the submitted price for surface treatment from Duncor Enterprises Inc for \$126,687.60

### **Purpose:**

The purpose of this report is to seek Council authorization to accept the tender results for the supply and placement of asphalt and surface treatment.

### **Background:**

As part of the Township's capital road construction, we entered into a joint tender with the County of Elgin for asphalt and surface treatment. Brantco being the low bidder for asphalt and Duncor being the low bid for surface treatment.

Bush Line was a candidate for a single surface treatment but since the time of entering this tender the road surface has deteriorated and is no longer suitable for a single treatment. It now needs to be pulverized, gravel added, and a double surface treatment applied. This will add an additional \$63,300 to the original cost of \$35,500 for just surface treatment.

Two suppliers closed the tender IDF 2025-23 for the supply and delivery of the following:

	<b>Bidder</b>	<b>Total Contract Price (excluding HST)</b>
1	Brantco Const.	\$571,928.60
2	Duncor Ent.	\$ 126,687 .60

### **Financial Implications:**

As can be seen below the total for the combined roads capital projects are below budget. Staff are cautiously optimistic that the capital program for roads will come under budget as shown, however, actual quantities and efforts will determine final costs.

<b>Project</b>	<b>2025 Budget</b>	<b>Estimate with Bid Prices</b>
John Wise Line Rehabilitation - Talbot to Longhurst (Asset ID 36A)	\$480,000	\$409,779
Longhurst Line Rehabilitation, Mill to John Wise (Asset ID 14A)	\$420,000	\$393,576
Bush Line Rehabilitation Munro to Ashmore (Asset ID 60E, 60G)	\$150,000	\$100,000
Begg Road Surface Treatment (Asset ID 68A)	\$30,000	\$30,000
Scotch Line Resurface - Boxall to Coon (Asset ID 38D)	\$175,000	\$136,069.60
Totals	\$1,255,000	\$1,069,425

**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:** April 14, 2025

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

**REPORT NO:** FIN 2025-10

**SUBJECT MATTER: Investment Summary**

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#### **Recommendation:**

THAT Council receive Report FIN 2025-10 Investment Summary as of December 31, 2024 for information.

#### **Purpose:**

To advise Council on the status of municipal investments as at the 2024 Year End.

#### **Background:**

To maximize the return on Township funds, some available funds are invested through CIBC and ONE Investment. These tend to be funds associated with reserves that are not immediately needed.

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

Investments are held with CIBC and the ONE Investment, a local government investment pool in which Ontario Municipalities may invest. ONE Investment is an incorporated not-for-profit which was started by Local Authorities Service Limited (a wholly owned subsidiary of the Association of Municipalities of Ontario), together with CHUMS Financing Corporation (a wholly owned subsidiary of the Municipal Finance Officers' Association of Ontario).

Total cost of investments on December 31, 2024 is \$7,108,914 and are held in cash, market funds and bonds.

<b>Purpose</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
General	\$1,076,358.74	\$1,042,497.15	\$1,009,160.33
Water	\$5,860,055.04	\$5,670,463.22	\$5,482,985.52
Sewer	\$92,315.10	\$89,998.79	\$87,797.93
Parkland	\$80,184.77	\$78,384.73	\$76,785.95
<b>Total Cost</b>	<b>\$7,108,913.65</b>	<b>\$6,881,343.89</b>	<b>\$6,656,729.73</b>
<b>Total Market Value</b>	<b>\$6,901,347.93</b>	<b>\$6,602,214.46</b>	<b>\$6,250,018.30</b>

Purpose	2024	2023	2022
<b>Gain (Loss) if Disposed</b>	<b>(\$207,565.72)</b>	<b>(\$279,129.43)</b>	<b>(\$406,711.46)</b>

Unlike private entities which are required to record investments at the lower of cost and market, under Public Sector Accounting Standards, municipalities currently record investments at cost. This accounting treatment results in the Township recognizing net investment earnings in our financial statements but not recognizing the change in market value of our portfolio.

**Financial Implications:**

2024 unaudited net investment earnings total \$227,569.76. Following is a detailed breakdown.

	2024		2023		2022	
CIBC	\$2,875,945.09		\$2,754,282.89		\$2,630,187.56	
Interest	\$138,024.29	4.80%	\$147,512.25	5.36%	\$50,877.71	1.93%
Realized Capital Gain/Loss	\$0.00	0.00%	(\$7,740.00)	-0.28%	\$2,064.55	0.08%
Management Fees	(\$16,362.09)	-0.57%	(\$15,676.92)	-0.57%	(\$15,313.51)	-0.58%
<b>Net Earnings</b>	<b>\$121,662.20</b>	<b>4.23%</b>	<b>\$124,095.33</b>	<b>4.51%</b>	<b>\$37,628.75</b>	<b>1.43%</b>
ONE Fund	\$4,232,968.56		\$4,127,061.00		\$4,026,542.17	
Interest	\$124,915.83	2.95%	\$119,051.38	2.88%	\$101,288.93	2.52%
Management Fees	(\$18,687.53)	-0.44%	(\$18,219.04)	-0.44%	(\$17,773.90)	-0.44%
<b>Net Earnings</b>	<b>\$106,228.30</b>	<b>2.51%</b>	<b>\$100,832.34</b>	<b>2.44%</b>	<b>\$83,515.02</b>	<b>2.07%</b>
<b>Total CIBC and ONE Fund Earnings</b>	<b>\$227,890.50</b>	<b>3.21%</b>	<b>\$224,927.67</b>	<b>3.27%</b>	<b>\$121,143.77</b>	<b>1.82%</b>

Interest revenue remained higher compared to past years, but started to decline over the last half of 2024 with bank interest rates in January 2024 at 5.20% and December 2024 at 3.95%.

CIBC investments are held in Imperial Money Market Pool with all of the portfolio in short-term investments.

ONE Fund investments are held in several bond instruments, 98% of which are held in the Canadian Corporate Bond Portfolio which are recommended to be held for a minimum of four years.

Staff continually monitor cash flow needs and the ability to invest additional funds. At this time, Staff does not recommend additional funds to be invested with the capital projects being undertaken.

**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"**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** April 14, 2025

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

**REPORT NO:** FIN 2025-11

**SUBJECT MATTER: Financial Indicator Review**

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#### **Recommendation:**

None – For Information.

#### **Purpose:**

To provide Council with the Financial Indicator Review and Municipal Financial Profile provided by the Ministry of Municipal Affairs and Housing.

#### **Background:**

The Ministry of Municipal Affairs and Housing reviews each municipality's financial performance through the use of key financial indicators in relation to established provincial thresholds based upon a municipality's Financial Statements and Financial Information Return (FIR).

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

Attached is the Township of Southwold's Financial Indicator Review (Appendix A) and Municipal Financial Profile (Appendix B) based on the 2023 Financial Information Return.

The Township of Southwold's provincial financial indicators show that all Levels of Risk are rated as low. Definitions for all indicators are included in the notes section of the report.

As noted, these indicators are important, but do not represent all aspects of a municipality's financial health. Some risks cannot be determined based on the FIR or Financial Statements. The FIR and Financial Statements represent a point in time in the past and do not forecast future possibilities.

For example, the Township has significant risk associated with the loss of revenue from the Green Lane Landfill (both Payments in Lieu of Taxes and grants available from the Green Lane Trust). The FIR also consolidates the general municipal operations with the user pay services such as water and wastewater. This results in the significant water system reserve of approx. \$7 million being reflected in the reserve balances, but it is not available for general operations or wastewater purposes.

Likewise, when considering the Wastewater Treatment Plant and Sanitary Sewer System, there is likely some elevated risk due to the significant operating costs, limited number of users, uncertainty of timing for new users being added, capital costs and borrowing. This risk is not highlighted in the financial indicators as it is combined with general government and water operations.

In addition to the Financial Indicator Review, a detailed Municipal Financial Profile has also been included based on the 2023 FIR. This report provides various financial information, along with comparisons to similar Southwestern Ontario municipalities and the average for all municipalities in the Province. These items also show the Township's Financial Profile is in a good position.

**Financial Implications:**

None at this time.

**Strategic Plan Goals:**

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

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

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

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

# FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

## Southwold Tp

Date Prepared:	16-Jan-25	2023 Households:	1,760	Median Household Income:	83,942
MSO Office:	Western	2023 Population:	4,851	Taxable Residential Assessment as a	
Prepared By:	Spencer Fitzpatrick	2024 MFICI Index:	0.5	% of Total Taxable Assessment:	75.2%
Tier:	LT			Own Purpose Taxation:	5,943,276

## SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	South - LT - Counties - Rural		Level of Risk	
			Median	Average		
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2019	6.0%	7.4%	8.4%	LOW
		2020	5.7%	7.2%	8.5%	LOW
		2021	5.5%	6.5%	7.4%	LOW
		2022	6.7%	7.1%	7.6%	LOW
		2023	7.8%	7.6%	8.0%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2019	136.7%	45.7%	49.3%	LOW
		2020	158.1%	54.9%	56.8%	LOW
		2021	119.1%	54.0%	59.8%	LOW
		2022	131.3%	49.1%	53.6%	LOW
		2023	147.1%	33.0%	37.8%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2019	166.5%	73.3%	78.1%	LOW
		2020	187.2%	82.4%	86.7%	LOW
		2021	183.5%	86.6%	89.9%	LOW
		2022	174.8%	81.7%	87.1%	LOW
		2023	163.8%	68.1%	84.9%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 50% Mod: 50% to 25% High: < 25%	2019	333.5%	410.8%	535.3%	LOW
		2020	481.7%	456.2%	529.2%	LOW
		2021	597.0%	497.5%	581.7%	LOW
		2022	323.8%	392.6%	497.2%	LOW
		2023	308.6%	430.7%	538.8%	LOW

## FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2019	1.2%	2.6%	3.1%	LOW
		2020	0.6%	2.3%	3.1%	LOW
		2021	9.1%	2.5%	2.9%	MODERATE
		2022	1.1%	2.4%	2.8%	LOW
		2023	0.9%	2.7%	3.3%	LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2019	31.5%	44.6%	46.5%	LOW
		2020	30.5%	45.2%	46.9%	LOW
		2021	31.2%	45.9%	47.4%	LOW
		2022	28.5%	45.4%	47.5%	LOW
		2023	28.2%	45.7%	47.6%	LOW
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2019	45.2%	18.7%	23.1%	LOW
		2020	51.1%	16.6%	17.1%	LOW
		2021	26.6%	16.8%	16.5%	LOW
		2022	42.4%	17.0%	17.2%	LOW
		2023	20.6%	15.3%	15.7%	LOW

\*\*\*\*\*  
 The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.  
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# FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

## Southwold Tp

### NOTES

*Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.*

#### Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.  
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

#### ***Additional Notes on what Financial Indicators may indicate:***

**Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied** - Shows how much of the taxes billed are not collected.

**Net Financial Assets or Net Debt as % of Own Source Revenues** - Indicates how much property tax and user fee revenue is servicing debt.

**Reserves and Reserve Funds as a % of Municipal Expenses** - Indicates how much money is set aside for future needs and contingencies.

**Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)** - Indicates how much cash and liquid investments could be available to cover current obligations.

**Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)** - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

**Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)** - Indicates how much of the assets' life expectancy has been consumed.

**Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues** - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

**The Northern and Rural Municipal Fiscal Circumstances Index (MFCI)** is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. (Note: the MFCI index is only available for northern and rural municipalities)

# FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

Southwold Tp

## CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	$SLC\ 70\ 0699\ 01 / (SLC\ 26\ 9199\ 03 - SLC\ 72\ 2899\ 09)$
Net Financial Assets or Net Debt as % of Own Source Revenues	$SLC\ 70\ 9945\ 01 / (SLC\ 10\ 9910\ 01 - SLC\ 10\ 0699\ 01 - SLC\ 10\ 0899\ 01 - SLC\ 10\ 1098\ 01 - SLC\ 10\ 1099\ 01 - SLC\ 10\ 1811\ 01 - SLC\ 10\ 1812\ 01 - SLC\ 10\ 1813\ 01 - SLC\ 10\ 1814\ 01 - SLC\ 10\ 1830\ 01 - SLC\ 10\ 1831\ 01 - SLC\ 12\ 1850\ 04)$
Total Reserves and Reserve Funds as a % of Municipal Expenses	$(SLC\ 60\ 2099\ 02 + SLC\ 60\ 2099\ 03) / (SLC\ 40\ 9910\ 11 - SLC\ 12\ 9910\ 03 - SLC\ 12\ 9910\ 07)$
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	$SLC\ 70\ 0299\ 01 / (SLC\ 70\ 2099\ 01 + SLC\ 70\ 2299\ 01)$
Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	$(SLC\ 74\ 3099\ 01 + SLC\ 74\ 3099\ 02) / (SLC\ 10\ 9910\ 01 - SLC\ 10\ 1831\ 01)$
Closing Amortization Balance as a % or Total Cost of Capital Assets (Asset Consumption Ratio)	$SLC\ 51\ 9910\ 10 / SLC\ 51\ 9910\ 06$
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	$(SLC\ 10\ 2099\ 01 - SLC\ 10\ 1831\ 01) / (SLC\ 10\ 9910\ 01 - SLC\ 10\ 0699\ 01 - SLC\ 10\ 0899\ 01 - SLC\ 10\ 1098\ 01 - SLC\ 10\ 1099\ 01 - SLC\ 10\ 1811\ 01 - SLC\ 10\ 1812\ 01 - SLC\ 10\ 1813\ 01 - SLC\ 10\ 1814\ 01 - SLC\ 10\ 1830\ 01 - SLC\ 10\ 1831\ 01 - SLC\ 12\ 1850\ 04)$

# MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

## Southwold Tp

Elgin Co

Date Prepared: January 16, 2025  
 MSO Office: Western  
 Prepared By: Spencer Fitzpatrick

2023 FIR Load Status: Updated Under Review  
 Last Updated: January 9, 2025

2023 Households: 1,760  
 2023 Population: 4,851  
 2024 MFCI Index: \*8 0.5

Median Household Income (2016) : \*4 83,942  
 2024 Annual Repayment Limit: 3,022,014  
 Borrowing Capacity 7% over 10 yrs: 21,225,358

### STATISTICAL INFORMATION

						2023 AVERAGES FOR:					
						South - LT - Counties - Rural	PROVINCE				
	2019 FY19	2020 FY20	2021 FY21	2022 FY22	2023 FY23			23/22 %	22/21 %	21/20 %	20/19 %
Population *3	4,421	4,421	4,851	4,851	4,851	6,647	43,437	0.0%	0.0%	9.7%	0.0%
Households *3	1,655	1,655	1,760	1,760	1,760	3,347	17,340	0.0%	0.0%	6.3%	0.0%
Municipal Expenses *7	\$ 8,337,141	\$ 7,651,552	\$ 8,851,573	\$ 10,521,534	\$ 11,136,511	\$ 12,633,227	\$ 162,237,461	5.8%	18.9%	15.7%	-8.2%
Own Source Revenues	\$ 6,621,274	\$ 7,795,058	\$ 10,243,740	\$ 9,500,134	\$ 8,886,129	\$ 12,691,710	\$ 130,832,613	-6.5%	-7.3%	31.4%	17.7%
Own Source Revenue per Household	\$ 4,001	\$ 4,710	\$ 5,820	\$ 5,398	\$ 5,049	\$ 3,812	\$ 4,399	-6.5%	-7.3%	23.6%	17.7%
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	53.8%	61.3%	79.9%	60.4%	62.7%	78.1%	73.9%	3.8%	-24.4%	30.2%	14.1%
Total Revenues	\$ 12,318,465	\$ 12,707,857	\$ 12,826,407	\$ 15,733,492	\$ 14,176,224	\$ 15,984,575	\$ 192,134,057	-9.9%	22.7%	0.9%	3.2%
Annual Repayment Limit	\$ 1,557,805	\$ 1,882,152	\$ 1,593,112	\$ 2,103,727	\$ 1,466,278	\$ 3,354,125	\$ 21,330,790	-30.3%	32.1%	-15.4%	20.8%
Own Purpose Taxation	\$ 3,127,062	\$ 4,594,701	\$ 4,130,769	\$ 4,205,797	\$ 5,943,276	\$ 7,298,427	\$ 72,523,884	41.3%	1.8%	-10.1%	46.9%
Direct Water Billings as % of Gross Water Expenditures	61.1%	71.0%	86.4%	88.2%	81.1%	67.6%	64.1%				
Taxable Res. Assessment as a % of Total Taxable Assessment	70.0%	70.3%	70.5%	74.4%	75.2%	81.5%	80.4%				

### DISCOUNTED WEIGHTED ASSESSMENT \*1 (Source: Financial Information Return)

						2023 AVERAGES FOR:					
						South - LT - Counties - Rural	PROVINCE				
	2019	2020	2021	2022	2023						
Taxable	641,589,853	684,044,624	699,263,887	740,218,352	766,534,277	1,127,481,033	9,748,690,831				
PIL	89,215,696	90,283,401	92,079,020	92,472,044	92,472,044	16,617,116	129,150,513				
Total	730,805,549	774,328,025	791,342,907	832,690,396	859,006,321	1,144,098,150	9,877,841,344				

# MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

## Southwold Tp

Elgin Co

Date Prepared:	January 16, 2025
MSO Office:	Western
Prepared By:	Spencer Fitzpatrick

2023 FIR Load Status:	Updated Under Review
Last Updated:	January 9, 2025

2023 Households:	1,760
2023 Population:	4,851
2024 MFCI Index: *8	0.5

Median Household Income (2016) : *4	83,942
2024 Annual Repayment Limit:	3,022,014
Borrowing Capacity 7% over 10 yrs:	21,225,358

### RESIDENTIAL TAXES

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
# of Residential Households	1,751	1,770	1,818	1,818	1,873	3,543	12,180	3.0%	0.0%	2.7%	1.1%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 2,706	\$ 2,864	\$ 3,164	\$ 3,220	\$ 3,416	\$ 2,722	\$ 2,787	6.1%	1.8%	10.5%	5.9%
Avg Total Property Taxes per Avg Residential Household	\$ 3,102	\$ 3,260	\$ 3,589	\$ 3,645	\$ 3,848	\$ 3,115	\$ 3,183	5.6%	1.6%	10.1%	5.1%
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	3.7%	3.9%	4.3%	4.3%	4.6%	4.4%	4.8%				
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	1,748	1,768	1,816	1,816	1,871	2,883	11,715	3.0%	0.0%	2.7%	1.1%
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	\$ 2,708	\$ 2,865	\$ 3,165	\$ 3,222	\$ 3,418	\$ 2,704	\$ 2,764	6.1%	1.8%	10.5%	5.8%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	\$ 3,105	\$ 3,262	\$ 3,591	\$ 3,647	\$ 3,850	\$ 3,093	\$ 3,153	5.6%	1.6%	10.1%	5.1%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	3.7%	3.9%	4.3%	4.3%	4.6%	4.4%	4.7%				

### RESIDENTIAL TAX RATES \*2 (Source: Financial Information Return)

	2019	2020	2021	2022	2023	23/22 %	22/21 %	21/20 %	20/19 %
Lower / Single-Tier General Rate	0.0049419	0.0049768	0.0051429	0.0052405	0.0055068	5.1%	1.9%	3.3%	0.7%
Upper-Tier General Rate	0.0060573	0.0060740	0.0062494	0.0063546	0.0065934	3.8%	1.7%	2.9%	0.3%
Education Rate	0.0016100	0.0015300	0.0015300	0.0015300	0.0015300	0.0%	0.0%	0.0%	-5.0%

### TAXES RECEIVABLE

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
Total Taxes Receivable less Allowance for Uncollectibles	\$ 499,535	\$ 582,645	\$ 541,136	\$ 698,380	\$ 990,245	\$ 1,043,574	\$ 5,848,492	41.8%	29.1%	-7.1%	16.6%
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	6.0%	5.7%	5.5%	6.7%	7.8%	8.0%	8.8%				
Current Year Taxes Receivable as % of Total Taxes Receivable	47.4%	52.5%	39.4%	52.4%	52.1%	61.7%	62.5%				
Working & Contingency Reserves and Discretionary Reserve Funds as % of Current Yr Taxes Rec.	446.1%	345.1%	486.2%	283.2%	201.0%	189.9%	331.7%				
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	39.7%	36.1%	46.2%	37.4%	37.1%	27.8%	27.2%				

# MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

## Southwold Tp

Elgin Co

Date Prepared: January 16, 2025  
MSO Office: Western  
Prepared By: Spencer Fitzpatrick

2023 FIR Load Status: Updated Under Review  
Last Updated: January 9, 2025

2023 Households: 1,760  
2023 Population: 4,851  
2024 MFCI Index: \*8 0.5

Median Household Income (2016) : \*4 83,942  
2024 Annual Repayment Limit: 3,022,014  
Borrowing Capacity 7% over 10 yrs: 21,225,358

### GRANTS

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
<b>Total Unconditional Grants</b>	\$ 811,226	\$ 503,100	\$ 484,005	\$ 410,100	\$ 414,600	\$ 984,714	\$ 1,278,920	1.1%	-15.3%	-3.8%	-38.0%
Ontario Municipal Partnership Fund	\$ 386,600	\$ 396,100	\$ 393,500	\$ 410,100	\$ 414,600	\$ 979,864	\$ 1,135,985	1.1%	4.2%	-0.7%	2.5%
As a % of Municipal Expenses	4.6%	5.2%	4.4%	3.9%	3.7%	9.4%	7.9%				
Other	\$ 424,626	\$ 107,000	\$ 90,505	\$ -	\$ -	\$ 4,850	\$ 142,935	0.0%	-100.0%	-15.4%	-74.8%
<b>Total Ontario Conditional Grants</b>	\$ 347,325	\$ 587,514	\$ 245,330	\$ 1,305,593	\$ 954,147	\$ 1,026,745	\$ 32,961,343	-26.9%	432.2%	-58.2%	69.2%
As a % of Municipal Expenses	4.2%	7.7%	2.8%	12.4%	8.6%	8.0%	13.6%				
<b>Total Ontario Conditional and Unconditional Grants</b>											
As a % of Municipal Expenses	13.9%	14.3%	8.2%	16.3%	12.3%	15.9%	21.1%				

### COVID - 19

#### COVID-19 Municipal Operating Funding Allocations - Actual

	2020	2021	TOTAL
- Phase 1 Allocation	\$ 107,000		
- Phase 2 Application Based Allocation	\$ -		
- Phase 2 2021 Allocation		\$ 22,000	
2021 Provincial COVID-19 Recovery Funding for Municipalities		\$ 68,455	
<b>Total COVID-19 Municipal Operating Funding</b>	\$ 107,000	\$ 90,455	\$ 197,455

#### COVID-19 Municipal Funding - Amounts Recognized

	2021	2022	2023	TOTAL
Safe Restart Agreement - Municipal Operating Funding	\$ 90,505	\$ -	\$ -	\$ 90,505
Provincial COVID-19 Recovery Funding for Municipalities	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COVID-19 MUNICIPAL OPERATING FUNDING RECOGNIZED</b>	\$ 90,505	\$ -	\$ -	\$ 90,505
			<b>Funding not recognized:</b>	\$ 106,950
Safe Restart Agreement - Public Transit Funding	\$ -	\$ -	\$ -	\$ -
Social Services Relief Fund (SSRF)	\$ -	\$ -	\$ -	\$ -

\* Note: Because a municipality has recognized all of their funding, does not necessarily mean that they have used all of their funding. Some may still be in a reserve / reserve fund.

	2021	2022	2023
Total COVID-19 Expenses as reported on SLC 42 6009 01	\$ -	\$ -	\$ -

### TOTAL DEBT BURDEN

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
<b>Total Debt Burden</b>	\$ 2,872,735	\$ 2,795,253	\$ 1,990,437	\$ 1,824,948	\$ 1,767,030	\$ 4,609,447	\$ 75,048,775	-3.2%	-8.3%	-28.8%	-2.7%
Per Household	\$ 1,736	\$ 1,689	\$ 1,131	\$ 1,037	\$ 1,004	\$ 1,370	\$ 1,526	-3.2%	-8.3%	-33.0%	-2.7%
<b>Debt Servicing Cost</b>	\$ 146,862	\$ 78,122	\$ 1,170,141	\$ 165,756	\$ 129,487	\$ 567,081	\$ 7,673,152	-21.9%	-85.8%	1397.8%	-46.8%
Per Household	\$ 89	\$ 47	\$ 665	\$ 94	\$ 74	\$ 157	\$ 196	-21.9%	-85.8%	1308.5%	-46.8%

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 2023 Population: 4,851  
 2024 MFCI Index: \*8 0.5

Median Household Income (2016) : \*4 83,942  
 2024 Annual Repayment Limit: 3,022,014  
 Borrowing Capacity 7% over 10 yrs: 21,225,358

As a % of Municipal Expenses	1.8%	1.0%	13.2%	1.6%	1.2%	3.8%	3.6%
As a % of Own Purpose Taxation	4.7%	1.7%	28.3%	3.9%	2.2%	7.1%	6.9%
As a % of Own Source Revenue	2.2%	1.0%	11.4%	1.7%	1.5%	4.2%	4.3%
As a % of Total Revenues (Less Donated TCAs)	1.2%	0.6%	9.1%	1.1%	0.9%	3.3%	3.1%
Debt Service Coverage Ratio (Target: Ratio >= 2)	30	71	4	35	30	45	33

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### LIABILITIES (Including Post-Employment Benefits)

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
Temp. Loans for Current Purposes as % of Municipal Expenses	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%	0.8%				
Post-Employment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 171,898	\$ 30,987,414	0.0%	0.0%	0.0%	0.0%
Total Reserves and Reserve Funds for Post-Employment Benefits	\$ 132,451	\$ 107,451	\$ 82,451	\$ 82,451	\$ 82,451	\$ 34,177	\$ 6,366,089	0.0%	0.0%	-23.3%	-18.9%

### RESERVES AND RESERVE FUNDS

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
Total Reserves	\$ 13,882,806	\$ 14,320,872	\$ 8,142,014	\$ 10,677,888	\$ 11,797,508	\$ 6,451,987	\$ 38,349,650	10.5%	31.1%	-43.1%	3.2%
Total Discretionary Reserve Funds	\$ -	\$ -	\$ 8,104,501	\$ 7,715,065	\$ 6,439,326	\$ 4,223,105	\$ 64,666,380	-16.5%	-4.8%	0.0%	0.0%
Total Reserves and Discretionary Reserve Funds	\$ 13,882,806	\$ 14,320,872	\$ 16,246,515	\$ 18,392,953	\$ 18,236,834	\$ 10,675,091	\$ 103,016,031	-0.8%	13.2%	13.4%	3.2%
Per Household	\$ 8,388	\$ 8,653	\$ 9,231	\$ 10,451	\$ 10,362	\$ 3,274	\$ 3,619	-0.8%	13.2%	6.7%	3.2%
As a % of Total Taxes Receivable	2779.1%	2457.9%	3002.3%	2633.7%	1841.6%	1249.4%	1661.5%				
As a % of Municipal Expenses	166.5%	187.2%	183.5%	174.8%	163.8%	84.9%	75.6%				
As a % of Own Purpose Taxation	444.0%	311.7%	393.3%	437.3%	306.8%	143.0%	134.9%				

### FINANCIAL ASSETS

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	73.5%	97.0%	95.1%	79.3%	92.2%	30.1%	32.4%				
Net Financial Assets or Net Debt as a % of Own Source Revenues	136.7%	158.1%	119.1%	131.3%	147.1%	37.8%	40.7%				
Net Working Capital as a % of Municipal Expenses	85.8%	121.7%	152.2%	107.8%	84.2%	90.0%	71.2%				
Net Book Value of Capital Assets as a % of Cost of Capital Assets	75.6%	70.0%	72.6%	73.8%	72.0%	53.9%	55.1%				
Asset Sustainability Ratio (Target: > 90%)	197.8%	404.0%	125.8%	468.7%	311.1%	186.7%	204.7%				
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	31.5%	30.5%	31.2%	28.5%	28.2%	47.6%	47.4%				

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### SURPLUS / DEFICIT

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
Annual Surplus / (Deficit) (Less Donated TCAs)	\$ 2,994,240	\$ 3,987,040	\$ 2,726,638	\$ 4,031,060	\$ 1,832,736	\$ 2,970,691	\$ 22,870,192	-54.5%	47.8%	-31.6%	33.2%
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	\$ 4,309,888	\$ 5,481,924	\$ 3,230,129	\$ 5,694,264	\$ 3,693,895	\$ 3,933,122	\$ 36,688,034	-35.1%	76.3%	-41.1%	27.2%
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	45.2%	51.1%	26.6%	42.4%	20.6%	15.7%	18.1%				
Current Ratio (Target: >= 100%)	877.2%	898.6%	1003.9%	655.0%	676.0%	717.7%	601.8%				

### OTHER INDICATORS

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:	
						South - LT - Counties - Rural	PROVINCE
Rates Coverage Ratio (Target: >=40%)	56.0%	73.9%	86.3%	63.6%	57.1%	78.1%	73.9%
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	333.5%	481.7%	597.0%	323.8%	308.6%	538.79%	446.70%
Operating Balance as a % of Total Revenues (Less Donated TCAs)*5	24.3%	31.4%	21.3%	25.6%	12.9%	13.1%	13.9%
Cumulative Annual Growth Rate *6	4.8%	0.5%	-3.1%	0.6%	-8.6%	0.5%	0.6%
Interest Payments as a % of Total Revenues (Less Donated TCAs)	0.0%	0.0%	0.1%	0.0%	0.0%	0.9%	0.8%

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### VULNERABILITY MEASURES

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		3.8%	-24.4%	30.2%	14.1%
						South - LT - Counties - Rural	PROVINCE				
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	53.8%	61.3%	79.9%	60.4%	62.7%	78.1%	73.9%				
Own Source Revenue per Household	\$ 4,001	\$ 4,710	\$ 5,820	\$ 5,398	\$ 5,049	\$ 3,812	\$ 4,399	-6.5%	-7.3%	23.6%	17.7%
Avg Municipal Property Taxes Per Avg Residential Household as a % of Median Household Income (Tax Effort)	\$ 2,706	\$ 2,864	\$ 3,164	\$ 3,220	\$ 3,416	\$ 2,722	\$ 2,787	6.1%	1.8%	10.5%	5.9%
	3.7%	3.9%	4.3%	4.3%	4.6%	4.4%	4.8%				

### SUPPLEMENTARY INDICATORS OF SUSTAINABILITY, FLEXIBILITY AND VULNERABILITY

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4:

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider, at a minimum, the elements of sustainability, flexibility and vulnerability.
- Vulnerability in this context may be seen as the degree to which a municipality is dependent on sources of funding outside its control or influence or is exposed to risks that could impair its ability to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Vulnerability is an important element of financial condition because it provides insights into a municipality's reliance on funding sources outside its direct control or influence and its exposure to risks. A municipality whose vulnerability is relatively low has greater control over its financial condition.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

#### ADDITIONAL NOTES ON WHAT FINANCIAL MEASURES MAY INDICATE:

##### Own Source Revenue as a % of Total Revenues (Less TCAs)

Indicates the extent to which a municipality has a high proportion of revenues for its own sources, reducing its impact to a change in transfers from other levels of government.

##### Own Source Revenue per Household

Indicates the demand for resources and the municipality's ability and willingness to provide resources.

##### Average Municipal Property Taxes per Average Residential Household

Indicates the level of taxes on residential households for municipal purposes.

##### Average Municipal Property Taxes per Average Residential Household as a % of Average Household Income

Indicates the portion of a ratepayer's income used to pay municipal property taxes.

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*The data and information contained in this document is for informational purposes only. Any use of the data and information in this document should be done by qualified individuals.  
 This information is not intended to be used on its own and should be used in conjunction with other financial information and resources available.*  
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### NOTES

- 1\* 2019, 2020, 2021, 2022 and 2023 assessment uses phase-in assessment based on 2016 property values.
- 2\* Average tax rates are calculated where necessary when amalgamations occur.
- 3\* Household and Population data are as reported by the municipality on Schedule 02 of the FIR.
- 4\* Median Household Income - Source: Ministry of Finance
- 5\* Total Revenues include revenues from other municipalities.
- 6\* The Cumulative Annual Growth Rate has been measured over a three year period. Infrastructure Ontario uses a five year period.
- 7\* Total Municipal Expenses exclude amounts for other municipalities
- 8\* MFCI index - Source: Ministry of Finance (2024 OMPF Calculation). This index is available for northern and rural municipalities only.

### NUMBER OF MUNICIPALITIES IN COMPARISON GROUPS

	South - LT - Counties -Rural	Province
2019	146	444
2020	146	443
2021	146	440
2022	144	437
2023	99	327

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### CALCULATIONS

### STATISTICAL INFORMATION

Population *3	SLC 02 0041 01
Households *3	SLC 02 0040 01
Municipal Expenses *7	SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07
Own Source Revenues	SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04
Own Source Revenue per Household	Own Source Revenues / SLC 02 0040 01
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	Own Source Revenues / (SLC 10 9910 01 - SLC 10 1831 01)
Total Revenues	SLC 10 9910 01
Annual Repayment Limit	The annual repayment limit is calculated annually as per Ontario regulation 403/02. To view the full calculation of the annual repayment limit, please go to the FIR website. <a href="https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm">https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm</a>
Own Purpose Taxation	ARLs for all municipalities (except the City of Toronto) are posted here as they are made available.
Direct Water Billings as % of Gross Water Expenditures	SLC 10 0299 01
Taxable Res. Assessment as a % of Total Taxable Assessment	(SLC 12 0831 04 + SLC 12 0832 04) / (SLC 40 0831 11 + SLC 40 0832 11) SLC 26 0010 17 / SLC 26 9199 17

### DISCOUNTED WEIGHTED ASSESSMENT \*1 (Source: Financial Information Return)

Taxable	SLC 26 9199 17
PIL	SLC 26 9299 17
Total	SLC 26 9199 17 + SLC 26 9299 17

### RESIDENTIAL TAXES

# of Residential Households	Residential CVA and corresponding household counts are provided by OPTA (excludes the City of Toronto). Residential assessment includes:
Avg Municipal Property Taxes Per Avg Residential Household	Single Family, 2 - 6 Units, Farm Residential and Recreational (where included). Note: does not include vacant land.
Avg Total Property Taxes per Avg Residential Household	
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	If labeled (Excl. RDUs) Recreational units are excluded.
	An average household assessment is calculated by taking the sum of the CVA for these residential groups divided by the corresponding households.
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	An estimated tax rate for each tier (i.e. lower tier, upper tier and school) is applied to the average household assessment to calculate the averages taxes per household by tier.
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	(the estimated tax rates are provided by OPTA).
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	

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### RESIDENTIAL TAX RATES \*2 (Source: Financial Information Return)

Lower / Single-Tier General Rate SLC 22 0010 12 / SLC 22 0010 16  
Upper-Tier General Rate SLC 22 0010 13 / SLC 22 0010 16  
Education Rate SLC 22 0010 14 / SLC 22 0010 16

### TAXES RECEIVABLE

Total Taxes Receivable less Allowance for Uncollectibles SLC 70 0699 01  
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)  
Current Year Taxes Receivable as % of Total Taxes Receivable SLC 70 0610 01 / (SLC 70 0690 01 + SLC 70 0699 01)  
Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec. (SLC 60 5010 02 + SLC 60 5020 03) / SLC 70 0610 01  
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable (SLC 70 0620 01 + SLC 70 0630 01) / (SLC 70 0699 01 + SLC 70 0690 01)

### GRANTS

Total Unconditional Grants SLC 10 0699 01  
Ontario Municipal Partnership Fund SLC 10 0620 02  
As % of Municipal Expenses SLC 10 0620 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)  
Other SLC 10 0699 01 - SLC 10 0620 01  
Total Ontario Conditional Grants SLC 10 0810 01 + SLC 10 0815 01  
As a % of Municipal Expenses (SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)  
Total Ontario Conditional and Unconditional Grants  
As a % of Municipal Expenses (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

### COVID - 19

#### COVID-19 Municipal Operating Funding Allocations - Actual

- Phase 1 Allocation Phase 1 Allocations - Actual  
- Phase 2 Application Based Allocation Phase 2 Application Based Allocations - Actual  
- Phase 2 2021 Allocation Phase 2 2021 Allocations - Actual  
2021 Provincial COVID-19 Recovery Funding for Municipalities 2021 Provincial COVID-19 Recovery Funding for Municipalities Allocations - Actual  
Total COVID-19 Municipal Operating Funding Phase 1 Allocations + Phase 2 Application Based Allocations + Phase 2 2021 Allocations + 2021 Provincial COVID-19 Recovery Funding for Municipalities Allocations

#### COVID-19 Municipal Funding - Amounts Recognized

Safe Restart Agreement - Municipal Operating Funding SLC 10 0626 01  
Provincial COVID-19 Recovery Funding for Municipalities SLC 10 0629 01  
TOTAL COVID-19 MUNICIPAL OPERATING FUNDING RECOGNIZED SLC 10 0626 01 (FY20) + SLC 10 0626 01 (FY21) + SLC 10 0629 01 (FY21)

#### Funding not recognized:

Total COVID-19 Municipal Operating Funding - Total COVID-19 Municipal Operating Funding Recognized  
Safe Restart Agreement - Public Transit Funding SLC 10 0627 01  
Social Services Relief Fund (SSRF) SLC 10 0628 01  
Total COVID-19 Expenses as reported on SLC 42 6009 01 SLC 42 6009 01

### TOTAL DEBT BURDEN

Total Debt Burden SLC 74 9910 01  
Per Household SLC 74 9910 01 / SLC 02 0040 01  
Debt Servicing Cost SLC 74 3099 01 + SLC 74 3099 02  
Per Household (SLC 74 3099 01 + SLC 74 3099 02) / SLC 02 0040 01

# MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

## Southwold Tp

Elgin Co

Date Prepared: January 16, 2025  
 MSO Office: Western  
 Prepared By: Spencer Fitzpatrick

2023 FIR Load Status: Updated Under Review  
 Last Updated: January 9, 2025

2023 Households: 1,760  
 2023 Population: 4,851  
 2024 MFCI Index: \*8 0.5

Median Household Income (2016) : \*4 83,942  
 2024 Annual Repayment Limit: 3,022,014  
 Borrowing Capacity 7% over 10 yrs: 21,225,358

As a % of Municipal Expenses  
 As a % of Own Purpose Taxation  
 As a % of Own Source Revenue

$(\text{SLC } 74 \text{ } 3099 \text{ } 01 + \text{SLC } 74 \text{ } 3099 \text{ } 02) / (\text{SLC } 40 \text{ } 9910 \text{ } 11 - \text{SLC } 12 \text{ } 9910 \text{ } 03 - \text{SLC } 12 \text{ } 9910 \text{ } 07)$

$(\text{SLC } 74 \text{ } 3099 \text{ } 01 + \text{SLC } 74 \text{ } 3099 \text{ } 02) / \text{SLC } 10 \text{ } 0299 \text{ } 01$

$(\text{SLC } 74 \text{ } 3099 \text{ } 01 + \text{SLC } 74 \text{ } 3099 \text{ } 02) / (\text{SLC } 10 \text{ } 9910 \text{ } 01 - \text{SLC } 10 \text{ } 0699 \text{ } 01 - \text{SLC } 10 \text{ } 0899 \text{ } 01 - \text{SLC } 10 \text{ } 1098 \text{ } 01 - \text{SLC } 10 \text{ } 1099 \text{ } 01 - \text{SLC } 10 \text{ } 1811 \text{ } 01 - \text{SLC } 10 \text{ } 1812 \text{ } 01 - \text{SLC } 10 \text{ } 1813 \text{ } 01 - \text{SLC } 10 \text{ } 1814 \text{ } 01 - \text{SLC } 10 \text{ } 1830 \text{ } 01 - \text{SLC } 10 \text{ } 1831 \text{ } 01 - \text{SLC } 12 \text{ } 1850 \text{ } 04)$

$(\text{SLC } 74 \text{ } 3099 \text{ } 01 + \text{SLC } 74 \text{ } 3099 \text{ } 02) / (\text{SLC } 10 \text{ } 9910 \text{ } 01 - \text{SLC } 10 \text{ } 1831 \text{ } 01)$

As a % of Total Revenues (Less Donated TCAs)

Debt Service Coverage Ratio (Target: Ratio >= 2)

$(\text{SLC } 10 \text{ } 9910 \text{ } 01 - \text{SLC } 40 \text{ } 9910 \text{ } 11 + \text{SLC } 40 \text{ } 9910 \text{ } 02 + \text{SLC } 40 \text{ } 9910 \text{ } 16) / (\text{SLC } 74 \text{ } 3099 \text{ } 01 + \text{SLC } 74 \text{ } 3099 \text{ } 02)$

# MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

## Southwold Tp

Elgin Co

Date Prepared:	January 16, 2025
MSO Office:	Western
Prepared By:	Spencer Fitzpatrick

2023 FIR Load Status:	Updated Under Review
Last Updated:	January 9, 2025

2023 Households:	1,760
2023 Population:	4,851
2024 MFCI Index: *8	0.5

Median Household Income (2016) : *4	83,942
2024 Annual Repayment Limit:	3,022,014
Borrowing Capacity 7% over 10 yrs:	21,225,358

### LIABILITIES (Including Post-Employment Benefits)

Temp. Loans for Current Purposes as % of Municipal Expenses	SLC 70 2010 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Post-Employment Benefits	SLC 70 2899 01
Total Reserves and Reserve Funds for Post-Employment Benefits	SLC 60 5060 02 + SLC 60 5060 03 + SLC 60 5070 02 + SLC 60 5070 03 + SLC 60 5080 02 + SLC 60 5080 03 + SLC 60 5090 02 + SLC 60 5090 03

### RESERVES AND RESERVE FUNDS

Total Reserves	SLC 60 2099 03
Total Discretionary Reserve Funds	SLC 60 2099 02
Total Reserves and Discretionary Reserve Funds	SLC 60 2099 02 + SLC 60 2099 03
Per Household	(SLC 60 2099 02 + SLC 60 2099 03) / SLC 02 0040 01
As a % of Total Taxes Receivable	(SLC 60 2099 02 + SLC 60 2099 03) / (SLC 70 0699 01 + SLC 70 0690 01)
As a % of Municipal Expenses	(SLC 60 2099 02 + SLC 60 2099 03) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
As a % of Own Purpose Taxation	(SLC 60 2099 02 + SLC 60 2099 03) / SLC 20 0299 01

### FINANCIAL ASSETS

Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 1831 01)
Net Financial Assets or Net Debt as a % of Own Source Revenues	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Net Working Capital as a % of Municipal Expenses	(SLC 70 0299 02 + SLC 70 0499 01 + SLC 70 0699 01 + SLC 70 0830 01 + SLC 70 0835 01 + SLC 70 6250 01 + SLC 70 6260 01 + SLC 70 2010 01 + SLC 70 2299 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Net Book Value of Capital Assets as a % of Cost of Capital Assets	(SLC 70 6210 01 - SLC 51 2005 11 - SLC 51 2205 11) / (SLC 51 9910 06 - SLC 51 2005 11 - SLC 51 2205 11)
Asset Sustainability Ratio (Target: > 90%)	SLC 51 9910 03 / SLC 51 9910 08
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06

### SURPLUS / DEFICIT

Annual Surplus / (Deficit) (Less Donated TCAs)	SLC 10 2099 01 - SLC 10 1831 01
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	SLC 10 2099 01 - SLC 10 1831 01 + SLC 40 9910 16 + (SLC 70 2799 01 (CY) - SLC 70 2799 01 (PY)) + (SLC 70 2899 01 (CY) - SLC 70 2899 01 (PY)) - SLC 74 3099 01 (CY = CURRENT YEAR, PY = PREVIOUS YEAR)
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Current Ratio (Target: >= 100%)	(SLC 70 9930 01 - SLC 70 0829 01 - SLC 70 0845 01 - SLC 70 0898 01) / (SLC 70 2099 01 + SLC 70 2299 01)

### OTHER INDICATORS

Rates Coverage Ratio (Target: >=40%)	(SLC 10 0299 01 + SLC 10 1299 01 + SLC 10 1880 01 + SLC 10 1885 01) / SLC 40 9910 01
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Operating Balance as a % of Total Revenues (Less Donated TCAs) <sup>15</sup>	(SLC 10 9910 01 - SLC 40 9910 07) / (SLC 10 9910 01 - SLC 10 1831 01)
Cumulative Annual Growth Rate <sup>16</sup>	((SLC 10 9910 01 (CY) / SLC 10 9910 01 (CY - 3) ^ (1/3) - 1) - ((SLC 40 9910 07 (CY) / SLC 40 9910 07 (CY - 3) ^ (1/3) - 1))
Interest Payments as a % of Total Revenues (Less Donated TCAs)	SLC 74 2099 02 / (SLC 10 9910 01 - SLC 10 1831 01)



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** April 14, 2025

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

**REPORT NO:** FIN 2025-12

**SUBJECT MATTER: 2024 Cash-in-Lieu of Parkland Summary**

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#### **Recommendation:**

THAT Council receive Report No. FIN 2025-12 prepared in accordance with Section 7 of O.Reg.509/20 of the Planning Act, R.S.O. 1990, c. P.13.

#### **Purpose:**

To fulfill the requirements for reporting on the Cash-in-Lieu of Parkland Reserve Fund.

#### **Background:**

In accordance with Section 7 of O.Reg.509/20 of the Planning Act, the Treasurer of the municipality shall provide to Council a financial report relating to the Cash-in-Lieu of Parkland reserve fund. The statement provided by the Treasurer is required to be made available to the public and will be posted on the Township website.

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

When new lots are created for development, the Township may obtain parkland or Cash-in-Lieu of Parkland, depending on the parkland needs of the Township for the development area. Newly severed lots that create a net-new property for development also contribute. Following is a summary of the Cash-in-Lieu of Parkland Reserve Fund. Proceeds were received from two developments and eight other lots in 2024. The Talbotville Meadows development provided parkland, so there are not cash contributions from that development.

<b>Opening Balance</b>		<b>(\$64,292.67)</b>
DHP	\$1,035.00	
Enclave	\$1,750.00	
Other	\$14,000.00	
<b>Total Receipts</b>		<b>\$16,785.00</b>
Interest Earned	\$0.00	
Investment Income	\$1,800.04	
<b>Total Interest</b>		<b>\$1,800.04</b>

<b>Transfer to Reserves</b>		<b>\$25,000.00</b>
Transferred to Capital-Corsley Park	\$11,091.84	
Transferred to Capital-Talbotville Park	\$29,036.09	
Transferred to Capital-Fingal Heritage Park	\$7,611.21	
<b>Total To Capital</b>		<b>\$47,739.14</b>
<b>Closing Balance</b>		<b>(\$68,446.77)</b>

**Financial Implications:**

While the reserve balance had grown over recent years, the completion of the Talbotville Park Project in 2023 left a credit balance in the Parkland Reserve at the end of 2023. In 2021, Green Lane Community Trust made an allocation of \$30,000 to the Fingal Heritage Park. These funds will be disbursed in 2025 resulting in the expense of \$7,611.21 being funded and those funds being returned to the Parkland Reserve. A Reserve Fund for the Fingal Heritage Park will be setup with the remaining funds for future expenses. Future reserve contributions from the budget and Cash-in-Lieu of Parkland should bring the balance to a positive balance.

**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"**



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** April 14, 2025

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

**REPORT NO:** FIN 2025-13

**SUBJECT MATTER: Section 357 & Tax Incentive Approval Applications**

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#### **Recommendations:**

1. THAT Council approves the total adjustment of taxes for the 2023 tax year resulting from Municipal Act, Section 357 and Tax Incentive Approval adjustments as presented, in the amount of \$3,560.44.
2. THAT Council approves the total adjustment of taxes for the 2024 tax year resulting from Municipal Act, Section 357 and Tax Incentive Approval adjustments as presented, in the amount of \$3,736.06.

#### **Purpose:**

The purpose of this report is to seek approval from Council to process, or to deny, Tax Incentive Approval adjustments of taxes for the 2023 and 2024 taxation year as presented.

#### **Background:**

Reductions to assessment can be pursued by any taxpayer under the various Tax Incentive Programs. MPAC's role is to provide the municipality with the information it needs to enable municipal Council to determine whether a tax refund, cancellation, reduction or increase is warranted. Approved applications result in tax adjustments according to the amount of the assessment reduction. A municipal Council can decline to approve applications made under this section. A taxpayer then has the option of taking the application further to the Assessment Review Board where all parties can argue their position.

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

The detailed adjustment reports are attached as Appendix 'A'.

The following chart summarizes the recommended adjustments.

<b>Year</b>	<b>Type</b>	<b>Township</b>	<b>County</b>	<b>Education</b>	<b>Total</b>
2023	Section 357 Write-offs	-\$31.60	-\$37.84	-\$9.41	-\$78.85
2023	Tax Incentive Adjustments	-\$1,410.73	-\$1,689.09	-\$381.77	-\$3,481.59
2024	Section 357 Write-offs	-63.09	-76.65	-18.36	-\$158.10
2024	Tax Incentive Adjustments	-\$1,443.04	-\$1,753.15	-\$381.77	-\$3,577.96
	<b>Total</b>	<b>-\$2,948.46</b>	<b>-\$3,556.73</b>	<b>-\$791.31</b>	<b>-\$7,296.50</b>

Council can take the position of denying any Section 357 or Tax Incentive Approval application. If denied, this report must be deferred and brought back to a future meeting. Notice is to be provided to applicants with adjustments that have been denied, at least 14 days before the meeting date to allow applicants representation during that future meeting.

Section 357(3) of the Assessment Act states that an application must be filed with the Treasurer on or before February 28 of the year following the year in respect of which the application is made. The 2023 Section 357 application included in this report was made outside of the regulated deadline.

**Financial Implications:**

County and School Board balances for applications made within legislated deadlines are recoverable from the County and School Boards. The Township portion of the tax adjustments are \$2,948.46.

**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”**

2024.11.26 8.0 9759  
 Run Date: 2025-04-08 10:32AM  
 Business Date: 2025-04-08

Township Of Southwold  
 2023 SUPPLEMENTAL BILLING CALCULATIONS

34-24-000-000-00000-0000 TO 34-24-999-999-99999-9999

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
F T 2023-01-01: 000-002-05400	332,700	1,053.19	421.39	504.54	0.00	127.26	0.00	0.00	0.00	0.00
F T 2023-06-28: 000-004-01100	-40,000	-64.88	-25.96	-31.08	0.00	-7.84	0.00	0.00	0.00	0.00
<b>TOTAL FARMLAND</b>		<b>988.31</b>	<b>395.43</b>	<b>473.46</b>	<b>0.00</b>	<b>119.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
R T 2023-01-01: 000-002-05400	-332,700	-4,534.78	-1,832.12	-2,193.63	0.00	-509.03	0.00	0.00	0.00	0.00
R T 2023-06-28: 000-004-01100	-2,000	-13.97	-5.64	-6.76	0.00	-1.57	0.00	0.00	0.00	0.00
<b>TOTAL RESIDENTIAL</b>		<b>-4,548.75</b>	<b>-1,837.76</b>	<b>-2,200.39</b>	<b>0.00</b>	<b>-510.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Category Totals:</b>		<b>-3,560.44</b>	<b>-1,442.33</b>	<b>-1,726.93</b>	<b>0.00</b>	<b>-391.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Supplemental Billing Total: -3,560.44      Demand Date: 2025-04-08  
 Net Adjustments 0.00                      Due: 2025-04-08      -3,560.44  
 Net Billing Amount: -3,560.44                      2025-05-30  
 Number of Bills Generated: 2

2024.11.26 8.0 9759  
Run Date: 2025-04-08 10:35AM  
Business Date: 2025-04-08

Township Of Southwold  
2024 SUPPLEMENTAL BILLING CALCULATIONS

34-24-000-000-00000-0000 TO 34-24-999-999-99999-9999

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
F T 2024-01-01: 000-002-05400	332,700	1,081.97	431.04	523.67	0.00	127.26	0.00	0.00	0.00	0.00
F T 2024-01-01: 000-004-01100	-40,000	-130.08	-51.82	-62.96	0.00	-15.30	0.00	0.00	0.00	0.00
<b>TOTAL FARMLAND</b>		951.89	379.22	460.71	0.00	111.96	0.00	0.00	0.00	0.00
R T 2024-01-01: 000-002-05400	-332,700	-4,659.93	-1,874.08	-2,276.82	0.00	-509.03	0.00	0.00	0.00	0.00
R T 2024-01-01: 000-004-01100	-2,000	-28.02	-11.27	-13.69	0.00	-3.06	0.00	0.00	0.00	0.00
<b>TOTAL RESIDENTIAL</b>		-4,687.95	-1,885.35	-2,290.51	0.00	-512.09	0.00	0.00	0.00	0.00
<b>Category Totals:</b>		-3,736.06	-1,506.13	-1,829.80	0.00	-400.13	0.00	0.00	0.00	0.00

Supplemental Billing Total: -3,736.06  
Net Adjustments 0.00  
Net Billing Amount: -3,736.06  
Number of Bills Generated: 2

Demand Date: 2025-04-08  
Due: 2025-04-08  
2025-05-30  
-3,736.06



# TOWNSHIP OF SOUTHWOLD

## Report to Council

**MEETING DATE:** April 14, 2025

**PREPARED BY:** Sandy Lale, Deputy Chief Building Official

**REPORT NO:** CBO 2025-08

**SUBJECT MATTER: Activity report for March 2025**

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**Recommendation(s):**

None – For Council Information.

**Purpose:**

To update Council on monthly activities for March 2025.

**Background:**

**1. 2023/2025 Capital Project Process:**

<b>2023</b>		
<b>Projects</b>	<b>Budget</b>	<b>Status/Comment</b>
<b>Parks</b>		
Corsley Park parking lot widening	\$10,000.00	
Dog waste bins and signage	\$2000.00	
Park benches	\$16,000.00	Ongoing
<b>2025</b>		
<b>Township Office</b>		
Security Upgrades	\$40,000	
<b>Parks</b>		
Walking trails conversion to concrete	\$5,000.00	
Lawnmower	\$30,000.00	
Parks and Trails Master Plan – funded through Green Lane Community Trust Fund	\$47,600.00	
Corsley Park sanitary Connection	\$30,000.00	

**Comments/Analysis Building:**

See attached permit comparison report for March 2025, Schedule "A" to Report CBO 2025-08.


**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:**  
**Sandy Lale,**  
**Deputy Chief Building Official**  
**"Submitted electronically"**

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

	Township of Southwold		
	Permit Comparison Summary		
	Issued For Period March 2025		

Current Year to Date 2025				Previous Year to Date 2024			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	2	549	125,000	Accessory structures	5	1,162	157,300
Agricultural				Agricultural	3	2,201	579,421
Change of Use				Change of Use			
Commercial				Commercial	1	5,798	483,212
Demolition				Demolition	2	450	30,000
Heating				Heating			
Industrial Building	3	1,520	349,999	Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing	2	450	9,500	Plumbing	1	150	3,500
Pools		675		Pools	2	300	97,000
Residential Building	6	17,218	4,748,600	Residential Building	10	18,146	4,566,676
Sewage System	2	1,000	43,000	Sewage system	2	1,000	45,000
Signs	1	150	5,000	Signs			
Combined Use				Combined Use			
<b>TOTAL</b>	<b>16</b>	<b>21,562</b>	<b>5,281,099</b>	<b>TOTAL</b>	<b>26</b>	<b>29,207</b>	<b>5,962,109</b>

Current Year			Previous Year		
TOTAL PERMIT ISSUED		16		26	
TOTAL DWELLING UNITS CREATED		8		7	
TOTAL PERMIT VALUE		5,281,099		5,962,109	
TOTAL PERMIT FEE		21,562		29,207	
TOTAL INSPECTION COMPLETED(YTD)		242		357	

March 2024 Compared to March 2025							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	2	549	125,000	Accessory structures	3	983	98,300
Agricultural				Agricultural	1	1,490	450,000
Change of Use				Change of Use			
Commercial				Commercial			
Demolition				Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing			
Pools				Pools		150	
Residential Building	2	8,233	2,535,000	Residential Building	4	14,083	2,222,500
Sewage System				Sewage System	1	1,000	1
Signs				Signs			
Combine Use				Combined Use			
<b>TOTAL</b>	<b>4</b>	<b>8,782</b>	<b>2,660,000</b>	<b>TOTAL</b>	<b>9</b>	<b>17,706</b>	<b>2,770,801</b>



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** April 14, 2025

**PREPARED BY:** Jeff Carswell, CAO/Clerk

**REPORT NO:** CAO 2025-21

**SUBJECT MATTER: Activity Report for CAO/Clerk March 2025**

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

None – For Council Information.

#### **Purpose:**

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

#### **Meetings/Events:**

<b>Date</b>	<b>Meeting Subject</b>
March 3rd, 2025	Merging Lots Meeting Consent Application Inquiry Meeting
March 5th, 2025	Southwold Talbotville WWTP - Market Sounding Summary & Progress Update
March 6th, 2025	County Planning - Population and Employment Forecasts
March 10th, 2025	Council Meeting
March 11th, 2025	Managers Meeting Talbotville WWTP EA
March 12th, 2025	Staff Meeting/2025 Budget Breakfast
March 19th, 2025	Stoss Property - Sale Document Signing Meeting Elgin County Planning Services AMO Webinar The Mayor-CAO Relationship Southwold Laserfiche AP Project

Date	Meeting Subject
March 24th, 2025	Optimist Rosy Rhubarb Run Planning Council Meeting
March 25th, 2025	Managers Meeting CUPE Seasonal Postings – Staff Debrief
March 26th, 2025	Staff Meeting Citywide Civic Address Process Review Talbotville WWTP – Colliers Meeting
March 27th, 2025	DD & WE Meeting Land Severance Inquiry Meeting
March 28th, 2025	TVDSB Meeting
March 31st, 2025	Elgin County CAO Meeting

**Notable Events**

Union Road Closure/Sanitary Sewer Construction – With the road closure, there has been a significant increase in social media and communication efforts. Staff have been monitoring feedback and correcting any inaccuracies. Staff are also monitoring for inappropriate and malicious content and will remove posts and/or turn off commenting, if needed.

**Recruitment/Staffing**

Summer student recruitment is complete. The compliment for 2025 consists of the following positions – GIS (2), Parks (2) and Roads (2). Most students will be starting April 28<sup>th</sup>.

**Grant Application Progress and Updates**

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

- Community Emergency Management Preparedness Grant – New Generator and Portable Radios – *SUCCESSUL – Funding of \$50,000.00*
- Fire Marshal’s Public Fire Safety Council – New Smart Boards for Fire Halls – *SUCCESSFUL – Funding of \$1,950.03*
- Enabling Housing Water Systems Fund Grant – *SUCCESSFUL* –Signed Transfer Payment Agreement for \$27.8 Million for Shedden & Fingal Sanitary Servicing

- Fire Protection Grant – *SUCCESSFUL* – Transfer Payment Agreement on Agenda for January 13<sup>th</sup> meeting.
- Community Sport and Recreation Infrastructure Grant – *Application Submitted – waiting for notification*
- Flood Hazard and Identification Mapping Program – *Application Submitted by LVTCA with Southwold support*
- Intact Municipal Climate Resiliency Grants Program – *Application Submitted*
- Ontario Trillium Foundation – Fingal Park Trail Improvements – *Application Submitted*
- Canada Housing Infrastructure Fund (CHIF) – *Talbotville Wastewater Treatment Plant – Application Submitted with assistance from Colliers*

### **Shared Services**

Shared services with Dutton Dunwich and West Elgin continue to be productive. With recent staffing changes at all three municipalities, there will be time dedicated to bringing all parties up to date on the value and benefits of the shared services.

Planning services from the County of Elgin will be commencing this week. Staff will be working with County Planning Staff to transition services from the consultant to the County. We will also be making arrangements for office space, logistics and shared file access.

### **Policy Development**

Policies and procedures are at various stages of development and will be brought forward for approval when ready. While most are updates and improvements to existing policies, it is important to have these updated to ensure clarity to residents, developers, facility users and staff. In addition to policy development, additional time and resources need to be allocated to the rolling the policies out, staff training and documentation related to implementation. For HR and H&S Policies training and documentation is very important and an area that needs additional attention.

### **2025 Budget and Projects:**

Staff are continuing to plan out and implement the various projects and programs approved in the 2025 budget. Several projects from 2024 remain in progress.

Project	Budget	Status/Comments
<b>Carried forward from 2024</b>		
Laserfiche Accounts Payable Workflow	\$20,000	RICOH has started development. Workflow roll out anticipated in March/April 2025.
HR / H&S Policy and Program Updates/Improvements	\$5,000	In progress with internal resources only so far. Additional resources and effort are needed to move this project forward. Options are under review.
<b>2025</b>		
Website Hosting – Forced Update	\$11,000	Existing website providing is indicating the need to upgrade to the newest platform – impact and alternatives being investigated
Council Chamber Renewal	\$20,000	Project scope and tasks to be determined

**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"**



**Southwold Economic Development Committee**

**Report to Council**

**Recommendation from April 3, 2025 Meeting**

---

The Township of Southwold Economic Development Committee met on April 3, 2025 and recommends the following for Council consideration:

1. That the proposal from Republic Urbanism, dated March 31, 2025 in the amount \$2,520 plus taxes for Conceptual Downtown Revitalization Drawing – Shedden be accept by Council.

Proposal Attached as Appendix "A"

**To:** Aaron VanOorspronk, L.E.T.,  
**From:** Michelle Blom, Partner, Re:Public Urbanism

**Date:** March 31, 2025

**Re: Proposal of Services, Conceptual Downtown Revitalization Drawing – Shedden**

Further to your email, Re:Public is pleased to provide you with a proposal of services for the above noted assignment. As per your recent correspondence, it is understood that your office is seeking a 24x36 conceptual plan-view drawing to illustrate a revitalized downtown for Shedden. The purpose of this work is to support the Economic Development Committee's ongoing efforts to reinvest local funds into infrastructure enhancements that promote walkability and local business vitality. Should the following meet your requirements, please accept this proposal as confirmation that Re:Public will commence work on this file as set out below, subject to your approval.

**Work Programme**

The following work programme has been prepared based on your correspondence and the background images you provided.

**Draft Concept Plan Preparation** – Using the provided PDF limits and reference style, prepare a 24x36 conceptual drawing in plan view format, illustrating a revitalized Shedden downtown.

**Review with EDC** – Present the draft drawing to the Economic Development Committee (EDC) for their review and feedback during their scheduled meeting. This presentation can be in the form of a PDF or printed board, as required.

**Final Drawing Production** – Based on EDC feedback, update and finalize the drawing, incorporating revisions and final graphic enhancements. A final PDF will be prepared for printing and/or digital presentation.

**Timing & Fees**

Our office is prepared to begin work on this assignment immediately upon approval. For this assignment, the following resources have been identified:

**Michelle Blom, Designer / Urban Planner – \$180/hr**

We estimate a budget of \$2,520 broken down as follows:

All fees are exclusive of HST and disbursements. For this assignment, no disbursements are anticipated. If incurred, they will be billed at cost with accompanying receipts. Re:Public invoices monthly based on actual time spent on the file.

Service	Estimated Hours	Estimated Cost
Draft Concept Plan Preparation	8	\$1440
Review with EDC	2	\$360
Final Drawing Production	4	\$720
<b>Estimated Total (exclusive of tax)</b>	<b>24</b>	<b>\$2,520</b>

Sincerely,

Michelle Blom  
 Urban Designer | Partner  
 Re:Public Urbanism

## Authorization

I hereby authorize Re:Public Urbanism to carry out the work detailed in their proposal of service dated March 31, 2025 subject to the standard terms and conditions noted below.

---

Name:

---

Date

## Standard Terms & Conditions

**Professional Responsibility** – Re:Public will provide and exercise the standard of care, skill and diligence required by accepted professional practices and procedures normally provided in the performance of the services described in this proposal.

**Ownership of Documents** - Unless otherwise agreed to by the parties, all documents prepared by Re:Public or on behalf of Re:Public in connection with the assignment are instruments of service for the execution of the project. These documents may not be used on any other project without prior written agreement of Re:Public. The Client agrees that payment of all outstanding fees for services is a condition precedent to the Client's use of such documents.

**Limitation of Liability** - The liability of Re:Public, and its employees, to the Client, for the work performed under this assignment shall not exceed the amount of the consultant fees as listed in this proposal. No claim may be brought against Re:Public and its employees more than two (2) years after the Services were completed or terminated under this assignment.

**Payment of Invoices** - Unless stated otherwise Re:Public's services will be invoiced on a monthly basis. Invoices are due and payable to Re:Public within 30-days of the date of the invoice. Interest on overdue accounts is 2% per month (compounded).



## **Southwold Parks Committee**

# **Report to Council**

## **Recommendation from March 26, 2025 Meeting**

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The Township of Southwold Parks Committee met on March 26, 2025, and recommends the following for Council's consideration:

1. That Rod Hill be appointed to the Parks Committee as the representative for Ferndale Community Park.

### **Background:**

The Parks Committee began recruiting in August 2024 for a new member to represent Ferndale Community Park. The application period was open from August 19 to September 6, 2024, during which one application was received from Rod Hill, a resident of the Ferndale community.

At its meeting on September 11, 2024, the Committee directed staff to invite Mr. Hill to attend the next meeting on March 26, 2025, to meet committee members and gain a better understanding of the Committee's purpose and responsibilities.



## Canada Day Committee

# Report to Council

## Recommendation from March 24, 2025 Meeting

---

The Canada Day Committee met on March 24, 2025, and recommends the following for Council's consideration:

1. That Joe McKinnon be appointed as a member of the Canada Day Committee.

### **Background:**

Jim Carder represented the Shedden-Fingal & District Optimist Club and was a member of the Canada Day Committee. Mr. Carder has recently resigned from the Canada Day Committee. As per the draft minutes of the March 24, 2025 meeting, the Committee wishes to appoint Joe McKinnon as a replacement Jim Carder.



# FROM THE COUNCIL CHAMBERS

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MARCH 25, 2025

COUNCIL MEETING





1

# Strengthening Public Health: Key Updates from SWPH

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Southwestern Public Health (SWPH) presented to County Council to lay the groundwork for ongoing collaboration. Dedicated to fostering healthier communities, SWPH pledged to provide updates to the County Council three times a year regarding key public health priorities, achievements, and challenges.

A significant portion of SWPH's work occurs behind the scenes, focusing on outbreak prevention, chronic disease reduction, and enhancing community well-being. Their initiatives help prevent health crises, improve quality of life, and lessen disparities.

During the presentation, SWPH provided community health statistics related to immunizations, infectious diseases, mental health, substance use, maternal and reproductive health, and oral health. These insights are crucial for making informed decisions and creating proactive health strategies. The complete data set is available in the agenda package.

By maintaining ongoing engagement with the County Council, SWPH seeks to strengthen public health initiatives and enhance outcomes for all residents.



# \$46K Approved for Sponsorship Funding to Strengthen Community Initiatives & Events

In support of community programs, services, and events, County Council approved \$46,000 in sponsorship funding for 2025. This funding aligns with the County's mission and strategic objectives.

The \$46K allocated via the Elgin County Sponsorship Program for 2025 encompasses the following categories:

## **a) Community Programs/Services**

Funding for programs or services that promote cultural, heritage, education, health, and welfare in the Elgin County community.

## **b) Fairs, Festivals, or Events**

Funding for fairs, festivals, or events that provide significant community benefit.

Twenty-five applications were received and reviewed, with all but one application deemed eligible. A full list of applicants can be found in the agenda package.

This funding initiative helps promote community-driven projects that reflect the County's values and goals.



# Draft agreement approved for administrative support for the Elgin OPP Board

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County Council has approved a draft Administrative Services Agreement for the County to provide administrative support to the Elgin OPP Detachment Board. The Warden and Chief Administrative Officer were authorized to sign the agreement, which will run from April 1, 2025, to January 31, 2026.

The Detachment Board plays a key role in overseeing the operation of the Elgin OPP detachment, including setting objectives and priorities for the detachment in alignment with the Minister's strategic plan, advising the commander on policing matters, and ensuring policing services meet the needs of local residents.

Under the agreement, the County will provide a range of administrative services, including financial, IT, and general administrative support, on a cost-recovery basis. The draft agreement includes hourly rates for services, insurance requirements, and procedures for handling information requests. Once signed, the agreement will be forwarded to the Elgin OPP Detachment Board Chair for final execution.



# Next Council Meeting:



APRIL 8, 2025



9:00 AM

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## 2024 Compliance Report



### Contact Info:

#### Owner:

Elgin Area Primary Water Supply System Board of Management  
c/o City of London, Regional Water Supply Division  
235 North Centre Road, Suite 200, London, ON N5X 4E7  
519-930-3505

#### Operating Authority:

Ontario Clean Water Agency  
P.O. Box 220, Port Stanley, ON N5L 1J4  
519-782-3101

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## Profile

### Who We Are

The Elgin Area Primary Water Supply System (EAPWSS) is owned by a Board of Management who governs the drinking water system. The Board of Management is made up of members appointed from each of the eight (8) member municipalities that are currently supplied with water from the EAPWSS. One of these member municipalities, the City of London, acts as the Administering Municipality. Accordingly, the City of London provides all associated administrative and management services on behalf of the Board. The Board of Management currently contracts the operation and maintenance of the EAPWSS to the Ontario Clean Water Agency (OCWA), an independent Operating Authority.

### Operating Authority:



### EAPWSS Board Member Municipalities:

- City of London (Administering Municipality)
- Town of Aylmer
- Municipality of Bayham
- Municipality of Central Elgin
- Municipality of Dutton Dunwich
- Township of Malahide
- City of St. Thomas
- Township of Southwold

## What Is Important

### Values of the Water System

The values of the EAPWSS are the inherent beliefs or moral standards that generally reflect what the EAPWSS Board of Management stands for and believes in:

- **Sustainable** - be financially, environmentally, socially, and physically sustainable;
- **Inclusive** - provide access to bulk drinking water for current and prospective members, in accordance with Board policy;
- **Fair and equitable** - balance the interests of individual members with the best interests of all members, as well as the needs of existing members with the needs of new members;
- **Vigilant** - ensure an adequate supply of safe and reasonably priced drinking water is available to members;
- **Innovative** - be receptive to and supportive of new ideas and opportunities for improvement;
- **Cooperative** – be supportive to the needs of the Elgin Area Primary Water Supply System;
- **Open and transparent** – conduct business in a manner that enables member municipalities and the public to review and provide input into major decisions as appropriate;
- **Public Ownership** – retain ownership of the water system in public hands.

## What We Do

### Water Treatment & Supply

The EAPWSS is responsible for the treatment and transmission of drinking water to eight (8) member municipalities in southwestern Ontario. The population served by this system is approximately 138,000 (as per the 2020 Master Water Plan). Water is provided bulk wholesale to the member municipalities who then distribute it to their customers.

The Elgin Area Water Treatment Plant (WTP) was constructed in the late 1960's and officially began operating in 1972. The WTP employs pre-chlorination, screening, powder activated carbon addition (seasonally on an as-required basis), coagulation, flocculation, sedimentation, dual-media filtration, ultra-violet (UV) disinfection, post-chlorination, fluoridation and pH adjustment using both carbon dioxide and sodium hydroxide to treat raw water obtained from Lake Erie. After the water is treated it is pumped from the WTP to the member municipalities or to the terminal storage reservoirs. The drinking water system is monitored at various locations via a Supervisory Control and Data Acquisition (SCADA) system.

The EAPWSS is operated under the Municipal Drinking Water Licence (MDWL) #048-101 and Drinking Water Works Permit (DWWP) #048-201.

### EAPWSS Assets:

- 1 low lift pumping station
- 1 water treatment plant
- 1 residuals management facility
- 2 surge facilities
- 1 terminal storage reservoir site (consisting of 2 reservoir cells)
- 14.7 km primary transmission pipeline (2 pipelines, 1 temporarily decommissioned)



Figure 1: Low Lift Pumping Station located on Lake Erie

# EAPWSS: At A Glance

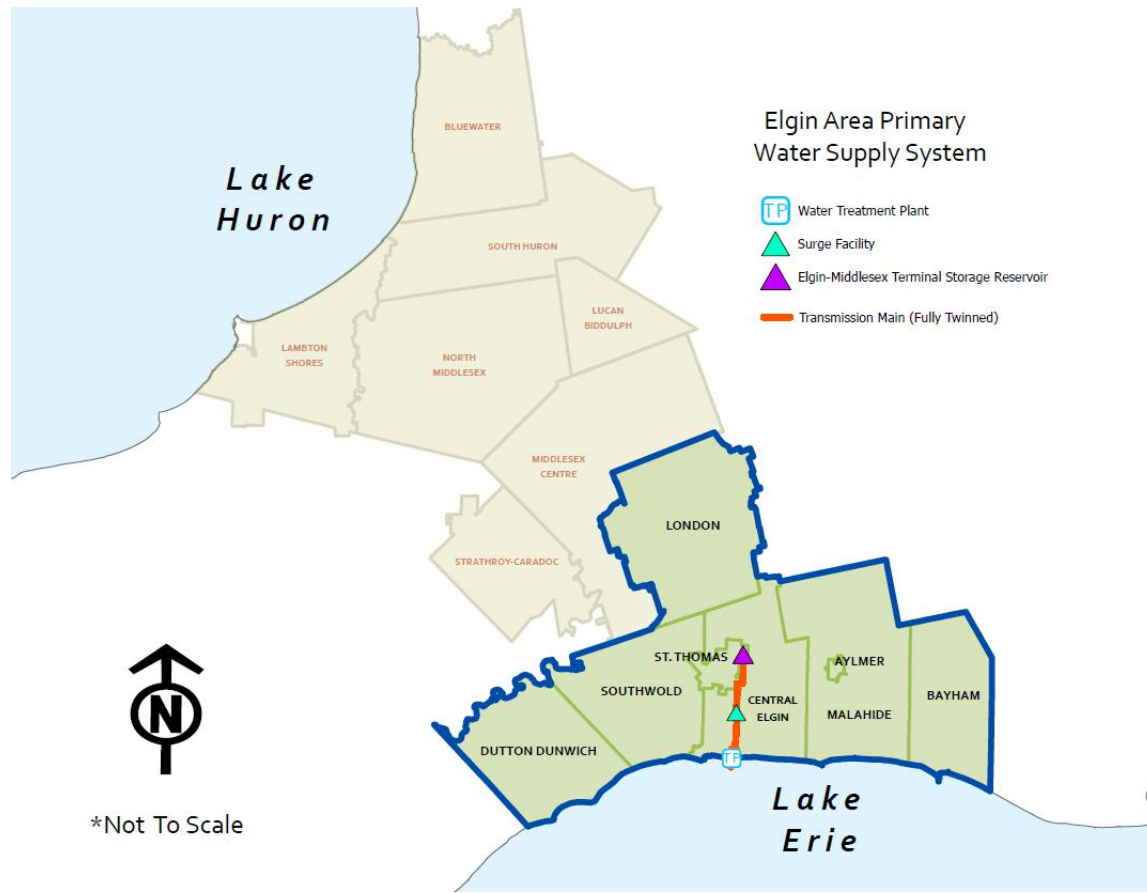


Figure 2: EAPWSS Major Infrastructure Locations

## The Water Treatment Process

The following figure provides a general overview of the conventional water treatment process. The processes outlined below are very similar to the treatment at the Elgin Area WTP, although they are not an exact representation. Some details may vary.

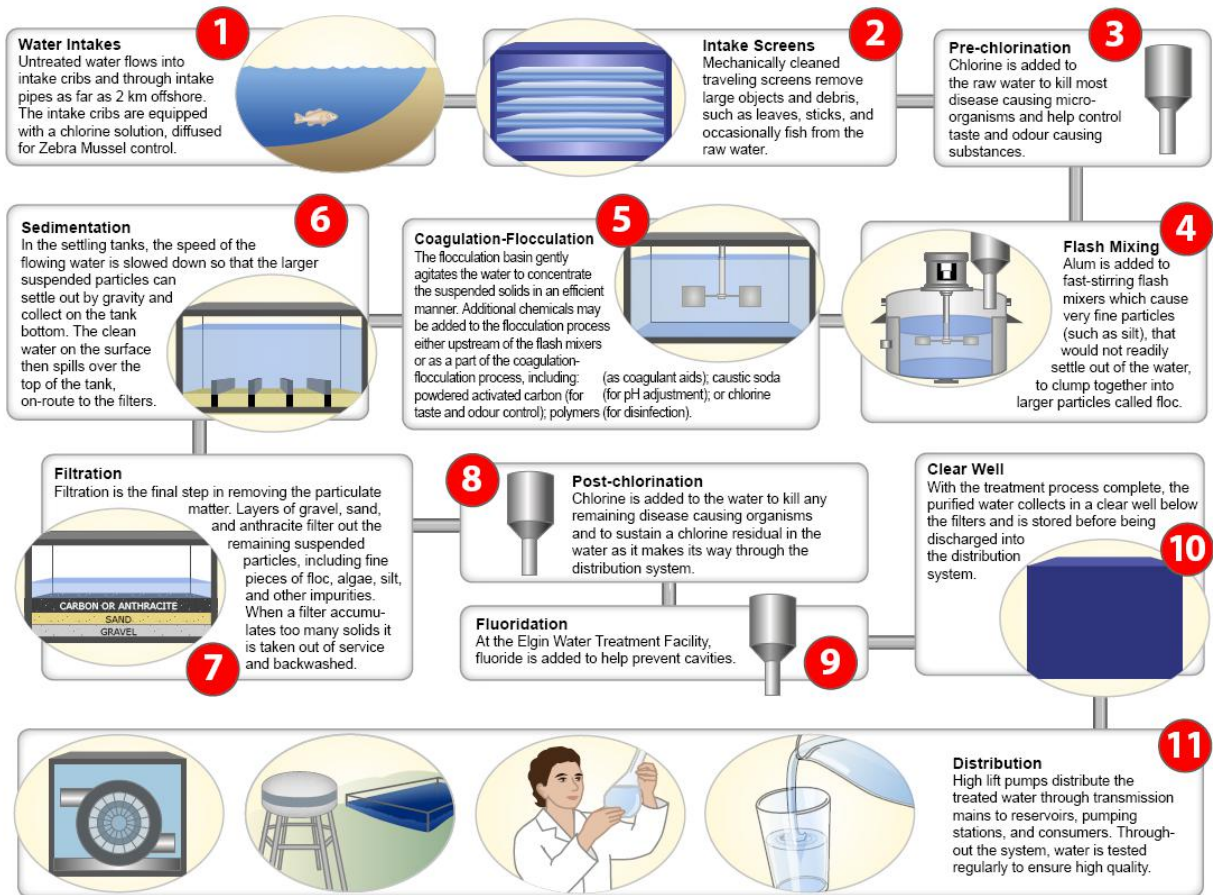


Figure 3: General Overview of the Water Treatment Process

At the Elgin Area WTP, several additional treatment steps take place:

- Carbon dioxide is injected prior to the flash mixing (Step 4) to lower the raw water pH to improve the treatment process effectiveness and efficiency.
- A UV reactor is located after each filter (Step 7) for additional disinfection when required.
- Sodium Hydroxide is added as the treated water leaves the WTP and enters the transmission system (Step 11) to raise the treated water pH, resulting in reduced corrosion potential.

## **2024 Highlights - General**

### **Water Quality Facility Plan**

In 2022 a project was awarded to Stantec Consulting Ltd. to update the Water Quality Facility Plan (WQFP). The WQFP is updated every five (5) years with the purpose of providing the EAPWSS with new information on WTP performance and treatment capacity as supply conditions change. The WQFP provides staff with a detailed report on the status of the WTP and residuals management processes and their overall performance. It also provides recommendations and the framework to prioritize the timing for further sampling programs, studies, capital upgrades, and operational modifications or changes to improve water treatment efficiency and efficacy. The recommendations will be implemented as future projects over a 10-year planning horizon. The WQFP update was completed in December 2024.

### **Master Plan**

The EAPWSS is required to undertake a Master Plan every five (5) years. The EAPWSS, through its consultant AECOM Canada ULC (AECOM), initiated a Master Plan, in accordance with the Municipal Engineers Association Class Environmental Assessment, to assess regional water system needs for the utility over the next 20+ years. The Master Plan is intended to evaluate and identify recommended system improvements, including major system upgrades and expansion, to accommodate proposed growth. Public and agency consultation, and Indigenous engagement are important aspects of the Master Plan. An outcome of the Master Plan is a roadmap outlining major system improvements over the next twenty years.

The Master Plan update was awarded and initiated in 2024, with anticipated completion in fall of 2025.

## **2024 Capital Project Highlights**

### **Ultraviolet (UV) System Replacement and Backwash Pump Upgrade**

The existing UV disinfection system at the Elgin Area WTP is at the end of its life and requires replacement. The existing UV system is considered “first-generation” technology which poses various operational challenges, including equipment servicing and obtaining replacement parts. The existing system is energy inefficient in comparison to current UV systems now available.

A study was completed in 2020 to evaluate alternatives for renewal or replacement of the existing UV system. In 2022, AECOM Canada Ltd. was awarded the consulting engineering services for the detailed design of the UV upgrade. The detailed design has since been advanced and been coordinated with the backwash pump upgrade.

The existing filter backwash system is original to the Elgin Area WTP and is over fifty years old. Two backwash pumps are utilized for each filter backwash in order to satisfy the full flow and volume range necessary to adequately clean the filters. There are no backup or standby pumps for the backwash system should one of the existing pumps fail or be taken out of service for maintenance, making this pump replacement project a priority. In 2021, AECOM commenced the detailed design of the backwash pumps. Due to long lead times, the backwash pumps were pre-purchased in 2023. The new pumps and motors were delivered to site in October 2024.

In 2024, AECOM advanced the detailed design of the UV system. The final detailed design was completed in February 2025. The General Contractor pre-qualification process took place in 2024. The project is anticipated to be tendered in spring 2025, with construction starting in 2025 and continuing through 2026.

Due to the long lead times required to fabricate, and deliver the new UV system, the equipment was previously pre-selected and pre-purchased. In 2023 the new UV disinfection equipment was pre-purchased from Trojan Technologies, a local company that is an industry leader in UV disinfection. The new UV equipment arrived onsite at the Elgin Area WTP in June 2024.

This project will also include a reservoir drain repair and a partial replacement of the filter backwash header.



Figure 4a: The new UV equipment delivered to the Elgin Area WTP in June 2024.  
Figure 4b: The new motors delivered to the Elgin Area WTP in October 2024.



Figure 5: The new pumps delivered to the Elgin Area WTP in October 2024.

## Filter Emergency Repairs

The Elgin Area WTP utilizes four (4) dual-media filters as part of the conventional water treatment process. Water flows from the filters into a common filtered water conduit, which then further flows into the clearwell. During routine maintenance and inspection of the filtered water conduit, a large amount of filter media was observed to be accumulating at the discharge piping of filters #2 and #3. It was also noted that the filter's mortar coating was spalling (i.e. breaking up) and ending up in the filtered water conduit. The presence of filter media and mortar coating material in this location suggested that the filter underdrains, which structurally separate the filter media from the treated water in the filtered water conduit and clearwell, were in the process of failing and presented a risk to water quality.

Filter #3 was taken out of service in May 2024 and repaired. The repair included a comprehensive rehabilitation of all concrete substrates inside of the filter, and subsequent repair and reinstallation of the underdrain system. Filter #3 was returned to service in September 2024. A similar repair previously took place on filter #2 in 2023.



Figure 6a: Filter #3 pre-repair. The filter media (anthracite and sand) and underdrains have been removed to perform repairs. The filter media (sand) that is present on the concrete filter base confirms leakage between the underdrains and the concrete base.

Figure 6b: Filter #3 post-repair. The concrete has been rehabilitated, and the repaired underdrains reinstalled. The filter media will be placed on top of the underdrains.

## Sodium Hydroxide Assessment Study

The existing sodium hydroxide system at the Elgin Area WTP was implemented to adjust the treated water pH to a more natural level which is less corrosive within the distribution systems. The existing system was found to have significant buildup of calcium and minerals at the point of dosing into the treated water. This project involves undertaking a removal of the build-up, and modifying the existing injection system to improve system performance, reduce any future deposition and buildup of material within the transmission pipeline, and facilitate long-term maintenance. The detailed design was completed by R.V. Anderson Associate Ltd. in 2024. Tendering was completed in 2024 and awarded to Dielco Industrial Contractors Ltd. Construction is taking place in March 2025.

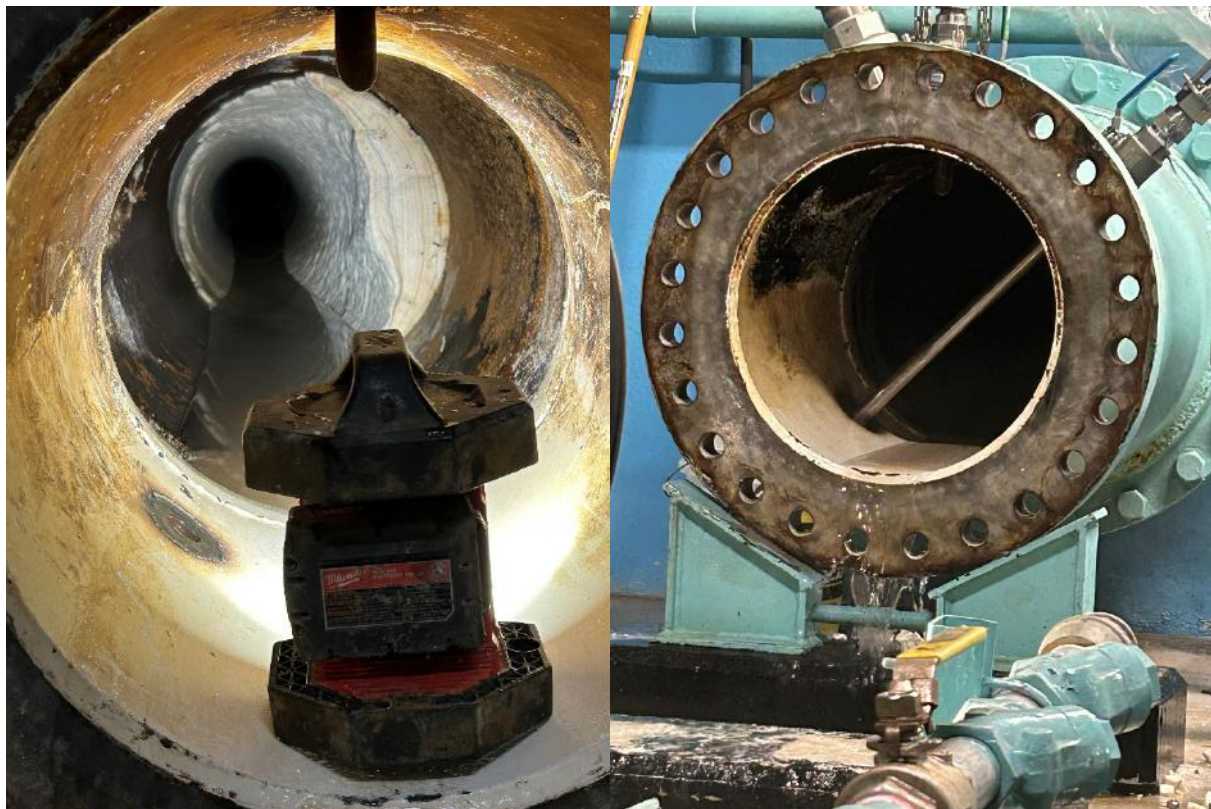


Figure 7a: Interior of the west treated water discharge header pipe, showing a significant accumulation of calcium and minerals caused by the sodium hydroxide dosing.

Figure 7b: A new sodium hydroxide injection quill is being installed in the west treated water discharge header, designed to improve system performance.



Figure 8: Completed modifications to the sodium hydroxide injection system on the west treated water discharge header.

### **SCADA/PLC Software Review and Upgrade**

Ongoing maintenance and replacement of the Supervisory Control and Data Acquisition System (SCADA) and the associated programmable logic controllers (PLC) have typically focused on hardware replacement and server upgrades necessary to ensure the system continues to operate effectively and without undue risks. Notwithstanding, much of the software and firmware versions used throughout the system were outdated and required extensive review and upgrades to ensure the critical control systems that operate the treatment and pumping systems continue to operate. The project also involved a review and incorporation of programming and data storage improvements throughout the system. The software upgrade project was substantially completed in 2024.

## 2024 Flow Summary

As per the water system's current Permit to Take Water (PTTW), the amount of raw water taken into the EAPWSS cannot exceed 91.0 million litres/day. This converts to 1053 litres/second.

The water taking in 2024 was approved under PTTW #P-300-4168104920.

As per the water system's Municipal Drinking Water Licence (MDWL), the rated capacity of the WTP is 91.0 million litres/day. The maximum daily flow of treated water from the treatment plant into the distribution system shall not exceed this value.

The following table contains a flow summary, with a comparison to the system's rated capacity and permit limits in order to assess the capability of the system to meet existing and planned uses.

	<b>Total Daily Flow (ML/day)</b>	<b>Total Daily Flow (% of Capacity)</b>	<b>Daily Instantaneous Peak Flow (L/s)</b>
PTTW – permitted amount of raw water taking	91.0	100.0	1053
Raw Water Flow – Average Day	45.7	50.2	856
Raw Water Flow – Max. Day	65.1	71.5	1044
WTP Rated Capacity	91.0	100.0	1053
Treated Water Flow – Average Day	45.1	49.6	754
Treated Water Flow – Max. Day	65.3	71.8	888

A complete flow summary for the EAPWSS can be found in Appendix A.

### Treated Water Flows

The average daily flow from the EAPWSS was 45.1 ML/day, which is a 1.1% increase from the previous year. The maximum daily flow for 2024 was 65.3 ML/day, which is a 4.7% increase from the previous year.

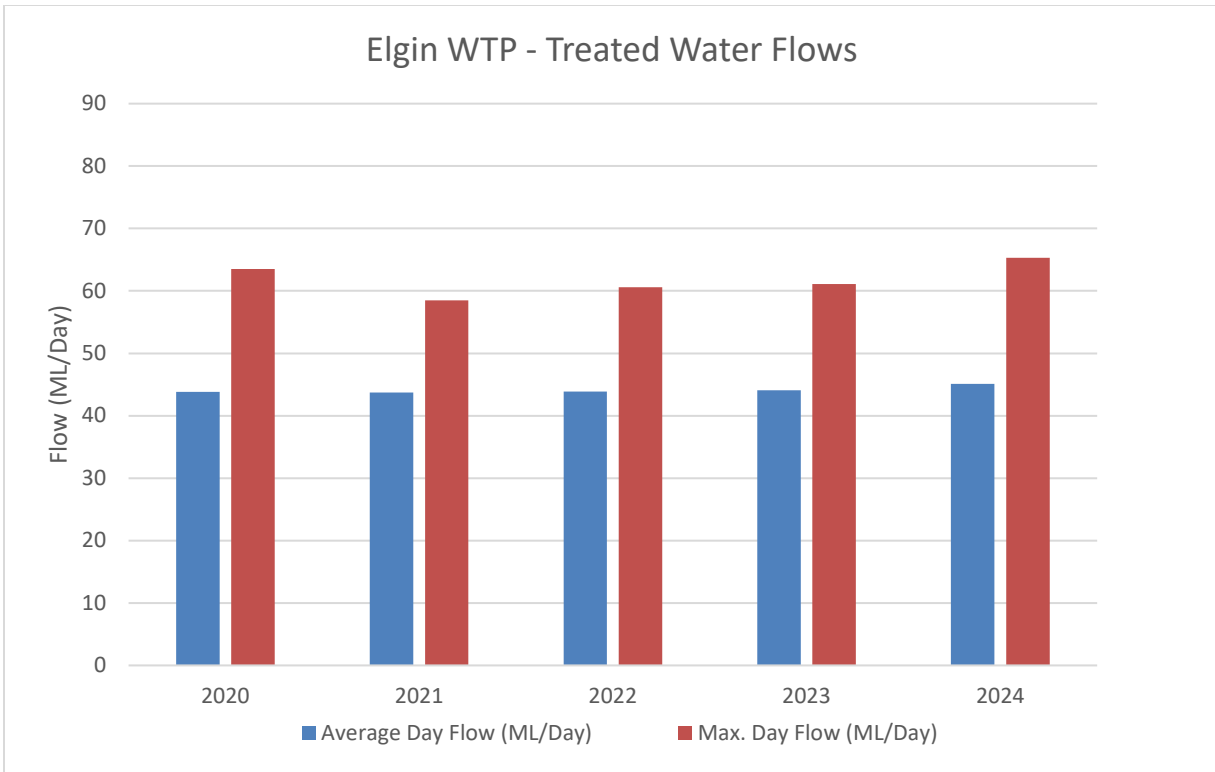


Figure 9: Five (5) Year Treated Water Flow Comparison

The City of London utilizes the largest volume of treated drinking water from the EAPWSS. As shown in Figure 10, the City of London utilizes 50.61% of the volume; the City of St. Thomas utilizes 28.62%, and the other six municipalities utilize the remaining 20.77% of the volume.

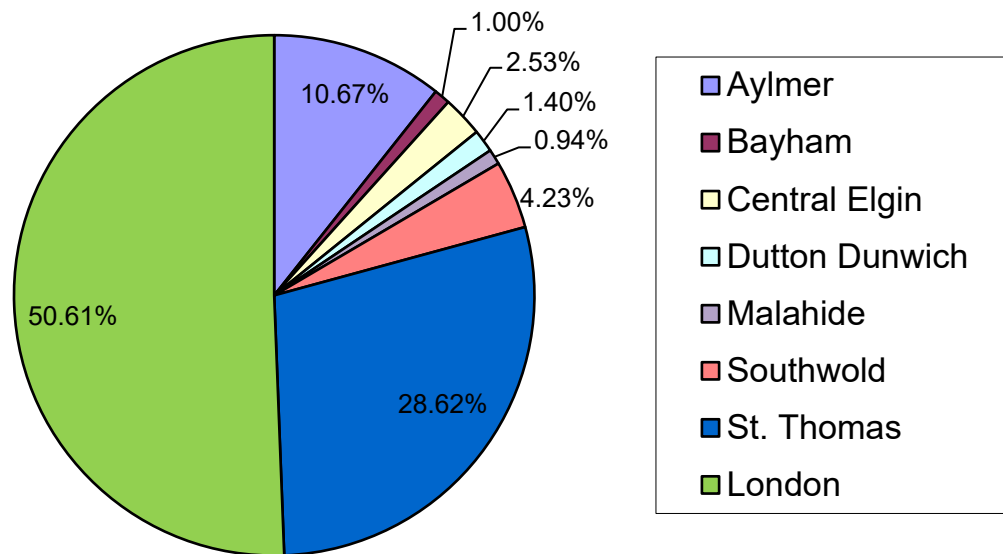


Figure 10: 2024 Treated Water Volumes per Municipality

## 2024 Chemical Consumption

A variety of water treatment chemicals are used at the EAPWSS to ensure safe, clean drinking water. The following table outlines the chemicals most frequently used for the EAPWSS. As part of the system's registered ISO14001 Environmental Management System, objectives and targets are currently in place to optimize chemical usage.

<b>Chemical</b>	<b>Purpose</b>	<b>Total amount used in 2024</b>
Aluminum Sulphate	Coagulant	611,850 kg
Polymer	Coagulant aid	78 kg
Powdered Activated Carbon	Taste and odour control (seasonally)	16,382 kg
Chlorine Gas	Primary disinfection	20,070 kg
Chlorine Gas	Pre-Chlorination	12,366 kg
Chlorine Gas	Mussel control at the intake crib	6,865 kg
Fluoride	Prevention of dental cavities	9,972 kg
Carbon Dioxide	pH adjustment - injected at the start of the treatment process to lower the raw water pH for improved treatment effectiveness and efficiency	242,190 kg
Sodium Hydroxide	pH adjustment – injected at the end of the treatment process to raise the treated water pH for reduced corrosion potential	327,432 L
Sodium Bisulphite	Residuals Management Facility Dechlorination	12,986 kg
Polymer	Residuals Management Facility Centrifuge	1,738 kg
Polymer	Residuals Management Facility Thickener	547 kg

## 2024 Water Quality Sampling and Monitoring

The EAPWSS consistently provides treated drinking water with water quality above the standards required by provincial regulations. Where applicable, this is a result of the EAPWSS standards being more stringent than what is required by provincial regulation. For example, the target at the EAPWSS for filtered water turbidity (a measure of the cloudiness of water) is ten times more stringent than the provincial standard. The EAPWSS is utilizing best management practices and continual improvement to ensure that high drinking water standards are maintained and enhanced where possible.

All water quality sampling at the EAPWSS is performed in accordance with the Safe Drinking Water Act and its associated regulations. All samples are collected by licensed operating authority personnel and are submitted to Canadian Association for Laboratory Accreditation (CALA) / Standards Council of Canada (SCC) accredited laboratories for both bacterial and chemical analysis.

In 2024, a total of 473 microbiological samples were collected from raw, treated and distribution system water, and were submitted to the laboratory for E. Coli, total coliforms and heterotrophic plate count (HPC) analysis. There were no reportable incidents of adverse microbiological test results in 2024. For more information, please see the Annual Report which is included as Appendix B.

Annual samples are collected and submitted to the laboratory for inorganics (metals) and organics analysis, which include herbicides, pesticides and volatile organic compounds. Quarterly sampling and laboratory analysis is also completed for trihalomethanes and haloacetic acids (disinfection by-products), nitrates and nitrites.

Seasonal samples are collected and submitted to the laboratory for total microcystin analysis from June through to the end of October as part of the Harmful Algal Bloom (HAB) Monitoring and Sampling Program. The purpose of the HAB program is to keep drinking water safe from potential impacts of aquatic algal bacteria overgrowth (i.e. cyanobacteria) which can produce toxins (i.e. cyanotoxins) in the surrounding water when the algal cells are damaged or die. These toxins, which include microcystins, can be harmful to people. A total of 24 raw water samples were collected and submitted to the laboratory for total microcystin analysis. There were no detectable results in the raw water samples.

In addition, the WTP operator samples the raw, in-process and treated water six times per day and carries out an array of physical and chemical analysis for operational control.

As required by regulation, the EAPWSS also prepares an Annual Report which includes a summary of water quality test results and a maintenance report. The 2024 Annual Report can be found in Appendix B.

## **Residuals Management Facility (RMF) Compliance**

The Municipal Drinking Water Licence (MDWL) for the EAPWSS requires that non-compliant discharges of total chlorine residual to the natural environment must be reported. This annual compliance report includes a report on the date and time of any non-compliant discharges, the duration, maximum total chlorine residual value, volume of non-compliant discharge, reason, and corrective action taken.

In 2024, there were no incidents of non-compliant discharges.

## **Research and Partnerships**

The EAPWSS acknowledges the importance of scientific research on water quality and the effects on human health. The EAPWSS has partnered with the Natural Sciences and Engineering Research Council (NSERC) Chair in Drinking Water Research at the University of Waterloo and the University of Toronto to pursue research opportunities, as well as Western University. The EAPWSS is a member of the Water Research Foundation (WRF). In addition, the EAPWSS continues to evaluate and conduct specific research on the efficacy of the existing treatment processes, optimizing and improving treatment systems, and evaluating the potential and need of more advanced treatment alternatives.

## **Ministry Inspection**

The Ontario Ministry of the Environment, Conservation and Parks (MECP) conducts an inspection of the EAPWSS annually. A MECP inspection took place on September 26, 2024. The final inspection report was issued on January 7, 2025. There was one (1) non-compliance or best management practice identified in the inspection report. The details of the non-compliance can be found in Appendix C. The final inspection rating received for the 2024-2025 reporting year was 95.52%.



# Elgin Area

Primary Water Supply System

Regional Water Supply Division  
235 North Centre Road  
Suite 200  
London, ON N5X 4E7  
519-930-3505

<https://huronelginwater.ca/>

## Appendix A: 2024 Flow Summary

## 1. Raw Water Intake – Daily Flow (m<sup>3</sup>/Day)

Day	January (m <sup>3</sup> /day)	February (m <sup>3</sup> /day)	March (m <sup>3</sup> /day)	April (m <sup>3</sup> /day)	May (m <sup>3</sup> /day)	June (m <sup>3</sup> /day)	July (m <sup>3</sup> /day)	August (m <sup>3</sup> /day)	September (m <sup>3</sup> /day)	October (m <sup>3</sup> /day)	November (m <sup>3</sup> /day)	December (m <sup>3</sup> /day)
1	41,300	46,692	39,612	38,112	44,412	40,280	39,124	56,928	35,876	40,616	51,952	35,996
2	47,608	40,480	50,672	36,224	49,904	53,316	36,028	42,288	33,888	47,740	51,272	52,380
3	43,576	48,376	42,284	30,920	41,680	42,488	41,280	45,576	47,148	49,580	38,916	44,424
4	50,512	41,812	46,964	41,380	47,824	54,932	50,492	40,376	39,244	38,824	47,528	52,012
5	45,292	45,712	45,100	33,912	49,372	41,216	34,648	46,448	43,108	48,000	61,316	44,724
6	48,356	47,020	47,220	35,996	48,280	32,544	44,092	34,208	39,556	45,532	48,732	38,680
7	46,352	46,140	44,608	35,172	45,120	35,648	43,732	42,924	32,404	47,516	51,108	41,752
8	43,696	43,136	43,872	39,440	47,160	51,872	41,980	41,436	39,112	55,868	43,128	51,248
9	42,080	48,176	40,068	42,888	47,264	42,208	44,588	37,920	58,696	50,988	55,764	48,256
10	46,060	48,464	38,728	32,572	49,092	48,740	49,432	41,280	42,232	52,564	35,440	57,160
11	49,460	45,904	47,084	41,608	37,776	46,688	44,896	37,412	31,340	54,240	51,440	58,064
12	51,572	40,176	45,736	33,116	51,864	50,732	57,408	43,064	61,624	46,812	41,084	58,828
13	44,536	50,884	46,772	40,728	41,944	48,668	47,680	39,296	56,044	35,604	55,700	63,364
14	48,884	45,812	46,244	39,292	48,924	49,428	37,368	44,460	39,640	33,284	43,924	51,960
15	39,236	50,432	43,992	35,112	48,040	52,512	50,124	39,656	39,716	55,608	55,732	44,692
16	50,884	40,748	41,076	33,916	45,580	51,044	36,264	48,608	50,208	44,204	50,748	57,728
17	38,020	53,212	48,088	30,044	49,692	46,696	41,080	36,776	39,600	20,008	43,104	55,352
18	53,728	44,880	48,964	35,944	45,724	53,220	38,916	37,748	59,920	62,172	48,844	57,276
19	46,788	42,772	40,428	45,052	51,112	51,196	40,920	39,264	53,136	43,244	31,400	64,548
20	39,960	48,912	44,976	42,612	47,964	57,592	39,916	33,108	61,320	41,184	49,920	53,672
21	42,876	42,720	45,924	50,152	53,036	54,148	48,340	40,404	50,284	51,308	47,392	63,164
22	52,704	46,080	43,920	44,996	43,848	41,400	39,336	39,720	39,296	48,748	50,728	42,368
23	40,512	51,580	45,672	43,384	50,656	53,724	39,296	27,392	55,240	56,524	50,944	58,212
24	44,400	40,652	43,172	43,464	50,524	49,108	42,976	39,764	54,484	50,468	32,012	65,056
25	45,552	43,716	50,624	51,732	53,256	43,532	41,808	38,912	52,496	54,312	53,732	48,820
26	44,256	43,320	35,632	46,484	43,064	50,300	45,336	54,920	64,436	56,088	47,664	54,124
27	43,748	49,016	35,428	45,320	49,500	34,948	43,448	40,856	44,368	40,548	45,588	50,576
28	48,168	49,388	35,480	50,760	46,020	39,120	41,616	46,708	52,216	60,028	54,880	52,364
29	49,352	46,100	34,448	41,868	42,856	38,504	37,352	49,136	41,300	54,124	52,832	39,500
30	40,596		34,972	45,300	47,324	36,340	37,124	43,228	39,516	63,720	54,568	54,596
31	46,032		37,804		54,188		38,364	41,108		51,508		62,984
<b>Monthly Total</b>	1,416,096	1,332,312	1,335,564	1,207,500	1,473,000	1,392,144	1,314,964	1,290,924	1,397,448	1,500,964	1,447,392	1,623,880

Day	January (m <sup>3</sup> /day)	February (m <sup>3</sup> /day)	March (m <sup>3</sup> /day)	April (m <sup>3</sup> /day)	May (m <sup>3</sup> /day)	June (m <sup>3</sup> /day)	July (m <sup>3</sup> /day)	August (m <sup>3</sup> /day)	September (m <sup>3</sup> /day)	October (m <sup>3</sup> /day)	November (m <sup>3</sup> /day)	December (m <sup>3</sup> /day)
<b>Monthly Minimum</b>	38,020	40,176	34,448	30,044	37,776	32,544	34,648	27,392	31,340	20,008	31,400	35,996
<b>Monthly Maximum</b>	53,728	53,212	50,672	51,732	54,188	57,592	57,408	56,928	64,436	63,720	61,316	65,056
<b>Monthly Average</b>	45,681	45,942	43,083	40,250	47,516	46,405	42,418	41,643	46,582	48,418	48,246	52,383

<b>Annual Total (m<sup>3</sup>)</b>	16,732,188
<b>Annual Minimum (m<sup>3</sup>/day)</b>	20,008
<b>Annual Maximum (m<sup>3</sup>/day)</b>	65,056
<b>Annual Average (m<sup>3</sup>/day)</b>	45,716

Note: (i) As per the water system's current Permit To Take Water, the amount of raw water taken into the Elgin Area Water Treatment Plant cannot exceed 91,000 m<sup>3</sup>/day.

## 2. Raw Water Instantaneous Peak Flow (L/s)

Day	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	887	919	466	824	858	901	821	853	809	975	802	872
2	927	900	862	853	841	786	751	793	758	852	965	843
3	906	866	851	711	844	780	905	903	864	958	964	916
4	921	912	856	784	904	800	921	962	975	784	875	902
5	864	919	781	739	955	791	898	848	986	874	859	917
6	970	885	875	744	849	380	827	859	754	884	902	798
7	980	979	633	781	900	752	880	965	377	871	979	800
8	969	869	634	800	827	802	826	959	812	789	957	800
9	972	997	632	940	912	805	867	863	827	894	881	800
10	917	879	634	841	920	821	978	801	929	902	883	982
11	914	936	646	832	987	822	928	925	775	895	863	913
12	913	787	637	385	907	836	808	952	1,018	821	953	863
13	995	948	638	908	1,038	827	793	794	852	827	959	953
14	994	898	639	866	908	827	818	898	954	767	1,038	844
15	978	859	634	813	946	904	855	891	890	793	979	976
16	858	868	635	872	840	815	785	890	950	845	885	883
17	977	985	699	540	807	867	884	846	981	726	895	832
18	971	978	859	800	816	915	880	882	767	782	877	800
19	976	991	828	800	808	801	907	818	808	911	902	1,026
20	835	1035	646	800	869	829	802	966	949	845	865	936
21	842	916	645	800	808	789	816	965	851	887	880	889
22	893	925	649	781	821	926	833	806	978	753	898	922
23	927	946	641	777	820	910	813	378	998	1,044	861	891
24	990	975	640	800	790	926	785	769	799	890	829	965
25	946	984	862	863	810	887	824	892	959	854	883	927
26	885	987	887	887	838	816	828	821	823	950	881	942
27	877	793	869	893	1,006	851	829	838	943	970	923	958
28	886	974	822	823	814	789	922	807	939	773	896	886
29	935	980	481	880	780	781	859	866	892	953	875	881
30	865		479	918	826	845	884	841	905	764	936	978
31	930		478		796		848	823		902		786

Day	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)
<b>Monthly Minimum</b>	835	787	466	385	780	380	751	378	377	726	802	786
<b>Monthly Maximum</b>	995	1,035	887	940	1,038	926	978	966	1,018	1,044	1,038	1,026
<b>Monthly Average</b>	926	927	695	802	866	819	851	854	871	862	905	893

<b>Annual Minimum (L/s)</b>	377
<b>Annual Maximum (L/s)</b>	1,044
<b>Annual Average (L/s)</b>	856

Note: (i) As per the water system's current Permit To Take Water, the amount of raw water taken into the Elgin Area Water Treatment Plant cannot exceed 91,000 m<sup>3</sup>/day. This converts to 1053 litres/second.

### 3. Treated Water Daily Flow (m<sup>3</sup>/Day)

Day	January (m <sup>3</sup> /day)	February (m <sup>3</sup> /day)	March (m <sup>3</sup> /day)	April (m <sup>3</sup> /day)	May (m <sup>3</sup> /day)	June (m <sup>3</sup> /day)	July (m <sup>3</sup> /day)	August (m <sup>3</sup> /day)	September (m <sup>3</sup> /day)	October (m <sup>3</sup> /day)	November (m <sup>3</sup> /day)	December (m <sup>3</sup> /day)
1	40,720	45,648	39,616	36,288	42,064	41,176	38,040	52,880	34,608	39,864	49,616	36,680
2	47,224	38,216	47,808	35,424	50,896	51,800	36,192	40,720	33,424	47,704	50,208	52,920
3	40,648	47,400	43,552	32,224	39,744	42,272	39,944	43,872	45,112	48,824	40,544	41,720
4	50,576	43,536	46,640	38,544	47,584	54,832	51,440	40,928	38,920	37,384	48,688	53,200
5	43,296	42,504	42,512	31,648	48,752	40,768	35,712	45,600	42,632	48,592	57,680	42,848
6	49,216	44,912	47,880	37,024	49,280	34,176	42,344	34,392	39,032	45,920	49,632	39,568
7	45,488	44,056	42,928	37,312	43,488	34,664	44,216	40,944	33,840	46,736	51,040	39,632
8	43,488	42,896	43,240	37,360	46,984	51,432	39,904	40,216	36,848	54,872	44,320	52,096
9	41,664	45,456	40,512	39,384	47,256	43,040	46,072	36,976	56,960	48,896	53,712	44,808
10	44,896	47,824	37,616	32,648	47,368	47,424	47,544	42,816	42,760	53,264	35,056	55,992
11	46,544	46,088	45,704	39,888	39,288	46,624	46,848	37,248	31,064	53,464	51,552	57,544
12	51,920	38,440	44,456	32,408	51,040	48,936	55,048	41,288	61,472	48,104	40,304	58,520
13	42,104	49,944	44,664	39,848	43,032	49,464	50,104	40,808	54,128	34,496	55,760	61,888
14	49,304	43,280	46,336	39,792	46,472	49,360	35,504	43,088	41,824	32,840	43,376	52,272
15	38,344	49,928	42,184	34,864	46,896	51,616	49,632	40,144	39,024	53,728	54,240	41,944
16	49,128	38,976	40,896	33,424	46,144	52,064	37,216	46,720	49,968	45,040	50,624	58,936
17	35,464	52,440	46,304	29,664	48,560	46,032	40,064	36,848	39,072	20,736	44,488	55,304
18	51,752	45,064	48,784	35,584	44,400	52,144	38,792	37,776	59,920	56,240	46,592	55,408
19	45,728	41,312	40,552	42,784	51,296	49,632	39,336	38,320	51,840	44,512	31,080	59,936
20	40,248	48,272	41,176	44,512	47,824	58,128	39,040	34,296	59,776	40,496	49,120	52,560
21	42,856	41,648	45,488	48,224	52,416	54,832	48,032	40,408	50,960	50,880	48,624	63,240
22	50,272	45,312	44,192	46,368	43,472	40,840	38,712	37,208	39,552	48,384	47,936	40,512
23	38,288	50,992	43,856	41,744	51,424	52,848	38,864	26,856	53,360	49,104	50,352	57,584
24	40,568	40,112	41,904	43,536	49,880	49,328	44,552	39,576	56,896	49,664	33,792	64,584
25	46,072	42,656	51,448	45,152	53,560	41,832	39,280	39,328	51,568	53,584	51,808	47,216
26	44,656	42,016	34,376	46,296	41,880	50,952	45,728	54,080	63,480	56,536	47,248	53,000
27	43,344	47,880	35,408	45,200	50,104	35,656	44,080	41,816	45,328	39,752	45,016	47,784
28	45,200	47,528	32,624	50,552	46,864	38,192	38,984	44,192	51,848	60,880	53,256	55,016
29	48,688	46,320	34,904	41,056	43,552	37,392	40,056	46,232	41,216	52,216	54,544	39,056
30	38,776		36,408	47,096	46,736	37,264	35,744	42,192	39,048	65,296	51,184	51,104
31	45,448		36,240		53,672		37,440	43,608		51,160		61,808
<b>Monthly Total</b>	1,381,920	1,300,656	1,310,208	1,185,848	1,461,928	1,384,720	1,304,464	1,271,376	1,385,480	1,479,168	1,431,392	1,594,680

Day	January (m <sup>3</sup> /day)	February (m <sup>3</sup> /day)	March (m <sup>3</sup> /day)	April (m <sup>3</sup> /day)	May (m <sup>3</sup> /day)	June (m <sup>3</sup> /day)	July (m <sup>3</sup> /day)	August (m <sup>3</sup> /day)	September (m <sup>3</sup> /day)	October (m <sup>3</sup> /day)	November (m <sup>3</sup> /day)	December (m <sup>3</sup> /day)
<b>Monthly Minimum</b>	35,464	38,216	32,624	29,664	39,288	34,176	35,504	26,856	31,064	20,736	31,080	36,680
<b>Monthly Maximum</b>	51,920	52,440	51,448	50,552	53,672	58,128	55,048	54,080	63,480	65,296	57,680	64,584
<b>Monthly Average</b>	44,578	44,850	42,265	39,528	47,159	46,157	42,079	41,012	46,183	47,715	47,713	51,441

<b>Annual Total (m<sup>3</sup>)</b>	16,491,840
<b>Annual Minimum (m<sup>3</sup>/day)</b>	20,736
<b>Annual Maximum (m<sup>3</sup>/day)</b>	65,296
<b>Annual Average (m<sup>3</sup>/day)</b>	45,057

Note: (i) As per the water system's current Municipal Drinking Water Licence, the rated capacity of the Water Treatment Plant is 91,000 m<sup>3</sup>/day. The maximum daily volume of treated water that flows from the treatment plant into the distribution system shall not exceed this value.

#### 4. Treated Water Instantaneous Peak Flow (L/s)

Day	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	640	868	466	631	634	837	650	873	492	725	869	653
2	644	633	862	479	857	869	466	842	706	860	859	870
3	642	757	851	651	719	835	865	871	640	862	466	873
4	866	645	856	862	869	880	876	860	493	864	863	865
5	855	630	781	470	871	840	841	866	638	859	862	870
6	857	640	875	659	867	585	879	491	858	638	867	462
7	874	633	633	478	627	469	653	856	613	856	860	463
8	837	627	634	482	642	871	860	785	831	871	861	868
9	870	632	632	479	648	835	848	860	862	633	873	857
10	865	627	634	478	863	866	853	851	835	633	474	863
11	861	626	646	867	459	638	646	633	844	635	873	858
12	867	807	637	471	864	633	860	855	863	629	620	863
13	836	874	638	465	847	867	861	846	870	491	872	861
14	857	867	639	464	654	848	492	861	838	492	632	870
15	543	857	634	469	647	865	871	883	489	878	663	878
16	869	464	635	481	649	864	549	835	866	861	865	872
17	837	867	699	473	653	866	645	487	634	865	875	876
18	865	862	859	480	870	873	465	636	866	870	703	872
19	879	863	828	640	877	888	862	853	872	855	870	867
20	870	649	646	639	864	879	491	680	870	620	831	861
21	858	624	645	868	878	868	869	619	863	867	861	863
22	869	625	649	864	874	834	453	648	618	864	663	829
23	850	872	641	879	863	866	454	471	855	881	862	873
24	870	852	640	645	850	836	648	463	850	865	467	869
25	863	628	862	642	864	661	652	462	857	870	868	837
26	865	625	887	880	880	872	860	654	860	860	759	859
27	867	845	869	864	871	665	870	835	643	865	634	651
28	633	862	822	878	872	637	491	868	641	861	859	866
29	856	852	481	844	836	649	650	866	861	648	652	648
30	873		479	650	867	660	863	851	490	865	864	869
31	866		478		876		860	684		875		864

Day	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)
<b>Monthly Minimum</b>	543	464	466	464	459	469	453	462	489	491	466	462
<b>Monthly Maximum</b>	879	874	887	880	880	888	879	883	872	881	875	878
<b>Monthly Average</b>	823	731	695	638	791	789	716	747	751	784	772	818

<b>Annual Minimum (L/s)</b>	453
<b>Annual Maximum (L/s)</b>	888
<b>Annual Average (L/s)</b>	754

Note: (i) As per the water system's current Municipal Drinking Water Licence, the rated capacity of the Water Treatment Plant is 91,000 m<sup>3</sup>/day. This converts to 1053 litres/second. The maximum daily volume of treated water that flows from the treatment plant into the distribution system shall not exceed this value.

## Appendix B: 2024 Annual Report

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

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

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

<b>Drinking Water System Name</b>	<b>Drinking Water System Number</b>
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:**

<b>Drinking Water System Name</b>	<b>Drinking Water System Number</b>
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**

<b>Incident Report Date</b>	<b>Parameter</b>	<b>Corrective Action</b>	<b>Corrective Action Date</b>
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.**

<b>Location</b>	<b>Number of Samples</b>	<b>Range of E. coli Results (CFU/100 mL) (min #)-(max #)</b>	<b>Range of Total Coliform Results (CFU/100 mL) (min #)-(max #)</b>	<b>Range of HPC Results (CFU/100 mL) (min #)-(max #)</b>
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.**

<b>Parameter</b>	<b>Number of Samples</b>	<b>Range of Results (min #)-(max #)</b>
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)*

<b>Parameter</b>	<b>Sample Date</b>	<b>Result Value</b>	<b>Unit of Measure</b>	<b>Exceedance</b>
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)*

<b>Parameter</b>	<b>Sample Date</b>	<b>Result Value</b>	<b>Unit of Measure</b>	<b>Exceedance</b>
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**

<b>Parameter</b>	<b>Sample Date</b>	<b>Result Value</b>	<b>Unit of Measure</b>	<b>Exceedance</b>
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**

<b>Parameter</b>	<b>Sample Date</b>	<b>Result Value</b>	<b>Unit of Measure</b>	<b>Exceedance</b>
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.

# Appendix C - 2024 Ministry of the Environment Conservation and Parks Inspection Summary

Ministry of the Environment, Conservation and Parks - Inspection Summary Rating Record (Reporting Year - 2024-25)

**DWS Name:** ELGIN AREA PRIMARY WATER SUPPLY SYSTEM  
**DWS Number:** 210000871  
**DWS Owner:** ELGIN AREA PRIMARY WATER SUPPLY SYSTEM JOINT BOARD OF MANAGEMENT  
**Municipal Location:** LONDON

**Regulation:** O.REG. 170/03  
**DWS Category:** DW Municipal Residential  
**Type of Inspection:** Focused  
**Compliance Assessment Start Date:** Sep-23-2024  
**Ministry Office:** London District Office

**Maximum Risk Rating:** 469

Inspection Module	Non Compliance Risk (X out of Y)
Capacity Assessment	0/30
Certification and Training	0/42
Logbooks	0/14
Operations Manuals	0/14
Reporting & Corrective Actions	21/29
Source	0/0
Treatment Processes	0/228
Water Quality Monitoring	0/112
<b>Overall - Calculated</b>	<b>21/469</b>

**Inspection Risk Rating:** 4.48%

**Final Inspection Rating:** 95.52%

Ministry of the Environment, Conservation and Parks - Detailed Inspection Rating Record (Reporting Year - 2024-25)

<b>DWS Name:</b>	ELGIN AREA PRIMARY WATER SUPPLY SYSTEM
<b>DWS Number:</b>	210000871
<b>DWS Owner Name:</b>	ELGIN AREA PRIMARY WATER SUPPLY SYSTEM JOINT BOARD OF MANAGEMENT
<b>Municipal Location:</b>	LONDON

**Regulation:** O.REG. 170/03  
**DWS Category:** DW Municipal Residential  
**Type of Inspection:** Focused  
**Compliance Assessment Start Date:** Sep-23-2024  
**Ministry Office:** London District Office

Non-Compliance Question(s)	Non Compliance Risk
<b>Reporting &amp; Corrective Actions</b>	
Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, Municipal Drinking Water Licence, Drinking Water Works Permit, or order triggered an alarm or an automatic shut-off, did a qualified person respond as required and take appropriate actions?	21
<b>Overall - Total</b>	<b>21</b>

Maximum Question Rating: 469

<b>Inspection Risk Rating:</b>	<b>4.48%</b>
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<b>FINAL INSPECTION RATING:</b>	<b>95.52%</b>
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## **Non-compliance #1**

### **Question Group: Legislative**

**Question:** Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by O. Reg. 170/03, Municipal Drinking Water Licence, Drinking Water Works Permit, or order triggered an alarm or an automatic shut-off, did a qualified person respond as required and take appropriate actions?

### **Issue as Identified in the Inspection Report:**

Ontario Regulation 170/03 Schedule 6-5. (1) Stipulates that if a drinking water system uses continuous monitoring equipment for sampling and testing that is required under this Regulation, the system shall ensure that the following standards are met:

5. The continuous monitoring equipment must be designed and operated in accordance with the standards described in subsection (1.1) which states that the continuous monitoring equipment must cause an alarm to signal immediately at the following locations if the equipment malfunctions or loses power or a test result for a parameter is above the maximum alarm standard or below the minimum alarm standard as stated:

2. A person qualified to examine test results under paragraph 3 of subsection (1) must take appropriate action if the person is at the location where tests are conducted,

i. an alarm signals under paragraph 1,

ii. a record of a test result indicates that an alarm should have signaled under paragraph 1, or

iii. there is good reason to believe that the continuous monitoring equipment has malfunctioned or lost power.

According to documentation submitted for review, at approximately 03:18 on January 27, 2024, the operator received an alarm for improper disinfection from the Online CT Calculator.

The alarm was acknowledged by the operator; however, they did not notify the ORO or investigate the legitimacy of the alarm nor was it properly documented in the logbooks. On January 29, 2024, the Daily CT Reports were reviewed by the Team Lead and the incident was eventually reported to the Ministry. It should be noted that an internal investigation of the CT calculator was conducted, and the alarm was generated due to conservative programming and calculator limitations and therefore no improperly disinfected water directed to users.

The Operating Authority has implemented temporary procedures until such time that the CT calculator can be updated during scheduled plant upgrades.

**Corrective Actions:**

From herein, the Owner/Operating Authority shall ensure that all alarms that are required as per Schedule 6-5 of O.Reg 170/03 are promptly responded too, appropriately addressed and diligently documented. Compliance shall be assessed during next inspection period.

**Status Update:**

The Operating Authority reviewed the incident when it occurred and ESOP-01-05 Loss of CT During Treatment was updated March 31, 2024 to provide clarification and training was provided to staff.

Logbook training was provided to staff on February 29, 2024 to ensure proper documentation of alarms.

By completing this form, you are requesting the waiver of rental fees for the Southwold Keystone Complex, Corsley Park, Fingal Heritage Park, Fingal Ball Park, Talbotville Optimist Sports Park, or Talbotville Optimist Heritage Park.

The deadline for submission is November 15th.

The booking process will remain the same. All existing rental documentation will need to be completed and submitted, which includes a rental agreement, and signed facilities agreement.

A certificate of insurance must be provided.

**Organization's Name: \***

Heart & Stroke Foundation of Canada

**Representative's Name: \***

Shane Hughes

**Is there a secondary contact person for your organization? \***

No

Yes

**Contact Number: \***

[REDACTED]

**Email Address: \***

[REDACTED]

**Not for Profit # or Charitable Organization  
Registration #:**

10684-6942-RR0001

**Date(s) of requested fee waiver: \***

Saturday June 21 or Saturday June 28 or Saturday July 5 or Saturday July 12 or Saturday July 19 \*\*whatever day is available

## Activity or Event Description

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

Increase community participation, Improve communication and outreach to diverse community members, Strengthen relationships with residents and community organizations. Honor a resident who recently passed away that spent endless days/hours volunteering his time to the community through sport ie: Umpiring little league, umpiring softball, refereeing ice hockey, participating in countless sporting leagues. Shawn Jackson was a well loved individual who spent his time working for a communications company within our area and supporting sport in everyway possible during his off time

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

Increase community participation, Improve communication and outreach to diverse community members, Strengthen relationships with residents and community organizations. Honor a resident who recently passed away that spent endless days/hours volunteering his time to the community through sport ie: Umpiring little league, umpiring softball, refereeing ice hockey, participating in countless sporting leagues. Shawn Jackson was a well loved individual who spent his time working for a communications company within our area and supporting sport in everyway possible during his off time

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

Every cent raised will go to Heart & Stroke which will benefit our community

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

N/A

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

There will be residents with disabilities joining us this day to celebrate Shawn, this park is already equipped with all requirements

**Please select the facility that you are requesting a fee waiver for: \***

- Corsley Park
- Fingal Heritage Park
- Fingal Ball Park
- Talbotville Optimist Heritage Park
- Talbotville Optimist Sports Park
- Southwold Keystone Complex

**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 aspect. \***

- Agree
- Disagree

**Date: \***

6/21/2025



# Thank you for your application.

You will receive confirmation of your submission by email within 5 business days of receipt.

The Township of Sotuhwold 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, special event permit, and/or COVID forms.

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 within the Township
- Damage deposits will not be refunded
- Non-Township fees or expenses

**Ministry for Seniors  
and Accessibility**

Minister

College Park  
777 Bay Street  
5<sup>th</sup> Floor  
Toronto ON M7A 1S5

**Ministère des Services aux  
aînés et de l'Accessibilité**

Ministre

College Park  
777, rue Bay  
5e étage  
Toronto (Ontario) M7A 1S5



April 2025

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to [nominate](#) an exceptional local senior for the 2025 Ontario Senior of the Year Award.

This award provides each municipality the opportunity to honour one outstanding senior for their contributions to enriching the social, cultural, and civic life of their community.

The deadline for nominations is April 30, 2025.

For more information on how to submit a nomination online, please visit the [Ontario Senior of the Year](#) webpage. Once your nomination is submitted, a personalized certificate with your nominee's name will be sent to you. I encourage you to present this certificate to your nominee in June during Seniors Month.

The Ontario government is proud to celebrate Seniors Month with municipalities across the province. Seniors generously give their time, knowledge and expertise making Ontario the best place in this country to live and work. It is important to take the time to celebrate our older population and acknowledge their invaluable contributions.

If you have any questions regarding the 2025 Ontario Senior of the Year Award, please contact Ontario Honours and Awards at [OntarioHonoursAndAwards@ontario.ca](mailto:OntarioHonoursAndAwards@ontario.ca).

Thank you for supporting the civic engagement of your local seniors.

Sincerely,

A black rectangular redaction box covering the signature of the Minister.

Raymond Cho  
Minister for Seniors and Accessibility

Dear Colleagues,

I am writing to share a draft motion that was developed collaboratively with fellow elected officials from neighboring municipalities. This motion speaks to a concern we share deeply—the recent expansion of Strong Mayor Powers by the Province of Ontario.

As stewards of local democracy, we have a duty to uphold the principles of transparency, accountability, and collaborative governance. The proposed expansion of these powers' risks undermining those very foundations by concentrating authority and diminishing the voices of our councils and communities. Our motion aims to address these concerns clearly and respectfully, advocating for a governance model that remains inclusive and democratic.

In the spirit of unity and collective strength, I invite you to bring this motion forward to your own councils, should you feel inclined. You are encouraged to revise it as needed to reflect the values, context, and priorities of your municipality. Please also feel free to circulate this email and motion to other municipal councils within your region who may wish to consider lending their voices to this collective effort.

When municipalities stand together, we amplify our voice.

Thank you for considering this. If you wish to discuss or collaborate further, please do not hesitate to reach out.

With respect and solidarity,

**Kathryn Desrosiers**

**Town Councillor | Town of Aylmer**

46 Talbot Street West, Aylmer, ON N5H 1J7

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

### **BY-LAW NO. 2025-27**

#### **Being a By-law to Amend By-law No. 2011-14**

**WHEREAS** under Section 34 of the Planning Act, R.S.O. 1990, c.P. 13, authorizes municipalities to pass and amend zoning by-laws governing the use of land, buildings and structures;

**AND WHEREAS** the requirements for the giving notice and the holding of a public meeting of a zoning by-law amendment have been met;

**AND WHEREAS** the Council of the Corporation of the Township of Southwold deems it advisable to amend By-law 2011-14, being the Zoning By-law of the Township of Southwold;

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

1. **THAT:** Schedule 'A', Map 5 and Map 13 of By-Law No. 2011-14, as amended, are hereby amended by changing from Agricultural 1 (A1) Zone and Settlement Reserve (SR) Zone to a Residential 2 Special Provision 2 (R2-2), Residential 2 Special Provision 3 (R2-3) Zone, Residential 3 Special Provision 7 (R3-7) Zone, Residential 3 Special Provision 8 (R3-8) Zone, and Residential 3 Special Provision 9 (R3-9) Zone those lands outlined in heavy solid lines on Schedule 'A' attached hereto and forming part of this By-law on lands legally described as Part of Lot 15, Concession NBTR Southwold, designated as Part 1, and 11R-10216 Township of Southwold.
2. **THAT:** Subsection 9.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

**“(b) R2-2 As shown on Schedule A, Map No. 13**

- (i) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with Subsection 9.2, except for the following:

1. Minimum Exterior Side Yard Setback 3.5 m (11 ft)
2. Minimum Rear Yard Setback 8.0 m (26 ft)
3. Maximum Lot Coverage 50%

3. **THAT:** Subsection 9.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

**“(c) R2-3 As shown on Schedule A, Map No. 13**

- (i) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with Subsection 9.2, except for the following:

1. Minimum Exterior Side Yard Setback 3.5 m (11 ft)
2. Maximum Lot Coverage 50%

4. **THAT:** Subsection 10.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

**“(g) R3-7 As shown on Schedule A, Map No. 13**

- (i) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with Subsection 10.2, except for the following:

1. Minimum Lot Area 200 m<sup>2</sup> (2,153 ft<sup>2</sup>)
2. Minimum Interior Side Yard Setback 1.2 m (4.0 ft)
3. Minimum Exterior Side Yard Setback 3.5 m (11 ft)
4. Minimum Rear Yard Setback 6.0 m (20 ft)
5. Maximum Lot Coverage 50%

5. **THAT:** Subsection 10.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

**“(h) R3-8 As shown on Schedule A, Map No. 13**

(i) Permitted Uses

In addition to those uses listed in subsection 10.1, the following uses may also be permitted:

Semi-detached Dwelling

(ii) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with Subsection 10.2, except for the following:

1. Minimum Lot Area:
  - a. Semi-detached Dwelling 200 m<sup>2</sup>  
(2,153 ft<sup>2</sup>)
  - b. Rowhouse Dwelling 200 m<sup>2</sup> (2,153 ft<sup>2</sup>)
2. Minimum Lot Frontage:
  - a. Semi-detached Dwelling 9.0 m (30 ft)
3. Minimum Building Height:
  - a. Semi-detached Dwelling 12 m (39 ft)
4. Minimum Interior Side Yard Setback
  - a. Semi-detached Dwelling 1.2 m (4.0 ft)
  - b. Rowhouse Dwelling 1.2 m (4.0 ft)
5. Minimum Exterior Side Yard Setback
  - a. Semi-detached Dwelling 3.5 m (11 ft)
  - b. Rowhouse Dwelling 3.5 m (11 ft)
6. Minimum Rear Yard Setback
  - a. Semi-detached Dwelling 6.0 m (20 ft)
  - b. Rowhouse Dwelling 6.0 m (20 ft)
7. Maximum Lot Coverage 50%

6. **THAT:** Subsection 10.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

**“(i) R3-9 As shown on Schedule A, Map No. 13**

(i) Permitted Uses

In addition to those uses listed in subsection 10.1, the following uses may also be permitted:

Semi-detached Dwelling

(ii) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with Subsection 10.2, except for the following:

1. Minimum Lot Area:
  - a. Semi-detached Dwelling 200 m<sup>2</sup>  
(2,153 ft<sup>2</sup>)
  - b. Rowhouse Dwelling 200 m<sup>2</sup> (2,153 ft<sup>2</sup>)
2. Minimum Lot Frontage:
  - a. Semi-detached Dwelling 9.0 m (30 ft)
3. Minimum Building Height:
  - a. Semi-detached Dwelling 12 m (39 ft)
4. Minimum Interior Side Yard Setback
  - a. Semi-detached Dwelling 1.2 m (4.0 ft)
  - b. Rowhouse Dwelling 1.2 m (4.0 ft)
5. Minimum Exterior Side Yard Setback
  - a. Semi-detached Dwelling 3.5 m (11 ft)
  - b. Rowhouse Dwelling 3.5 m (11 ft)
6. Minimum Rear Yard Setback
  - a. Semi-detached Dwelling 4.5 m (15 ft)
  - b. Rowhouse Dwelling 4.5 m (15 ft)
7. Maximum Lot Coverage 50%

7. **THAT:** this By-law shall come into force pursuant to Section 34(2) of the Planning Act, RSO 1990.

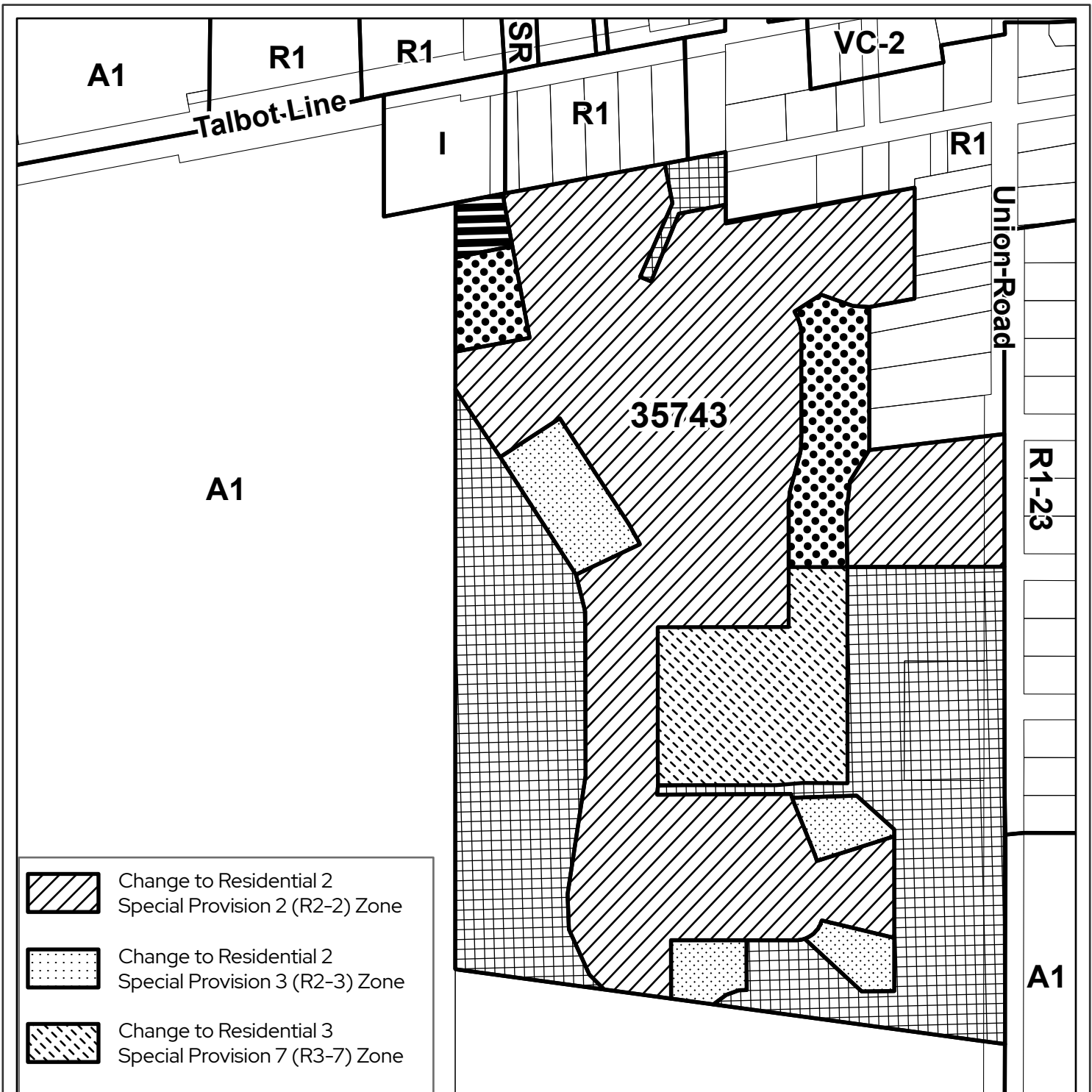
**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 14<sup>th</sup> DAY OF APRIL 2025.**

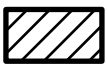
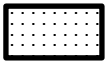




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Mayor  
Grant Jones

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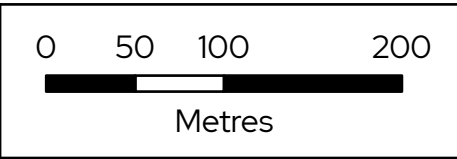
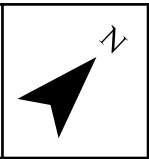
CAO/Clerk  
Jeff Carswell



-  Change to Residential 2  
Special Provision 2 (R2-2) Zone
-  Change to Residential 2  
Special Provision 3 (R2-3) Zone
-  Change to Residential 3  
Special Provision 7 (R3-7) Zone
-  Change to Residential 3  
Special Provision 8 (R3-8) Zone
-  Change to Residential 3  
Special Provision 9 (R3-9) Zone
-  Change to Open Space (OS)

This is Schedule "A" to By-law No. 2025-27  
passed on the 14th day of April, 2025.

**MAYOR** **C.A.O./CLERK**



# Enbridge Gas Inc. Notice of Second Virtual Information Session Southwold Pipeline Project

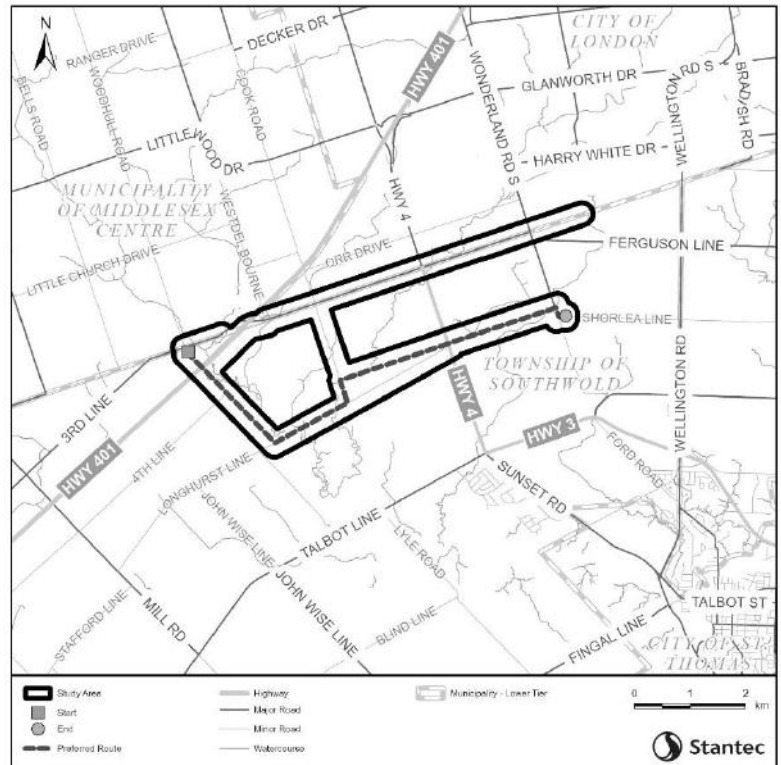
Enbridge Gas Inc. (Enbridge Gas) is proposing to construct the Southwold Pipeline Project (the Project) to connect Renewable Natural Gas (RNG) produced at the Green Lane Landfill to the Enbridge Gas network in the Township of Southwold, County of Elgin, Municipality of Middlesex Centre and City of London, Ontario. The proposed pipeline will be constructed of steel and will be 6 inches in diameter. The Project will be tentatively located within existing municipal road right-of-way and may also require permanent easements, temporary working space and lay-down areas during construction.

The Preferred Route is approximately 8.6 kilometers (km) and will start at the Green Lane Landfill. The Preferred Route will travel south to cross Highway 401 at Parson Road, east on Longhurst Line, north on Woodplant Road, east on Clinton Line, south on Wonderland Road, and east on Shorlea Line to tie into the existing local Enbridge Gas system. The Preferred Route has been selected based on consultation activities to date. Further information on how the Preferred Route has been selected will be presented at the Virtual Information Session (see details below).

The Project's Preferred Route does not represent the final project scope/design. For further details, please refer to the map.

As part of the planning process, Enbridge Gas has retained Stantec Consulting Ltd. (Stantec) to undertake an Environmental Study for the Project. The Environmental Study will fulfill the requirements of the Ontario Energy Board's (OEB) "Environmental Guidelines for the Location, Construction, and Operation of Hydrocarbon Pipelines and Facilities in Ontario, 8th Edition (2023)". It is anticipated that an Environmental Report for the study will be completed in September 2024, after which Enbridge Gas will file an application to request an OEB Leave to Construct (LTC) for the Project. Should the OEB find the Project to be in the public's interest, construction is anticipated to commence in Q2 2026.

Consultation with Indigenous communities and engagement with landowners, government agencies, the public, and other interested persons is an integral component of the planning process. A second Virtual Information Session will be held to present the Preferred Route, discuss the evaluation of alternatives and explain how public input was integrated into the route selection process:



## Second Virtual Public Information Session

April 7 to April 22, 2025

<https://www.solutions.ca/southwoldEA>

A copy of the Information Session story boards will be available for viewing on the Enbridge Gas project website provided below. A questionnaire will be available as part of the Virtual Information Session, and you will have the opportunity to provide comments and ask questions about the proposed Project. Input received during the Information Session will be used to develop site-specific environmental protection and mitigation measures. Input and comments for the Project should be provided by **May 21, 2025**.

Should you have any questions or input regarding the preferred route (based on environmental concerns) or natural environmental features within the Study Area presented above, please contact the undersigned. Input will be evaluated and may be considered within the route evaluation portion of the Project.

### Michael Candido

Environmental Scientist

Stantec Consulting Ltd.

Telephone: (519) 585-3439

Email: [SouthwoldEA@stantec.com](mailto:SouthwoldEA@stantec.com)

Or visit the project website at: <https://www.enbridgegas.com/Southwold>





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

### **BY- LAW NO. 2025-28**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on April 14, 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 April 14, 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 14<sup>th</sup> DAY OF APRIL, 2025.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell