



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday April 28, 2025

REGULAR MEETING OF COUNCIL

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

1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION AND REVIEW OF MINUTES

- (a) Draft Minutes of Regular Council Meeting of April 14, 2025
- (b) Minutes of the Southwold 175 Planning Committee Meeting of April 9, 2025

5. DELEGATION

- (a) **7:00 p.m. Public Meeting** – Building Code Act – Building Department Fees

6. DRAINAGE

7. PLANNING

8. REPORTS

- (a) CBO 2025-10 Building By-law Report
- (b) CBO 2025-09 Mobile Food Vendor Policy
- (c) IDS 2025-24 County Cycling and Road Rationalization
- (d) FIN 2025-14 Annual Repayment Limit
- (e) Proposed Comprehensive User Fee Summary
- (f) From the County Council Chambers – April 8, 2025
- (g) From the County Council Chambers – April 22, 2025

9. CORRESPONDENCE

- (a) Elgin Children's Foundation – Proclamation of June 7th, 2025 as LemonAID Day
- (b) Fee Waiver Request – Shawn Jackson Memorial Ball Tournament

10. BY-LAWS

- (a) By-law No. 2025-29, being a by-law to respecting Building, Demolition, Change of Use, Conditional Permits, Sewage Systems, Inspections and Fees and Deposits and to repeal By-law No. 2005-44, as amended.
- (b) By-law No. 2025-30, being a by-law to establish User Fees and to repeal by By-law No. 2021-73, as amended.
- (c) By-law No. 2025-31, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on April 28, 2025.

11. OTHER BUSINESS *(For Information Only)*

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)) – Township Facility Usage, 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 May 12, 2025 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday April 14, 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
Jeff McArthur, Director of Emergency Services/Fire Chief
Mike Szilagyi, Township Planner
June McLarty, Deputy Clerk

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

ADDENDUM TO AGENDA: None

DISCLOSURES: None

ADOPTION OF MINUTES:

Council Minutes – Adopt

2025-110 Councillor Adzija – Councillor Pennings

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

CARRIED

Committee Minutes – Review

2025-111 Deputy Mayor Pennings – Councillor Emons

THAT Council had reviewed the draft minutes of the Shedden Recreation and Keystone Complex Committee Meeting of March 20, 2025, the draft minutes of the Canada Day Committee Meeting of March 24, 2025, the draft minutes of the Parks Committee Meeting of March 26, 2025, the Minutes of the Southwold 175 Planning Committee Meeting of March 26, 2025, the draft minutes of the Economic Development Committee Meeting of April 3, 2025 and the draft minutes of the Southwold History Committee Meeting of April 4, 2025

CARRIED

PLANNING:

Mayor Jones stated that this was not a public meeting for the Zoning By-law Amendment Application but would allow some questions. Mayor Jones answered the questions that were brought forward by the residents in the gallery.

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

2025-112 Deputy Mayor Pennings – Councillor Emons

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.

CARRIED

REPORTS:

FIR 2025-03 Activity Report – March 2025

Director of Emergency Service/Fire Chief Jeff McArthur presented his report to Council for information purposes.

FIR 2025-04 County Fire Coordinator Report

2025-113 Councillor Adzija – Councillor Fellows

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

CARRIED

IDS 2025-20 Activity Report – March 2025

Director of Infrastructure and Development Services Aaron Van Oorspronk presented his report to Council for information purposes.

IDS 2025-21 Iona Tree Planting

2025-114 Deputy Mayor Pennings – Councillor Adzija

THAT Council authorizes 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 \$ 3000.00.

CARRIED

IDS 2025-22 Talbotville Wastewater Treatment Plant Legal and Engineering Services Award

2025-115 Deputy Mayor Pennings – Councillor Emons

THAT Council award legal services to Refcio & Associates, Barristers and Solicitors in the amount of \$93,932.00 plus HST; and

THAT Council award engineering services to WT infrastructure Solutions Inc in the amount of \$300,000.00 plus HST.

CARRIED

IDS 2025-23 Joint Paving and Service Treatment Tender Award

2025-116 Councillor Adzija – Councillor Fellows

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.

CARRIED

FIN 2025-10 2024 Investment Summary

2025-117 Councillor Adzija – Councillor Emons

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

CARRIED

FIN 2025-11 Financial Indicator Review

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

FIN 2025-12 Cash-in-Lieu of Parkland Summary

2025-118 Councillor Emons – Councillor Adzija

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.

CARRIED

FIN 2025-13 TIA Section 357 Applications

2025-119 Deputy Mayor Pennings – Councillor Adzija

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.

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.

CARRIED

CBO 2025-08 Activity Report – March 2025

This report was presented to Council for information purposes.

CAO 2025-21 Activity Report – March 2025

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

Report from the Economic Development Committee

2025-120 Councillor Emons – Councillor Fellows

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.

CARRIED

Report from the Parks Committee

2025-121 Councillor Fellows – Deputy Mayor Pennings

THAT Rod Hill be appointed to the Parks Committee as the representative for Ferndale Community Park.

CARRIED

Report from the Canada Day Committee

2025-122 Councillor Emons – Councillor Adzija

THAT Joe McKinnon be appointed as a member of the Canada Day Committee.

CARRIED

Elgin County – From Council Chambers – March 25, 2025

Mayor Jones presented this report to Council for information purposes.

CORRESPONDENCE:

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

Fee Waiver Request Shawn Jackson Memorial Ball Tournament

2025-123 Councillor Emons – Councillor Fellows

THAT Council defer the request for the fee waive for the Shawn Jackson Memorial Ball Tournament until such time that a cost to maintain the parks for the tournament be determined.

CARRIED

Strong Mayor Powers

2025-124 Mayor Jones – Councillor Emons

WHEREAS Municipalities as stewards of local democracy have a duty to uphold the principles of transparency, accountability, and collaborative governance; and,

AND WHEREAS the proposed expansion of the Strong Mayor Powers risks undermining those very foundations by concentrating authority and diminishing the voices of our councils and communities; and,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of Township of Southwold aims to address these concerns clearly and respectfully by advocating for a governance model that remains inclusive and democratic; and,

THAT a copy of this resolution be sent to the Premier of Ontario, the local MPP and the Town of Aylmer.

CARRIED

Council reviewed the other items under Correspondence.

BY-LAWS:

- By-law No. 2025-27, being a being to being a by-law to amend By-law No. 2011-14, 1873828 Ontario Limited C/O Dave Sparenberg, 35743 Horton Street
- 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.

By-law 2025-27

2025-125 Councillor Fellows – Deputy Mayor Pennings

THAT By-law No. 2025-27 be read a first and second time, considered read a third time and finally passed this 14th day of April, 2025.

CARRIED

OTHER BUSINESS

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

Council reviewed the item under Other Business

CLOSED SESSION

2025- 126 Deputy Mayor Pennings – Councillor Fellows

THAT Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **8:28 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Section 239(2) (k)) – REOI Waste Management, Corsley Park, Planning/Development Update, Talbotville Parkland
- 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

CARRIED

Adjournment of Closed Session

2025-127 Councillor Emons – Deputy Mayor Pennings

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:59 p.m.**

CARRIED

STAFF DIRECTION

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

Confirmation By-law

2025-128 Councillor Adzija – Deputy Mayor Pennings

THAT By-law No. 2025-28 be read a first and second time, considered read a third time and finally passed this 14th day of April, 2025

CARRIED

ADJOURNMENT:

2025-129 Deputy Mayor Pennings – Councillor Emons

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

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



Southwold 175 Planning Committee Meeting Minutes

Wednesday April 9, 2025
Council Chambers, Fingal
Time meeting started: 3:30 p.m.

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

Regrets: Bill Aarts

1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order at 3:36 p.m.

2. Approval of the Agenda

Moved by: Chris Cirella Seconded by: Sarah Emons

That the agenda for the April 9th, 2025 meeting be approved

3. Approval of the March 26th, 2025, Minutes

Moved by: Chris Cirella Seconded by Sarah Emons

That the minutes from the March 26th, 2025 meeting be approved.

4. Event Planner Report

Event Planner Sharon Lechner provided updates on sponsorships that we have received, an updated washroom quote and possible liquor sponsors.

5. Planning for 2025

Committee Member Reports on Action Items

a. Sponsorship Packages

An update was provided by Sharon.

b. Entertainment

Sofia is still investing a classic rock artist. A notice can possibly be posted on the social media accounts stating that we are looking for local talent, maybe 8 bands or artists and a list be made that includes a budget for these groups. A suggestion was made for the Smoking Bass Band.

c. Vendor Market

Sharon has reached out to some possible vendors. Maybe obtain a sub-contractor to get vendors. A cost to have the sub-contractor may be arranged.

d. Portable Washrooms

Moved by: Sarah Emons Seconded by: Sofia Sinclair-Jones

That we accept the quoted estimated price of \$10 537.25 from Central Sanitation for portable washrooms.

e. Ticketing/Bracelets

A report will be brought back at the next meeting.

f. Raffles/Contests

June will inquire the possibilities of having a 50/50 draw. Will report back at next meeting.

g. Tents

A date to do a tour of the complex grounds with Redemption Tents needs to be confirmed.

h. Lapel Pins

A report will be brought back at the next meeting.

6.0 Volunteers

Create a flyer to be put on the social media accounts looking for volunteers especially student looking for hours. Maybe the scouts and cadets can assist with parking. Create a list on google drive where we need the volunteers and that they may need to come back on Sunday for clean up.

7.0 Email Chains

Make sure that any new subjects get started with a new conversation (chain).

8.0 2025 Event Budget

The cost for the port-a-potties was added to the budget.

9.0 Other Business

Beer Garden /Bar

Maybe have the Optimist Club attend the next meeting

Determine location of beer garden/bar when doing a tour with

Redemption Tents

Need access to flyers that Abi has created so we can make changes.

Too early to book OPP for auxiliary and security, need to contact them in May.

10.0 Adjournment and Next Meeting

RESOLVED that the meeting be adjourned at **4:55 p.m.** to meet again at **3:30 p.m.** on **Wednesday April 23, 2025.**

Department	Category	Sub-Category	Item	Current Fee (2024)	Last Approval	User Fee	Change	Staff Comments/Notes for 2025
Building & Community Services	Building	Deposits & Administration Fees	Deposits & Administration Fees					Building Permit Changes based on Review
Building & Community Services	Building	Deposits & Administration Fees	Damage and Lot Grading Security Deposit at discretion of CBO *if occupied prior to obtaining occupancy permit, deposit forfeited **deposits may be forfeited as per Section 14 of the Building By-Law			\$500 - \$5,000	Change	
Building & Community Services	Building	Deposits & Administration Fees	Revisions to plans after plans examination has been undertaken resulting in re-examination at discretion of CBO			\$75 - \$500	Change	
Building & Community Services	Building	Deposits & Administration Fees	Revisions to plans after permit issuance resulting in re-examination at discretion of CBO			\$75 - \$500	Change	
Building & Community Services	Building	Deposits & Administration Fees	Reinspection fee if inspections are requested and not ready			\$180.00	Change	
Building & Community Services	Building	Deposits & Administration Fees	Penalty for starting construction prior to obtaining permit - residential			Double the regular permit fee - Maximum \$2,000.00	Change	
Building & Community Services	Building	Deposits & Administration Fees	Penalty for starting construction prior to obtaining permit - industrial/commercial/institutional	Double the regular permit fee - Maximum \$5,000.00	2019-26	Double the regular permit fee - Maximum \$5,000.00	No Change	
Building & Community Services	Building	Deposits & Administration Fees	Administration fee for permits not paid for prior to permit expiry	25> increase in regular permit fee	2019-26	25> increase in regular permit fee	No Change	
Building & Community Services	Building	Deposits & Administration Fees	Fast track building permit fee 48 business hour turn around at discretion of CBO	25> increase in regular permit fee	2019-26	25> increase in regular permit fee	No Change	
Building & Community Services	Building	Deposits & Administration Fees	Permits not started within six months or issue are cancelled and require renewal, if applicant requests in writing within one year of cancellation	\$150.00	2019-26	\$180.00	Change	
Building & Community Services	Building	Deposits & Administration Fees	Alternative Solution Review Fee	\$300.00	2019-26	\$300.00	No Change	
Building & Community Services	Building	Deposits & Administration Fees	Transfer permit to new permit holder			\$180.00	Change	
Building & Community Services	Building	Deposits & Administration Fees	Issuance of Orders under Building Code Act			\$200.00	Change	
Building & Community Services	Building	Farm Building - Livestock	Livestock facilities and manure pits	\$150.00 plus \$8.00 per \$1,000.00 of construction value	2019-26	\$180.00 plus \$8.00 per \$1,000.00 of construction value	Change	
Building & Community Services	Building	Farm Buildings-Non-Livestock	Farm Buildings-Non-Livestock					
Building & Community Services	Building	Farm Building - Non-livestock	Less than 250 square feet	\$150.00	2019-26	\$180.00	Change	

Department	Category	Sub-Category	Item	Current Fee (2024)	Last Approval	User Fee	Change	Staff Comments/Notes for 2025
Building & Community Services	Building	Farm Building - Non-livestock	251 to 500 square feet	\$150.00 plus \$0.35 per ft2 over 250 ft2	2019-26	\$180.00 plus \$0.35 per sq ft over 250 sq ft	Change	
Building & Community Services	Building	Farm Building - Non-livestock	501 to 1,000 square feet	\$300.00 plus \$0.15 per ft2 over 500 ft2	2019-26	\$300.00 plus \$0.15 per sq ft over 500 sq ft	Change	
Building & Community Services	Building	Farm Building - Non-livestock	1,001 to 1,500 square feet			\$350.00 plus \$0.15 per sq ft over 1,000 sq ft	Change	
Building & Community Services	Building	Farm Building - Non-livestock	1,501 to 3,000 square feet	\$350.00 plus \$0.15 per ft2 over 1,000 ft2	2019-26	\$350.00 plus \$0.15 per sq ft over 1,500 sq ft	Change	
Building & Community Services	Building	Industrial/Commercial	Industrial/Commercial					
Building & Community Services	Building	Industrial/Commercial/Institutional	New construction or renovations	\$12.00 per \$1,000.00 of construction value - Minimum \$150.00	2019-26	\$12.00 per \$1,000.00 of construction value or \$180.00 Minimum	Change	
Building & Community Services	Building	Other Permits	Other Permits					
Building & Community Services	Building	Other Permits	Woodstoves, chimneys, fireplaces and other wood burning appliances	\$150.00	2019-26	\$180.00	Change	
Building & Community Services	Building	Other Permits	Demolition permits	\$150.00	2019-26	\$180.00	Change	
Building & Community Services	Building	Other Permits	Demolition permit fee for buildings as a condition of severance	\$150.00	2019-26	\$180.00	Change	
Building & Community Services	Building	Other Permits	Fence around residential swimming pools	\$150.00	2019-26	\$180.00	Change	
Building & Community Services	Building	Other Permits	Building relocations	\$100.00 plus travel cost plus fee for appropriate building listed above	2019-26	\$100.00 plus travel cost plus fee for appropriate building listed above (refundable damage deposit and/or liability insurance to be determined by Council)	Change	
Building & Community Services	Building	Other Permits	Plumbing permit in buildings not requiring a building permit	\$150.00 plus \$12.00 per \$1,000 of construction value	2019-26	\$180.00 plus \$12.00 per \$1,000 of construction value	Change	
Building & Community Services	Building	Other Permits	Tent permit (if greater than 60 m2)	\$150.00	2019-26	\$180.00	Change	
Building & Community Services	Building	Other Permits	Wind turbine for personal use	\$295.00	2019-26	\$295.00	No Change	
Building & Community Services	Building	Other Permits	Wind turbine for commercial use	\$2,000.00	2019-26	\$2,000.00	No Change	
Building & Community Services	Building	Other Permits	Change of use permit - no construction	\$150.00	2019-26	\$180.00	Change	

Department	Category	Sub-Category	Item	Current Fee (2024)	Last Approval	User Fee	Change	Staff Comments/Notes for 2025
Building & Community Services	Building	Other Permits	Conditional permit	\$300.00 plus regular permit fee	2019-26	\$300.00 plus regular permit fee and cost recovery on any additional legal, professional or consultant fee plus 15% Administration Fee to a max. of \$1,000 for Admin Fee	Change	Fee remains the same, but added clarity that any additional 3rd party costs incurred by the Township associated with review, plus the typical 15% Administration Fee can be recovered.
Building & Community Services	Building	Other Permits	Solar panel - with an area of 5 sq m or greater	\$150.00	2019-26	\$180.00	Change	
Building & Community Services	Building	Residential New Construction-per square foot	Residential New Construction-per square foot					
Building & Community Services	Building	Residential	1st Floor	\$0.65 per ft2	2019-26	\$1.00 per sq ft	Change	
Building & Community Services	Building	Residential	2nd and 3rd Floor	\$0.65 per ft2	2019-26	\$1.00 per sq ft	Change	
Building & Community Services	Building	Residential	Finished Basement	\$0.40 per ft2	2019-26	\$0.65 per sq ft	Change	
Building & Community Services	Building	Residential	Crawl space, unfinished basement	\$0.40 per ft2	2019-26	\$0.40 per sq ft	Change	
Building & Community Services	Building	Residential	Works shops, storage areas, garages, open porches and decks, when included with permit for a new residence and attached to the same	\$0.20 per ft2	2019-26	\$0.40 per sq ft	Change	
Building & Community Services	Building	Residential	Addition of attached garage workshop; Additions, alterations and renovations where square footage can be determined as per above	See fees per ft2 above	2019-26	See fees per sq ft above	Change	
Building & Community Services	Building	Residential	Renovation to create attached ADU (additional dwelling unit) within an existing dwelling		2019-26	\$1.00 per sq ft	Change	
Building & Community Services	Building	Residential	Fee for any building permit, alterations /renovations	Minimum - \$150.00	2019-26	Minimum - \$180.00	Change	
Building & Community Services	Building	Residential	When square footage cannot be determined	\$12.00 per \$1,000.00 of construction value Minimum \$150.00	2019-26	\$12.00 per \$1,000.00 of construction value or Minimum \$180.00	Change	
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	Residential - Accessory when not part of original Residential Permit					
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	Less than 250 sq ft	\$150.00	2019-26	\$180.00	Change	
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	251 to 500 sq ft	\$150.00 plus \$0.35 per ft2 over 250 ft2	2019-26	\$180.00 plus \$0.35 per sq ft over 250 sq ft	Change	
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	501 to 1,000 sq ft	\$300.00 plus \$0.15 per ft2 over 500 ft2	2019-26	\$300.00 plus \$0.15 per sq ft over 500 sq ft	Change	
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	Over 1,000 sq ft	\$350.00 plus \$0.15 per ft2 over 1,000 ft2	2019-26	\$350.00 plus \$0.15 per sq ft over 1,000 sq ft	Change	

Department	Category	Sub-Category	Item	Current Fee (2024)	Last Approval	User Fee	Change	Staff Comments/Notes for 2025
Building & Community Services	Building	Septic System	Sewage system building permit for Class 4 or 5 sewage systems	\$500.00	2019-26	\$580.00	Change	
Building & Community Services	Building	Septic System	Additional fee for percolation onsite test where soil conditions are suitable	\$100.00	2019-26	\$100.00	No Change	
Building & Community Services	Building	Septic System	Repairs to a sewage system permit	\$400.00	2019-26	\$450.00	Change	



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 28, 2025

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

REPORT NO: CBO 2025-10

SUBJECT MATTER: Updating Building Code By-law

Recommendations:

1. That draft By-law 2025-29, The Building Code By-law, be referred to the By-laws section of the Council Agenda for passage at the April 28, 2025 meeting; and,
2. That Council repeal By-law 2005-44.

Purpose:

This report seeks Council's approval for the implementation of the updated Building Code By-law.

Background:

The current Building Code By-law was written in 2005. There have been several changes due to Covid as well as many new updates coming to the Building Code Act in 2025. Staff felt a full review of the bylaw would be appropriate at this time.

Comment/Analysis:

Staff conducted a comprehensive review of the current Building Code By-law, which included an external legal review by Amy Dale, the municipality's legal consultant. The review determined that the existing by-law was outdated and required a thorough update. As a result, staff developed a revised version of the by-law incorporating several important changes.

Key updates include the introduction of new definitions, the clarification and classification of permit types, and the inclusion of provisions for conditional permits.

One of the most notable amendments is the authority granted to the Building Department to withhold deposit refunds in cases of non-completion or non-compliance with approved plans.

Additionally, various language refinements have been made throughout the document to ensure consistency with applicable legislation and regulatory requirements. See attached Schedule "A" for current Building By-law and Schedule "B" for the proposed Building By-law.

Financial implications:

There are no financial considerations involved.

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

Submitted by:

Corey Pemberton, Director of Building and Community Services/Chief Building Official

Approved by:

Jeff Carswell, CAO/Clerk

**TOWNSHIP OF SOUTHWOLD
BY-LAW 2005-44**

**Being a By-law respecting Construction, Demolition, Change of Use,
Conditional Permits, Sewage Systems and Inspections**

WHEREAS Section 7 of the Building Code Act, 1992, S.O. 1992 c.23 as amended, empowers Council to pass certain by-laws respecting construction, demolition, change of use, conditional permits, sewage systems and inspections.

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

1. SHORT TITLE

1.1 This By-law may be cited as the "Building By-law"

2. DEFINITIONS

2.1 In this By-law,

2.1.1 "**Act**" means the Building Code Act, 1992, as amended, including amendments thereto.

2.1.2 "**As Constructed Plans**" means as constructed plans as defined in the Building Code.

2.1.3 "**Building**" means a building as defined in Section 1(1) of the Act.

2.1.4 "**Building Area**" means the greatest horizontal area of a building within the outside surface of the exterior walls.

2.1.5 "**Building Code**" means the Regulations made under Section 34 of the Act.

2.1.6 "**Chief Building Official**" means the Chief Building Official appointed by the By-law of the Corporation of the Township of Southwold for the purposes of enforcement of the Act.

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

2.1.8 "**Farm Building**" means a farm building as defined in the Building Code.

2.1.9 "**Permit**" means written permission or written authorization from the Chief Building Official to perform work regulated by this By-law and the Act.

2.1.10 "**Plumbing**" means plumbing as defined in Section 1(1) of the Act.

2.1.11 "**Sewage System**" means a sewage system as defined in the Building Code.

2.1.12 "**Special Inspection**" means an inspection that is requested and carried out not in connection with a permit, at the discretion of the Chief Building Official. This also includes inspections requested on permits that are more than 12 months old that were issued under a previous version of the Ontario Building Code.

3. CLASSES OF PERMITS

3.1 Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule "C" attached to this by-law.

4. REQUIREMENTS FOR APPLICATIONS

4.1 The Application

To obtain a permit, the owner or an agent authorized by the owner shall file an application in writing by completing a prescribed form available at the office of the Chief Building Official or from the Building Code website www.obc.mah.gov.on.ca

4.1.1 Where application is made for a building permit under Subsection 8(1) of the Act, the application shall:

4.1.1.1 Identify and describe in detail the work and the occupancy to be covered by the permit for which application is made.

4.1.1.2 Describe the land on which the work is to be done, by a description that will readily identify and locate the building lot.

4.1.1.3 Include a minimum of two sets of complete plans and specifications for the work to be covered by the permit and show the occupancy of all parts of the building.

4.1.1.4 State the valuation of the proposed work including materials and labour and be accompanied by the required fee.

4.1.1.5 State the names, addresses and telephone numbers of the owner and of the architect or engineer, where applicable, or other designer or contractor.

4.1.1.6 Be accompanied by a written acknowledgement of the owner that he has retained an architect or professional engineer to carry out the field review of the construction where required by the Building Code and,

4.1.1.7 Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

4.1.2 Where application is made for a demolition permit under Subsection 8(1) of the Act, the application shall,

4.1.2.1 Contain the information required by clauses 4.1.1.1 to 4.1.1.7 and

4.1.2.2 May be required to be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, electric, telephone or other utilities and services.

4.1.3 Where application is made for a conditional permit under Subsection 8(3) of the Act, the application shall:

4.1.3.1 Contain the information required by clauses 4.1.1.1 to 4.1.1.7,

4.1.3.2 Contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require,

4.1.3.3 State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted.

4.1.3.4 State the necessary approvals, which must be obtained in respect of the proposed building and the time in which such approvals will be obtained.

4.1.3.5 State the time in which plans and specifications of the complete building will be filed with the Chief Building Official.

4.2 CHANGE OF USE PERMITS

- 4.2.1 Every applicant for a change of use permit issues under Subsection 10(1) of the Act shall be submitted to the Chief Building Official and shall,
- 4.2.1.1 Describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building.
 - 4.2.1.2 Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made,
 - 4.2.1.3 Include plans and specifications which show the current and proposed occupancy of all parts of the building and which contain sufficient information to establish compliance with the requirements of the Building Code including floor plans, details of wall, ceiling and roof assemblies, identifying required fire resistance ratings and load bearing capabilities,
 - 4.2.1.4 Be accompanied by the required fee,
 - 4.2.1.5 State the name, address and telephone number of the owner, and
 - 4.2.1.6 Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

4.3 SEWAGE SYSTEMS

- 4.3.1 Applications for sewage system permit shall be submitted to the Elgin St. Thomas Health Unit and/or an agency, employee of the Corporation appointed to inspect sewage systems .

4.4 EQUIVALENTS

Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued, contains an equivalent material, system or building design for which authorization under section 9 of the Act is requested, the following information shall be provided;

- (1) a description of the proposed material, system or building design for which authorization under section 9 of the Act is requested,
- (2) any applicable provisions of the Building Code
- (3) evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

4.5 PLANS AND SPECIFICATIONS

- 4.5.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform to the Act, the Building Code and any other applicable law.
- 4.5.2 After the issuance of a permit under the Act, notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued shall not to be made without the written authorization of the Chief Building Official
- 4.5.3 Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of plans and specifications required under this by-law.

- 4.5.4 Plans shall be drawn to scale on paper, cloth or other durable material, shall be legible and without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "B" to this by-law, unless otherwise specified by the Chief Building Official.
- 4.5.5 Site plans shall be accurately drawn to scale, and if required by the Chief Building Official to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of a survey prepared by an Ontario Land Surveyor shall be submitted. Site Plans shall show:
- 4.5.5.1 Lot Size and the dimensions of the property lines and setbacks to any existing or proposed buildings,
 - 4.5.5.2 Existing and finished ground levels or grades,
 - 4.5.5.3 Existing rights-of-way, easements and municipal services.
- 4.5.6 Verification by an Ontario Land Surveyor of by-law compliance may be required before proceeding past foundation stage, if required by the Chief Building Official.

5 PAYMENT OF FEES

- 5.1 Fees for a required permit shall be as set out in this by-law as Schedule "C" and are due and payable upon submission of an application for a permit.
- 5.2 Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit under Subsection 8(3) of the Act are based on the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total value of all work regulated by the permit, including the cost of all material, labour, equipment, overhead and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.
- 5.3 The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee, and where disputed the applicant shall pay the required fee under protest and, within six (6) months of completion of the project, shall submit an audited statement of the actual costs and where the audited value is determined to be less than the valuation, the Chief Building Official shall issue a refund.

6 REFUNDS

- 6.1 In the case of withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "A" attached to and forming part of this by-law. Application for refund must be made within 6 months of the date of permit application in order to be eligible for a refund of any permit fee.

7 NOTICE OF REQUIREMENTS FOR INSPECTIONS

- 7.1 The owner or an authorized agent shall notify the Chief Building Official at least two (2) business days prior to each stage of construction for which notice in advance is required under the Building Code. In addition to the prescribed notice contained in 2.4.5.1 of the Building Code, notice of any solid fueled fired appliance rough in and notice of the final inspection detailed in clauses 2.4.5.2.(1)(c) and 2.4.5.2.(1)(i) is also required.
- 7.2 Notice may be given in one of the following ways;
- 7.2.1 Phone message at (519) 871-4690 or the township office at (519) 769-2010.

7.2.2 Fax at (519) 769-2837.

8 AS CONSTRUCTED PLANS

8.1 The Chief Building Official may require that a set of plans of a building or any class of building as constructed be filed with the Chief Building Official on completion of construction under such conditions as may be prescribed in the Building Code.

9 REPEAL OF BY-LAWS

9.1 THAT By-Law Number 77-31, By-Law Number 2002-15, and By-Law Number 2002-17 be and are hereby repealed.

READ A FIRST AND SECOND TIME THIS 27th DAY OF JUNE, 2005.

READ A THIRD TIME AND FINALLY PASSED THIS 27th DAY OF JUNE, 2005.

MAYOR

CLERK

SCHEDULE "A"
TO BY- LAW 2005 - 44
REFUNDS

<u>Status of Permit Application</u>	<u>Percentage of Fee Eligible for Refund</u>
1. Application withdrawn in writing, no processing of review of plans submitted	95% maximum
2. Application withdrawn in writing plans reviewed and prior to permit issuance	75% maximum
3. Application withdrawn in writing or revoked, prior to construction, after the permit has been issued	50% maximum
4. Application withdrawn in writing or revoked, six (6) or more after permit has been issued	0%

NOTE:

- 1. No refunds after any building inspections are carried out.**
- 2. No refund shall result in the retention by the Township of Southwold of an amount less than \$75.00.**

SCHEDULE "B"

TO BY-LAW 2005 – 44

LIST OF PLANS OR WORKING DRAWINGS TO ACCOMPANY APPLICATIONS FOR PERMITS

1. The Site Plan
2. Floor Plans
3. Foundation Plans
4. Framing Plans
5. Roof Plans
6. Sections & Details
7. Building Elevations
8. Electrical Drawings
9. Heating, Ventilation, Air Conditioning Drawings with Heat Gain Loss Calculations
10. Plumbing Drawings
11. Sewage System Design and Plans

Note: The Chief Building Official may specify that not all the above mentioned plans are required to accompany an application for permit.



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2025-29

Being a By-law Respecting Building, Demolition, Change of Use, Conditional Permits, Sewage Systems, Inspections and Fees and Deposits and to repeal By-law No. 2005-44, as amended.

WHEREAS Section 3 (1) of the *Building Code Act, 1992, S.O. 1992 c.23* as amended, provides that the council of each municipality is responsible for the enforcement of this Act in the municipality;

AND WHEREAS Section 7 of the *Building Code Act, 1992, S.O. 1992 c.23* as amended, empowers council to pass certain By-laws respecting permits for construction, demolition, change of use, conditional permits, on-site sewage systems and respecting inspections and the establishing and charging of permit fees and other related matters;

AND WHEREAS Section 391 of the *Municipal Act* authorized a municipality to pass By-laws to impose fees or charges on persons for services provided done by or on behalf of the municipality;

AND WHEREAS pursuant to Section 425 (1) of the *Municipal Act*, a municipality may pass By-laws providing that a person who contravenes a By-law of the municipality passed under this Act is guilty of an offence.

NOW THEREFORE the Council of the Corporation of the Township of Southwold hereby enacts as follows:

1. SHORT TITLE

1.1 This By-law may be referred to as the "Building By-law".

2. DEFINITIONS

In addition to terms defined elsewhere in this By-law, the following terms have the following meanings under this By-law, including its Schedules:

2.1 "**Act**" means the *Building Code Act, 1992, S.O. 1992, Chapter 23* as amended, including amendments thereto.

- 2.2 "Applicant"** means the owner of a building or property who applies for a permit, or any person authorized by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation.
- 2.3 "As Constructed Plans"** means as constructed plans as defined in the Building Code.
- 2.4 "Building"** means a building as defined in Section 1(1) of the Act.
- 2.5 "Building Area"** means the greatest horizontal area of a building within the outside surface of the exterior walls.
- 2.6 "Building Code"** means the Regulations made under Section 34 of the Act.
- 2.7 "Chief Building Official" or "CBO"** means the Chief Building Official appointed by the By-law of the Corporation of the Township of Southwold for the purposes of enforcement of the Act.
- 2.8 "Corporation"** means the Corporation of the Township of Southwold.
- 2.9 "Farm building"** means a farm building as defined in Division A, 1.4.1.3(1) of the Ontario Building Code.
- 2.10 "Inspector"** means a Building Inspector, Deputy Chief Building Official and Chief Building Official, appointed by By-law of the Township of Southwold for the purposes of enforcement of the Act.
- 2.11 "Municipality"** means the Township of Southwold.
- 2.12 "Officer"** means a By-law Enforcement Officer, Chief Building Official or Deputy Chief Building Official as appointed or authorized by the Council of the Township to enforce this By-law and/or any "provincial offences officer" as defined in the Provincial Offences Act.
- 2.13 "Ontario Building Code" or "OBC"** means the regulations made under Section 34 of the Act.
- 2.14 "Owner"** is a Person and means the registered owner(s) of the land or anyone acting under the authorization or direction of the registered owner(s).
- 2.15 "Permit"** means written permission or written authorization from the Chief Building Official to perform work regulated by the By-law and the Act.

- 2.16 "Person"** includes:
- a. natural individuals and their heirs, executors, administrators, agents, successors, and representatives; and
 - b. corporations, partnerships, other forms of business associations and their respective officers, employees, agents, successors, consultants, assignees and representatives.
- 2.17 "Plumbing"** means plumbing as defined in Section 1(1) of the Act.
- 2.18 "Remote Inspection"** means conducting of an inspection, by an Inspector by viewing information provided from a third party rather than personally attending a construction site.
- 2.19 "Sewage System"** means a sewage system as defined in the Building Code.
- 2.20 "Special Inspection"** means an inspection that is requested and carried out not in connection with a permit, at the discretion of the Chief Building Official. This also includes inspections requested on permits that are more than 12 months old that were issued under a previous version of the Building Code.
- 2.21 "Surface Drainage"** means the requirements set out in subsection 9.14.6.1(1) of the Building Code, as amended or replaced.
- 2.22 "Swimming Pool"** means a privately owned outdoor swimming pool as defined in Section 2 of the Fences By-Law No. 2019-77 as amended.
- 2.23 "Township"** means the Township of Southwold.
- 2.24** Any word or term not defined in this By-law, that is defined in the Act or Building Code, shall have the meaning ascribed to it in the Act or the Building Code and any word or term not defined by this By-law, the Act or the Building Code shall have the meaning that is normally associated with it.

3. CLASSES OF PERMITS

The following classes of permits exist within the Township:

- 3.1 Building Permit** – This permit is generally used for all types of new construction governed by the Building Code, including (but not limited to) addition, renovation, farm buildings and signs.
- 3.2 Demolition Permit** – This permit governs both type and method of demolition under the Building Code.
- 3.3 Conditional Permit** – This permit may be issued at the discretion of the Chief Building Official to authorize any stage of construction, even though all of the requirements under Section 8(2) of the Act have not been met.

- 3.4 Change of Use Permit** – This permit is used where a change in use resulting in an increase in hazard (as determined under the OBC) will take place, even though no construction is proposed.
- 3.5 Sewage System Permit** – This permit is used for all sewage system applications, including new systems and repairs to existing sewage systems.
- 3.6 Swimming Pool/Pool Fence Permits** – This permit governs the installation of swimming pools in order to confirm that pool location and fencing meet Section 3.37 of the Zoning By-law No. 2011-14 as amended and Part 6 of the Fences By-law No. 2019-77 as amended.
- 3.7 Sign Permit** – This permit is a type of building permit to install a sign within the Township on accordance with the Act or the Building Code.
- 3.8 Tent Permit** – This permit is a type of building permit to erect a tent as a temporary structure for an event or special occasion a tent permit is required in order to verify zoning and fire related issues.
- 3.9 Plumbing Permit** – This permit is a type of permit to install plumbing in a building where no other construction is occurring. This also includes permits for the installation of sanitary sewers and water lines.

4. REQUIREMENTS FOR PERMIT APPLICATIONS

- 4.1** No person shall construct or demolish or cause to be constructed or demolished a building or swimming pool, within the Township, unless a permit has been issued for the construction or demolition by the Chief Building Official.
- 4.2** To obtain a permit, the owner or an agent authorized by the owner shall submit the applicable prescribed permit class through an online electronic portal authorized by the Chief Building Official, unless otherwise authorized by the Chief Building Official, or file an application in writing by completing a prescribed form available at the office of the Chief Building Official or from the Building Code website: www.obc.mah.gov.on.ca.
- 4.3** Notwithstanding any other provision in this By-law, for electronically submitted permit applications, all requirements as set out in this By-law shall be submitted electronically unless otherwise authorized by the Chief Building Official.
- 4.4** When filing an application, the owner and the applicant shall provide an email address for the purpose of receiving communication from the Chief Building Official regarding construction, demolition or change of use associated with the permit application or permit. The owner or authorized agent shall inform the

Chief Building Official immediately in writing when the email address provided changes or becomes non-functional.

4.5 Where application is made for a **Building Permit** under Subsection 8(1) of the Act, the application shall:

- a. Identify and describe, in detail, the work, the use and the occupancy to be covered by the permit for which application is made;
- b. Identify and describe, in detail, the existing uses and the proposed use(s) for which the premises are intended;
- c. Describe the land on which the work is to be done, by a description that will readily identify and locate the building lot;
- d. Include a complete set of plans and specifications, as described in Section 5 of this By-law, for the work to be covered by the permit and show the occupancy of all parts of the building;
- e. State the valuation of the proposed work including materials and labour;
- f. State the names, addresses and telephone numbers and email addresses of the owner and of the architect or engineer, where applicable, or another designer or contractor;
- g. When Division C, Section 1.2.2 of the Building Code applies, be accompanied by a signed acknowledgement of the owner on a form prescribed by the Chief Building Official, that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;
- h. When Division C, Section 1.2.2 of the Building Code applies, be accompanied by a signed statement of the architect or professional engineer, or both, on a form prescribed by the Chief Building Official, undertaking to provide general review of the construction or demolition of the building;
- i. Include, where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act;
- j. Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application;
- k. Be accompanied by a completed Schedule One prescribed form (where applicable);
- l. Be accompanied by a completed Energy Efficiency Design Summary form (where applicable);

m. Be accompanied by the required fees as determined by Section 13 of this By-law.

4.6 Where application is made for a **Demolition Permit** under Subsection 8(1) of the Act, the application shall contain the information required by clauses 4.5 a to j (where applicable) and:

- a. May be required to be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, electric, telephone or other utilities and services;
- b. Be accompanied by evidence that the demolition will be overseen by qualified individuals when such is required by the Building Code;
- c. Describe the method of demolition, including the methods of discarding waste material and location of where waste material is to be taken;
- d. Be accompanied by the required fees as determined by Section 13 of this By-law.

4.7 Where application is made for a **Conditional Permit** under Subsection 8(3) of the Act, the application shall:

- a. Be preceded by an application for a Building Permit as set out in clause 4.5 and filed with the Chief Building Official;
- b. Contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require;
- c. State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- d. State the necessary approvals, which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
- e. State the time in which plans and specifications of the complete building will be filed with the Chief Building Official;
- f. Be accompanied by a Conditional Permit Agreement, authorized by clause 8(3)(c) of the Act, which must be signed by the owner or an authorized agent who has the authority to bind the owner;
- g. Be accompanied by a security deposit under the terms of the Conditional Permit Agreement;
- h. Be accompanied by the required fees as determined by Section 13 of this By-law.

- 4.7.1** Consideration for a Conditional Permit is at the sole discretion of the Chief Building Official and, if considered, shall not be constructed to authorize construction beyond the scope for which conditional approval is given.
- 4.8** Where application is made for a **Change of Use Permit** under Subsection 10(1) of the Act, the application shall:
- a. Describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
 - b. Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
 - c. Include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code including floor plans, details of wall, ceiling and roof assemblies, identifying required fire resistance ratings and load bearing capabilities;
 - d. State the names, addresses and telephone numbers and email addresses of the owner;
 - e. Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application;
 - f. Be accompanied by the required fees as determined by Section 13 of this By-law.
- 4.9** Where application is made for a **Sewage System Permit** under Subsection 8(1) of the Act, the application shall contain the information required by clauses 4.5 a to j (where applicable) and:
- a. Include the name, address, telephone number and Building Code Identification Number (B.C.I.N) of the person installing and designing the sewage system;
 - b. Contain a site evaluation , as described in the Building Code and a sewage system design, to be prepared by a qualified engineer. At the discretion of the Chief Building Official, this evaluation may be conducted by the homeowner or licensed sewage system contractor;
 - c. Be accompanied by a completed Schedule 2 prescribed form;
 - d. Be accompanied by the required fees as determined by Section 13 of this By-law.

4.10 Where application is made for a **Swimming Pool/Swimming Pool Fence Permit** the application shall contain the information required by clauses 4.5 a to j (where applicable) and:

- a. Be accompanied by a Lot Grading Plan for locations as determined by the Chief Building Official, which shall be designed by an Ontario Land Surveyor. The Lot Grading Plan shall include the following:
 - i. Property Lines and street locations;
 - ii. Existing dwelling and any other structures on the property, including future structures that are known at the time the pool permit is applied for;
 - iii. Proposed swimming pool and any concrete decking location;
 - iv. Location of any swimming pool equipment;
 - v. The proposal will not adversely impact vegetation communities, wildlife habitat or fish habitat in the area;
 - vi. Any retaining wall or landscaping stones, rocks or the like used to retain earth or pool and the heights of such;
 - vii. The grading on the property to ensure that there will be no negative grading impacts of the subject or neighbouring properties. Compliance with the lot grading designed for the lot shall be maintained. The benchmark for this design shall be the top of foundation of the main dwelling on the property where the pool is proposed.
- b. Be accompanied by the required fees as determined by Section 13 of this By-law.

4.11 A Final Lot Grading Certificate will be required to ensure the as built conditions meet those proposed.

5. PLANS AND SPECIFICATIONS

5.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use will conform to the Act, the Building Code, and any other applicable law.

5.2 After the issuance of a permit under the Act, notice of any material change to a plan, specification, document, or other information based on which the permit

was issued shall not to be made without the written authorization of the Chief Building Official.

- 5.3** Plans shall be drawn to scale and submitted in PDF format, shall be legible and without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "A" attached to and forming part of this By-law, unless otherwise specified by the Chief Building Official.
- 5.4** Site plans shall be accurately drawn to scale, and if required by the Chief Building Official, to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of a survey prepared by an Ontario Land Surveyor shall be submitted. Site Plans shall show:
- a. Lot size and the dimensions of the property lines and setbacks to any existing or proposed buildings;
 - b. Existing and finished ground levels or grades, pattern of proposed drainage and swales;
 - c. Existing right-of-way, easements and municipal services;
 - d. Existing and proposed entrances to the lot, including driveways and parking areas;
 - e. Existing and proposed elevations of underside of footings, finished basement slab, top of foundation wall, and finished floor level;
 - f. The location and dimensions of all existing and proposed buildings and structures and their respective setbacks to property boundaries;
 - g. Existing and/or proposed septic systems with their respective setbacks to property boundaries, and setbacks to existing and/or proposed buildings where no municipal services are available.
- 5.5** Plans and specifications furnished according to this By-law or otherwise required by this Act become the property of the Township and will be disposed of or retained in accordance with relevant legislation.

6. BUILDING CERTIFICATION

- 6.1** The Chief Building Official may request that a professional engineer or an Ontario Land Surveyor, at the footing and/or foundation stage of construction of a structure, certify that the elevations and location of the building are in general conformity with the Building Code and the approved grading plan.

- 6.2** The Chief Building Official may request that a professional engineer or Ontario Land Surveyor, at completion of construction, certify that the final building and ground elevations are in general conformity with the approved plan.

7. WITHDRAWING AN INACTIVE PERMIT APPLICATION

- 7.1** A permit holder may request, in writing, that an application for permit be withdrawn prior to issuance of a permit.
- 7.2** Where an application for a permit remains incomplete or inactive for six (6) months from the date the application was received, the application may be deemed by the Chief Building Official as having been abandoned and the application may be cancelled.
- 7.3** Prior to cancelling the application, the Chief Building Official may serve a notice to the applicant by regular mail or electronic service to the address/email address indicated on the permit application form and following a thirty (30) day period from the date of service, the Chief Building Official may cancel the application without any further notice.
- 7.4** Where notice is served by electronic or mail service, the permit holder shall be deemed for all purposes to have been served with the notice on the fifth day after the day of delivery.
- 7.5** An owner may, within thirty (30) days from the date of service of a notice under this Part, request in writing that the Chief Building Official defer the cancellation by stating in writing the reasons why the application should not be cancelled.
- 7.6** The chief Building Official, having regard to any changes in the Act, Building Code or other applicable law may allow the deferral, applicable to a period of no later than six (6) months from the date of the deferral.
- 7.7** All plans, specifications and documents submitted in support of an application for permit shall remain the property of the Township.
- 7.8** Upon cancellation of the application or in the event of withdrawal of the application by the owner, the Chief Building Official shall determine the amount of fees due by the applicant in accordance with Section 13 of this By-law in circumstances where permit fees have not yet been received by the Township.

8. REVOCATION OF PERMITS

- 8.1** The Chief Building Official reserves the right to revoke a permit under Subsection 8(1) of the Act.

- 8.2** Prior to revoking a permit in accordance with the Act, the Chief Building may serve a notice to the applicant by regular mail or electronic service to the address/email address indicated on the permit application form and, following a ten (10) day period from the date of service of such notice, the ground for revocation continues to exist, the permit may be revoked without further notice and all submitted plans and other information may be disposed of.
- 8.3** Where notice is served by electronic or mail service, the permit holder shall be deemed for all purposes to have been served with the notice on the fifth day after the day of delivery.
- 8.4** The Chief Building Official may consider a written request by the permit holder to defer revocation of a permit if the request: states the reasons why the permit should not be revoked and the date by which meaningful and substantial work will resume.
- 8.5** Subject to Section 25 of the Act, the Chief Building Official is under no obligation to defer revocation of a permit.
- 8.6** Upon revocation of a permit, the Chief Building Official shall determine the amount of fees, if any, that may be refunded in accordance with Section 13 of this By-law.

9. REVISIONS TO APPLICATIONS AND PERMITS

- 9.1** Where in the opinion of the Chief Building Official, an applicant revises the plans for a proposed building or part thereof after the plans examination of a previous submission has already been undertaken, such that the revision or changes require a re- examination of the revised plans, an additional fee in an amount according to the current User Fees By-law, as amended, may be applied at the discretion of the Chief Building Official. This fee shall be due and payable with the permit fees.
- 9.2** Where in the opinion of the Chief Building Official, an applicant revises the design or scope of work authorized by an issued permit, the owner shall submit sufficiently detailed and revised plans and specifications, as set out in Section 5 of this By-law, that describe the proposed work, prior to carrying out the proposed work. An additional fee in an amount according to the current User Fees By-law, as amended, may be applied, at the discretion of the Chief Building Official. This fee shall be payable prior to commencement of the re-examination of the permit.

- 9.3** Sufficient material changes to the design or scope of work may constitute the need for a new application for permit as determined by the Chief Building Official.

10. TRANSFER OF PERMITS

- 10.1** Permits shall not be transferred to a new owner without the approval of the Chief Building Officer.
- 10.2** Issued permits may be transferred to a new owner by the Chief Building Official where the new owner provides:
- a. A completed "Transfer of Permit Application" form attached as Schedule "B" and forming part of this By-law.
 - b. A written statement agreeing to comply with all statutes, regulations, applicable laws and conditions of approval upon which the permit was issued;
 - c. A written statement from the designer authorizing the continued use of all drawings, specifications and documents associated with the issued permit;
 - d. A completed Commitment to General Reviews form as prescribed by the Chief Building Official when the Building Code required the work be reviewed by an architect or a professional engineer; and
 - e. Payment of fees for transfer or permit as set out in the current User Fees By-law, as amended.

11. ALTERNATIVE SOLUTIONS

- 11.1** The Chief Building Official may authorize the use of an alternative solution where a designer provides, for each alternative solution that is proposed:
- a. By submitting a completed Alternative Solution Application form as prescribed by the Chief Building Official;
 - b. Submitting a description of the proposed material, system or building design for which authorization as an alternative solution is requested;
 - c. Submitting a description of the applicable objectives, functional statements and acceptable solutions as set out in the Building Code;
 - d. Providing supporting documentation, past performance or tests described in Division C, Section 2.1 of the Building Code or other evaluation demonstrating that the proposed material, system or building design will

provide the level of performance required by Division A, Article 1.2.1.1. of the Building Code;

- e. By paying the prescribed fee as set out in the current User Fees By-law, as amended and in addition, where required, paying the costs of a third-party review.

11.2 Where an alternative solution has been authorized, the Chief Building Official may impose conditions and/or limitations.

11.3 Alternative solutions authorized by the Chief Building Official shall be applicable only to the location as described in the application and are not transferrable to any other permit.

12. OCCUPANCY PERMIT

12.1 Where the requirements of the Building Code with respect to occupancy have been met, an occupancy permit shall be issued by the Chief Building Official or a person designated by the Chief Building Official. No person shall occupy or permit the occupancy of a building or parts thereof until an occupancy permit authorizing the occupancy of said building has been issued.

13. FEES AND REFUNDS

13.1 Fees for a required permit shall be set out in the current User Fees By-law, as amended.

13.2 No permit shall be issued or any service provided until the fees therefore have been paid in full by the applicant or property owner.

13.3 Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit issued under Subsection 8(3) of the Act are based on area, this area shall be calculated by the Chief Building Official as the greatest horizontal area of a building or foundation, within the outside surface of exterior walls, or within the outside surface of exterior walls and the centre line of Firewall or Party wall.

13.4 Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit under Subsection 8(3) of the Act are based on the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total value of all work regulated by the permit, including the cost of all material, labour, equipment, overhead and professional and related services, provided that where

application is made for a conditional permit, fees shall be paid for the complete project.

- 13.5** The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee, and where disputed the applicant shall pay the required fee under protest and, within six (6) months of completion of the project, shall submit an audited statement of the actual costs and where the audited value is determined to be less than the valuation, the Chief Building Official shall issue a refund.
- 13.6** In the case of withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall, upon written request of the owner or applicant, determine the amount of paid permit fees that may be refunded to the owner or applicant, if any, in accordance with Schedule "C" attached to and forming part of this By-law. Application for refund must be made within 6 months of the date of permit application to be eligible for a refund of any permit fee.
- 13.7** Any refund authorized shall be returned to the person identified on the receipt.

14. DEPOSITS

- 14.1** Prior to issuance of a building, demolition, change of use, sewage system, swimming pool/fence, sign, tent or plumbing permit, the applicant shall be required to deposit with the Township an amount according to the current User Fees By-law, as amended.
- 14.2** The deposits shall be held without interest until such time as the Chief Building Official deems that the owner or applicant has fulfilled the statutory obligations to request inspections and give notice of intent under the Act and the Building Code and any required Building Certification as set forth in Section 6 of this By-law have been accepted by the Chief Building Official.
- 14.3** The deposit shall be held without interest until such time that the Township has satisfied itself that the applicant has not caused any damages to any municipal roads or property and there are no outstanding accounts.
- 14.4** At time of permit application, a "Deposit Forfeiture Acknowledgement" Form attached as Schedule "D" and forming part of this By-law shall be completed and submitted.
- 14.5** The deposit shall be forfeited in full where:
- a. The permit file is not closed by way of passing a final inspection within two years of the date of issuance of the building permit, and a request for

extension for completion of the permitted work is not requested in writing and granted.

- b. The building for which the permit was issued has been occupied prior to the issuance of an occupancy permit.

14.6 Prior to the date for which a deposit is forfeited in accordance with this section, the Chief Building Official shall serve written notice to the permit holder and the property owner(s) at their last known address by regular mail and, if on the expiration of thirty (30) days from date of such notice, the deposits shall be forfeited to the Township without any further notice. This notice may also be sent electronic service to the email address indicated on the permit application form. Schedule "E" attached to and forming part of this By-law, is an example of this letter.

14.7 Where notice is served by regular mail service, the permit holder shall be deemed for all purposes to have been served with the notice on the fifth day after the day of delivery.

14.8 Notwithstanding Section 14.1, the payment of any deposits provided for herein may be waived only when the Chief Building Official deems it to be unnecessary and at the Chief Building Official's sole discretion.

15. RECOVERY OF FEES

15.1 In addition to every other remedy available at law, fees that are due and unpaid may be added to the tax roll of the property of the owner and may be collected in like manner as municipal taxes, as per Section 7(8.1) of the Act.

16. FENCING OF CONSTRUCTION AND DEMOLITION SITES

16.1 Where, in the opinion of the Chief Building Official, a construction or demolition site presents a hazard to the public, the Chief Building Official, may require the owner to erect such fences as deemed appropriate to the circumstances by the Chief Building Official.

16.2 In considering the hazard presented by the construction or demolition site, the necessity for fences and the height and characteristics of such fences, the Chief Building Official or Inspector shall have regard for:

- a. The proximity of the building site to other buildings;
- b. The proximity of the construction or demolition site to lands accessible to the public;

- c. The hazards presented by the construction or demolition activities and materials;
- d. The feasibility and effectiveness of site fences, and the duration of the hazard.

16.3 Every fence required by this section shall:

- a. Be erected so as to fully enclose all areas of the site which present a hazard;
- b. Create a continuous barrier and be sufficient to deter unauthorized entry;
- c. Have a height not less than 1.2 meters above grade at any point, unless the Chief Building Official determines that a greater minimum height is necessary;
- d. If constructed of plastic mesh, snow fencing, or other similar materials, be securely fastened at 200mm on centre to vertical posts not more than 1.2 metres apart, and horizontal members or a minimum 11-gauge cable at the top and bottom; and
- e. Be maintained in a vertical plane and in good repair.

17. NOTICES AND REQUIRED INSPECTIONS

- 17.1** Every permit holder shall notify the Chief Building Official of each stage of construction for which an inspection is required under section 10.2(1) of the Act and Article 1.3.5.1 and 1.3.5.2 of Division C of the Building Code and any other inspections as may be noted on the permit.
- 17.2** Inspection notices are required a minimum of two (2) business days prior to the stages of construction specified herein and shall be given in accordance with the requirements of Article 1.3.5.2 of Division C of the Building code.
- 17.3** Notice shall be given through an online electronic portal authorized by the Chief Building Official, unless otherwise authorized by the Chief Building Official.
- 17.4** The permit holder shall facilitate safe access for inspection of the work.
- 17.5** Works not ready for inspection at the time when an inspection has been requested may be subject to an additional inspection fee as set out in the current User Fees By-law, as amended.
- 17.6** Re-inspections of deficient or incomplete work for a second (2nd) inspection of the same required inspection shall be subject to an additional service fee as set out in the current User Fees By-law, as amended.

18. REMOTE INSPECTIONS

18.1 At the discretion of an inspector, an inspection may be conducted as a remote inspection when the inspector may not be able to attend a construction site to do an inspection in person. A remote inspection may take various forms including the exchange of pictures, videos, live video calls, or other forms of technical media, which may satisfy an inspector who is in communication with a builder or contractor.

19. REGISTERED CODE AGENCIES

19.1 The Chief Building Official is authorized to appoint Registered Code Agencies to perform specified functions in respect of the construction of a building or a class of buildings from time to time in order to maintain the time periods for permits prescribed in Division C, Section 3.7 of the Ontario Building Code and is further authorised to enter into an agreement with such Registered Code Agency for provision of those services.

19.2 The Registered Code Agency may be appointed to perform one or more of the specified functions described in Section 15.15 of the Act.

20. AS-CONSTRUCTED PLANS

20.1 The Chief Building Official may require that a set of plans of a building or any class of building as constructed be filed with the Chief Building Official on completion of construction under such conditions as may be prescribed in the Building Code.

21. OTHER BY-LAWS, LICENCES, PERMITS AND REGULATIONS

21.1 Nothing in this By-law shall exempt any person from complying with the requirements of any other By-law within the Township, or from applying for and obtaining and permit, licence, permission, authority or approval required by this or any other By-law or regulations of the Township or any other law in force at the time.

22. USE OF ELECTRONIC TECHNOLOGIES

22.1 Nothing in this By-law shall be deemed to limit the authority of the Chief Building Official to make use of online services for the display, use and submission of application forms or other documents and materials used in the processing of

applications, educational handouts, referrals, and nothing in this By-law shall limit the use of electronic technologies for data and information storage and file management integral to building permit and inspection services.

23. CODE OF CONDUCT

23.1 The code of conduct and associated policies as required under Section 7.1 of the Act are set out in By-law No. 2005-43, as amended.

24. OFFENCES AND ENFORCEMENT

24.1 Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine recoverable under the Provincial Offences Act in accordance with the Building Code Act.

24.2 Administration fees, as noted in the current User Fees By-law, as amended, shall be applied to a property owner in cases where any of the following Orders are served:

- a. Order to Comply under Section 12(2) of the Act,
- b. Order Not to Cover under Section 13(1) of the Act,
- c. Order to Uncover under Section 13(6) of the Act,
- d. Stop Work Order under Section 14(1) of the Act.

24.3 Where any person is directed or required by this By-law to do any matter or thing, such matter or thing may be done in default of its being done by the person directed or required to do it, at that person's expense, and such expense may be recovered by action or as municipal taxes in the manner prescribed by the *Municipal Act* and the *Building Code Act*.

25. AUTHORITY TO REVISE FORMS

25.1 The Chief Building Official is authorized to direct staff to make adjustments to Schedule B, Schedule D and Schedule E if it is deemed necessary by the Chief Building Official.

26. VALIDITY AND SEVERABILITY

26.1 If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be

construed as having persuaded or influenced Council to pass the remainder of the By-law and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.

27. REPEAL

27.1 That By-law No. 2005-44 and all amendments is hereby repealed.

28. EFFECTIVE DATE

28.1 That By-law No. 2025-29 is enacted on the date of final passing.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 28TH DAY OF APRIL, 2025.

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



Schedule "A" to By-Law No. 2025-29

**LIST OF PLANS OR WORKING DRAWINGS TO
ACCOMPANY APPLICATIONS FOR PERMITS**

1. Site Plan, as outlined in Section 5. of this By-law;
2. Floor Plans for each level, whether finished or unfinished;
3. Foundation Plans;
4. Framing Plans;
5. Roof Plans, including truss drawings stamped by an engineer and layout drawings signed by the building's designer as being reviewed;
6. Reflected ceiling plans;
7. Sections and Details;
8. Building Elevations;
9. Electrical Drawings;
10. Heating, Ventilation, Air Conditioning Drawings with Heat Gain Loss Calculations;
11. Plumbing Drawings;
12. Sewage System Design and Plans;
13. One or more of the following to ensure appropriate plumbing and Surface Drainage at the discretion of the Chief Building Official:
 - a. Site Servicing Plan prepared by a professional engineer
 - b. Overall Grading Plan prepared and stamped by a professional engineer which shall include details of the entire property on which the proposed structure may be permitted and lands beyond the property line;
 - c. A drainage system plan/report prepared and stamped by a professional engineer;
14. Geotechnical reports to ensure appropriate design of footings;
15. Hydrogeological reports to ensure adequate water supply for the building and

meeting of Required Connections by the Building Code, as amended or replaced;

16. Any other more specific plans the Chief Building Official deems to be required to accompany an application for a permit, at his or her discretion.

NOTE: All to the satisfaction of the Chief Building Official for a building permit to be deemed completed. The Chief Building Official may at his or her discretion specify that not all the above-mentioned plans are required or that other more specific plans be required to accompany an application for a permit.

Draft

**Schedule "B" to By-law 2025-xx
TRANSFER OF PERMIT
APPLICATION**

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Building Permit Number	
B. Type of Permit			
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition to an Existing Building	<input type="checkbox"/> Alteration/Repair	
<input type="checkbox"/> Demolition	<input type="checkbox"/> Sign (Mobile)	<input type="checkbox"/> Sign (Other than Mobile)	
<input type="checkbox"/> Conditional Permit	<input type="checkbox"/> Other:		
C. Original Applicant			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
As the ORIGINAL APPLICANT , I HEREBY grant permission to transfer Building Permit # _____ for the above noted location to the New Applicant named below.			
_____		_____	
Original Applicant's Signature		Date	
D. Property Owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
As the PROPERTY OWNER , I HEREBY consent to the Permit transfer and acknowledge receiving a copy of this application.			
_____		_____	
Owner's Signature		Date	
E. New Applicant			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
As the NEW APPLICANT , I HEREBY acknowledge the Permit transfer and agree to pay any applicable fee(s) prior to issuance of the Permit.			
_____		_____	
New Applicant's Signature		Date	

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



Schedule "C" to By-Law No. 2025-29

REFUNDS

<u>Status of Permit Application of Fee Eligible for Refund</u>	<u>Percentage</u>
1. Application withdrawn in writing; no processing of review of plans submitted	95%
2. Application withdrawn in writing; plans reviewed and ready for permit issuance	50%
3. Application withdrawn in writing or revoked, prior to starting construction, after the permit has been issued.	50%
4. Application withdrawn in writing or revoked, six (6) or more months after permit has been issued.	0%

NOTE:

- 1. No refunds after any building inspections are carried out.**
- 2. No refund shall result in the retention by the Township of Southwold of an amount less than \$150.00.**



Schedule "D" to By-Law No. 2025-29

**PERMIT DEPOSIT FORFEITURE
ACKNOWLEDGEMENT FORM**

The Deposit Forfeiture Acknowledgement Form is an application to submit a deposit with the Township of Southwold as a guarantee the municipal right of way (roadway, curb, sidewalk, boulevard, etc.), adjacent properties (fences, irrigation, hardscaping, sod, etc.) and compliance with all By-laws and approved grading, as well as any clean-up of the street and adjoining streets.

Once construction is complete, including all required inspections and submission of all required paperwork/files, a property owner/permit holder may make a formal request to the Building Department by email at deputycbo@southwold.ca to request the release of the deposit.

NOTE: Building Permit cannot be issued until the Deposit is remitted and the following Deposit Forfeiture Acknowledgement Form is received.

1. PAYEE INFORMATION

FULL NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

PERMIT NUMBER: _____

PROJECT ADDRESS (IF DIFFERENT FROM ABOVE):

2. ACKNOWLEDGEMENT OF DEPOSIT FORFEITURE

Initial beside each statement to acknowledge that you have read and understand the conditions regarding deposit forfeiture as stipulated by the Township of Southwold.

I am aware that the deposit paid in relation to my permit is subject to forfeiture under the following conditions:

_____ The deposit(s) shall be forfeited in full where the permit file is not closed by way of passing a final inspection within two years of the date of issuance of the building permit, and a request for extension for completion of the permitted work is not requested in writing and granted.

_____ The deposit(s) shall be forfeited in full where the building for which the permit was issued has been occupied prior to the issuance of an occupancy permit.

_____ The deposit(s) shall be forfeited in full where there is damage to Township property as a result of the construction/completion of my project.

By signing this form, I agree to the following:

- I acknowledge that I am aware of and understand the circumstances under which my deposit may be forfeited.
- I agree to comply with all permit conditions and applicable regulations to avoid forfeiture of my deposit.
- I understand that if my deposit is forfeited, it may be used to cover costs incurred by the Township of Southwold as a result of non-compliance or other permit-related issues.

3. SIGNATURE

APPLICANT'S SIGNATURE: _____

DATE: _____

1. TOWNSHIP OF SOUTHWOLD OFFICE USE ONLY

RECEIVED BY: _____

COMMENTS: _____

Instructions for Submitting the Form:

1. Complete all sections of the form.
2. Sign, initial and date the form where indicated.
3. Submit the completed form to the Township of Southwold office via email, mail, or in person as per the instructions provided by the Township.

Refund Information:

Deposits will be refunded and mailed to the Payee indicated in Section 1 of this completed form. A cheque will be mailed to the mailing address indicated on this form. Cheques may not be picked up.

Draft



Schedule "E" to By-Law No. 2025-29

EXAMPLE OF NOTICE SERVED TO PERMIT HOLDER AND PROPERTY OWNER OF FORFEITURE OF DEPOSIT

NOTICE OF OPEN BUILDING PERMIT

Date: Month Day Year
 To: Current Homeowner
 123 some street
 Fingal ON
 N#P #S#

Re: Open Building Permit- Permit #202x-xxx
 Permit Holder: Name
 Permit Type: Name
 Type of Permit: Building/Septic etc...
 Permit Issued: date

Our records indicate that a building / demolition / septic system permit as noted above is open and the required inspections have not been completed. The Township respectfully requests that you review this letter and contact the Building Department to arrange an inspection.

A deposit of [\$deposit amount] is currently being maintained by the Township of Southwold. This deposit is pending the final completion of the project in accordance with the terms of the outstanding permit.

You must contact the Township of Southwold before [date is 30 days + 5 for service from date of notice] **Month xx, year** to schedule the final inspection. The deposit will be forfeited in full if the final inspection is not requested by [date is 30 days + 5 for service from date of notice] **Month xx, year**. The final inspection must be completed by [date 120 days from date of notice] **Month xx, year** for the deposit to remain eligible for a refund.

Failure to contact the Building Department will indicate non-compliance with the requirements of the Ontario Building Code and the status of the permit will be changed to 'Dormant'. The dormant permit will show as an open permit on property reports prepared by the Township and may adversely affect future real estate transactions and/or remortgaging. Re-activating a permit file may be subject to additional fees and the property owner may be subject to further enforcement under the Building Code Act.

Please contact the Building Department at 519-769-2010 as soon as possible to arrange for the required inspection. Thank you for your anticipated co-operation.

Sincerely,

Chief Building Official
Township of Southwold
35663 Fingal Line,
Fingal, Ontario, N0L 1K0
Office : 519-769-2010
Email : building@southwold.ca

Draft



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 28, 2025

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

REPORT NO: CBO 2025-09

SUBJECT MATTER: Mobile Food Vendor Operation at Municipal Facilities

Recommendations:

1. That Council authorizes the operation of mobile food vendors at municipal facilities; and,
2. That this report be established as a "Standing Policy" governing Mobile Food Vendors looking to operate at municipal facilities; and,
3. That Council instruct staff to prepare and submit a By-law to repeal By-law No. 96-18 for the May 12, 2025 Council meeting.

Purpose:

This report seeks Council's approval for the implementation of a Standing Policy outlining guidelines for Mobile Food Vendors operating at municipal facilities.

Background:

In June 2024, Township of Southwold staff received two requests from mobile food vendors seeking permission to operate at municipal facilities during sporting events. In response, Report No. CAO 2024-51 was presented to Council in July 2024. As a result, Council directed staff to develop a formal Mobile Food Vendors Policy.

Comment/Analysis:

Currently, By-law No. 96-18 governs the licensing and regulation of Mobile Food Vendors within the Township. However, this By-law is outdated, and the Township has

not operated a licensing program for many years. The provisions also conflict with the Township's Zoning By-law, specifically Section 3.29, which limits where Mobile Refreshment Vehicles may operate, effectively preventing them from serving at municipal facilities and many other locations such as on roadways.

These provisions are listed below:

- (a) It shall be prohibited to locate and use a mobile refreshment vehicle in any Zone for the purpose of residential, business, or industrial uses, temporarily or permanently, unless the use of a mobile refreshment vehicle for such purposes is listed specifically in this By-law as a permitted use within a particular use Zone.
- (b) A mobile refreshment vehicle for the purposes of selling or dispensing of food is permitted provided such use is located in a Commercial Industrial Zone permitting a Restaurant use.

While Restaurant use is not specifically listed in Zones for municipal property for Facilities and Parks, there is flexibility for the municipality to comply with zoning regulations for its own facilities. Mobile Food Vendors have been part of festivals and community events for many years and are appropriate uses at that time. This could be further examined during a future Zoning By-law review, if needed.

In reviewing Mobile Food Vendor policies from other local municipalities, many include provisions for vendor licensing as a requirement to operate. These policies often also permit operation on municipal roadways, which differs from the intent of Southwold's policy. At this time, the Township does not regulate or licence mobile food vendors who operate at municipal facilities during local festivals such as Rosy Rhubarb, Shedden Tractor Pull, or the Shedden Fair. Implementing a Mobile Food Vendors Policy would require the Township to then regulate these operations in the future, which the Township does not feel is necessary.

The Township's primary concern is food safety, which is already regulated by Southwestern Public Health. Staff believe this oversight is sufficient and that further Township regulation is not necessary.

As such, staff recommend the repeal of the outdated By-law No. 96-18 and the adoption of a standing policy to guide Mobile Food Vendor operators at municipal facilities, without implementing a new licensing system.

The proposed Standing Policy includes the following provisions:

1. **Public Health Compliance:** Mobile Food Vendors must complete all necessary licensing and inspection requirements with Southwestern Public Health.
2. **Permission from Facility Users:** Vendors must obtain approval from the individual or group renting the municipal facility. If the facility user does not grant permission, the Mobile Food Vendor must vacate the premises. In the event that there are multiple users at the facility at the same time, all users must agree to allow the vendor to operate. Township staff will provide facility users with contact information for Mobile Food Vendors.
3. **Independent Operation:** Vendors must operate independently from Township facilities. Use of Township infrastructure, such as a pavilion or concession stand, requires prior written approval from the Township.
4. **Public Safety and Accessibility:** Vendors must operate in a location that ensures safe pedestrian and vehicle traffic flow, prioritizing public safety and accessibility.
5. **Prohibit Vendor:** The Township reserves the right to prohibit Mobile Food Vendors from operating at Township facilities due to non-compliance with this Policy and/or other applicable regulations.

Financial Implications:

There are no financial considerations involved.

Strategic Plan Goals:

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

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

Prepared by:

Brittany Jessome, Community Services & Communications Clerk

Submitted by:

Corey Pemberton, Director of Building and Community Services/Chief Building Official

Approved by:

Jeff Carswell, CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 28, 2025

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

REPORT NO: IDS 2025-24

SUBJECT MATTER: County Cycling and Road Rationalization

Recommendation(s):

THAT Council endorse the staff comments outlined in this report and direct the Mayor to present the Township of Southwold's comments on the County's draft Road Rationalization and Cycling Master Plans to County Council for consideration.

Purpose:

The purpose of this report is to provide Council with a Township-specific overview of the County's draft Cycling Master Plan and Road Rationalization Plan. This includes staff analysis and commentary intended to inform Council's review and support the development of an official Township response.

Background:

At the April 22, 2025, meeting of the Committee of the Whole, County Council received two reports forming part of the County's broader Transportation Master Plan. The first addressed the implementation of a Cycling Master Plan, with recommendations concerning the typical construction makeup of cycling infrastructure, alignment of priority network construction with the capital road program, and incorporation of capital and lifecycle costs into the County budget.

The County's cycling network is positioned as a commuter-focused system, intended to connect settlement areas with destination points and inter-municipal routes. The network primarily consists of 1.5-metre paved shoulders with 0.5-metre buffers, leveraging the existing width of County roads. The Cycling Master Plan outlines two construction horizons: the Near-Term (2025–2034) and the Longer-Term (extending to 2054).

Within the Township of Southwold, Near-Term projects include upgrades to Sunset Road (from the City limits to Talbot Line), Talbot Line (from Sunset Road to Iona Road

at the boundary with Dutton-Dunwich), Fingal Line (from Union Road to Iona Road), and Union Road (from Talbot Line into Port Stanley). These projects will result in approximately 40 kilometres of new cycling facilities in the Township. Under the Longer-Term horizon, Ferguson Line and Iona Road are also identified for upgrades, adding an additional 9.9 kilometres of cycling infrastructure.

The second report introduced a draft Road Rationalization Plan, intended to guide the reassignment of road ownership between the County and local municipalities. Using criteria such as connectivity and traffic volumes, the plan helps determine whether a road functions as part of the County's economic corridor or serves a local purpose by linking homes and businesses to the broader network.

The report includes historical examples such as the 2016 transfer of Wonderland Road to the County, and Southdel Drive and Magdala Road to the Township. It also assesses the County's bridge inventory for potential rationalization or removal. For Southwold, no Near-Term road transfers are proposed; however, Clinton Line is identified for possible Long-Term transfer to the Township. Two bridges are highlighted: Lings Bridge, on Southminster Bourne is recommended for transfer to the Township, and Fulton Bridge, is recommended for removal. During the Township tour, staff and Council visited the site of Fulton Bridge at Middle River Road and Fulton Line. Given the bridge's limited use and redundancy, its removal aligns with the goals of the County's master planning.

Comment/Analysis:

Cycling Master Plan Comments:

Cycling facilities represent a critical component of modern transportation infrastructure, supporting multi-modal mobility, active transportation, and a healthier community. From a municipal operations perspective, paved shoulders offer several maintenance advantages. They mitigate aggregate loss into roadside ditches during maintenance and eliminate the need for routine shoulder grading, thereby reducing overall maintenance costs.

However, these benefits must be carefully weighed against the significant capital investment required. Paved shoulders and cycling lanes add substantial costs to road construction and are reflected in both capital budgeting and long-term asset planning. Further, increased salting may be required in winter months, which may impact environmental goals and maintenance budgets.

In urban areas within the Township, staff recommend that the County consider a more context-sensitive design. Specifically, 1.2-metre-wide cycling lanes without buffers may suffice through towns, allowing for better integration with existing infrastructure. In locations where space permits and where there is interest from the local municipality, collaboration should be encouraged to explore alternatives such as reduced vehicle lane widths and multi-use boulevard paths to enhance pedestrian safety and accommodate various modes of travel.

Road Rationalization Comments:

Staff support the proposed transfer of Lings Bridge to the Township, provided it is accompanied by appropriate financial compensation. Bridges are depreciating assets and significant liabilities. The Township should receive compensation equal to the future replacement value of the bridge, less the amortized portion based on its remaining useful life. This approach aligns with asset management best practices and ensures that the Township is not unfairly burdened by a transfer that does not account for the asset's condition.

Staff also support the removal of Fulton Bridge. While this decision may inconvenience a small number of local residents (estimated at six homes), the broader public interest must prevail. The bridge does not represent the only access route for affected properties and offers minimal network value. Its removal relieves the County of a multimillion-dollar liability and allows for reinvestment into higher-impact infrastructure.

Regarding Clinton Line, staff acknowledge its identification for Long-Term download. However, anticipated industrial and commercial growth along this corridor may elevate its strategic importance in future reviews of the County Transportation Master Plan, typically conducted in five-year intervals. Staff believe that development-driven traffic increases will likely make a future transfer less justifiable. As such, while staff have no objections to its inclusion as a potential download, they caution that this should be revisited based on evolving growth patterns.

Financial Implications:

There are no immediate financial implications stemming from this report. However, future decisions by County Council could significantly impact the Township's capital

and operating budgets. For instance, assuming ownership of additional road or bridge infrastructure will introduce new maintenance and replacement obligations.

Cycling lanes may result in increased salt usage during winter maintenance, though these costs could be offset by the elimination of shoulder grading. A comprehensive cost-benefit analysis should be conducted by the County, in consultation with local municipalities, to inform the final Transportation Master Plan. Resulting recommendations should be reflected in updates to the Road Maintenance Agreement.

The transfer of a bridge such as Lings Bridge would represent a significant future liability for the Township. The current Bridge and Culvert Reserve is underfunded, and adding another structure without compensation would exacerbate this challenge. The Township recommends that any transfer be accompanied by a straightforward, formula-based compensation model tied to remaining lifecycle value.

The closure of Fulton Bridge also presents an opportunity to reassess Middle River Road, which is prone to washouts and erosion. Maintaining this road will require significant investment—estimated at \$200,000 for drainage and reconstruction. Climate change is expected to worsen conditions, making long-term sustainability uncertain. Staff will continue to analyze Middle River Road's viability within the Township's road network in the context of the County's bridge decision.

Summary

Staff recommend the following key comments be submitted to the County in response to the draft Cycling Master Plan and Road Rationalization Plan:

- The County should conduct a full maintenance cost analysis for new cycling lanes and provide proportionate adjustments to Road Maintenance Funding.
- In urban settings, lane widths should be reduced to 3.3 metres where feasible, with 1.2-metre-wide bike lanes. A flexible, case-by-case approach should be used to explore multi-use paths in collaboration with local municipalities.
- The transfer of Lings Bridge to the Township must be accompanied by a compensation package equivalent to the future replacement cost minus the amortized value.
- Staff support the removal of Fulton Bridge as a fiscally responsible decision that aligns with the County's asset rationalization objectives.

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"**



Report to Committee of the Whole

From: Peter Dutchak, Director of Engineering Services

Date: April 22, 2025

Subject: Transportation Master Plan – Cycle Master Plan

Recommendation(s):

THAT the Cycle Master Plan (CMP) developed as part of the Transportation Master Plan be adopted; and

THAT staff be directed to implement cycling facilities as identified in the CMP at the time roadwork is scheduled to be completed on those road sections; and

THAT the 10-year capital plan and annual budgets include the costs associated with the implementation and maintenance cycling facilities as per the CMP.

Introduction:

The County of Elgin is developing its first Transportation Master Plan (TMP) and has recently adopted the Phase 1 Report – Needs and Opportunities in February 2025. One of the TMP's initiatives is to develop a Cycling Master Plan (CMP). This report presents a draft CMP for Council's approval to be formalized within the TMP and incorporated into the Capital Plan for implementation.

Background and Discussion:

Ontario Traffic Manual Book 18 – Cycling Facilities (2021) was developed in association with the Ontario Traffic Council and provides guidance to Ontario municipalities for the uniformity and treatment of cycling design facilities, and is consistent with the Highway Traffic Act regarding municipal roads and infrastructure. A hierarchy of cycling networks compliment each other to create a robust multi-modal transportation system and include:

- Recreational/Touring Cycling Network,
- Local Neighbourhood Cycling Network, and,
- Commuter/Spine Cycling Network.

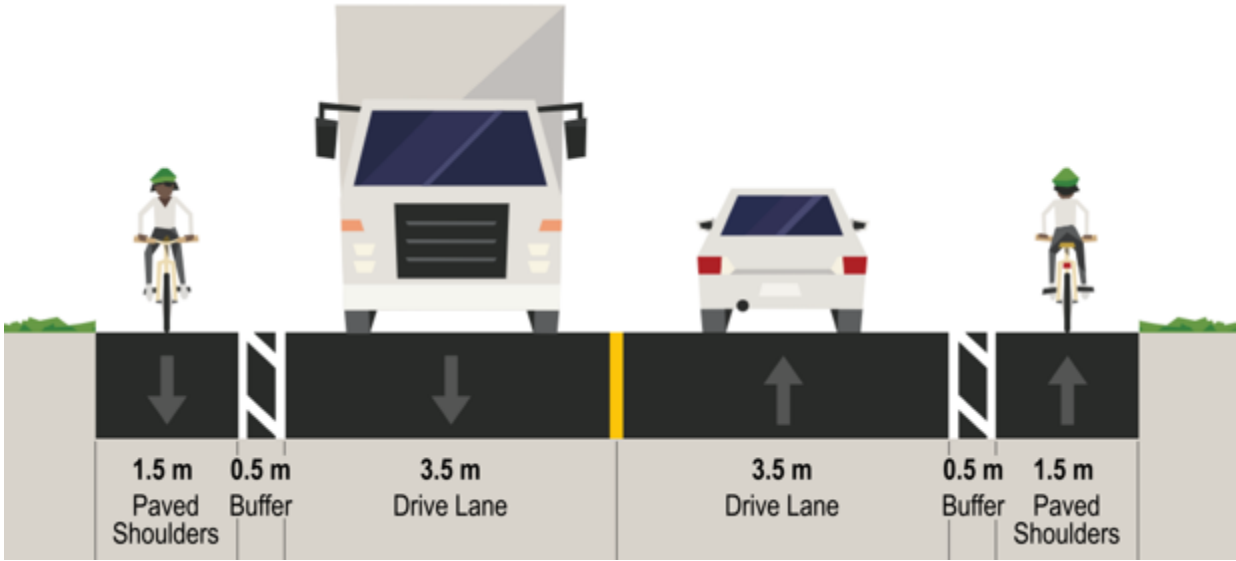
The primary focus and responsibility for the County of Elgin is to provide a 'Commuter/Spline Cycling Network'. These represent longer-distance connections between settlement areas, often along County roads. This provides the core network to which the other two layers of cycling network can connect for an interconnected network

servicing a wide range of cyclists and cycling trips of different purposes throughout the County. Once developed, local communities can plan to expand upon their local networks and connect to this regional network over time.

The draft CMP has been developed building upon previous network planning initiatives, including the 2020 County of Elgin updated cycling network, originally developed as part of the 2014 Elgin-St. Thomas Cycling Master Plan. The plan considered: existing designated cycling facilities, interregional trails (Great Lakes Waterfront Trail and Trans Canada Trail), current cycling demand data (Strava GPS data), input from the Cycling Advisory Group (2021-2022), neighbouring community CMP connections, and input from local municipal staff. This data, in the context of developing a regional 'Commuter/Spine Cycling Network' with technical guidance from the Ontario Traffic Manual and expertise from Arcadis Professional Services Inc. has helped to create the draft CMP presented in this report.

The TMPs planning horizon extends from 2034 in the 'Near-Term' to 2054 in the 'Long-Term' and the draft CMP has been developed with a similar staging timeline by creating a near-term 'Priority Plan' and a medium to long-term 'Ultimate Plan'. The 'Priority Plan' builds upon existing facilities and interregional trails to connect most of the populated communities across the County. The 'Ultimate Plan', further develops the 'Priority Plan' by providing connections to planned and existing routes in neighbouring communities outside of Elgin. Staff's focus is on the 'Near-Term's', 'Priority Plan' CMP that can mostly be implemented through planned work on these road sections included within the current 10-year capital plan.

The 'Priority Plan' includes approximately 49 kilometres of existing paved shoulders designated as cycling lanes on Elgin County roads and proposes approximately 131 kilometres of additional County road sections to incorporate cycling lanes. The figure below illustrates a typical road cross section that incorporates paved shoulders as cycling lanes. Lane/buffer widths vary depending on traffic volume and speeds as provided in the Ontario Traffic Manual.



The vast majority of these facilities are buffered paved shoulders that in most cases are relatively easy and cost effective to implement. While relatively inexpensive, there is a significant cost proposed with the addition of these new assets. Collectively, 180km of cycling lanes on County roads has a replacement value of \$10M, amortized to approximately \$600,000 annually assuming resurfacing every 15 years. In addition, once the 'Priority Plan' is implemented, annual operating costs (predominantly for line painting) is valued at approximately \$200,000. Therefore, the total cost of implementing and maintaining the 'Priority Plan' portion of the CMP is estimated to be \$800,000 annually.

The 'Ultimate Plan' CMP builds upon the 'Priority Plan' and adds 67km of additional cycling lanes connecting to existing and proposed cycling routes connecting communities outside of the County. Implementation of the 'Ultimate Plan' will begin after 2035.

It should be noted that paved shoulders provide additional benefits to road users that include less maintenance (shoulder grading) and increased safety (eliminate shoulder drop offs). Staff has also witnessed a number of other users on paved road shoulders that include motorized scooters, e-bikes and pedestrians (where sidewalks are not present). Therefore, the development of regional cycling network infrastructure will enhance community amenities and the resident/visitor experience.

As anticipated regional growth develops the CMP is recommended to be updated every 5 years in order to monitor implementation progress and to allow for revisions ensuring the plan continues to meet Council's needs and that adequate connectivity exists between communities and locally developed cycling networks. The CMP will therefore be a living document that matures with the County's growth and needs.

Financial Implications:

The table below lists the total number of kilometres of roads that are currently planned to be resurfaced, rehabilitated or reconstructed over the next 10 years that are part of the CMP. These road sections will have paved shoulders installed and/or lanes identified and designated as cycling lanes.

Year	Linear kms	Estimated Cost
2025	27.94	\$ 1,397,000
2026	19.43	\$ 990,930
2027	20.68	\$ 1,075,774
2028	17.9	\$ 949,781
2029	18.95	\$ 1,025,604
2030	13.22	\$ 729,797
2031	1.38	\$ 77,705
2032	4.86	\$ 279,131
2033	2.76	\$ 161,689
2034	1.18	\$ 70,510
Totals	128.3	\$ 6,757,922

The 2025 budget has included the \$1,397,000 cost to implement the proposed 28km of cycling lanes along Talbot Line and Fingal Line (both through the Municipality of Dutton/Dunwich). Construction tenders have included these items as 'provisional' and will be implemented with support and approval of County Council.

The remaining proposed costs from year 2026 to 2034 have not been included within the 10 year capital plan and if the CMP is approved, these additional projects and their corresponding costs will be added.

Annual line painting to establish the painted buffer zone is valued at approximately \$1,000 per linear kilometre per year that will equate to approximately \$128,000 annually of additional operational costs per year after these new cycle lanes are implemented.

Advancement of the Strategic Plan:

The development and implementation of a County wide Cycling Master Plan will advance sustainable community growth, community well being and inclusivity.

Local Municipal Partner Impact:

Based upon feedback received, the County's CMP is located almost exclusively on County roads and does not impact the local road network. Each LMP will develop their own CMPs at their own pace and have the ability to provide connections to the regional Elgin County cycling network as they determine to best suit individual community needs.

Communication Requirements:

Once approved, the CMP will form part of the TMP and be published on the County's website. As sections are developed, Engineering staff will work with Communications Staff to advertise Council's progress with the CMP. Opportunities may exist in the future to name sections of the CMP as previously done (Whistlestop Trail, High Wheel Way) or to apply for active transportation facility funding if available to offset implementation costs.

Conclusion:

The development of the CMP is a major initiative of the TMP. A regional cycling network will create opportunities for cycling tourism and provide an enhanced service for residents and visitors across Elgin County. LMPs will be able to build upon the County's regional cycling network and establish connections throughout their local communities. Once approved by Council, the CMP will formally be adopted and implementation of cycling lanes will be coordinated with planned road investments scheduled within the approved capital plan, starting with Talbot Line and Fingal Line through the Municipality of Dutton Dunwich in 2025.

All of which is Respectfully Submitted

Approved for Submission

Peter Dutchak
Director of Engineering Services

Blaine Parkin
Chief Administrative Officer/Clerk



Report to Committee of the Whole

From: Peter Dutchak, Director of Engineering Services

Date: April 22, 2025

Subject: Transportation Master Plan Initiatives – Road Rationalization

Recommendation(s):

THAT the County's Road and Bridge Rationalization Study be received and filed; and

THAT staff be directed to develop an implementation action plan and asset transfer protocol to facilitate the transfer of approximately twenty-four kilometres of County road sections to local jurisdictional ownership as identified in the study for approval by County Council at a future meeting in 2025; and

THAT staff be directed to begin the planning process for the permanent closure and subsequent removal of the Fulton Line Bridge and the Jamestown Line Bridge; and

THAT the following five (5) bridges be removed from the County's jurisdiction:

1. Edison Drive Bridge – Municipality of Bayham
2. Lings Bridge – Township of Southwold
3. McGinnis Bridge – Municipality of Central Elgin
4. Harkness Bridge – Municipality of Central Elgin
5. Fleming Creek Bridge – Municipality of West Elgin

Introduction:

The County of Elgin is developing its first comprehensive master planning exercise for the County's transportation network. The Phase 1 update - Needs and Opportunities Report was completed and presented to County Council in February 2025. The TMP is nearing the conclusion of Phase 2: Develop and Assess Network Alternatives and includes a road network jurisdictional evaluation. This report seeks Council's endorsement of the study's road rationalization recommendations and to direct staff to develop an implementation action plan to advance road transfers.

Background and Discussion:

The County of Elgin's Transportation Master Plan (TMP) is a long-term strategy that will outline policy directions and identify transportation infrastructure plans to meet the transportation needs of the County's residents, businesses and visitors through 2054, considering all modes of travel.

Currently in “Phase 2: Develop and Assess Network Alternatives” of the TMP, draft recommendations have been developed after multiple stakeholder group meetings and public input. The following fourteen (14) strategies are being developed to support the TMP’s goals and vision.

- | | |
|---------------------------------|--------------------------------------|
| 1. Cycling Master Plan | 8. Road Rationalization |
| 2. Transit Feasibility Analysis | 9. Road Classification |
| 3. Commercial Vehicles | 10. Local Bridges Review |
| 4. Safety Strategy | 11. Freight Rail |
| 5. Road Design Guidelines | 12. Carpool Lots |
| 6. Roundabout Screening | 13. Transportation Demand Management |
| 7. Communication / Utilities | 14. New Technologies |

Road Rationalization

A key component of the TMP is the aspiration to create an upper-tier road network in Elgin County and envisioned as follows:

The road network should support business, economic development, and growth in the county as well as meet the transportation needs of existing communities. To provide an increased level of service where it is required, county roads are to function as arterial or major collector roads and to provide for the efficient movement of traffic.

Road rationalization is the process of reviewing and determining the appropriate jurisdiction (County vs. local municipality), aiming to align asset ownership with the provision of services the County provides. The process removes assets that should not be within the County’s portfolio and places them under local jurisdiction when they serve a local function so they can be managed locally to best serve their community’s needs.

Road use and function can change over time and road transfers have occurred throughout the history of Elgin County to accommodate growth and demand changes. The TMP has used this philosophy and past practice to help formulate the ideal County road network through a road rationalization review.

As examples, in the late 1950s, County Road 10 (part of Aberdeen Line) and County Road 12 (part of Mapleton Line) were transferred to their respective local municipalities. In the mid 1980s, a large number of local roads were assumed by the County and including all or parts of County roads 5, 18, 27, 46, 48 and 52. In the late 1990s, transfers from the Province to the County for Highways 3, 4, 19, 73, 74 and 76 occurred. In the early 2000s, Graham Road through West Lorne, Belmont Road through Belmont, John Street through Aylmer Robinson Street through Port Burwell, and Putnam Road (between Lyons Line and Ron McNeil Line) were transferred from local jurisdictional ownership to the County. Colbourne Street and Bridge Street in the Village of Port Stanley (including the King

George VI Lift Bridge) were also transferred from the Municipality of Central Elgin to the County's jurisdiction.

Most recently in 2016, road rationalization transfers occurred between the County of Elgin and the Township of Southwold whereby 3.5km of local roads were transferred to the County and 10km of road segments were transferred to the Township of Southwold.

Although the Municipal Act, 2001, permits upper-tier municipalities the ability to transfer roads at their discretion, no guidance is provided to assist in the selection of candidate upper-tier roads. Many municipalities have and continue to utilize the Ontario Good Roads Association's (OGRA's) road rationalization model to determine road allocations between upper and lower tier jurisdictions. Elgin's TMP has also utilized the OGRA's methodology (with slight refinements) to develop the road transfer recommendations.

The OGRA road rationalization tool was utilized to score road segments based upon twelve (12) unique criterion. The entire County road network was evaluated as well as 48.5 kilometres of local roads proposed by the Municipal Advisory Committee (MAC) during 2021 and 2022 for transfer to the County's jurisdiction. The complete study presentation is attached to this report. The Road Rationalization presentation provides an overview of the twelve (12) criteria categories implemented in order to determine a warrant scoring for each road segment. Each criteria application and resulting score is illustrated to provide an overall network scoring to determine recommended road transfers.

The resulting analysis determined that a total of 180 kilometres of County roads meet the warrant criteria to be transferred to their local jurisdictions. The study's final recommendation has significantly reduced the warranted transfers through a phased approach and has identified a total of 23.8 kilometres of "near-term" transfers of County roads to municipalities.

These "near-term" transfers are proposed to occur within the near term and coincide with an action plan and asset transfer protocol yet to be developed or approved. One asset transfer protocol option may consist of transferring funds identified with the approved capital plan to the municipality at the same time as the asset transfer occurs to allow municipalities to make their own asset investment decisions. This option is similar to how transfers occurred from the Province to the County in 1997 and 1998. Another transfer protocol may allocate funding to the receiving municipality over a period of time, for example 10 years. If endorsed by Council, staff will develop an action plan and asset transfer protocol for Council's approval to facilitate the transfers in an equitable fashion.

County Bridges on Local Roads

The County of Elgin has jurisdiction of nine (9) bridges that reside upon local roads. Each of these structures has been reviewed and their strategic value has been assessed considering: its use, being redundant with nearby crossings available, if load restrictions are present, considering undue hardship for users if removed, considering emergency response times and if significant local area growth is expected.

Two (2) of these bridges have been identified for requiring replacement within the next 5 years and \$2.86M has been included within the approved capital plan to replace these single lane bridges with similar single lane structures in 2027. An opportunity exists to permanently close and remove the Fulton Line Bridge and Jamestown Bridge as they have been identified as providing low strategic value. Staff supports divesting these assets in order to re-allocate capital investment towards other, higher value strategic initiatives such as anticipated growth- related needs currently not included within the capital plan.

Five (5) of these bridges have been identified as low strategic value to County travel and recommended to be removed from the County's portfolio to ensure alignment with the services the County is responsible for providing.

Two (2) of the bridges (Dingle Street and Gillets) are recommended to remain within the County's portfolio since they provide moderate strategic value.

Financial Implications:

If endorsed by County Council, the transfer of assets as recommended by the County's consultant will have financial implications that vary depending on the developed and approved action plan and asset transfer protocol.

Advancement of the Strategic Plan:

The TMP supports Council's strategic strategy of sustainable community growth by understanding anticipated future needs to inform planning of asset investments that allow the County to provide exceptional services to meet those needs.

Local Municipal Partner Impact:

Staff proposes to develop an asset transfer protocol with funds identified within the approved capital plan so that additional local funding will not be required in the medium term. This infrastructure will be able to be managed locally, serving a local rather than regional purpose. This report recommends staff be directed to develop an asset transfer protocol for County Council's consideration at a future meeting. Once that action plan and asset transfer protocol is approved by Council, staff will meet with the LMPs, solicit their comments and report back to County Council prior to implementation of the plan.

Communication Requirements:

Once direction is provided by Council with respect to the Cycle Master Plan and Road Rationalization, the findings will be presented in a second public information centre (PIC) for public review and comment during a virtual PIC and through the project's webpage and social media.

Conclusion:

The County of Elgin's TMP has developed recommendations for jurisdictional responsibility of the County's current asset portfolio in order to align with the services the County is responsible for providing.

A key component of the TMP includes recommendations of road and bridge rationalization as has been completed throughout Elgin's history. This report seeks Council's approval to implement these recommended transfers and direct staff to develop an action plan and asset transfer protocol for Council's approval. The report also seeks Council's approval to permanently close and remove the Fulton Line and the Jamestown Line bridges.

All of which is Respectfully Submitted

Approved for Submission

Peter Dutchak
Director, Engineering Services

Blaine Parkin
Chief Administrative Officer/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 28, 2025

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

REPORT NO: FIN 2025-14

SUBJECT MATTER: 2025 Annual Repayment Limit

Recommendation:

1. That Council receive Report FIN 2025-14 re: 2025 Annual Repayment Limit for information.

Purpose:

To provide Council with the 2025 Annual Debt Repayment Limit report prepared by the Ministry of Municipal Affairs and Housing.

Background:

The Ministry of Municipal Affairs and Housing provides each municipality its' Annual Repayment Limit (ARL) with respect to long term debt and financial obligations. The information is provided in Schedule 81 of the Financial Information Return (FIR) as described in Ontario Regulation 403/02 as amended.

Comments/Analysis:

The Annual Repayment Limit is attached to this report as Schedule "A". The limit for 2025 based on the 2023 FIR is \$2,622,182 (2024 - \$3,022,014) (2023 - \$1,466,278). This represents the maximum amount which the Township had available as of December 31, 2023, to commit to payments relating to debt and financial obligations. As this figure is based on 2023 data, before proceeding with additional long-term debt, the Annual Repayment Limit would need to be updated to reflect any changes since 2023.

At December 31, 2024 the Township had outstanding principal:

	2024	2023	2022	2021
Wastewater Treatment Plant	\$1,430,276	\$1,507,957	\$1,582,952	\$1,655,354
Library	\$30,000	\$40,000	\$50,000	\$60,000
Drainage - ratepayers	\$0	\$0	\$2,294	\$4,458
Total	\$1,460,276	\$1,547,957	\$1,635,246	\$1,719,812

Annual Debt Repayment – Principal and Interest for 2024

	Principal	Interest
Wastewater Treatment Plant	\$77,681	\$52,849
Library	\$10,000	
Total	\$87,681	\$52,849
Total Principal and Interest	\$140,530	

Financial Implications:

The first page of the Annual Repayment Limit Report shows the additional amount of borrowing the Township could undertake based on various terms and interest rates. As you can see the amount is quite substantial when amortized over 20 years (\$32.6 million). While having the ability to borrow up to \$32.6 million is attractive, it is not realistic as the annual repayment would be an additional \$2,622,182/year. This would not be possible based on the Township budgets for Municipal Services, Water and Wastewater.

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

Approved by:

Jeff Carswell, CAO/Clerk

2025 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE:	44606		
MUNID:	34024		
MUNICIPALITY:	Southwold Tp		
UPPER TIER:	Elgin Co		
REPAYMENT LIMIT:		\$	2,622,182

FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
(a)	20 years @ 5% p.a.	\$	32,678,187
(a)	15 years @ 5% p.a.	\$	27,217,355
(a)	10 years @ 5% p.a.	\$	20,247,796
(a)	05 years @ 5% p.a.	\$	11,352,677
7% Interest Rate			
(a)	20 years @ 7% p.a.	\$	27,779,436
(a)	15 years @ 7% p.a.	\$	23,882,610
(a)	10 years @ 7% p.a.	\$	18,417,111
(a)	05 years @ 7% p.a.	\$	10,751,465

DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:

Southwold Tp

MMAH CODE:

44606

Debt Charges for the Current Year		1 \$
0210	Principal (SLC 74 3099 01)	60,212
0220	Interest (SLC 74 3099 02)	138
0299	Subtotal	60,350
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)	0
9910	Total Debt Charges	60,350

Amounts Recovered from Unconsolidated Entities		1 \$
1010	Electricity - Principal (SLC 74 3030 01)	0
1020	Electricity - Interest (SLC 74 3030 02)	0
1030	Gas - Principal (SLC 74 3040 01)	0
1040	Gas - Interest (SLC 74 3040 02)	0
1050	Telephone - Principal (SLC 74 3050 01)	0
1060	Telephone - Interest (SLC 74 3050 02)	0
1099	Subtotal	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)	2,432
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02)	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)	0
1420	Total Debt Charges to be Excluded	2,432
9920	Net Debt Charges	57,918

Revenue		1 \$
1610	Total Revenue (SLC 10 9910 01)	14,176,224
Excluded Revenue Amounts		
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04)	0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC10 0815 01)	1,368,747
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)	4,340
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01)	0
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01)	146,309
2230	Revenue from other municipalities including revenue for Tangible Capital Assets (SLC 10 1098 01 + SLC 10 1099 01)	1,206,977
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)	104,043
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)	0
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)	625,407
2256	Deferred revenue earned (Community Benefits) (SLC 10 1815 01)	0
2252	Donated Tangible Capital Assets (SLC 53 0610 01)	0
2253	Other Deferred revenue earned (SLC 10 1814 01)	0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)	0
2255	Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01)	0
2299	Subtotal	3,455,823
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged	0
2610	Net Revenues	10,720,401
2620	25% of Net Revenues	2,680,100
9930	ESTIMATED ANNUAL REPAYMENT LIMIT	2,622,182
	(25% of Net Revenues less Net Debt Charges)	

* SLC denotes Schedule, Line Column.

Department	Category	Sub-Category	Item	Current Fee (2024)	Notes	Proposed Fee	Change	Staff Comments/Notes for 2025
Administration	Administration		Work on behalf of a ratepayer or as a result of an order (i.e. By-law infraction)	Actual Costs plus 15% Administration Fee to a max. of \$1,000 for Admin Fee	includes Employee time (based on current employee rate), Equipment time (based on current Ontario Provincial Standard Specification), Materials/Contracts and a 15% Administration Fee (based on project cost)	Actual Costs plus 15% Administration Fee to a max. of \$1,000 for Admin Fee	No Change	
Administration	Administration		Marriage licence - residents	\$100.00		\$100.00	No Change	
Administration	Administration		Marriage Licence - non-residents	\$110.00		\$110.00	No Change	
Administration	Administration		Lottery Licence Application	3> of Prize Value / Min \$20	Max. set by AGCO	3> of Prize Value / Min \$20	No Change	
Administration	Administration		Fence Viewers - Administrative Costs	Actual Costs	Fence viewer Remuneration: \$60.00 for each attendance up to a maximum of two hours, and then \$60.00 for each hour thereafter, plus mileage.	Actual Costs	No Change	
Administration	Administration		Lake Line (Hunter Cemetery) Plot Fee	\$300.00		\$300.00	No Change	
Administration	Animal Control		Fee to licence backyard hens	\$150.00	No HST	\$150.00	No Change	
Administration	Animal Control		Kennel License	\$85.00	no HST	\$85.00	No Change	
Administration	Fence Viewers		Fence Viewers - up to 2 hours	\$180.00	plus mileage	\$180.00	No Change	
Administration	Fence Viewers		Fence Viewers - each hour over initial 2 hours	\$180.00	plus mileage	\$180.00	No Change	
Administration	Finance		NSF Fees	\$40.00		\$40.00	No Change	
Administration	Finance		Invoice Finance Charge added to any invoice balance not paid by its due date	2>	/month	2>	No Change	
Administration	Finance		Debenture added to Taxes Carrying Cost - From Invoice Due Date to First instalment date	Bank Prime + 2>	carrying cost added to debenture setup amount	Infrastructure Ontario lending rate + 2>	Change	New - captures carrying costs for debentures added to taxes months after invoice due date - removes inequity for those that do not pay the invoice, but fee and interest isn't add to taxes for several months
Administration	Finance		Credit Card Payment Surcharge	2>		3.5>	Change	Based on detailed review of credit card charges from Bambora and Global Payments.
Administration	Finance		A penalty charge for after hours, non-emergency locates request called in as emergencies	\$250.00	penalty	\$250.00	No Change	
Administration	Finance		Delivery of tax notices or documents by registered letter	Actual Cost plus \$5 Administration Fee	plus HST	Actual Cost plus \$5 Administration Fee	No Change	
Administration	Livestock Investigators		Municipal Investigators per attendance	\$50.00	plus mileage	\$50.00	No Change	
Administration	Miscellaneous		Photocopies	\$0.50	/page HST Included	\$0.50	No Change	
Administration	Miscellaneous		Commission documents/Affidavits	No Charge		No Charge	No Change	
Administration	Miscellaneous		Preparation of property aerial photos - per property	\$10.00	HST Included	\$10.00	No Change	
Administration	Property Inquires		Work order information relating to each assessed parcel	\$50 plus \$15 for rush	Rush - certificate required 2 working days or less from the time request rec'd	\$50 plus \$15 for rush	No Change	
Administration	Property Inquires		Tax certificate relating to each assessed parcel	\$50 plus \$15 for rush	Rush - certificate required 2 working days or less from the time request rec'd	\$50 plus \$15 for rush	No Change	
Administration	Property Inquires		Water certificate	\$50 plus \$15 for rush	Rush - certificate required 2 working days or less from the time request rec'd	\$50 plus \$15 for rush	No Change	
Administration	Property Inquires		Zoning Report (written) information relating to each assessed parcel	\$50 plus \$15 for rush	Rush - certificate required 2 working days or less from the time request rec'd	\$50 plus \$15 for rush	No Change	
Administration	Property Inquires		Septic certificate	\$130 plus \$20 for rush	Rush - certificate required 2 working days or less from the time request rec'd	\$130 plus \$20 for rush	No Change	
Administration	Waste Management		Garbage Bag Tags	\$2.50	/tag	\$2.50	No Change	
Administration	Waste Management		Blue box	\$13.00	HST Included	\$13.00	No Change	Reflects cost recovery based on latest blue box purchase
Administration	Waste Management		Composter-1st per property is complimentary	\$25.00	HST Included - Based on Green Lane Subsidy	\$25.00	No Change	
Administration	Waste Management		Digester-1st per property is complimentary		HST Included	\$20.00	Change	
Administration	Waste Management		Green Bin-1st per property is complimentary (plus yearly program cost)		HST Included	\$20.00	Change	

Department	Category	Sub-Category	Item	Current Fee (2024)	Notes	Proposed Fee	Change	Staff Comments/Notes for 2025
Building & Community Services	All Recreational Facilities		Sporting events and events serving alcohol require insurance	Applicant to provide proof of coverage		Applicant to provide proof of coverage	No Change	clarify all facilities
Building & Community Services	All Recreational Facilities		Maintenance and damage deposit (refund upon inspection) Sports events and events serving alcohol require insurance	\$800.00	Fee waived for Southwold based charities, service clubs and non-profit groups	\$800.00	No Change	clarify applies to all parks
Building & Community Services	Building	Building Code Fees (septic tank approvals)	Building Code Fees (septic tank approvals)					
Building & Community Services	Building	Deposits & Administration Fees	Deposits & Administration Fees				No Change	
Building & Community Services	Building	Deposits & Administration Fees	Damage and Loss of Building Security Deposit at discretion of CBO *if occupied prior to obtaining occupancy permit, deposit forfeited **deposits may be forfeited as per Section 14 of the Building By-Law			\$500 - \$5,000	Change	
Building & Community Services	Building	Deposits & Administration Fees	Revisions to plans after plans examination has been undertaken resulting in re-examination at discretion of CBO			\$75 - \$500	Change	
Building & Community Services	Building	Deposits & Administration Fees	Revisions to plans after permit issuance resulting in re-examination at discretion of CBO			\$75 - \$500	Change	
Building & Community Services	Building	Deposits & Administration Fees	Reinspection fee if inspections are requested and not ready			\$180.00	Change	
Building & Community Services	Building	Deposits & Administration Fees	Penalty for starting construction prior to obtaining permit - residential			Double the regular permit fee - Maximum \$2,000.00	Change	
Building & Community Services	Building	Deposits & Administration Fees	Penalty for starting construction prior to obtaining permit - industrial/commercial/institutional	Double the regular permit fee - Maximum \$5,000.00		Double the regular permit fee - Maximum \$5,000.00	No Change	
Building & Community Services	Building	Deposits & Administration Fees	Administration fee for permits not paid for prior to permit expiry	25> increase in regular permit fee		25> increase in regular permit fee	No Change	
Building & Community Services	Building	Deposits & Administration Fees	Fast track building permit fee 48 business hour turn around at discretion of CBO	25> increase in regular permit fee		25> increase in regular permit fee	No Change	
Building & Community Services	Building	Deposits & Administration Fees	Permits not started within six months of issue are cancelled and require renewal, if applicant requests in writing within one year of cancellation	\$150.00		\$180.00	Change	
Building & Community Services	Building	Deposits & Administration Fees	Alternative Solution Review Fee	\$300.00		\$300.00	No Change	New fee for review of alternative solution proposals
Building & Community Services	Building	Deposits & Administration Fees	Transfer permit to new permit holder			\$180.00	Change	
Building & Community Services	Building	Deposits & Administration Fees	Issuance of Orders under Building Code Act			\$200.00	Change	
Building & Community Services	Building	Farm Building - Livestock	Livestock facilities and manure pits	\$150.00 plus \$8.00 per \$1,000.00 of construction value		\$180.00 plus \$8.00 per \$1,000.00 of construction value	Change	

Department	Category	Sub-Category	Item	Current Fee (2024)	Notes	Proposed Fee	Change	Staff Comments/Notes for 2025
Building & Community Services	Building	Farm Buildings-Non-Livestock	Farm Buildings-Non-Livestock					
Building & Community Services	Building	Farm Building - Non-livestock	Less than 250 square feet	\$150.00		\$180.00	Change	
Building & Community Services	Building	Farm Building - Non-livestock	251 to 500 square feet	\$150.00 plus \$0.35 per ft ² over 250 ft ²		\$180.00 plus \$0.35 per sq ft over 250 sq ft	Change	
Building & Community Services	Building	Farm Building - Non-livestock	501 to 1,000 square feet	\$300.00 plus \$0.15 per ft ² over 500 ft ²		\$300.00 plus \$0.15 per sq ft over 500 sq ft	Change	
Building & Community Services	Building	Farm Building - Non-livestock	1,001 to 1,500 square feet			\$350.00 plus \$0.15 per sq ft over 1,000 sq ft	Change	
Building & Community Services	Building	Farm Building - Non-livestock	1,501 to 3,000 square feet	\$350.00 plus \$0.15 per ft ² over 1,000 ft ²		\$350.00 plus \$0.15 per sq ft over 1,500 sq ft	Change	
Building & Community Services	Building	Industrial/Commercial	Industrial/Commercial					
Building & Community Services	Building	Industrial/Commercial/Institutional	New construction or renovations	\$12.00 per \$1,000.00 of construction value - Minimum \$150.00		\$12.00 per \$1,000.00 of construction value or \$180.00 Minimum	Change	
Building & Community Services	Building	Other Permits	Other Permits					
Building & Community Services	Building	Other Permits	Woodstoves, chimneys, fireplaces and other wood burning appliances	\$150.00		\$180.00	Change	
Building & Community Services	Building	Other Permits	Demolition permits	\$150.00		\$180.00	Change	
Building & Community Services	Building	Other Permits	Demolition permit fee for buildings as a condition of severance	\$150.00		\$180.00	Change	
Building & Community Services	Building	Other Permits	Fence around residential swimming pools	\$150.00		\$180.00	Change	
Building & Community Services	Building	Other Permits	Building relocations	\$100.00 plus travel cost plus fee for appropriate building listed above		\$100.00 plus travel cost plus fee for appropriate building listed above (refundable damage deposit and/or liability insurance to be determined by Council)	Change	
Building & Community Services	Building	Other Permits	Plumbing permit in buildings not requiring a building permit	\$150.00 plus \$12.00 per \$1,000 of construction value		\$180.00 plus \$12.00 per \$1,000 of construction value	Change	
Building & Community Services	Building	Other Permits	Tent permit (if greater than 60 m ²)	\$150.00		\$180.00	Change	
Building & Community Services	Building	Other Permits	Wind turbine for personal use	\$295.00		\$295.00	No Change	

Department	Category	Sub-Category	Item	Current Fee (2024)	Notes	Proposed Fee	Change	Staff Comments/Notes for 2025
Building & Community Services	Building	Other Permits	Wind turbine for commercial use	\$2,000.00		\$2,000.00	No Change	
Building & Community Services	Building	Other Permits	Change of use permit - no construction	\$150.00		\$180.00	Change	
Building & Community Services	Building	Other Permits	Conditional permit	\$300.00 plus regular permit fee		\$300.00 plus regular permit fee and cost recovery on any additional legal, professional or consultant fee plus 15% Administration Fee to a max. of \$1,000 for Admin Fee	Change	Fee remains the same, but added clarity that any additional 3rd party costs incurred by the Township associated with review, plus the typical 15% Administration Fee can be recovered.
Building & Community Services	Building	Other Permits	Solar panel - with an area of 5 sq m or greater	\$150.00		\$180.00	Change	
Building & Community Services	Building	Reinspection	Reinspection fee if inspections are requested and not ready	\$150.00		\$150.00	No Change	Changed to better reflect the cost for reinspections
Building & Community Services	Building	Residential New Construction-per square foot	Residential New Construction-per square foot					
Building & Community Services	Building	Residential	1st Floor	\$0.65 per ft2		\$1.00 per sq ft	Change	Building Permit Changes based on Review
Building & Community Services	Building	Residential	2nd and 3rd Floor	\$0.65 per ft2		\$1.00 per sq ft	Change	
Building & Community Services	Building	Residential	Finished Basement	\$0.40 per ft2		\$0.65 per sq ft	Change	
Building & Community Services	Building	Residential	Crawl space, unfinished basement	\$0.40 per ft2		\$0.40 per sq ft	Change	
Building & Community Services	Building	Residential	Works shops, storage areas, garages, open porches and decks, when included with permit for a new residence and attached to the same	\$0.20 per ft2		\$0.40 per sq ft	Change	
Building & Community Services	Building	Residential	Addition of attached garage workshop; Additions, alterations and renovations where square footage can be determined as per above	See fees per ft2 above		See fees per sq ft above	Change	
Building & Community Services	Building	Residential	Renovation to create attached ADU (additional dwelling unit) within an existing dwelling			\$1.00 per sq ft	Change	
Building & Community Services	Building	Residential	Fee for any building permit, alterations /renovations	Minimum - \$150.00		Minimum - \$180.00	Change	
Building & Community Services	Building	Residential	When square footage cannot be determined	\$12.00 per \$1,000.00 of construction value Minimum \$150.00		\$12.00 per \$1,000.00 of construction value or Minimum \$180.00	Change	
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	Residential - Accessory when not part of original Residential Permit					
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	Less than 250 sq ft	\$150.00		\$180.00	Change	

Department	Category	Sub-Category	Item	Current Fee (2024)	Notes	Proposed Fee	Change	Staff Comments/Notes for 2025
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	251 to 500 sq ft	\$150.00 plus \$0.35 per ft2 over 250 ft2		\$180.00 plus \$0.35 per sq ft over 250 sq ft	Change	
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	501 to 1,000 sq ft	\$300.00 plus \$0.15 per ft2 over 500 ft2		\$300.00 plus \$0.15 per sq ft over 500 sq ft	Change	
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	Over 1,000 sq ft	\$350.00 plus \$0.15 per ft2 over 1,000 ft2		\$350.00 plus \$0.15 per sq ft over 1,000 sq ft	Change	
Building & Community Services	Building	Septic System	Sewage system building permit for Class 4 or 5 sewage systems	\$500.00		\$580.00	Change	
Building & Community Services	Building	Septic System	Additional fee for percolation onsite test where soil conditions are suitable	\$100.00		\$100.00	No Change	
Building & Community Services	Building	Septic System	Repairs to a sewage system permit	\$400.00		\$450.00	Change	
Building & Community Services	Fingal Heritage Park	Gazebo	Rental of Gazebo	\$50.00	HST Included	\$50.00	No Change	new fee approved and added in 2021
Building & Community Services	Fingal Park	Fingal	Men and Ladies Ball	\$47.00	/game HST Included	\$47.00	No Change	
Building & Community Services	Fingal Park	Fingal	Minor sports (ball or soccer)	\$5.00	/child/season HST Included	\$5.00	No Change	
Building & Community Services	Fingal Park	Fingal	Rental of Pavilion	\$80.00	HST Included	\$80.00	No Change	
Building & Community Services	Fingal Park	Fingal	Local tournaments - available only for Southwold based service clubs, not for profit groups and registered charities, and Southwold based, affiliated Minor Sports Associations (includes use of Pavilion)	\$120.00	/day HST Included	\$120.00	No Change	
Building & Community Services	Fingal Park	Fingal	Tournaments (includes use of Pavilion)	\$250.00	/diamond/day HST included	\$250.00	No Change	
Building & Community Services	Fingal Park	Fingal	Concession Stand (damage and maintenance deposit required)	\$50.00	/day	\$50.00	No Change	
Building & Community Services	Keystone Complex	Barn	Barn	\$120.00	HST included	\$120.00	No Change	
Building & Community Services	Keystone Complex	Friday to Saturday	Main hall - without facilities	\$450.00	HST included	\$450.00	No Change	No changes proposed to Park, Recreation and Facilities
Building & Community Services	Keystone Complex	Friday to Saturday	Main hall - with facilities	\$600.00	HST included	\$600.00	No Change	should be reviewed over 2022, assess return of
Building & Community Services	Keystone Complex	Friday to Saturday	Grounds - private event	\$600.00	HST included	\$600.00	No Change	organized sports and regular usage
Building & Community Services	Keystone Complex	Friday to Saturday	Grounds - Southwold based charities, service clubs and non-profit groups	\$470.00	HST included	\$470.00	No Change	

Department	Category	Sub-Category	Item	Current Fee (2024)	Notes	Proposed Fee	Change	Staff Comments/Notes for 2025
Building & Community Services	Keystone Complex	Friday to Saturday	Non-refundable deposit	\$200.00	HST included	\$200.00	No Change	
Building & Community Services	Keystone Complex	Horse Ring	Horse ring	\$75.00	HST included	\$75.00	No Change	
Building & Community Services	Keystone Complex	Pavilion	Pavilion	\$90.00	HST included	\$90.00	No Change	
Building & Community Services	Keystone Complex	Sunday to Thursday	Main hall - without facilities	\$330.00	HST included	\$330.00	No Change	
Building & Community Services	Keystone Complex	Sunday to Thursday	Main hall - with facilities	\$390.00	HST included	\$390.00	No Change	
Building & Community Services	Keystone Complex	Sunday to Thursday	Main hall - Southwold based charities, service clubs, and non-profit groups	\$265.00	HST included	\$265.00	No Change	
Building & Community Services	Keystone Complex	Sunday to Thursday	Grounds - private event	\$360.00	HST included	\$360.00	No Change	
Building & Community Services	Keystone Complex	Sunday to Thursday	Grounds - Southwold based charities, service clubs, and non-profit groups	\$300.00	HST included	\$300.00	No Change	
Building & Community Services	Keystone Complex	Sunday to Thursday	Non-refundable deposit	\$200.00	HST included	\$200.00	No Change	
Building & Community Services	Keystone Complex		Maintenance and damage deposit (refundable upon inspection)	\$100.00 no HST	(Fee waived for Southwold based charities, service clubs and non-profit groups)	\$100.00 no HST	No Change	
Building & Community Services	Keystone Complex		Meeting room	\$55.00	HST included	\$55.00	No Change	
Building & Community Services	Keystone Complex		Set-up day ahead	\$270.00	HST included	\$270.00	No Change	
Building & Community Services	Keystone Complex		Meeting room - with kitchen	\$85.00	HST included	\$85.00	No Change	
Building & Community Services	Keystone Complex		Memorial services and funeral receptions	\$225.00	HST included	\$225.00	No Change	
Building & Community Services	Keystone Complex		Sign & letters	\$25.00	HST included	\$25.00	No Change	
Building & Community Services	Keystone Complex		Set-up or take-down of tables and chairs		HST included	\$80.00	Change	
Building & Community Services	Keystone Complex		Use of Stage		HST included	\$80.00	Change	
Building & Community Services	Keystone Complex and Grounds		Event serving Alcohol - maintenance and damage deposit (refund upon inspection)	\$800.00	no HST	\$800.00	No Change	

Department	Category	Sub-Category	Item	Current Fee (2024)	Notes	Proposed Fee	Change	Staff Comments/Notes for 2025
Building & Community Services	Recreation		Non-Registered Teams	Applicable Fee plus \$12.00	HST Included (practice or games)	Applicable Fee plus \$12.00	No Change	
Building & Community Services	Recreation		Due date	\$0.00	All fees shall be paid by no later than the first regular season game and a copy of the game schedule shall be provided to the Township at that time.	\$0.00	No Change	
Building & Community Services	Recreation		Late Payment Fees	\$12.00	/game HST included, applicable to each game scheduled or played until payment is received	\$12.00	No Change	
Building & Community Services	Recreation		Rain Days	\$0.00	Teams can reschedule games during the week or at the end of the season.	\$0.00	No Change	
Building & Community Services	Recreation		Insurance	\$0.00	Teams shall be responsible to provide a copy of their own insurance to the Township prior to the first game.	\$0.00	No Change	
Building & Community Services	Shedden	Ball	Men and Ladies Ball	\$42.00	/game HST Included	\$47.00	Change	Brings to the same as Fingal
Building & Community Services	Shedden	Minor Sports	Minor sports (ball or soccer)	\$5.00	/child/season HST Included	\$5.00	No Change	
Building & Community Services	Shedden	Soccer	Adult Soccer (19+) - Full Field, Full Length Games	\$37.00	HST Included	\$37.00	No Change	
Building & Community Services	Shedden	Soccer	Adult Soccer (19+) - Mini Field, 2 Hours	\$22.00	HST Included	\$22.00	No Change	
Building & Community Services	Shedden	Pavilion	Corsley Park Pavilion	\$80.00	HST included	\$80.00	No Change	new fee approved and added in 2021
Building & Community Services	Talbotville	Ball	Men and Ladies Ball	\$42.00	/game HST Included	\$47.00	Change	Brings to the same as Fingal
Building & Community Services	Talbotville	Ball - Local Tournament	Talbotville Optimist Sports Park (includes use of pavilion) Available only for Southwold based service clubs, not for profit groups and registered charities, and Southwold based affiliated Minor Sports Associations		HST Included	\$120.00/day	Change	
Building & Community Services	Talbotville	Ball - Non-Local Tournament	Talbotville Optimist Sports Park (includes use of pavilion)		HST Included	\$250.00/day	Change	
Building & Community Services	Talbotville	Pavilion	Rental of Pavilion	\$80.00	HST Included	\$80.00	No Change	
Building & Community Services	Talbotville	Soccer	Adult Soccer (19+) - Full Field, Full Length Games	\$37.00	HST Included	\$37.00	No Change	
Building & Community Services	Talbotville	Soccer	Minor Soccer	\$5.00	/child/season HST Included	\$5.00	No Change	
Building & Community Services	Talbotville	Talbotville	Minor Ball	\$5.00	/child/season HST Included	\$5.00	No Change	

Department	Category	Sub-Category	Item	Current Fee (2024)	Notes	Proposed Fee	Change	Staff Comments/Notes for 2025
Building & Community Services	Talbotville	Talbotville Optimist Park (Sports and Heritage)	Maintenance and damage deposit (refund upon inspection) Sports events and events serving alcohol require insurance	\$800.00	(Fee waived for Southwold based charities, service clubs and non-profit groups)	\$800.00	No Change	
Fire & Emergency Services	Fire Department		Inspections	\$100.00	Plus HST	\$100.00	No Change	Administratively easier and streamlined.
Fire & Emergency Services	Fire Department		Request for Fire Report	\$50.00	Plus HST	\$50.00	No Change	
Fire & Emergency Services	Fire Department		Request for Inspection Report Previously Completed	\$40.00	Plus HST	\$40.00	No Change	
Fire & Emergency Services	Fire Department		Fire Cost Recovery for non-compliance of Fire Code and Fire Protection and Prevention Act	In accordance with current MTO rates plus any loss of or damaged equipment and material used	Plus HST	In accordance with current MTO rates plus any loss of or damaged equipment and material used	No Change	Ensures cost recover and easier to explain and justify rates
Fire & Emergency Services	Fire Department		Provincial Highway Fees	In accordance with current MTO rates plus any loss of or damaged equipment and material used		In accordance with current MTO rates plus any loss of or damaged equipment and material used	No Change	
Fire & Emergency Services	Fire Department		Any Municipal Road, all Non-Residents	Same fee as if on a Provincial Highway		Same fee as if on a Provincial Highway	No Change	
Infrastructure & Development	Drainage	Apportionment Agreement	Drainage Apportionment Agreement - 1st Drain / Apportionment Agreements allocating all assessment to one property	\$100.00	the right to decide whether the apportionment is done in-house or by the Engineer. Referral to an Engineer for Drainage Reapportionment is at the discretion of the Municipality. If referred to an Engineer, costs will be actual amounts charged by the Engineer.	\$100.00	No Change	Clarification that it also applies when an Apportionment Agreement is needed to allocate all assessment to one property (ie. Severed portion is out of the watershed). Still requires review, agreement prep, Council Report, etc.
Infrastructure & Development	Drainage	Apportionment Agreement	Drainage Apportionment Agreement - Each Additional Drain	\$75.00		\$75.00	No Change	Better reflect costs
Infrastructure & Development	Drainage	Tile Loan	Tile Loan Processing	\$200.00		\$200.00	No Change	
Infrastructure & Development	Planning	All Agreements	Amendment to Planning and Development Agreements (Severance, Site Plan, Subdivision, Condominium) - Administration Fee	\$500.00	plus actual costs for in-house and external review of Development Proposals - see below	\$500.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Cash-in-Lieu	Cash-in-Lieu of Parkland Fee - Residential Severance	\$1,750.00	/Residential Lot Created (Per severed lot. Applies to residential lot severances/Consents only)	\$1,750.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Cash-in-Lieu	Cash-in-Lieu of Parkland Fee - All Subdivision of Land except Residential Severances (subdivisions/condominiums)	Industrial/Commercial Purposes - 2> of land value5> land value All other purposes (Residential) - 5> of land value	As per Section 51.1 of the Planning Act, based on land valuation calculation	Industrial/Commercial Purposes - 2> of land value5> land value All other purposes (Residential) 5> of land value	No Change	
Infrastructure & Development	Planning	Cash-in-Lieu	Cash-in-Lieu of Parkland Fee - Lot Line Adjustments	\$0.00	no charge	\$0.00	No Change	
Infrastructure & Development	Planning	Comment/Letter	Staff review of Green Initiatives construction projects	\$1,000.00	Plus HST	\$1,000.00	No Change	

Department	Category	Sub-Category	Item	Current Fee (2024)	Notes	Proposed Fee	Change	Staff Comments/Notes for 2025
Infrastructure & Development	Planning	Comment/Letter	Telecommunications Towers	\$500.00	Review of application, preparation of report, Council comment submitted to proponent	\$500.00	No Change	New fee to recognize the planning process - review, preparation of comments
Infrastructure & Development	Planning	Cost Recovery	In-house review of Development Proposals	Actual Staff Costs(Wage&OH) plus 15> Administration Fee to a max. of \$1,000 for Admin Fee	internal staff time and expenses related to engineering that go beyond typical Township comments on an application. Generally applied to review of plans, specifications, terms, etc. for incorporation into and for preparation of agreements.	Actual Staff Costs(Wage&OH) plus 15> Administration Fee to a max. of \$1,000 for Admin Fee	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Cost Recovery	External review of Development Proposals (Engineering, Legal, Planning, other consultants)	Actual Costs plus 15> Administration Fee to a max. of \$1,000 for Admin Fee	internal staff time and expenses related to engineering that go beyond typical Township comments on an application. Generally applied to review of plans, specifications, terms, etc. for incorporation into and for preparation of agreements.	Actual Costs plus 15> Administration Fee to a max. of \$1,000 for Admin Fee	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Development Agreement	Planning and Development Agreement - Administration Fee	\$1,000.00	plus actual costs for in-house and external review of Development Proposals - see below	\$1,000.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Minor Variance	Minor Variance Application (section 45(1) to 45(3) of the Planning Act)	\$900.00		\$900.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Official Plan	Official Plan Amendment Application (includes planning report)	\$1,750.00		\$1,750.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Official Plan/Zoning	Combined application to amend the Official Plan and Zoning By-law in respect of the same lands (includes planning reports)	\$2,000.00		\$2,000.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Other	Pre-consultation meeting with Planner (non-refundable) and only charged after 2nd meeting	\$200.00		\$200.00	No Change	
Infrastructure & Development	Planning	Other	Any legal or consulting fees over and above established rates will be added to all planning fees.				No Change	
Infrastructure & Development	Planning	Part Lot Control	Application for Part Lot Control	\$800.00		\$800.00	No Change	
Infrastructure & Development	Planning	Severance	Application for Consent/Severance/Validation of Title (Sections 53 and 57 of the Planning Act)	\$575.00		\$575.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Severance	Severance Agreement - Administration Fee - First agreement	\$500.00	plus actual costs for in-house and external review of Development Proposals - see below	\$500.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Severance	Severance Agreement - each additional lot that was part of the original severance	\$0.00	plus actual costs for in-house and external review of Development Proposals - see below	\$0.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Site Plan	Site Plan Application	\$1,000.00	plus actual costs for in-house and external review of Development Proposals - see below	\$1,000.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Site Plan	Site Plan Agreement - Administration Fee	\$1,000.00	plus actual costs for in-house and external review of Development Proposals - see below	\$1,000.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Subdivision/Condominium	Plans of Subdivision/Plans of Condominium Application	\$2,000.00	plus actual costs for in-house and external review of Development Proposals - see below	\$2,000.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service

Department	Category	Sub-Category	Item	Current Fee (2024)	Notes	Proposed Fee	Change	Staff Comments/Notes for 2025
Infrastructure & Development	Planning	Zoning	Zoning By-law Amendment Application (includes planning report)	\$1,350.00		\$1,350.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Zoning	Temporary Use By-law (section 39 and 39.1 of the Planning Act)	\$1,125.00		\$1,125.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Planning	Zoning	Temporary Use By-law - Refundable Deposit	\$5,000.00	Fully refundable upon compliance	\$5,000.00	No Change	To be reviewed in more detail over 2025 in conjunction with change to County Planning Service
Infrastructure & Development	Public Works		911 sign - new sign (sign and post)	\$100.00	HST Included	\$100.00	No Change	sign cost-\$21.22 post cost-\$27.08
Infrastructure & Development	Public Works		911 sign - replacement (sign only)	\$50.00	HST Included	\$50.00	No Change	
Infrastructure & Development	Public Works		All new Road Occupancy Permits off municipal roads-driveway	\$250.00		\$250.00	No Change	
Infrastructure & Development	Public Works		Entrance Bond	\$1,000.00	Deposit - Refundable	\$1,000.00	No Change	
Infrastructure & Development	Public Works		Work under roadway bond	\$1,000.00	Deposit - Refundable	\$1,000.00	No Change	
Infrastructure & Development	Public Works		Utility Right of Use	\$200 Flat Fee + \$0.25 per metre of installed length	For Municipal Consent/Road User Agreements permitting utilities to construct infrastructure on Township Right of Ways			
Infrastructure & Development	Public Works		All new Road Occupancy Permits off municipal roads-all other permits			\$500.00	Change	New fee for permits other than driveways
Infrastructure & Development	Storm Sewer	Private Drain Connections (PDC)	The installation or replacement of a Storm Sewer PDC to the property line in conjunction with a Township construction project that involves the construction of a Storm Sewer main	\$2,000.00	Single Detached, Semi-Detached, Duplex Dwellings - Services provided by the Engineer/Contractor for repair, replacement, installation	\$2,000.00	No Change	
Infrastructure & Development	Storm Sewer	Private Drain Connections (PDC)	Repair or replace existing PDC - no construction	Actual cost	Single Detached, Semi-Detached, Duplex Dwellings - Services provided by the Engineer/Contractor for repair, replacement, installation	Actual cost	No Change	
Infrastructure & Development	Storm Sewer	Private Drain Connections (PDC)	The installation or replacement of a Storm Sewer PDC to the property line in conjunction with a Township construction project that involves the construction of a Storm Sewer main	\$4,000.00	Other Property Types - Services provided by the Engineer/Contractor for repair, replacement, installation	\$4,000.00	No Change	



FROM THE
COUNCIL CHAMBERS

COUNTY
COUNCIL
MEETING



APRIL 8, 2025



COUNTY COUNCIL MEETINGS

are held to handle urgent matters, final approvals from past meetings, and reports for information.

The following items were discussed at the April 8th Council Meeting:



Reading on the Road: Mobile Library Service
Set to Grow After Successful Pilot



Reading on the Road: Mobile Library Service Set to Grow After Successful Pilot

In 2024, Elgin County Library introduced a pilot Mobile Library Service, delivering books and library support to residents at Terrace Lodge and Elgin Manor (two of Elgin County's Long-Term Care Homes) with monthly visits. Staff provided residents at these homes with book lending, library cards, reading recommendations, and audiobooks.

The service was well-received, enhancing access to reading and building connections. The Elgin County Library plans to expand this program in 2025 to include weekly visits at these Homes, as well as the addition of more locations, like community retirement homes.

Impact on Elgin County Taxpayers:

This initiative uses current resources efficiently, promoting equitable access to services. While a few extra staffing hours may be needed, the cost is minimal. The benefits include improved quality of life for seniors and better community engagement, without significant new funding.



FROM THE
COUNCIL CHAMBERS

**COMMITTEE
OF THE
WHOLE
MEETING**



APRIL 8, 2025



COMMITTEE OF THE WHOLE MEETINGS

are held directly following Council and focus on detailed discussions and reviewing reports. Decisions on the following reports won't be final until the next Council Meeting on April 22, 2025.

The following items were discussed at the April 8th Committee of the Whole Meeting:



Terrace Lodge Redevelopment Nears Finish Line with Final Funding Process



Smoother Roads Ahead: Major Road Repairs Proposed for 2025



Terrace Lodge Redevelopment Nears Finish Line with Final Funding Process

Elgin County has officially reached substantial completion of the Terrace Lodge Redevelopment Project. To finalize funding for the project, County staff are suggesting moving ahead with borrowing \$6 million through Infrastructure Ontario, as approved by Council during the 2025 budget process.

This borrowing must follow a strict process and timeline, with several key steps taking place between April 3 and May 1, 2025. These include document reviews, legal sign-offs, and Council's approval of a new by-law to finalize the loan. Staff have confirmed the timeline can be met and are working closely with legal counsel and Infrastructure Ontario to ensure timelines are met.

Impact on Elgin County Taxpayers:

The \$6 million loan would allow the County to spread out the cost of the Terrace Lodge project over the next 10 years, rather than paying it all upfront. This approach ensures responsible and sustainable financial management while continuing to invest in modern, high-quality care facilities for Long-Term Care Residents. **A final decision on this matter will be made at the April 22nd Council Meeting.**



Smoother Roads Ahead: Major Road Repairs Proposed for 2025

Eleven roads across Elgin County have been proposed by staff for major improvements, as part of the 2025 Capital Budget process. If approved, they will be resurfaced or rebuilt using Cold In-Place Asphalt Recycling and Hot Mix Asphalt Paving, with construction scheduled from May through to October.

Five roads — including Fingal Line, Clinton Line, Heritage Line, Lyons Line, and Fruitridge Line — would undergo Cold In-Place Asphalt Recycling, a cost-effective and eco-friendly method that reuses existing road materials before applying fresh asphalt. If approved by Council, nine additional roads would be fully repaved, with paved shoulders for future cycling lanes being suggested for two of these roadways.

Impact on Elgin County Taxpayers:

These improvements are part of Elgin County's regular infrastructure investment plan, covered under the 2025 budget. By using competitive bidding and recycling techniques, the County aims to keep costs down while enhancing safety and road lifespan. **A final decision on this matter will be made at the April 22nd Council Meeting.**



NEXT COUNCIL MEETING



APRIL 22, 2025



9:00 AM



COMMITTEE OF THE WHOLE MEETING

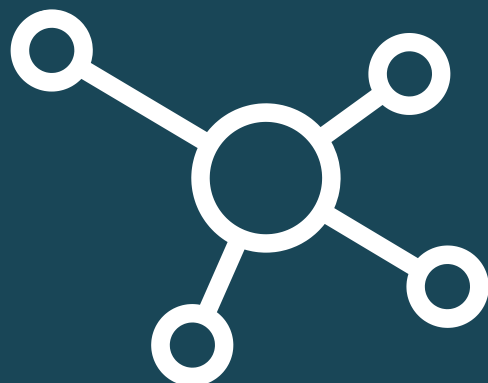


APRIL 22, 2025



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FROM THE
COUNCIL CHAMBERS

COUNTY COUNCIL MEETING



APRIL 22, 2025



COUNTY COUNCIL MEETINGS

are held to handle urgent matters, final approvals from past meetings, and reports for information.

The following items were discussed at the April 22nd Council Meeting:



Protecting Our Roots: 2024 Elgin County Tree & Weed Report



Where Rural Charm Meets Digital Ease: County Launches New Tourism Website



Protecting Our Roots: 2024 Elgin County Tree & Weed Report

Jeff Lawrence, Elgin County's Tree Commissioner and Weed Inspector, presented his 2024 year-end report to Council, highlighting key achievements in forest conservation and weed control. Jeff is responsible for administering the County's Woodlands Conservation By-law, which protects local forests by regulating tree removal methods such as cutting, burning, and bulldozing in woodlots larger than half an acre.

During his presentation, he notes that in 2024 harvest applications increased from 61 to 81, covering approximately 1,885 acres and yielding 2.24 million board feet of wood. Two clearing applications were approved under the No-Net-Loss Policy, while weed complaints remained steady at six, and no Weed Destruction Orders were issued.

Impact on Elgin County Taxpayers:

The County's continued administration of the Woodlands Conservation By-law and weed control measures reflects a strong commitment to environmental stewardship and sustainable land management. These efforts help protect natural assets and support responsible forestry practices — all while being delivered within existing resources and budget.



Where Rural Charm Meets Digital Ease: County Launches New Tourism Website

Elgin County officially launched its new tourism website, www.elgintourism.ca, on March 27, 2025, completing the County's website modernization project. Led by the Economic Development and Tourism team, the site was built in collaboration with Sandbox Software Solutions, County IT staff, and adHOME for design.

The website now runs on WordPress for better security and usability. It features a refreshed design with soft colors, natural imagery, and improved navigation. Users can easily browse local events, businesses, and attractions, and access digital versions of the Visitor Guide and Taste Guide directly from the homepage. With the launch complete, the focus now shifts to promoting the new site through a local marketing campaign targeting nearby regions.

Impact on Elgin County Taxpayers:

Funded in part by a \$50,000 Rural Economic Development (RED) grant, the project stayed within the approved budget, while promoting local tourism and supporting businesses across Elgin County.



FROM THE
COUNCIL CHAMBERS

**COMMITTEE
OF THE
WHOLE
MEETING**



APRIL 22, 2025



COMMITTEE OF THE WHOLE MEETINGS

are held directly following Council and focus on detailed discussions and reviewing reports. Decisions on the following reports won't be final until the next Council Meeting on May 13, 2025.

The following items were discussed at the April 22nd Committee of the Whole Meeting:



Value for Services: Elgin County Proposes 2025 Fee Changes



Investing in Community Roots: Grant Consideration for Wallacetown Fairgrounds



Wheels in Motion: Elgin County Council to Seek Public Input on Cycling Plan



Value for Services: Elgin County Proposes 2025 Fee Changes

Each year, Elgin County staff review the fees and charges for County services to ensure they reflect the actual cost of delivering those services.

Key proposed changes include a small increase in the fee for document commissioning (from \$20 to \$25), and adjustments to library and museum charges. Notably, new fees are being suggested for the library's Healthy Brain Kits, a special resource developed in partnership with the Alzheimer Society. Museum programming fees have also increased, reflecting the real cost of delivering in-school and on-site tours. Planning fees were updated in late 2024 and will be being consolidated into the 2025 By-law, while tourism-related fees will be eliminated entirely.

Impact on Elgin County Taxpayer:

These fee updates are based on a cost recovery model, helping cover the actual expenses of services, while minimizing the burden on taxpayers. The proposed changes ensure financial sustainability and responsible management of County services. **A final decision on this matter will be made at the May 13th Council Meeting.**



Investing in Community Roots: Grant Consideration for Wallacetown Fairgrounds

Elgin County's new Grant and Sponsorship Policy, approved in late 2024, offers a fair framework for supporting local organizations and community initiatives. Funding is available in two streams: Sponsorships for community programs and Grants for capital projects that align with the Strategic Plan.

The Wallacetown Agricultural Society has applied for a Capital Project Grant to fund their office building project at the Wallacetown Fairgrounds. In principle, Elgin County's Committee of the Whole has awarded \$5,727.79, which will contribute to the costs of a new prefabricated office building, set to be completed before the 2025 fair. This grant represents 10% of the total project cost.

Impact on Elgin County Taxpayer:

The grant would come from the County's 2025 Capital Grant Program, as approved in the 2025 Business Plan & Budget process. The Wallacetown Fair supports local tourism and economic growth, aligning with the County's strategic priorities. **A final decision will be made at the May 13th Council Meeting.**



Wheels in Motion: Elgin County Council to Seek Public Input on Cycling Plan

Elgin County's draft Cycling Master Plan (CMP) aims to establish a regional cycling network through a "Commuter/Spine Cycling Network," linking communities with safe, long-distance routes. The plan proposes a "Priority Plan" of 180 km of cycling lanes, with 131 km as new paved shoulders along County roads, supporting tourism and active lifestyles.

After a lengthy discussion, County Council decided to engage the public before finalizing the CMP. A Public Information Centre will be held in the near future to gather feedback and ensure alignment with local priorities. If approved, the CMP will guide future investments integrated with scheduled road projects.

Impact on Elgin County Taxpayer:

The Priority Plan is estimated to cost \$800,000 annually, covering capital replacement and operating expenses. Future implementations would align with existing roadwork to optimize efficiency and minimize costs. **A final decision is pending on public input and Council review.**



NEXT COUNCIL MEETING



MAY 13, 2025



9:00 AM

NEXT COMMITTEE OF THE WHOLE MEETING



MAY 13, 2025



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April 11, 2025

Sent Electronically

Attention:

Mayor and Members of Council for the Township of Southwold
CAO and Clerk Jeff Carswell

Re: Proclamation of June 7th, 2025 as LemonAID Day

We are writing to request that you proclaim June 7th, 2025, as LemonAID Day in the Township of Southwold. We are excited to be back at it again this year and are looking for your support once again in making this initiative a success.

LemonAID Day is a county-wide initiative led by a partnership between Doug Tarry Homes and the Elgin Children's Foundation. This initiative transforms neighborhoods across Elgin County into vibrant lemonade stands, providing refreshing drinks while raising funds to send deserving children connected with Family and Children's Services of St. Thomas and Elgin to camp.

Camp offers a safe and enriching environment where children can develop new skills, build friendships, and create lasting memories. Funds raised through LemonAID Day directly benefit these children, giving them the opportunity to experience the joy and transformative impact of camp.

Declaring June 7th as LemonAID Day would bring several benefits to our community:

- *Increased Community Engagement* – LemonAID Day fosters a spirit of togetherness and participation across all ages in Elgin County, strengthening community bonds.
- *Support for Local Children* – The funds raised through lemonade stands across the county will make a meaningful impact by providing camp opportunities for children who might not otherwise have the chance to attend.
- *Positive Youth Development* – This initiative empowers young people to develop entrepreneurial skills, teamwork, and social responsibility while making a tangible difference in their community.

A proclamation from the Township of Southwold would serve as a strong endorsement of LemonAID Day, helping to generate media coverage, encourage participation, and further amplify its positive impact.

LemonAID Day aligns with the Township of Southwold's commitment to fostering collaboration, public health, and youth engagement. By supporting this initiative, you can play a leading role in strengthening community ties and improving the well-being of children across Elgin County.



Additionally, we would be happy to present to City Council to provide more details about LemonAID Day and its potential impact on our community. This presentation would offer an opportunity to answer any questions and further highlight how this initiative benefits local children and families. Enclosed, you will find an attachment outlining ways sponsors and community members can get involved.

Thank you for your time and consideration. We hope you will once again join us in recognizing LemonAID Day, ensuring another successful year of community-driven support for local children.

Sincerely,

Myles Proulx



Community Engagement Advocate
Family and Children's Services St. Thomas and Elgin

Contact Information:

Myles Proulx
Elgin Children's Foundation
Phone: 519 619-5952
Email: mproulx@caselgin.on.ca

Suzie Dennis
Doug Tarry Homes
Phone: (519) 851-7386
Email: sdennis@dougarryhomes.com

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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

Township staff have not been notified by the organizer that staff will be required to assist with this tournament.

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



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2025-29

Being a By-law Respecting Building, Demolition, Change of Use, Conditional Permits, Sewage Systems, Inspections and Fees and Deposits and to repeal By-law No. 2005-44, as amended.

WHEREAS Section 3 (1) of the *Building Code Act, 1992, S.O. 1992 c.23* as amended, provides that the council of each municipality is responsible for the enforcement of this Act in the municipality;

AND WHEREAS Section 7 of the *Building Code Act, 1992, S.O. 1992 c.23* as amended, empowers council to pass certain By-laws respecting permits for construction, demolition, change of use, conditional permits, on-site sewage systems and respecting inspections and the establishing and charging of permit fees and other related matters;

AND WHEREAS Section 391 of the *Municipal Act* authorized a municipality to pass By-laws to impose fees or charges on persons for services provided done by or on behalf of the municipality;

AND WHEREAS pursuant to Section 425 (1) of the *Municipal Act*, a municipality may pass By-laws providing that a person who contravenes a By-law of the municipality passed under this Act is guilty of an offence.

NOW THEREFORE the Council of the Corporation of the Township of Southwold hereby enacts as follows:

1. SHORT TITLE

1.1 This By-law may be referred to as the "Building By-law".

2. DEFINITIONS

In addition to terms defined elsewhere in this By-law, the following terms have the following meanings under this By-law, including its Schedules:

2.1 "**Act**" means the *Building Code Act, 1992, S.O. 1992, Chapter 23* as amended, including amendments thereto.

- 2.2 "Applicant"** means the owner of a building or property who applies for a permit, or any person authorized by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation.
- 2.3 "As Constructed Plans"** means as constructed plans as defined in the Building Code.
- 2.4 "Building"** means a building as defined in Section 1(1) of the Act.
- 2.5 "Building Area"** means the greatest horizontal area of a building within the outside surface of the exterior walls.
- 2.6 "Building Code"** means the Regulations made under Section 34 of the Act.
- 2.7 "Chief Building Official" or "CBO"** means the Chief Building Official appointed by the By-law of the Corporation of the Township of Southwold for the purposes of enforcement of the Act.
- 2.8 "Corporation"** means the Corporation of the Township of Southwold.
- 2.9 "Farm building"** means a farm building as defined in Division A, 1.4.1.3(1) of the Ontario Building Code.
- 2.10 "Inspector"** means a Building Inspector, Deputy Chief Building Official and Chief Building Official, appointed by By-law of the Township of Southwold for the purposes of enforcement of the Act.
- 2.11 "Municipality"** means the Township of Southwold.
- 2.12 "Officer"** means a By-law Enforcement Officer, Chief Building Official or Deputy Chief Building Official as appointed or authorized by the Council of the Township to enforce this By-law and/or any "provincial offences officer" as defined in the Provincial Offences Act.
- 2.13 "Ontario Building Code" or "OBC"** means the regulations made under Section 34 of the Act.
- 2.14 "Owner"** is a Person and means the registered owner(s) of the land or anyone acting under the authorization or direction of the registered owner(s).
- 2.15 "Permit"** means written permission or written authorization from the Chief Building Official to perform work regulated by the By-law and the Act.

- 2.16 "Person"** includes:
- a. natural individuals and their heirs, executors, administrators, agents, successors, and representatives; and
 - b. corporations, partnerships, other forms of business associations and their respective officers, employees, agents, successors, consultants, assignees and representatives.
- 2.17 "Plumbing"** means plumbing as defined in Section 1(1) of the Act.
- 2.18 "Remote Inspection"** means conducting of an inspection, by an Inspector by viewing information provided from a third party rather than personally attending a construction site.
- 2.19 "Sewage System"** means a sewage system as defined in the Building Code.
- 2.20 "Special Inspection"** means an inspection that is requested and carried out not in connection with a permit, at the discretion of the Chief Building Official. This also includes inspections requested on permits that are more than 12 months old that were issued under a previous version of the Building Code.
- 2.21 "Surface Drainage"** means the requirements set out in subsection 9.14.6.1(1) of the Building Code, as amended or replaced.
- 2.22 "Swimming Pool"** means a privately owned outdoor swimming pool as defined in Section 2 of the Fences By-Law No. 2019-77 as amended.
- 2.23 "Township"** means the Township of Southwold.
- 2.24** Any word or term not defined in this By-law, that is defined in the Act or Building Code, shall have the meaning ascribed to it in the Act or the Building Code and any word or term not defined by this By-law, the Act or the Building Code shall have the meaning that is normally associated with it.

3. CLASSES OF PERMITS

The following classes of permits exist within the Township:

- 3.1 Building Permit** – This permit is generally used for all types of new construction governed by the Building Code, including (but not limited to) addition, renovation, farm buildings and signs.
- 3.2 Demolition Permit** – This permit governs both type and method of demolition under the Building Code.
- 3.3 Conditional Permit** – This permit may be issued at the discretion of the Chief Building Official to authorize any stage of construction, even though all of the requirements under Section 8(2) of the Act have not been met.

- 3.4 Change of Use Permit** – This permit is used where a change in use resulting in an increase in hazard (as determined under the OBC) will take place, even though no construction is proposed.
- 3.5 Sewage System Permit** – This permit is used for all sewage system applications, including new systems and repairs to existing sewage systems.
- 3.6 Swimming Pool/Pool Fence Permits** – This permit governs the installation of swimming pools in order to confirm that pool location and fencing meet Section 3.37 of the Zoning By-law No. 2011-14 as amended and Part 6 of the Fences By-law No. 2019-77 as amended.
- 3.7 Sign Permit** – This permit is a type of building permit to install a sign within the Township on accordance with the Act or the Building Code.
- 3.8 Tent Permit** – This permit is a type of building permit to erect a tent as a temporary structure for an event or special occasion a tent permit is required in order to verify zoning and fire related issues.
- 3.9 Plumbing Permit** – This permit is a type of permit to install plumbing in a building where no other construction is occurring. This also includes permits for the installation of sanitary sewers and water lines.

4. REQUIREMENTS FOR PERMIT APPLICATIONS

- 4.1** No person shall construct or demolish or cause to be constructed or demolished a building or swimming pool, within the Township, unless a permit has been issued for the construction or demolition by the Chief Building Official.
- 4.2** To obtain a permit, the owner or an agent authorized by the owner shall submit the applicable prescribed permit class through an online electronic portal authorized by the Chief Building Official, unless otherwise authorized by the Chief Building Official, or file an application in writing by completing a prescribed form available at the office of the Chief Building Official or from the Building Code website: www.obc.mah.gov.on.ca.
- 4.3** Notwithstanding any other provision in this By-law, for electronically submitted permit applications, all requirements as set out in this By-law shall be submitted electronically unless otherwise authorized by the Chief Building Official.
- 4.4** When filing an application, the owner and the applicant shall provide an email address for the purpose of receiving communication from the Chief Building Official regarding construction, demolition or change of use associated with the permit application or permit. The owner or authorized agent shall inform the

Chief Building Official immediately in writing when the email address provided changes or becomes non-functional.

4.5 Where application is made for a **Building Permit** under Subsection 8(1) of the Act, the application shall:

- a. Identify and describe, in detail, the work, the use and the occupancy to be covered by the permit for which application is made;
- b. Identify and describe, in detail, the existing uses and the proposed use(s) for which the premises are intended;
- c. Describe the land on which the work is to be done, by a description that will readily identify and locate the building lot;
- d. Include a complete set of plans and specifications, as described in Section 5 of this By-law, for the work to be covered by the permit and show the occupancy of all parts of the building;
- e. State the valuation of the proposed work including materials and labour;
- f. State the names, addresses and telephone numbers and email addresses of the owner and of the architect or engineer, where applicable, or another designer or contractor;
- g. When Division C, Section 1.2.2 of the Building Code applies, be accompanied by a signed acknowledgement of the owner on a form prescribed by the Chief Building Official, that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;
- h. When Division C, Section 1.2.2 of the Building Code applies, be accompanied by a signed statement of the architect or professional engineer, or both, on a form prescribed by the Chief Building Official, undertaking to provide general review of the construction or demolition of the building;
- i. Include, where applicable, the registration number of the builder or vendor as provided in the Ontario New Home Warranties Plan Act;
- j. Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application;
- k. Be accompanied by a completed Schedule One prescribed form (where applicable);
- l. Be accompanied by a completed Energy Efficiency Design Summary form (where applicable);

- m. Be accompanied by the required fees as determined by Section 13 of this By-law.

4.6 Where application is made for a **Demolition Permit** under Subsection 8(1) of the Act, the application shall contain the information required by clauses 4.5 a to j (where applicable) and:

- a. May be required to be accompanied by satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, electric, telephone or other utilities and services;
- b. Be accompanied by evidence that the demolition will be overseen by qualified individuals when such is required by the Building Code;
- c. Describe the method of demolition, including the methods of discarding waste material and location of where waste material is to be taken;
- d. Be accompanied by the required fees as determined by Section 13 of this By-law.

4.7 Where application is made for a **Conditional Permit** under Subsection 8(3) of the Act, the application shall:

- a. Be preceded by an application for a Building Permit as set out in clause 4.5 and filed with the Chief Building Official;
- b. Contain such other information, plans and specifications concerning the complete project as the Chief Building Official may require;
- c. State the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- d. State the necessary approvals, which must be obtained in respect of the proposed building and the time in which such approvals will be obtained;
- e. State the time in which plans and specifications of the complete building will be filed with the Chief Building Official;
- f. Be accompanied by a Conditional Permit Agreement, authorized by clause 8(3)(c) of the Act, which must be signed by the owner or an authorized agent who has the authority to bind the owner;
- g. Be accompanied by a security deposit under the terms of the Conditional Permit Agreement;
- h. Be accompanied by the required fees as determined by Section 13 of this By-law.

4.7.1 Consideration for a Conditional Permit is at the sole discretion of the Chief Building Official and, if considered, shall not be constructed to authorize construction beyond the scope for which conditional approval is given.

4.8 Where application is made for a **Change of Use Permit** under Subsection 10(1) of the Act, the application shall:

- a. Describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
- b. Identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
- c. Include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code including floor plans, details of wall, ceiling and roof assemblies, identifying required fire resistance ratings and load bearing capabilities;
- d. State the names, addresses and telephone numbers and email addresses of the owner;
- e. Be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application;
- f. Be accompanied by the required fees as determined by Section 13 of this By-law.

4.9 Where application is made for a **Sewage System Permit** under Subsection 8(1) of the Act, the application shall contain the information required by clauses 4.5 a to j (where applicable) and:

- a. Include the name, address, telephone number and Building Code Identification Number (B.C.I.N) of the person installing and designing the sewage system;
- b. Contain a site evaluation , as described in the Building Code and a sewage system design, to be prepared by a qualified engineer. At the discretion of the Chief Building Official, this evaluation may be conducted by the homeowner or licensed sewage system contractor;
- c. Be accompanied by a completed Schedule 2 prescribed form;
- d. Be accompanied by the required fees as determined by Section 13 of this By-law.

4.10 Where application is made for a **Swimming Pool/Swimming Pool Fence Permit** the application shall contain the information required by clauses 4.5 a to j (where applicable) and:

- a. Be accompanied by a Lot Grading Plan for locations as determined by the Chief Building Official, which shall be designed by an Ontario Land Surveyor. The Lot Grading Plan shall include the following:
 - i. Property Lines and street locations;
 - ii. Existing dwelling and any other structures on the property, including future structures that are known at the time the pool permit is applied for;
 - iii. Proposed swimming pool and any concrete decking location;
 - iv. Location of any swimming pool equipment;
 - v. The proposal will not adversely impact vegetation communities, wildlife habitat or fish habitat in the area;
 - vi. Any retaining wall or landscaping stones, rocks or the like used to retain earth or pool and the heights of such;
 - vii. The grading on the property to ensure that there will be no negative grading impacts of the subject or neighbouring properties. Compliance with the lot grading designed for the lot shall be maintained. The benchmark for this design shall be the top of foundation of the main dwelling on the property where the pool is proposed.
- b. Be accompanied by the required fees as determined by Section 13 of this By-law.

4.11 A Final Lot Grading Certificate will be required to ensure the as built conditions meet those proposed.

5. PLANS AND SPECIFICATIONS

5.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether the proposed construction, demolition or change of use will conform to the Act, the Building Code, and any other applicable law.

5.2 After the issuance of a permit under the Act, notice of any material change to a plan, specification, document, or other information based on which the permit

was issued shall not to be made without the written authorization of the Chief Building Official.

- 5.3** Plans shall be drawn to scale and submitted in PDF format, shall be legible and without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "A" attached to and forming part of this By-law, unless otherwise specified by the Chief Building Official.
- 5.4** Site plans shall be accurately drawn to scale, and if required by the Chief Building Official, to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of a survey prepared by an Ontario Land Surveyor shall be submitted. Site Plans shall show:
- a. Lot size and the dimensions of the property lines and setbacks to any existing or proposed buildings;
 - b. Existing and finished ground levels or grades, pattern of proposed drainage and swales;
 - c. Existing right-of-way, easements and municipal services;
 - d. Existing and proposed entrances to the lot, including driveways and parking areas;
 - e. Existing and proposed elevations of underside of footings, finished basement slab, top of foundation wall, and finished floor level;
 - f. The location and dimensions of all existing and proposed buildings and structures and their respective setbacks to property boundaries;
 - g. Existing and/or proposed septic systems with their respective setbacks to property boundaries, and setbacks to existing and/or proposed buildings where no municipal services are available.
- 5.5** Plans and specifications furnished according to this By-law or otherwise required by this Act become the property of the Township and will be disposed of or retained in accordance with relevant legislation.

6. BUILDING CERTIFICATION

- 6.1** The Chief Building Official may request that a professional engineer or an Ontario Land Surveyor, at the footing and/or foundation stage of construction of a structure, certify that the elevations and location of the building are in general conformity with the Building Code and the approved grading plan.

- 6.2** The Chief Building Official may request that a professional engineer or Ontario Land Surveyor, at completion of construction, certify that the final building and ground elevations are in general conformity with the approved plan.

7. WITHDRAWING AN INACTIVE PERMIT APPLICATION

- 7.1** A permit holder may request, in writing, that an application for permit be withdrawn prior to issuance of a permit.
- 7.2** Where an application for a permit remains incomplete or inactive for six (6) months from the date the application was received, the application may be deemed by the Chief Building Official as having been abandoned and the application may be cancelled.
- 7.3** Prior to cancelling the application, the Chief Building Official may serve a notice to the applicant by regular mail or electronic service to the address/email address indicated on the permit application form and following a thirty (30) day period from the date of service, the Chief Building Official may cancel the application without any further notice.
- 7.4** Where notice is served by electronic or mail service, the permit holder shall be deemed for all purposes to have been served with the notice on the fifth day after the day of delivery.
- 7.5** An owner may, within thirty (30) days from the date of service of a notice under this Part, request in writing that the Chief Building Official defer the cancellation by stating in writing the reasons why the application should not be cancelled.
- 7.6** The chief Building Official, having regard to any changes in the Act, Building Code or other applicable law may allow the deferral, applicable to a period of no later than six (6) months from the date of the deferral.
- 7.7** All plans, specifications and documents submitted in support of an application for permit shall remain the property of the Township.
- 7.8** Upon cancellation of the application or in the event of withdrawal of the application by the owner, the Chief Building Official shall determine the amount of fees due by the applicant in accordance with Section 13 of this By-law in circumstances where permit fees have not yet been received by the Township.

8. REVOCATION OF PERMITS

- 8.1** The Chief Building Official reserves the right to revoke a permit under Subsection 8(1) of the Act.

- 8.2** Prior to revoking a permit in accordance with the Act, the Chief Building may serve a notice to the applicant by regular mail or electronic service to the address/email address indicated on the permit application form and, following a ten (10) day period from the date of service of such notice, the ground for revocation continues to exist, the permit may be revoked without further notice and all submitted plans and other information may be disposed of.
- 8.3** Where notice is served by electronic or mail service, the permit holder shall be deemed for all purposes to have been served with the notice on the fifth day after the day of delivery.
- 8.4** The Chief Building Official may consider a written request by the permit holder to defer revocation of a permit if the request: states the reasons why the permit should not be revoked and the date by which meaningful and substantial work will resume.
- 8.5** Subject to Section 25 of the Act, the Chief Building Official is under no obligation to defer revocation of a permit.
- 8.6** Upon revocation of a permit, the Chief Building Official shall determine the amount of fees, if any, that may be refunded in accordance with Section 13 of this By-law.

9. REVISIONS TO APPLICATIONS AND PERMITS

- 9.1** Where in the opinion of the Chief Building Official, an applicant revises the plans for a proposed building or part thereof after the plans examination of a previous submission has already been undertaken, such that the revision or changes require a re- examination of the revised plans, an additional fee in an amount according to the current User Fees By-law, as amended, may be applied at the discretion of the Chief Building Official. This fee shall be due and payable with the permit fees.
- 9.2** Where in the opinion of the Chief Building Official, an applicant revises the design or scope of work authorized by an issued permit, the owner shall submit sufficiently detailed and revised plans and specifications, as set out in Section 5 of this By-law, that describe the proposed work, prior to carrying out the proposed work. An additional fee in an amount according to the current User Fees By-law, as amended, may be applied, at the discretion of the Chief Building Official. This fee shall be payable prior to commencement of the re-examination of the permit.

- 9.3** Sufficient material changes to the design or scope of work may constitute the need for a new application for permit as determined by the Chief Building Official.

10. TRANSFER OF PERMITS

- 10.1** Permits shall not be transferred to a new owner without the approval of the Chief Building Officer.
- 10.2** Issued permits may be transferred to a new owner by the Chief Building Official where the new owner provides:
- a. A completed "Transfer of Permit Application" form attached as Schedule "B" and forming part of this By-law.
 - b. A written statement agreeing to comply with all statutes, regulations, applicable laws and conditions of approval upon which the permit was issued;
 - c. A written statement from the designer authorizing the continued use of all drawings, specifications and documents associated with the issued permit;
 - d. A completed Commitment to General Reviews form as prescribed by the Chief Building Official when the Building Code required the work be reviewed by an architect or a professional engineer; and
 - e. Payment of fees for transfer or permit as set out in the current User Fees By-law, as amended.

11. ALTERNATIVE SOLUTIONS

- 11.1** The Chief Building Official may authorize the use of an alternative solution where a designer provides, for each alternative solution that is proposed:
- a. By submitting a completed Alternative Solution Application form as prescribed by the Chief Building Official;
 - b. Submitting a description of the proposed material, system or building design for which authorization as an alternative solution is requested;
 - c. Submitting a description of the applicable objectives, functional statements and acceptable solutions as set out in the Building Code;
 - d. Providing supporting documentation, past performance or tests described in Division C, Section 2.1 of the Building Code or other evaluation demonstrating that the proposed material, system or building design will

provide the level of performance required by Division A, Article 1.2.1.1. of the Building Code;

- e. By paying the prescribed fee as set out in the current User Fees By-law, as amended and in addition, where required, paying the costs of a third-party review.

11.2 Where an alternative solution has been authorized, the Chief Building Official may impose conditions and/or limitations.

11.3 Alternative solutions authorized by the Chief Building Official shall be applicable only to the location as described in the application and are not transferrable to any other permit.

12. OCCUPANCY PERMIT

12.1 Where the requirements of the Building Code with respect to occupancy have been met, an occupancy permit shall be issued by the Chief Building Official or a person designated by the Chief Building Official. No person shall occupy or permit the occupancy of a building or parts thereof until an occupancy permit authorizing the occupancy of said building has been issued.

13. FEES AND REFUNDS

13.1 Fees for a required permit shall be set out in the current User Fees By-law, as amended.

13.2 No permit shall be issued or any service provided until the fees therefore have been paid in full by the applicant or property owner.

13.3 Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit issued under Subsection 8(3) of the Act are based on area, this area shall be calculated by the Chief Building Official as the greatest horizontal area of a building or foundation, within the outside surface of exterior walls, or within the outside surface of exterior walls and the centre line of Firewall or Party wall.

13.4 Where the fees payable in respect of an application for a construction or demolition permit issued under Subsection 8(1) of the Act or a conditional permit under Subsection 8(3) of the Act are based on the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total value of all work regulated by the permit, including the cost of all material, labour, equipment, overhead and professional and related services, provided that where

application is made for a conditional permit, fees shall be paid for the complete project.

- 13.5** The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee, and where disputed the applicant shall pay the required fee under protest and, within six (6) months of completion of the project, shall submit an audited statement of the actual costs and where the audited value is determined to be less than the valuation, the Chief Building Official shall issue a refund.
- 13.6** In the case of withdrawal of an application or the abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall, upon written request of the owner or applicant, determine the amount of paid permit fees that may be refunded to the owner or applicant, if any, in accordance with Schedule "C" attached to and forming part of this By-law. Application for refund must be made within 6 months of the date of permit application to be eligible for a refund of any permit fee.
- 13.7** Any refund authorized shall be returned to the person identified on the receipt.

14. DEPOSITS

- 14.1** Prior to issuance of a building, demolition, change of use, sewage system, swimming pool/fence, sign, tent or plumbing permit, the applicant shall be required to deposit with the Township an amount according to the current User Fees By-law, as amended.
- 14.2** The deposits shall be held without interest until such time as the Chief Building Official deems that the owner or applicant has fulfilled the statutory obligations to request inspections and give notice of intent under the Act and the Building Code and any required Building Certification as set forth in Section 6 of this By-law have been accepted by the Chief Building Official.
- 14.3** The deposit shall be held without interest until such time that the Township has satisfied itself that the applicant has not caused any damages to any municipal roads or property and there are no outstanding accounts.
- 14.4** At time of permit application, a "Deposit Forfeiture Acknowledgement" Form attached as Schedule "D" and forming part of this By-law shall be completed and submitted.
- 14.5** The deposit shall be forfeited in full where:
- a. The permit file is not closed by way of passing a final inspection within two years of the date of issuance of the building permit, and a request for

extension for completion of the permitted work is not requested in writing and granted.

- b. The building for which the permit was issued has been occupied prior to the issuance of an occupancy permit.

14.6 Prior to the date for which a deposit is forfeited in accordance with this section, the Chief Building Official shall serve written notice to the permit holder and the property owner(s) at their last known address by regular mail and, if on the expiration of thirty (30) days from date of such notice, the deposits shall be forfeited to the Township without any further notice. This notice may also be sent electronic service to the email address indicated on the permit application form. Schedule "E" attached to and forming part of this By-law, is an example of this letter.

14.7 Where notice is served by regular mail service, the permit holder shall be deemed for all purposes to have been served with the notice on the fifth day after the day of delivery.

14.8 Notwithstanding Section 14.1, the payment of any deposits provided for herein may be waived only when the Chief Building Official deems it to be unnecessary and at the Chief Building Official's sole discretion.

15. RECOVERY OF FEES

15.1 In addition to every other remedy available at law, fees that are due and unpaid may be added to the tax roll of the property of the owner and may be collected in like manner as municipal taxes, as per Section 7(8.1) of the Act.

16. FENCING OF CONSTRUCTION AND DEMOLITION SITES

16.1 Where, in the opinion of the Chief Building Official, a construction or demolition site presents a hazard to the public, the Chief Building Official, may require the owner to erect such fences as deemed appropriate to the circumstances by the Chief Building Official.

16.2 In considering the hazard presented by the construction or demolition site, the necessity for fences and the height and characteristics of such fences, the Chief Building Official or Inspector shall have regard for:

- a. The proximity of the building site to other buildings;
- b. The proximity of the construction or demolition site to lands accessible to the public;

- c. The hazards presented by the construction or demolition activities and materials;
- d. The feasibility and effectiveness of site fences, and the duration of the hazard.

16.3 Every fence required by this section shall:

- a. Be erected so as to fully enclose all areas of the site which present a hazard;
- b. Create a continuous barrier and be sufficient to deter unauthorized entry;
- c. Have a height not less than 1.2 meters above grade at any point, unless the Chief Building Official determines that a greater minimum height is necessary;
- d. If constructed of plastic mesh, snow fencing, or other similar materials, be securely fastened at 200mm on centre to vertical posts not more than 1.2 metres apart, and horizontal members or a minimum 11-gauge cable at the top and bottom; and
- e. Be maintained in a vertical plane and in good repair.

17. NOTICES AND REQUIRED INSPECTIONS

- 17.1** Every permit holder shall notify the Chief Building Official of each stage of construction for which an inspection is required under section 10.2(1) of the Act and Article 1.3.5.1 and 1.3.5.2 of Division C of the Building Code and any other inspections as may be noted on the permit.
- 17.2** Inspection notices are required a minimum of two (2) business days prior to the stages of construction specified herein and shall be given in accordance with the requirements of Article 1.3.5.2 of Division C of the Building code.
- 17.3** Notice shall be given through an online electronic portal authorized by the Chief Building Official, unless otherwise authorized by the Chief Building Official.
- 17.4** The permit holder shall facilitate safe access for inspection of the work.
- 17.5** Works not ready for inspection at the time when an inspection has been requested may be subject to an additional inspection fee as set out in the current User Fees By-law, as amended.
- 17.6** Re-inspections of deficient or incomplete work for a second (2nd) inspection of the same required inspection shall be subject to an additional service fee as set out in the current User Fees By-law, as amended.

18. REMOTE INSPECTIONS

18.1 At the discretion of an inspector, an inspection may be conducted as a remote inspection when the inspector may not be able to attend a construction site to do an inspection in person. A remote inspection may take various forms including the exchange of pictures, videos, live video calls, or other forms of technical media, which may satisfy an inspector who is in communication with a builder or contractor.

19. REGISTERED CODE AGENCIES

19.1 The Chief Building Official is authorized to appoint Registered Code Agencies to perform specified functions in respect of the construction of a building or a class of buildings from time to time in order to maintain the time periods for permits prescribed in Division C, Section 3.7 of the Ontario Building Code and is further authorised to enter into an agreement with such Registered Code Agency for provision of those services.

19.2 The Registered Code Agency may be appointed to perform one or more of the specified functions described in Section 15.15 of the Act.

20. AS-CONSTRUCTED PLANS

20.1 The Chief Building Official may require that a set of plans of a building or any class of building as constructed be filed with the Chief Building Official on completion of construction under such conditions as may be prescribed in the Building Code.

21. OTHER BY-LAWS, LICENCES, PERMITS AND REGULATIONS

21.1 Nothing in this By-law shall exempt any person from complying with the requirements of any other By-law within the Township, or from applying for and obtaining and permit, licence, permission, authority or approval required by this or any other By-law or regulations of the Township or any other law in force at the time.

22. USE OF ELECTRONIC TECHNOLOGIES

22.1 Nothing in this By-law shall be deemed to limit the authority of the Chief Building Official to make use of online services for the display, use and submission of application forms or other documents and materials used in the processing of

applications, educational handouts, referrals, and nothing in this By-law shall limit the use of electronic technologies for data and information storage and file management integral to building permit and inspection services.

23. CODE OF CONDUCT

23.1 The code of conduct and associated policies as required under Section 7.1 of the Act are set out in By-law No. 2005-43, as amended.

24. OFFENCES AND ENFORCEMENT

24.1 Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine recoverable under the Provincial Offences Act in accordance with the Building Code Act.

24.2 Administration fees, as noted in the current User Fees By-law, as amended, shall be applied to a property owner in cases where any of the following Orders are served:

- a. Order to Comply under Section 12(2) of the Act,
- b. Order Not to Cover under Section 13(1) of the Act,
- c. Order to Uncover under Section 13(6) of the Act,
- d. Stop Work Order under Section 14(1) of the Act.

24.3 Where any person is directed or required by this By-law to do any matter or thing, such matter or thing may be done in default of its being done by the person directed or required to do it, at that person's expense, and such expense may be recovered by action or as municipal taxes in the manner prescribed by the *Municipal Act* and the *Building Code Act*.

25. AUTHORITY TO REVISE FORMS

25.1 The Chief Building Official is authorized to direct staff to make adjustments to Schedule B, Schedule D and Schedule E if it is deemed necessary by the Chief Building Official.

26. VALIDITY AND SEVERABILITY

26.1 If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be

construed as having persuaded or influenced Council to pass the remainder of the By-law and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.

27. REPEAL

27.1 That By-law No. 2005-44 and all amendments is hereby repealed.

28. EFFECTIVE DATE

28.1 That By-law No. 2025-29 is enacted on the date of final passing.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 28TH DAY OF APRIL, 2025.

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



Schedule "A" to By-Law No. 2025-29

**LIST OF PLANS OR WORKING DRAWINGS TO
ACCOMPANY APPLICATIONS FOR PERMITS**

1. Site Plan, as outlined in Section 5. of this By-law;
2. Floor Plans for each level, whether finished or unfinished;
3. Foundation Plans;
4. Framing Plans;
5. Roof Plans, including truss drawings stamped by an engineer and layout drawings signed by the building's designer as being reviewed;
6. Reflected ceiling plans;
7. Sections and Details;
8. Building Elevations;
9. Electrical Drawings;
10. Heating, Ventilation, Air Conditioning Drawings with Heat Gain Loss Calculations;
11. Plumbing Drawings;
12. Sewage System Design and Plans;
13. One or more of the following to ensure appropriate plumbing and Surface Drainage at the discretion of the Chief Building Official:
 - a. Site Servicing Plan prepared by a professional engineer
 - b. Overall Grading Plan prepared and stamped by a professional engineer which shall include details of the entire property on which the proposed structure may be permitted and lands beyond the property line;
 - c. A drainage system plan/report prepared and stamped by a professional engineer;
14. Geotechnical reports to ensure appropriate design of footings;
15. Hydrogeological reports to ensure adequate water supply for the building and

meeting of Required Connections by the Building Code, as amended or replaced;

16. Any other more specific plans the Chief Building Official deems to be required to accompany an application for a permit, at his or her discretion.

NOTE: All to the satisfaction of the Chief Building Official for a building permit to be deemed completed. The Chief Building Official may at his or her discretion specify that not all the above-mentioned plans are required or that other more specific plans be required to accompany an application for a permit.

**Schedule "B" to By-law 2025-xx
TRANSFER OF PERMIT
APPLICATION**

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Building Permit Number	
B. Type of Permit			
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition to an Existing Building	<input type="checkbox"/> Alteration/Repair	
<input type="checkbox"/> Demolition	<input type="checkbox"/> Sign (Mobile)	<input type="checkbox"/> Sign (Other than Mobile)	
<input type="checkbox"/> Conditional Permit	<input type="checkbox"/> Other:		
C. Original Applicant			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
As the ORIGINAL APPLICANT , I HEREBY grant permission to transfer Building Permit # _____ for the above noted location to the New Applicant named below.			
_____		_____	
Original Applicant's Signature		Date	
D. Property Owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
As the PROPERTY OWNER , I HEREBY consent to the Permit transfer and acknowledge receiving a copy of this application.			
_____		_____	
Owner's Signature		Date	
E. New Applicant			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
As the NEW APPLICANT , I HEREBY acknowledge the Permit transfer and agree to pay any applicable fee(s) prior to issuance of the Permit.			
_____		_____	
New Applicant's Signature		Date	

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



Schedule "C" to By-Law No. 2025-29

REFUNDS

<u>Status of Permit Application of Fee Eligible for Refund</u>	<u>Percentage</u>
1. Application withdrawn in writing; no processing of review of plans submitted	95%
2. Application withdrawn in writing; plans reviewed and ready for permit issuance	50%
3. Application withdrawn in writing or revoked, prior to starting construction, after the permit has been issued.	50%
4. Application withdrawn in writing or revoked, six (6) or more months after permit has been issued.	0%

NOTE:

- 1. No refunds after any building inspections are carried out.**
- 2. No refund shall result in the retention by the Township of Southwold of an amount less than \$150.00.**



Schedule "D" to By-Law No. 2025-29

**PERMIT DEPOSIT FORFEITURE
ACKNOWLEDGEMENT FORM**

The Deposit Forfeiture Acknowledgement Form is an application to submit a deposit with the Township of Southwold as a guarantee the municipal right of way (roadway, curb, sidewalk, boulevard, etc.), adjacent properties (fences, irrigation, hardscaping, sod, etc.) and compliance with all By-laws and approved grading, as well as any clean-up of the street and adjoining streets.

Once construction is complete, including all required inspections and submission of all required paperwork/files, a property owner/permit holder may make a formal request to the Building Department by email at deputycbo@southwold.ca to request the release of the deposit.

NOTE: Building Permit cannot be issued until the Deposit is remitted and the following Deposit Forfeiture Acknowledgement Form is received.

1. PAYEE INFORMATION

FULL NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

PERMIT NUMBER: _____

PROJECT ADDRESS (IF DIFFERENT FROM ABOVE:

2. ACKNOWLEDGEMENT OF DEPOSIT FORFEITURE

Initial beside each statement to acknowledge that you have read and understand the conditions regarding deposit forfeiture as stipulated by the Township of Southwold.

I am aware that the deposit paid in relation to my permit is subject to forfeiture under the following conditions:

_____ The deposit(s) shall be forfeited in full where the permit file is not closed by way of passing a final inspection within two years of the date of issuance of the building permit, and a request for extension for completion of the permitted work is not requested in writing and granted.

_____ The deposit(s) shall be forfeited in full where the building for which the permit was issued has been occupied prior to the issuance of an occupancy permit.

_____ The deposit(s) shall be forfeited in full where there is damage to Township property as a result of the construction/completion of my project.

By signing this form, I agree to the following:

- I acknowledge that I am aware of and understand the circumstances under which my deposit may be forfeited.
- I agree to comply with all permit conditions and applicable regulations to avoid forfeiture of my deposit.
- I understand that if my deposit is forfeited, it may be used to cover costs incurred by the Township of Southwold as a result of non-compliance or other permit-related issues.

3. SIGNATURE

APPLICANT’S SIGNATURE: _____

DATE: _____

1. TOWNSHIP OF SOUTHWOLD OFFICE USE ONLY

RECEIVED BY: _____

COMMENTS: _____

Instructions for Submitting the Form:

1. Complete all sections of the form.
2. Sign, initial and date the form where indicated.
3. Submit the completed form to the Township of Southwold office via email, mail, or in person as per the instructions provided by the Township.

Refund Information:

Deposits will be refunded and mailed to the Payee indicated in Section 1 of this completed form. A cheque will be mailed to the mailing address indicated on this form. Cheques may not be picked up.



Schedule "E" to By-Law No. 2025-29

**EXAMPLE OF NOTICE SERVED TO PERMIT HOLDER AND
PROPERTY OWNER OF FORFEITURE OF DEPOSIT**

NOTICE OF OPEN BUILDING PERMIT

Date: Month Day Year
To: Current Homeowner
123 some street
Fingal ON
N#P #S#

Re: Open Building Permit- Permit #202x-xxx
Permit Holder: Name
Permit Type: Name
Type of Permit: Building/Septic etc...
Permit Issued: date

Our records indicate that a building / demolition / septic system permit as noted above is open and the required inspections have not been completed. The Township respectfully requests that you review this letter and contact the Building Department to arrange an inspection.

A deposit of [\$deposit amount] is currently being maintained by the Township of Southwold. This deposit is pending the final completion of the project in accordance with the terms of the outstanding permit.

You must contact the Township of Southwold before [date is 30 days + 5 for service from date of notice] **Month xx, year** to schedule the final inspection. The deposit will be forfeited in full if the final inspection is not requested by [date is 30 days + 5 for service from date of notice] **Month xx, year**. The final inspection must be completed by [date 120 days from date of notice] **Month xx, year** for the deposit to remain eligible for a refund.

Failure to contact the Building Department will indicate non-compliance with the requirements of the Ontario Building Code and the status of the permit will be changed to 'Dormant'. The dormant permit will show as an open permit on property reports prepared by the Township and may adversely affect future real estate transactions and/or remortgaging. Re-activating a permit file may be subject to additional fees and the property owner may be subject to further enforcement under the Building Code Act.

Please contact the Building Department at 519-769-2010 as soon as possible to arrange for the required inspection. Thank you for your anticipated co-operation.

Sincerely,

Chief Building Official
Township of Southwold
35663 Fingal Line,
Fingal, Ontario, N0L 1K0
Office : 519-769-2010
Email : building@southwold.ca



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2025-30

Being a By-Law to establish User Fees and to repeal By-law No. 2021-73, as amended.

WHEREAS Section 69(1) of the Planning Act, R.S.O. 1990, c. P.13, as amended, enables a municipality to establish fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 391 of The Municipal Act, S.O. 2001, c. 25 authorizes the municipality to establish fees or charges;

AND WHEREAS Section 7 of the Building Code Act, 1992, S.O. 1992, c. 23, empowers Council to pass certain by-laws respecting construction, demolition and change of use permits and inspections;

AND WHEREAS pursuant to the Building Code Act, 1992, S.O. 1992 c. 23, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof;

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

1. That By-law No. 2021-73, as amended, be repealed in its entirety.
2. That the User Fees and related provisions as set out in Schedule "A" attached hereto and forming part of this by-law be adopted.
3. That this By-law shall come into full force and effect on May 1, 2025.
4. That any By-Laws that are inconsistent with the provisions found in this By-Law are hereby repealed.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 28TH DAY OF APRIL, 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

Department	Category	Sub-Category	Item	User Fee	Notes
Administration	Administration		Work on behalf of a ratepayer or as a result of an order (i.e. By-law infraction)	Actual Costs plus 15% Administration Fee to a max. of \$1,000 for Admin Fee	Includes Employee time (based on current employee rate), Equipment time (based on current Ontario Provincial Standard Specification), Materials/Contracts and a 15% Administration Fee (based on project cost)
Administration	Administration		Marriage licence - residents	\$100.00	
Administration	Administration		Marriage Licence - non-residents	\$110.00	
Administration	Administration		Lottery Licence Application	3% of Prize Value / Min \$20	Max. set by AGCO
Administration	Administration		Fence Viewers - Administrative Costs	Actual Costs	Fence Viewer Remuneration: \$60.00 for each attendance up to a maximum of two hours, and then \$60.00 for each hour thereafter, plus mileage.
Administration	Administration		Lake Line (Hunter Cemetery) Plot Fee	\$300.00	
Administration	Animal Control		Fee to licence backyard hens	\$150.00	No HST
Administration	Animal Control		Kennel License	\$85.00	no HST
Administration	Fence Viewers		Fence Viewers - up to 2 hours	\$180.00	plus mileage
Administration	Fence Viewers		Fence Viewers - each hour over initial 2 hours	\$180.00	plus mileage
Administration	Finance		NSF Fees	\$40.00	
Administration	Finance		Invoice Finance Charge added to any invoice balance not paid by its due date	2% /month	
Administration	Finance		Debenture added to Taxes Carrying Cost - From Invoice Due Date to First instalment date	Infrastructure Ontario lending rate $\times 2\%$	carrying cost added to debenture setup amount
Administration	Finance		Credit Card Payment Surcharge	3.5%	
Administration	Finance		A penalty charge for after hours, non-emergency locates request called in as emergencies	\$250.00	penalty
Administration	Finance		Delivery of tax notices or documents by registered letter	Actual Cost plus \$5 Administration Fee	plus HST
Administration	Livestock Investigators		Municipal Investigators per attendance	\$50.00	plus mileage
Administration	Miscellaneous		Photocopies	\$0.50	/page HST Included
Administration	Miscellaneous		Commission documents/Affidavits	No Charge	
Administration	Miscellaneous		Preparation of property aerial photos - per property	\$10.00	HST Included
Administration	Property Inquires		Work order information relating to each assessed parcel	\$50 plus \$15 for rush	Rush - certificate required 2 working days or less from the time request rec'd
Administration	Property Inquires		Tax certificate relating to each assessed parcel	\$50 plus \$15 for rush	Rush - certificate required 2 working days or less from the time request rec'd
Administration	Property Inquires		Water certificate	\$50 plus \$15 for rush	Rush - certificate required 2 working days or less from the time request rec'd

Department	Category	Sub-Category	Item	User Fee	Notes
Administration	Property Inquires		Zoning Report (written) information relating to each assessed parcel	\$50 plus \$15 for rush	Rush - certificate required 2 working days or less from the time request rec'd
Administration	Property Inquires		Septic certificate	\$130 plus \$20 for rush	Rush - certificate required 2 working days or less from the time request rec'd
Administration	Waste Management		Garbage Bag Tags	\$2.50	/tag
Administration	Waste Management		Blue box	\$13.00	HST Included
Administration	Waste Management		Composter-1st per property is complimentary	\$25.00	HST Included - Based on Green Lane Subsidy
Administration	Waste Management		Digester-1st per property is complimentary	\$20.00	HST Included
Administration	Waste Management		Green Bin-1st per property is complimentary (plus yearly program cost)	\$20.00	HST Included
Building & Community Services	All Recreational Facilities		Sporting events and events serving alcohol require insurance	Applicant to provide proof of coverage	
Building & Community Services	All Recreational Facilities		Maintenance and damage deposit (refund upon inspection) Sports events and events serving alcohol require insurance	\$800.00	Fee waived for Southwold based charities, service clubs and non-profit groups
Building & Community Services	Building	Deposits & Administration Fees	Deposits & Administration Fees		
Building & Community Services	Building	Deposits & Administration Fees	Damage and Lot Grading Security Deposit at discretion of CBO *if occupied prior to obtaining occupancy permit, deposit forfeited **deposits may be forfeited as per Section 14 of the Building By-Law	\$500 - \$5,000	
Building & Community Services	Building	Deposits & Administration Fees	Revisions to plans after plans examination has been undertaken resulting in re-examination at discretion of CBO	\$75 - \$500	
Building & Community Services	Building	Deposits & Administration Fees	Revisions to plans after permit issuance resulting in re-examination at discretion of CBO	\$75 - \$500	
Building & Community Services	Building	Deposits & Administration Fees	Reinspection fee if inspections are requested and not ready	\$180.00	
Building & Community Services	Building	Deposits & Administration Fees	Penalty for starting construction prior to obtaining permit - residential	Double the regular permit fee - Maximum \$2,000.00	
Building & Community Services	Building	Deposits & Administration Fees	Penalty for starting construction prior to obtaining permit - industrial/commercial/institutional	Double the regular permit fee - Maximum \$5,000.00	

Department	Category	Sub-Category	Item	User Fee	Notes
Building & Community Services	Building	Deposits & Administration Fees	Administration fee for permits not paid for prior to permit expiry	25> increase in regular permit fee	
Building & Community Services	Building	Deposits & Administration Fees	Fast track building permit fee 48 business hour turn around at discretion of CBO	25> increase in regular permit fee	
Building & Community Services	Building	Deposits & Administration Fees	Permits not started within six months of issue are cancelled and require renewal, if applicant requests in writing within one year of cancellation	\$180.00	
Building & Community Services	Building	Deposits & Administration Fees	Alternative Solution Review Fee	\$300.00	
Building & Community Services	Building	Deposits & Administration Fees	Transfer permit to new permit holder	\$180.00	
Building & Community Services	Building	Deposits & Administration Fees	Issuance of Orders under Building Code Act	\$200.00	
Building & Community Services	Building	Farm Building - Livestock	Livestock facilities and manure pits	\$180.00 plus \$8.00 per \$1,000.00 of construction value	
Building & Community Services	Building	Farm Buildings-Non-Livestock	Farm Buildings-Non-Livestock		
Building & Community Services	Building	Farm Building - Non-livestock	Less than 250 square feet	\$180.00	
Building & Community Services	Building	Farm Building - Non-livestock	251 to 500 square feet	\$180.00 plus \$0.35 per sq ft over 250 sq ft	
Building & Community Services	Building	Farm Building - Non-livestock	501 to 1,000 square feet	\$300.00 plus \$0.15 per sq ft over 500 sq ft	
Building & Community Services	Building	Farm Building - Non-livestock	1,001 to 1,500 square feet	\$350.00 plus \$0.15 per sq ft over 1,000 sq ft	
Building & Community Services	Building	Farm Building - Non-livestock	1,501 to 3,000 square feet	\$350.00 plus \$0.15 per sq ft over 1,500 sq ft	
Building & Community Services	Building	Industrial/Commercial	Industrial/Commercial		

Department	Category	Sub-Category	Item	User Fee	Notes
Building & Community Services	Building	Industrial/Commercial/Institutional	New construction or renovations	\$12.00 per \$1,000.00 of construction value or \$180.00 Minimum	
Building & Community Services	Building	Other Permits	Other Permits		
Building & Community Services	Building	Other Permits	Woodstoves, chimneys, fireplaces and other wood burning appliances	\$180.00	
Building & Community Services	Building	Other Permits	Demolition permits	\$180.00	
Building & Community Services	Building	Other Permits	Demolition permit fee for buildings as a condition of severance	\$180.00	
Building & Community Services	Building	Other Permits	Fence around residential swimming pools	\$180.00	
Building & Community Services	Building	Other Permits	Building relocations	\$100.00 plus travel cost plus fee for appropriate building listed above (refundable damage deposit and/or liability insurance to be determined by Council)	
Building & Community Services	Building	Other Permits	Plumbing permit in buildings not requiring a building permit	\$180.00 plus \$12.00 per \$1,000 of construction value	
Building & Community Services	Building	Other Permits	Tent permit (if greater than 60 m2)	\$180.00	
Building & Community Services	Building	Other Permits	Wind turbine for personal use	\$295.00	
Building & Community Services	Building	Other Permits	Wind turbine for commercial use	\$2,000.00	
Building & Community Services	Building	Other Permits	Change of use permit - no construction	\$180.00	

Department	Category	Sub-Category	Item	User Fee	Notes
Building & Community Services	Building	Other Permits	Conditional permit	\$500.00 plus regular permit fee and cost recovery on any additional legal, professional or consultant fee plus 15% Administration Fee to a max. of \$1,000 for Admin Fee	
Building & Community Services	Building	Other Permits	Solar panel - with an area of 5 sq m or greater	\$180.00	
Building & Community Services	Building	Reinspection	Reinspection fee if inspections are requested and not ready	\$150.00	
Building & Community Services	Building	Residential New Construction-per square foot	Residential New Construction-per square foot		
Building & Community Services	Building	Residential	1st Floor	\$1.00 per sq ft	
Building & Community Services	Building	Residential	2nd and 3rd Floor	\$1.00 per sq ft	
Building & Community Services	Building	Residential	Finished Basement	\$0.65 per sq ft	
Building & Community Services	Building	Residential	Crawl space, unfinished basement	\$0.40 per sq ft	
Building & Community Services	Building	Residential	Works shops, storage areas, garages, open porches and decks, when included with permit for a new residence and attached to the same	\$0.40 per sq ft	
Building & Community Services	Building	Residential	Addition of attached garage workshop; Additions, alterations and renovations where square footage can be determined as per above	See fees per sq ft above	
Building & Community Services	Building	Residential	Renovation to create attached ADU (additional dwelling unit) within an existing dwelling	\$1.00 per sq ft	
Building & Community Services	Building	Residential	Fee for any building permit, alterations /renovations	Minimum - \$180.00	
Building & Community Services	Building	Residential	When square footage cannot be determined	\$12.00 per \$1,000.00 of construction value or Minimum \$180.00	

Department	Category	Sub-Category	Item	User Fee	Notes
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	Residential - Accessory when not part of original Residential Permit		
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	Less than 250 sq ft	\$180.00	
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	251 to 500 sq ft	\$180.00 plus \$0.35 per sq ft over 250 sq ft	
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	501 to 1,000 sq ft	\$300.00 plus \$0.15 per sq ft over 500 sq ft	
Building & Community Services	Building	Residential - Accessory when not part of original Residential Permit	Over 1,000 sq ft	\$350.00 plus \$0.15 per sq ft over 1,000 sq ft	
Building & Community Services	Building	Septic System	Sewage system building permit for Class 4 or 5 sewage systems	\$580.00	
Building & Community Services	Building	Septic System	Additional fee for percolation onsite test where soil conditions are suitable	\$100.00	
Building & Community Services	Building	Septic System	Repairs to a sewage system permit	\$450.00	
Building & Community Services	Fingal Heritage Park	Gazebo	Rental of Gazebo	\$50.00	HST Included
Building & Community Services	Fingal Park	Fingal	Men and Ladies Ball	\$47.00	/game HST Included
Building & Community Services	Fingal Park	Fingal	Minor sports (ball or soccer)	\$5.00	/child/season HST Included
Building & Community Services	Fingal Park	Fingal	Rental of Pavilion	\$80.00	HST Included
Building & Community Services	Fingal Park	Fingal	Local Tournaments *available only for Southwold based service clubs, not for profit groups and registered charities, and Southwold based, affiliated Minor Sports Associations (includes use of Pavilion)	\$120.00	/day HST Included
Building & Community Services	Fingal Park	Fingal	Tournaments (includes use of Pavilion)	\$250.00	/diamond/day HST included

Department	Category	Sub-Category	Item	User Fee	Notes
Building & Community Services	Fingal Park	Fingal	Concession Stand (damage and maintenance deposit required)	\$50.00	/day
Building & Community Services	Keystone Complex	Barn	Barn	\$120.00	HST included
Building & Community Services	Keystone Complex	Friday to Saturday	Main hall - without facilities	\$450.00	HST included
Building & Community Services	Keystone Complex	Friday to Saturday	Main hall - with facilities	\$600.00	HST included
Building & Community Services	Keystone Complex	Friday to Saturday	Grounds – private event	\$600.00	HST included
Building & Community Services	Keystone Complex	Friday to Saturday	Grounds - Southwold based charities, service clubs and non-profit groups	\$470.00	HST included
Building & Community Services	Keystone Complex	Friday to Saturday	Non-refundable deposit	\$200.00	HST included
Building & Community Services	Keystone Complex	Horse Ring	Horse ring	\$75.00	HST included
Building & Community Services	Keystone Complex	Pavilion	Pavilion	\$90.00	HST included
Building & Community Services	Keystone Complex	Sunday to Thursday	Main hall - without facilities	\$330.00	HST included
Building & Community Services	Keystone Complex	Sunday to Thursday	Main hall - with facilities	\$390.00	HST included
Building & Community Services	Keystone Complex	Sunday to Thursday	Main hall - Southwold based charities, service clubs, and non-profit groups	\$265.00	HST included
Building & Community Services	Keystone Complex	Sunday to Thursday	Grounds - private event	\$360.00	HST included
Building & Community Services	Keystone Complex	Sunday to Thursday	Grounds - Southwold based charities, service clubs, and non-profit groups	\$300.00	HST included

Department	Category	Sub-Category	Item	User Fee	Notes
Building & Community Services	Keystone Complex	Sunday to Thursday	Non-refundable deposit	\$200.00	HST included
Building & Community Services	Keystone Complex		Maintenance and damage deposit (refundable upon inspection)	\$100.00 no HST	(Fee waived for Southwold based charities, service clubs and non-profit groups)
Building & Community Services	Keystone Complex		Meeting room	\$55.00	HST included
Building & Community Services	Keystone Complex		Set-up day ahead	\$270.00	HST included
Building & Community Services	Keystone Complex		Meeting room - with kitchen	\$85.00	HST included
Building & Community Services	Keystone Complex		Memorial services and funeral receptions	\$225.00	HST included
Building & Community Services	Keystone Complex		Sign & letters	\$25.00	HST included
Building & Community Services	Keystone Complex		Set-up or take-down of tables and chairs	\$80.00	HST included
Building & Community Services	Keystone Complex		Use of Stage	\$80.00	HST included
Building & Community Services	Keystone Complex and Grounds		Event serving Alcohol - maintenance and damage deposit (refund upon inspection)	\$800.00	no HST
Building & Community Services	Recreation		Non-Registered Teams	Applicable Fee plus \$12.00	HST Included (practice or games)
Building & Community Services	Recreation		Due date	\$0.00	All fees shall be paid by no later than the first regular season game and a copy of the game schedule shall be provided to the Township at that time.
Building & Community Services	Recreation		Late Payment Fees	\$12.00	/game HST included, applicable to each game scheduled or played until payment is received
Building & Community Services	Recreation		Rain Days	\$0.00	Teams can reschedule games during the week or at the end of the season.

Department	Category	Sub-Category	Item	User Fee	Notes
Building & Community Services	Recreation		Insurance	\$0.00	Teams shall be responsible to provide a copy of their own insurance to the Township prior to the first game.
Building & Community Services	Shedden	Ball	Men and Ladies Ball	\$47.00	/game HST Included
Building & Community Services	Shedden	Minor Sports	Minor sports (ball or soccer)	\$5.00	/child/season HST Included
Building & Community Services	Shedden	Soccer	Adult Soccer (19+) - Full Field, Full Length Games	\$37.00	HST Included
Building & Community Services	Shedden	Soccer	Adult Soccer (19+) - Mini Field, 2 Hours	\$22.00	HST Included
Building & Community Services	Shedden	Pavilion	Corsley Park Pavilion	\$80.00	HST included
Building & Community Services	Talbotville	Ball	Men and Ladies Ball	\$47.00	/game HST Included
Building & Community Services	Talbotville	Ball - Local Tournament	Talbotville Optimist Sports Park (includes use of pavilion) Available only for Southwold based service clubs, not for profit groups and registered charities, and Southwold based affiliated Minor Sports Associations	\$120.00/day	HST Included
Building & Community Services	Talbotville	Ball - Non-Local Tournament	Talbotville Optimist Sports Park (includes use of pavilion)	\$250.00/day	HST Included
Building & Community Services	Talbotville	Pavilion	Rental of Pavilion	\$80.00	HST Included
Building & Community Services	Talbotville	Soccer	Adult Soccer (19+) - Full Field, Full Length Games	\$37.00	HST Included
Building & Community Services	Talbotville	Soccer	Minor Soccer	\$5.00	/child/season HST Included
Building & Community Services	Talbotville	Talbotville	Minor Ball	\$5.00	/child/season HST Included

Department	Category	Sub-Category	Item	User Fee	Notes
Building & Community Services	Talbotville	Talbotville Optimist Park (Sports and Heritage)	Maintenance and damage deposit (refund upon inspection) Sports events and events serving alcohol require insurance	\$800.00	(Fee waived for Southwold based charities, service clubs and non-profit groups)
Fire & Emergency Services	Fire Department		Inspections	\$100.00	Plus HST
Fire & Emergency Services	Fire Department		Request for Fire Report	\$50.00	Plus HST
Fire & Emergency Services	Fire Department		Request for Inspection Report Previously Completed	\$40.00	Plus HST
Fire & Emergency Services	Fire Department		Fire Cost Recovery for non-compliance of Fire Code and Fire Protection and Prevention Act		In accordance with current MTO rates plus any loss of or damaged equipment and material used Plus HST
Fire & Emergency Services	Fire Department		Provincial Highway Fees		In accordance with current MTO rates plus any loss of or damaged equipment and material used
Fire & Emergency Services	Fire Department		Any Municipal Road, all Non-Residents		Same fee as if on a Provincial Highway
Infrastructure & Development	Drainage	Apportionment Agreement	Drainage Apportionment Agreement - 1st Drain / Apportionment Agreements allocating all assessment to one property	\$100.00	Note: The Township of Southwold reserves the right to decide whether the apportionment is done in-house or by the Engineer. Referral to an Engineer for Drainage Reapportionment is at the discretion of the Municipality. If referred to an Engineer, costs will be actual amounts charged by the Engineer.
Infrastructure & Development	Drainage	Apportionment Agreement	Drainage Apportionment Agreement - Each Additional Drain	\$75.00	
Infrastructure & Development	Drainage	Tile Loan	Tile Loan Processing	\$200.00	
Infrastructure & Development	Planning	All Agreements	Amendment to Planning and Development Agreements (Severance, Site Plan, Subdivision, Condominium) - Administration Fee	\$500.00	plus actual costs for in-house and external review of Development Proposals - see below
Infrastructure & Development	Planning	Cash-in-Lieu	Cash-in-Lieu of Parkland Fee - Residential Severance	\$1,750.00	/Residential Lot Created (Per severed lot. Applies to residential lot severances/Consents only)

Department	Category	Sub-Category	Item	User Fee	Notes
Infrastructure & Development	Planning	Cash-in-Lieu	Cash-in-Lieu of Parkland Fee - All Subdivision of Land except Residential Severances (subdivisions/condominiums)	Industrial/Commercial Purposes - 2> of land value 5> land value All other purposes (Residential) - 5> of land value	As per Section 51.1 of the Planning Act, based on land valuation calculation
Infrastructure & Development	Planning	Cash-in-Lieu	Cash-in-Lieu of Parkland Fee - Lot Line Adjustments	\$0.00	no charge
Infrastructure & Development	Planning	Comment/Letter	Staff review of Green Initiatives construction projects	\$1,000.00	Plus HST
Infrastructure & Development	Planning	Comment/Letter	Telecommunications Towers	\$500.00	Review of application, preparation of report, Council comment submitted to proponent
Infrastructure & Development	Planning	Cost Recovery	In-house review of Development Proposals	Actual Staff Costs(Wage&OH) plus 15> Administration Fee to a max. of \$1,000 for Admin Fee	Internal staff time and expenses related to engineering that go beyond typical Township comments on an application. Generally applied to review of plans, specifications, terms, etc. for incorporation into and for preparation of agreements.
Infrastructure & Development	Planning	Cost Recovery	External review of Development Proposals (Engineering, Legal, Planning, other consultants)	Actual Costs plus 15> Administration Fee to a max. of \$1,000 for Admin Fee	Internal staff time and expenses related to engineering that go beyond typical Township comments on an application. Generally applied to review of plans, specifications, terms, etc. for incorporation into and for preparation of agreements.
Infrastructure & Development	Planning	Development Agreement	Planning and Development Agreement - Administration Fee	\$1,000.00	plus actual costs for in-house and external review of Development Proposals - see below
Infrastructure & Development	Planning	Minor Variance	Minor Variance Application (section 45(1) to 45(3) of the Planning Act)	\$900.00	
Infrastructure & Development	Planning	Official Plan	Official Plan Amendment Application (includes planning report)	\$1,750.00	
Infrastructure & Development	Planning	Official Plan/Zoning	Combined application to amend the Official Plan and Zoning By-law in respect of the same lands (includes planning reports)	\$2,000.00	
Infrastructure & Development	Planning	Other	Pre-consultation meeting with Planner (non-refundable) and only charged after 2nd meeting	\$200.00	
Infrastructure & Development	Planning	Other	Any legal or consulting fees over and above established rates will be added to all planning fees.		

Department	Category	Sub-Category	Item	User Fee	Notes
Infrastructure & Development	Planning	Part Lot Control	Application for Part Lot Control	\$800.00	
Infrastructure & Development	Planning	Severance	Application for Consent/Severance/Validation of Title (Sections 53 and 57 of the Planning Act)	\$575.00	
Infrastructure & Development	Planning	Severance	Severance Agreement - Administration Fee - First agreement	\$500.00	plus actual costs for in-house and external review of Development Proposals - see below
Infrastructure & Development	Planning	Severance	Severance Agreement - each additional lot that was part of the original severance	\$0.00	plus actual costs for in-house and external review of Development Proposals - see below
Infrastructure & Development	Planning	Site Plan	Site Plan Application	\$1,000.00	plus actual costs for in-house and external review of Development Proposals - see below
Infrastructure & Development	Planning	Site Plan	Site Plan Agreement - Administration Fee	\$1,000.00	plus actual costs for in-house and external review of Development Proposals - see below
Infrastructure & Development	Planning	Subdivision/Condominium	Plans of Subdivision/Plans of Condominium Application	\$2,000.00	plus actual costs for in-house and external review of Development Proposals - see below
Infrastructure & Development	Planning	Zoning	Zoning By-law Amendment Application (includes planning report)	\$1,350.00	
Infrastructure & Development	Planning	Zoning	Temporary Use By-law (section 39 and 39.1 of the Planning Act)	\$1,125.00	
Infrastructure & Development	Planning	Zoning	Temporary Use By-law - Refundable Deposit	\$5,000.00	Fully refundable upon compliance
Infrastructure & Development	Public Works		911 sign - new sign (sign and post)	\$100.00	HST Included
Infrastructure & Development	Public Works		911 sign - replacement (sign only)	\$50.00	HST Included
Infrastructure & Development	Public Works		All new Road Occupancy Permits off municipal roads-driveway	\$250.00	
Infrastructure & Development	Public Works		Entrance Bond	\$1,000.00	Deposit - Refundable
Infrastructure & Development	Public Works		Work under roadway bond	\$1,000.00	Deposit - Refundable
Infrastructure & Development	Public Works		Utility Right of Use		For Municipal Consent/Road User Agreements permitting utilities to construct infrastructure on Township Right of Ways

Department	Category	Sub-Category	Item	User Fee	Notes
Infrastructure & Development	Public Works		All new Road Occupancy Permits off municipal roads-all other permits	\$500.00	
Infrastructure & Development	Storm Sewer	Private Drain Connections (PDC)	The installation or replacement of a Storm Sewer PDC to the property line in conjunction with a Township construction project that involves the construction of a Storm Sewer main	\$2,000.00	
Infrastructure & Development	Storm Sewer	Private Drain Connections (PDC)	Repair or replace existing PDC – no construction	Actual cost	
Infrastructure & Development	Storm Sewer	Private Drain Connections (PDC)	The installation or replacement of a Storm Sewer PDC to the property line in conjunction with a Township construction project that involves the construction of a Storm Sewer main	\$4,000.00	



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2025-31

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on April 28, 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 28, 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 28th DAY OF APRIL, 2025.

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell