



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday June 23, 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 June 9, 2025
- (b) Draft Minutes of the Canada Day Committee Meeting of June 5, 2025
- (c) Draft Minutes of the Young at Heart Committee Meeting of June 12, 2025
- (d) Draft Minutes of the Southwold 175 Planning Committee Meeting of June 10, 2025

5. DELEGATION

- (a) **7:30 p.m. Vitaliy Talashok – QCWA 1st Quarter Operations Reports-Southwold Water Distribution System and Talbotville Wastewater Treatment Plant**
- (b) **8:00 p.m. RE: Foul Ball Fencing at Fingal Ball Park**
 - (i) Charles Annett
 - (ii) Correspondence from Greg and Rachel Wilson

6. DRAINAGE

7. PLANNING

- (a) **7:00 p.m. Public Meeting Zoning By-law Amendment** PLA 2025-16, ZBA 2025-04, 33728 Fingal Line and PLA 2025-17, ZBA 2025-08, 34480 Fingal Line
- (b) PLA 2025-18 Consent Application E29-25, 34480 Fingal Line
- (c) PLA 2025-19 Consent Application E33-25, 36466 Scotch Line

8. REPORTS

- (a) IDS 2025-31 Integrated Water Management By-law

9. CORRESPONDENCE

- (a) Office from Elgin County Warden – Community Safety and Well-Being Review and Updated
- (b) Paddle the Ports – A Journey for Rip Current Awareness
- (c) Municipality of Tweed – Blue Box Resolution

10. BY-LAWS

- (a) By-law No. 2025-42, being a by-law to amend By-law No. 2011-14, 33728 Fingal Line
- (b) By-law No. 2025-43, being a by-law to amend By-law No. 2011-14, 34480 Fingal Line
- (c) By-law No. 2025-44, being a by-law to regulate the supply, use and protection of water, wastewater and stormwater systems within the Township of Southwold
- (d) By-law No. 2025-45, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on June 23, 2025

11. OTHER BUSINESS *(For Information Only)*

- (a) City of St. Thomas RE: Secondary System Watermain Shutdown and Communication Plan
- (b) Elgin County Economic Development Update Summer 2025

12. CLOSED SESSION

- (a) 239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board – Potential Land Acquisition
- (b) 239(2) (b) personal matters about an identifiable individual, including municipal or local board employees and Section 239(2) (d) labour relations or employee negotiations – HR and CUPE Matters

13. ADJOURNMENT:

NEXT REGULAR MEETING OF COUNCIL

Monday July 14, 2025 @ 7:00 P.M.

Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday June 9, 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 (virtually) (10:42 p.m.)
Councillor Scott Fellows

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

Mayor Jones called the meeting to order at 7:02 p.m.

ADDENDUM TO AGENDA: Fingal Design Drawings

DISCLOSURES: None

ADOPTION OF MINUTES:

Council Minutes – Adopt

2025-168 Councillor Adzija – Councillor Fellows

RESOLVED THAT the Minutes of the Regular Council Meeting of May 26th, 2025 are hereby adopted.

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

CARRIED

Committee Minutes – Review

2025-169 Councillor Adzija – Councillor Fellows

RESOLVED THAT Council had reviewed the draft minutes of the Parks Committee Meeting of May 20, 2025 and the Southwold 175 Committee Meeting of May 29, 2025

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

CARRIED

DELEGATION

Closure of a Portion of Ford Road

7:00 p.m. – 7:17 p.m.

Aaron Van Oorspronk presented Council and the public the rational for the permanent closing of a portion of Ford Road. Staff worked with the MTO to determine best way to accommodate the 4-lane highway that will be constructed in this area. This closure will take effect June 30th, 2025.

J. Andrews questioned what would be done regarding the accumulation of junk at the end of Ford Road once is closed. He also inquired about the width of McBain Line as it will need to be used to move equipment. He further inquired about the railway crossing on Major Line and the fire protection.

Fire Chief Jeff McArthur responded that the fire protection would be monitored on a call per call basis with the use of Wellington Road. Any routine calls the rail traffic would be monitored.

Mr. Andrews also questioned when the construction for the turn around would take place. Mr. Van Oorspronk responded next year. Temporary fixtures will be installed now.

Mr. Andrews voices his concerns on the condition, width and the traffic on Ford Road. Mr. Van Oorspronk responded that Ford Road was identified as a capital project but was delayed because of the construction. The traffic counts will come down with the closure as it will only be used by residents who live on Ford Road. McBain Line and Ford Road are the same width. Mr. Van Oorspronk also said that no litter signs will be posted.

Mayor Jones commented that Ford Road and McBain Line will need to be upgraded and be adequate for everyone needs.

Councillor Adzija questioned if June 30th was still the day the closure date. Mr. Van Oorspronk responded yes.

N. Novacich commented that he had sent a letter to Council advising them of his concerns and that he is in support of the closure. He also commented that there is software to monitor a live feed when railway crossings are being occupied for emergency vehicles.

Ford Road Closure

2025-170 Councillor Adzija – Deputy Mayor Pennings

RESOLVED THAT Council of the Township of Southwold give consideration to By- law No. 2025-39, being a by-law permanently close the portion of municipal highway Ford Road, known as Part 1 on Plan 11R-11357, included on the June 9th, 2025 agenda.

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

CARRIED

PLANNING:

Zoning By-law Amendment ZBA 2025-07, 37150 Fingal Line, Redemption Tents Inc

In attendance: W. Pol, S. and J. Young, B. Anderson, L. Preccie, R. and B. Young

Opening of Public Meeting for ZBA 2025-07

2025-171 Deputy Mayor Pennings – Councillor Fellows

RESOLVED THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider Zoning By-law Amendment file no. ZBA 2025-07, Redemption Tent Events Ltd. 37150 Fingal Line at **7:17 p.m.**

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

CARRIED

Chairperson Jones called the meeting to order and made the following statement. This is a public meeting as required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed Zoning By-law Amendment to rezone the subject property legally described as: Concession North Talbot Road East South Part Lot 27 Registered Plan 11R506 Parts 1-5, municipally known as 37150 Fingal Line.

The proposed Zoning By-law Amendment (ZBA) application would rezone the subject property from the Agricultural 1 (A1) Zone to the requested agricultural 1 Special Provision 73 Holding (A1-73(H)). The proposed zoning seeks to permit an existing home industry with outdoor storage, greater than typically permitted, with a coverall building and additional employees.

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

Chairperson Jones asked what method of notice and when was the notice given to the public for this meeting. The Clerk responded that notices were mailed to neighbouring

properties within 120 meters of the subject lands and emailed to commenting agencies on May 20th, 2025. A sign was posted on the subject property prior to the deadline of May 20th, 2025

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

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

Chairperson Jones asked the Clerk if any written submissions were received on this application. The Clerk responded that comments were received this morning supporting this Zoning By-law Amendment application.

Chairperson Jones stated that before he opened the floor to questions from the public, please be advised if any person from the public wishes to receive further information on the action of council regarding the decision on the application for Zoning By-law Amendment, please ensure that they email their name, address, postal code and phone number to the Planner or Clerk by June 10, 2025. Any person that has contacted the Planner to be part of this public meeting today will receive this further information automatically.

Chairperson Jones asked if the owner/applicant was in attendance and to please identify themselves so that the Township has a record of your attendance at this public meeting with your name and address.

William Pol, agent for the owners/applicants, identified himself. Mr. Pol supports the Planning Report with the holding provision.

K. McFarlene, of Pondvalley Manor commented that she was in support of this application

Chairperson Jones asked if any members of Council had any questions. No questions were asked.

ZBA 2025-07, Redemption Tent Events Ltd, 37150 Fingal Line

2025-172 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Council approved the recommendations in report PLA 2025-15; and

THAT Council approve Zoning By-law Amendment Application ZBA 2025-07 to rezone the subject property from Agricultural 1 (A1) Zone to an

Agricultural 1 Special Provision 73 Holding (A1-73(H)) Zone as presented in By-law 2025-39 attached as Appendix 1 to Report PLA 2025-15; and,

THAT subject to no concerns being raised at the public meeting, that By-law 2025-39 to amend Zoning By-law 2011-14, as amended be presented at the regular meeting of Council on June 9, 2025 for adoption. (PLA 2025-15)

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

CARRIED

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

Closing of Public Meeting ZBA 2025-07

2025-173 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT the public meeting to consider the applications to amend the zoning on the property owned by Redemption Tent Events Ltd, 37150 Fingal Line closes at **7:35 p.m.**

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

CARRIED

REPORTS:

FIR 2025-06 Activity Report – May 2025

Jeff McArthur, Director of Emergency Services/Fire Chief presented this report to Council for information purposes.

FIR 2025-07 2024 Incident Report

Jeff McArthur, Director of Emergency Services/Fire Chief presented this report to Council for information purposes.

IDS 2025-28 Activity Report – May 2025

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

IDS 2025-29 Fingal Regional Stormwater Management Facility

2025-174 Councillor Emons – Councillor Fellows

RESOLVED THAT Council endorse the concept of a regional stormwater management facility for the Village of Fingal, located in the Fingal Ball Park; and,

THAT Council authorize a budget of \$1,500,000 for storm sewer upsizing and construction of the facility; and,

THAT Council authorize the costs be recovered through direct charges to tributary development lands under Section 326 of the Municipal Act.

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

CARRIED

IDS 2025-30 Build Faster Smarter Act

2025-175 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT Council authorize the staff to submit comments to the Ministry of Municipal Affairs and Housing regarding the Building Faster Smarter Act; and

THAT MPP Rob Flack be sent a copy of the comments as well.

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

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

CARRIED

CBO 2025-14 Activity Report – May 2025

Corey Pemberton, Director of Building & Community Services/Chief Building Official presented this report to Council for information purposes.

CBO 2025-15 Stone Pillars at Keystone Complex

2025-176 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Report CBO 2025-15 regarding the stone pillars at the entrance to the Keystone Complex be received for information; and,

THAT Council direct staff to proceed with repair of the stone pillars at the entrance to the Keystone Complex at the estimated cost of \$2,400, to be funded from the Keystone Complex Reserve.

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

CARRIED

DPC 2025-01 Summer Council Meetings

2025-177 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT Council cancels the second regular Council meetings in July and August, 2025 (July 28, 2025 and August 25, 2025); and,

THAT a Special Council Meeting be scheduled if warranted.

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

DPC 2025-02 2025 Holiday Office Closure for Christmas 2025

2025-178 Councillor Adzija – Councillor Emons

RESOLVED THAT Council approve the closure of the Municipal office from 12:00 p.m. Wednesday December 24, 2025, and reopen at 8:00 a.m. on Monday January 5, 2026 with staff utilizing Vacation or Banked-Time or days in lieu of the days that are not statutory holidays during the closure (4.5 days required).

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

CARRIED

CAO 2025-34 Activity Report – May 2025

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

Fingal Design Drawings

2025-179 Councillor Fellows – Councillor Emons

WHEREAS the Council of the Township of Southwold has received a presentation from staff regarding the proposed design for the reconstruction of Fingal Line and Union Road in Fingal ; and

RESOLVED THAT Council has approved the following requests to the proposed design:

1. The driving lane width shall be reduced to no wider than 3.7 meters, as recommended in the County's Transportation Master Plan (TMP).
2. Provision of parking bays in strategic locations.
3. Removal of on-road cycling lanes.
4. Should the County Council endorse the Cycling Master Plan and install paved shoulders on Union Road and Fingal Line approaching the Village, the

Township will consider the installation of cycling facilities at its own cost, if warranted.

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

CARRIED

CORRESPONDENCE:

- Town of Plympton-Wyoming Resolution RE: Bill 5, Protect Ontario by Unleashing Our Economy Act 2025

2025-180 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council of the Township of Southwold hereby supports the attached resolution that was passed by Town of Plympton- Wyoming regarding the motion to pause BILL 5 PROTECT ONTARIO BY UNLEASHING OUR ECOMONY ACT 2025; and,

THAT a copy of this resolution be sent to the Premier of Ontario, Minister of Environment, Conservation and Parks, the Minister of Municipal Affairs and Housing, the local MPP, the local MP, AMO and the Town of Plympton-Wyoming.

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

CARRIED

BY-LAWS:

- By-law No. 2025-38, being a by-law to permanently close a portion of Ford Road
- By-law No. 2025-39, being a by-law to amend By-law No. 2011-14, 37150 Fingal Line
- By-law No. 2025-40, being a by-law to establish a levy for the year 2025, to

adopt tax rates for 2025 and to provide for penalty and interest in default of payment and the collection thereof

- By-law No. 2025-41, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on June 9, 2025.

By-laws

2025-181 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT By-law Nos. 2025-38, 2025-39 and 2025-40 be read a first and second time, considered read a third time and finally passed this 9th day of June, 2025.

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

CARRIED

OTHER BUSINESS

- Ontario Ministry of Seniors and Accessibility RE: June is Seniors Month
- Elgin Area Primary Water Supply System Master Plan Notice of Public Information Centre
- County of Elgin Economic Development Summer Edition 2025

Council reviewed the items under Other Business.

CLOSED SESSION:

2025-182 Councillor Fellows – Councillor Adzija

RESOLVED THAT Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **9:23 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

1. Personal matters about an identifiable individual, including municipal or local board employees (Section 239(2)(d)) – HR and CUPE Matters

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

CARRIED

Adjournment of Closed Session

2025-183 Councillor Fellows – Deputy Mayor Pennings

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

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

CARRIED

STAFF DIRECTION

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

Confirmation By-law

2025-184 Councillor Adzija – Councillor Fellows

RESOLVED THAT By-law No. 2025-41 be read a first and second time, considered read a third time and finally passed this 9th day of June, 2025.

Recorded Vote	Yeas	Nays
J. Adzija	√	

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

CARRIED

ADJOURNMENT:

2025-185 Councillor Fellows – Deputy Mayor Pennings

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

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

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



Canada Day Committee

Thursday, June 5, 2025 @ 6:30 PM
Southwold Township Office

Attendance: Melissa Day, Stacy Danielson and Councillor John Adzija

Regrets: Lizeanne Kerkvliet and Joe McKinnon

- 1. Call to Order:** John Adzija opened the meeting at 6:34pm.
- 2. Approval of Agenda:** Approved as circulated. (Melissa Day, Stacy Danielson)
- 3. Approval of Minutes from Previous Meeting:** Approved as circulated. (Stacy Danielson, Melissa Day)
- 4. Division of Responsivities:**
 - a.** Invitation to Local Dignitaries – All confirmed but Mayor Hentz,Dutton Dunwich
 - Confirmed: Andrew Lawton, MP, Rob Flack, MPP, Southwold Mayor Grant Jones who is also Elgin County Warden and Andrew Sloan, Mayor of Central Elgin.
 - b.** Insurance – Optimist Club
 - Optimist to secure and forward to June McLarty at the Township
 - c.** Fireworks Permit – Steve will complete the permit once he receives it from June.
 - d.** Canada Day Swag – confirmed we have enough for this year
 - e.** Caring Cupboard – Stacy
 - Harvest Hands are coming, confirmed by Stacy
 - f.** Southwold Fire Department – John confirmed attendance. They will need a table.
 - g.** Music –
 - Confirm if we will be able to see the DJ perform before the event. We still need to follow up with anything she may need to supply to connect to our power source.
 - h.** Registration Table –

- Gates do not open until 7:30pm
- Confirmed Steve Garvin has the donation bin and club members were assigned to this table at our last Optimist meeting.
- i. Cakes – Ordering cakes during third week of June**
 - Stacy to pick up the cakes from Costco
 - Cakes are the same price as last year. Ordering 10 cakes.
 - Melissa will bring equipment for cake cutting, plates, forks
 - John confirmed we have access to food booth fridges
 - Melissa to bring wash bucket, towels, dish cloths, plastic gloves, soap
- j. Food Truck – Joe**
 - Trucks to be parked between the fence and the sidewalk with consideration to the customer window facing toward the fence. Joe scouted the area and sent photos and suggestion. Stacy to notify the food trucks of the concern and the new placement.
- k. Baseball Park:**
 - Walk through the Optimist Ball Diamond with John on June 24 at 7pm as he will be away for Canada Day activities
- l. Advertising: Advertising to start after the May long weekend**
 - Updated poster has been provided to township to be circulated through social media, township site, Optimist site. Printed posters can be hung in various stores and businesses in the area
 - Update the yellow Optimist sign board at the next Optimist meeting
- m. Fireworks: Joe and Optimists**
 - Steve is working on that and has volunteers
- n. MC and Program:**
 - Stacy will be the MC and get program together
 - Stage/Trailer is confirmed and will be delivered to the ball diamond on Monday. Joe will advise of time and the need for any assistance.
- o. Glow Sticks: Melissa has the glow sticks and they will be prepped before June 30.**
- p. Tables and Chairs – Identified need for 14 tables and 10 chairs**
 - Optimist Club will supply 10 tables and Township will supply 4 tables and 10 chairs
- q. Games for the children – Stacy and Melissa**
 - There will be no games this year again.
- r. Ed Donkers and his Trailer of Friends – same spot as last year**
- s. Parking Lot – watch this year and to be discussed after the event**
- t. Southwold 175 booth –**
 - John to confirm if they are coming or not

5. Financial:

➤ Numbers indicate we are within our budget

6. Next Meeting: TBD

7. Adjournment: Meeting adjourned at 7:04pm. (Melissa Day, Stacy Danielson)

John Adzija, Chair

Lizeanne Kerkvliet, Secretary

Date

Draft



Southwold Young at Heart Committee Meeting Minutes

Thursday June 12, 2025
Council Chambers, Fingal, ON
Time meeting started: 1:30 p.m.

Attendance: Sarah Emons, Deb Logghe, Allan Bogart, Karen Auckland, Sharon Hinz, Ida Martin, Karen Olmstead and June McLarty

Regrets: Mary-Lou Jones, Trudy Kanellis

1. Call Meeting to Order and Welcome

Sarah Emons called the meeting to order at 1:30 pm.

2. Approval of the Agenda

Resolution No. 2025-10 Moved by: Deb Logghe
Seconded by: Ida Martin

RESOLVED that the agenda of the June 12th, 2025 meeting of the Southwold Young at Heart Committee be approved

DISPOSITION: Carried

3. Approval of Minutes

Resolution No. 2025-11 Moved by: Karen Auckland
Seconded by: Sharon Hinz

RESOLVED that the minutes of the April 24th, 2025 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

4. Chocolate Chat Wrap-up

A lot of positive feedback was received on the Chocolate Chat. The chat was very informative on the number of chocolate brands and their history. 44 people attended the Chocolate Chat. The Committee would like to have Pete back to do another talk on a different subject.

5. Nature Walk Wrap-up

Approximately 17 people attended the Nature Walk. It was suggested that we have one in the fall on trees. It was also suggested maybe having a walk and talk at the memorial garden at the Keystone Complex.

6. Future Events

The Committee discussed the menu and favors details for the upcoming Summer picnics and the Fall Dinner.

7. Other Business

Sarah explained the Voyent Alert! notification system. This is a system that we can use to notify residents as a reminder to call to register for the YAH Events. More information on this system will be soon be available to all residents.

8. Adjournment and Next Meeting

Resolution No. 2025-12 Moved by: Karen Auckland

Seconded by: Karen Olmstead

RESOLVED that the meeting adjourn at **2:40 p.m.** to meet again at **1:30 p.m.** on **August 14, 2025** in Council Chambers, Fingal.

DISPOSITION: Carried



Southwold 175 Planning Committee Meeting Minutes

Tuesday June 10, 2025

Council Chambers, Fingal/Via Video Link

Time meeting started: 3:39 p.m.

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

Guest Steve Garvin, Fingal – Shedden & District Optimist Club

Regrets: Councillor Sarah Emons

1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order at 3:39 p.m.

2. Approval of the Agenda

The agenda for the June 10th, 2025 meeting was approved with the addition of Social Media/Advertising and the Fingal-Shedden and District Optimist Club assistance with the event.

3. Approval of the May 29th, 2025, Minutes

Moved by: Bill Aarts Seconded by: Chris Cirella

That the minutes from the May 29th, 2025 meeting be approved.

Carried

4. Event Planner Report

Sharon provided an update on the artisan vendors. She is preparing a vendor handbook with information about the event for them. Volunteers are sign up for the event.

Preliminary discussions were held with Steve Garvin for the beer garden and fireworks. The Committee discussed locations for each area, drink ticket pricing, drink supplies, and the liquor license application. Steve and Sharon will have more discussion later this week and report back at the next meeting.

5. Planning for 2025

Committee Member Reports on Action Items

a. Sponsorship

No updates since the last meeting.

b. Entertainment

- Johnny Wilson is not available.
- Kerala Group will use our sound system but provide their own music
- Justin Maki is a possible entertainer for \$1000, includes 4 piece band
- Sofia is still trying to negotiate a price for Crown Lands
- No confirmation of having an Indigenous dance group
- Austin Gagnier is another possible entertainer

c. Portable Radios

No updates from the last meeting from the PA Shop.

d. Stage Requirements

No updates from the last meeting.

e. Tents

The tents have been ordered.

f. Fencing.

Discussions with the Tractor Pull will need to be done to determine fencing for the beer tent.

6.0 Deposits

June explained the process for getting deposits paid.

Some entertainers will need deposits once contracts have been signed.

June will develop a contract for the entertainers.

7.0 2025 Event Budget

June updated the budget to include the quote from Redemption Tents.
Security will be added to the budget.

8.0 Social Media/Advertising

Moved by: Bill Aarts Seconded by: Sofia Sinclair-Jones

That \$250 be added to budget for the work completed by Blackcat Concepts.

Carried

Blackcat Concepts will work on the graphics for the Social Media posts and the event flyer

9.0 Other Business

No other business was discussed.

10.0 Adjournment and Next Meeting

RESOLVED that the meeting be adjourned at **4:42 p.m.** to meet again at **3:00 p.m. on June 23, 2025.**



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Southwold Water Distribution System Operations Report Second Quarter 2025

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

Facility Description

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

Service Information

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

Operational Description

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

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Southwold Distribution System
ORG#: 5071

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

On February 19th a watermain break was reported as an AWQI to the MECP's Spills Action Centre and Southwestern Public Health. A Boil Water Advisory (BWA) was issued due to system wide pressure loss as a result of the watermain break. The BWA was rescinded after the watermain was repaired and satisfactory sample results were received.

SECOND QUARTER:

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

SECTION 2: INSPECTIONS

FIRST QUARTER:

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

SECOND QUARTER:

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

SECTION 3: QEMS UPDATE

FIRST QUARTER:

On February 11th, the Essential/Emergency Service and Supply Contact List was updated to include changes to OCWA staff contacts as well as client contacts. The contact list is currently in its 38th revision and is reviewed annually.

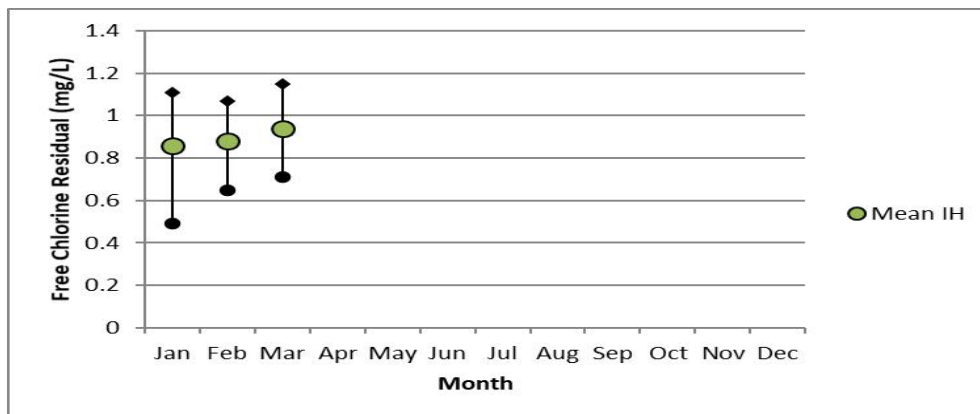
SECTION 4: PERFORMANCE ASSESSMENT REPORT

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

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

All residuals were adequate at the current flushing durations. Chlorine residuals are taken throughout the system to monitor the auto flusher effectiveness as well as to meet regulatory requirements. O. Reg. 170/03 requires that residuals are taken 2 times per week at least 48 hours apart with a minimum of 4 residuals on the first day and 3 residuals on the second. Chart 1 below shows the residuals for 2025 obtained throughout the distribution system.

Chart 1. Free chlorine residuals in the distribution system in 2025.



All sampling and testing in the distribution system met requirements with the current Municipal Drinking Water License and regulations during this quarter. Microbiological samples are taken at five locations throughout the distribution system each week (it is required to take 8 samples per month plus one sample for every 1000 people, therefore a minimum of 11 samples per month). E. coli and total coliform have a regulatory limit of 0 cfu/100mL and there is no regulatory limit for HPC. HPC concentrations are used to indicate a potential problem area; if results from a particular sample location are consistently showing elevated levels then flushing or other action is required to reduce the value. Table 1 shows the distribution system sampling results for 2025.

Table 1: Distribution system sampling results for 2025.

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	20	0 – 0	0 – 0	8	<10 - <10
February	36*	0 – 0	0 – 0	18	<10 - <10
March	25	0 – 0	0 – 0	10	<10 - 10
April	-	-	-	-	-
May	-	-	-	-	-
June	-	-	-	-	-
July	-	-	-	-	-
August	-	-	-	-	-
September	-	-	-	-	-
October	-	-	-	-	-
November	-	-	-	-	-
December	-	-	-	-	-

*additional samples collected as a result of the watermain break

Trihalomethanes are sampled on a quarterly basis. Table 2 below shows the current running average of the 2025 results. The current running average is below the regulated limit of 100µg/L. When compared to the running average from Q1 of 2024, this is an increase of 1.8%.

Table 2: Trihalomethane sample results.

	Limit (µg/L)	THM Result (µg/L)
January 2025		37

April 2024		29
July 2024		45
October 2024		53
Running Average	100	41.00

Haloacetic Acids (HAAs) are sampled on a quarterly basis. Table 3 below shows the running average of the 2025 results. The current running average is below the regulated limit of 80µg/L. When compared to the running average from Q1 of 2024, this is an increase of 12.3%.

Table 3: Haloacetic acid sample results.

	Limit (µg/L)	HAA Result (µg/L)
January 2025		20.90
April 2024		18.9
July 2024		16.8
October 2024		18.9
Running Average	80	18.88

Schedule 15.1 in O. Reg. 170/03 requires sampling for lead, alkalinity and pH. This is required twice per year. The Southwold Distribution System is currently in reduced sampling which requires distribution sampling only and lead sampling only every third year. Table 5 shows the results for 2025. Lead is required in 2026.

Table 4: Schedule 15.1 sampling results.

	# Samples	pH	Alkalinity (mg/L)	Lead (µg/L)
February 2025	3	7.14 – 7.17	107 - 111	-
July 2025	-	-	-	-

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

On March 11th, the annual Health & Safety Inspection was completed. No issues were identified. There were no additional Health & Safety issues identified in the first quarter.

SECOND QUARTER:

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

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

Completed all scheduled readings, checks, maintenance requirements, and work orders.

FEBRUARY

Completed all scheduled readings, checks, maintenance requirements, and work orders.

19: Farmington Mechanical onsite at John Wise and Fingal PRV with Kevin from Southwold, PRV was isolated and bypassed, work was performed and then PRV was put back into service

MARCH

Completed all scheduled readings, checks, maintenance requirements, and work orders.

12: SCG Flowmetrix on-site for annual flow meter calibrations

SECOND QUARTER:

APRIL:

Completed all scheduled readings, checks, maintenance requirements and work orders.

Completed monthly chamber inspections

09: completed quarterly ph and cl probe inspection and calibration.

25: On-site with PVEX at laneway of Southwold public school to hydro vac down to main to investigate possible leak

30: Completed installation of I-hydrants with Southwold township and Clow Canada, at hydrants on Talbot/Mill and Lake/Grand canyon, refer to appurtenance repair forms

SECTION 7: ALARM SUMMARY

FIRST QUARTER:

JANUARY

09: Completed emergency water shut off as requested by Mike Taylor at 37389 Southdel drive, confirmed with homeowner

FEBRUARY

16: Received a call from property owner on Mcdiarmid line saying they have no water, will go to site and investigate. spoke with property owner, property is just a barn with yard hydrant, inspected area found no signs of main break, spoke with neighbours and confirmed they still had water

19: low pressure complaint call which lead to the discovery of a main break.

20: Received emergency locate call, completed emergency locate at 37989 Longhurst line.

MARCH

16: Received call for an emergency locate 36752 fingal line for hydro pole replacement, completed locate.

21: Received call from spectrum for an emergency water shut off, arrived at 35847 Waugh street in Shedden, spoke with homeowners, found curb stop and shut water off, confirmed with homeowners.

SECOND QUARTER:

APRIL:

12: received call from home owner at 6323 union that he had dug up his curb stop and turned the water off due to a break in his basement. Arrived onsite and found curb stop pulled out with the bottom housing part missing and just the stainless steel curb stop rod sticking out of the ground which the homeowner used to shut his water off. After attempting to get the bottom housing of the curb stop out of the ground and replace curb stop without success i discussed with ORO and it was decided to leave it for the weekend and we will continue work on it during the week.

20: Received call from Ontario One Call for an emergency locate request on Southdel drive, called and spoke with Hydro one who requested locate and confirmed location of work, outside of water boundary

SECTION 8: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

FEBRUARY

19: Calls began coming in through multiple channels from multiple residents in the system that had no water. Watermain break discovered on the 14 inch main that supplies most of the system.

27: Received a call for cloudy water with an unusual taste at 8470 Lyle Road. Flushed the hydrant everything looks good, free chlorine residual of 1.33mg/L. Southwold confirmed with homeowner that it had cleared up on their end too.

MARCH

25: Received a call from the landowner at 37538 Lake Line complaining of lots of air coming into their internal plumbing. The hydrant on lake line and scotch was flushed and obtained a free chlorine residual of 1.12mg/L. The hydrant on union road and lake line was flushed and got a free chlorine residual of 0.83mg/L. Both hydrants operated normally with no air visible.

SECOND QUARTER:

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



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Talbotville Wastewater Treatment Plant

Operations Report

Second Quarter 2025

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

Facility Description

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

Service Information

Population Served: **125**

Capacity Information

Total Design Capacity: 500 m³/day

	Design Values	2021 Flow Data	2022 Flow Data	2023 Flow Data	2024 Flow Data	2025 Flow Data
Average Daily Flow (m³/d)	500	84.6	152.1	209.9	223.1	246.1
% of Average Daily Design Flow	-	16.9	30.4	42.0	44.6	49.2
Peak Flow (m³/d)	1000	319.0	432.4	360.0	441.0	370.4
% of Peak Design Flow	-	31.9	43.2	36.0	44.1	37.0

	Design Flow (m ³ /d)	2025 Average Daily Flow (m ³ /d)	2025 % Capacity	Design Peak Flow (m ³ /d)	2025 Maximum Daily Flow (m ³ /d)	2025 % Peak Flow
January	500	243.8	48.8	1000	370.4	37.0
February	500	199.3	39.9	1000	263.0	26.3
March	500	295.1	59.0	1000	347.0	34.7
April	500	-	-	1000	-	-
May	500	-	-	1000	-	-
June	500	-	-	1000	-	-
July	500	-	-	1000	-	-
August	500	-	-	1000	-	-
September	500	-	-	1000	-	-
October	500	-	-	1000	-	-
November	500	-	-	1000	-	-
December	500	-	-	1000	-	-
Annual Average	-	246.1	49.2	-	-	-

Operational Description:

The wastewater is screened through a mechanically cleaned fine screen and discharged to the aeration tanks which operate in series. From the aeration tanks, the wastewater flows to the MBR tank(s) which operate in parallel. MBR Tank#2 has been upgraded to Zeeweed Membrane technology in 2023. Supplementary treatment is provided for phosphorus removal and pH adjustment. Alum is utilized for phosphorus removal and Sodium Hydroxide is used for pH adjustment. The final effluent from the MBR tanks is discharged to the ultraviolet (UV) disinfection system. The final effluent flows from the UV disinfection system

to Dodds Creek. Waste activate sludge is processed through the sludge press with excess water from the dewatering process being returned to the head of the plant. Dewatered sludge is transported offsite for disposal.

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Talbotville Wastewater Treatment Plant
ORG#: 1536

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECOND QUARTER:

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

SECTION 2: INSPECTIONS

FIRST QUARTER:

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

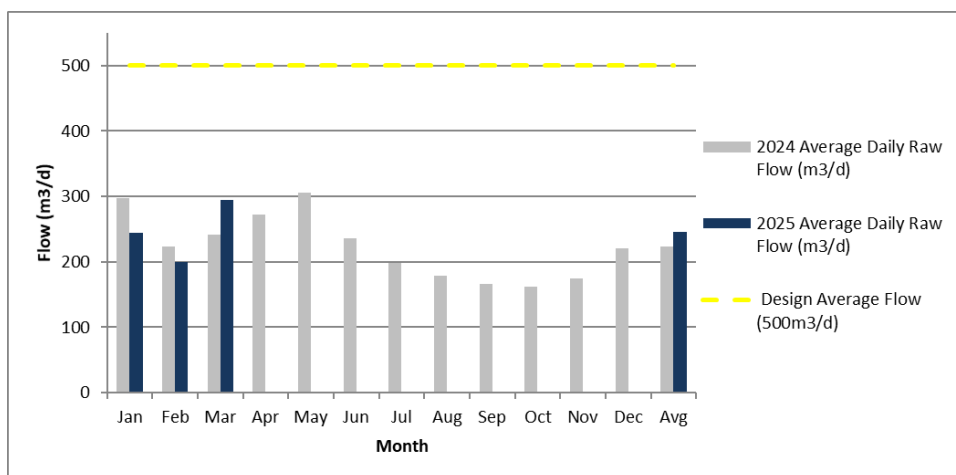
SECOND QUARTER:

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

SECTION 3: PERFORMANCE ASSESSMENT REPORT

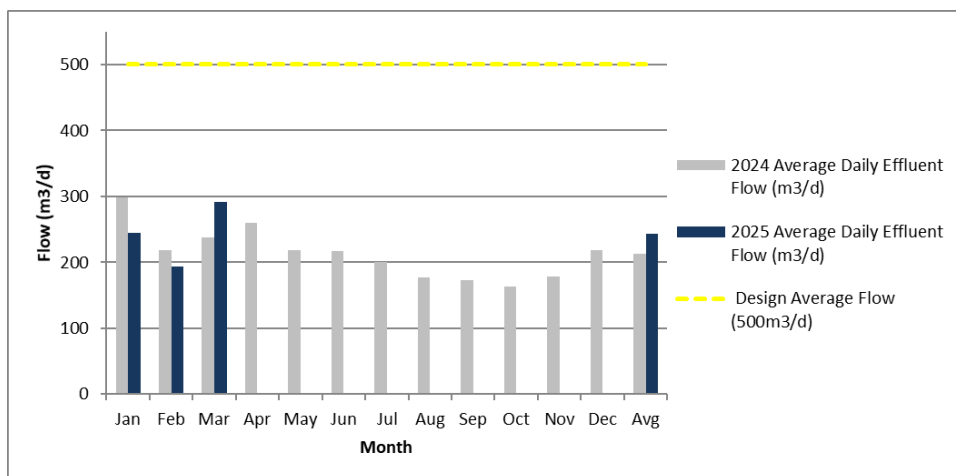
The average daily raw flow so far in 2025 is 246.1 m³/d. This is a 10.3% increase when compared to the average daily flow in 2024. The chart below shows the average daily flows for 2025, compared to the 2024 average daily flows (Chart 1).

Chart 1. Raw flows for 2025 compared to 2024.



The average daily effluent flow so far in 2025 is 243.6m³/d. This is a 14.2% increase when compared to the average daily flow in 2024. The chart below shows the average daily flows for 2025 compared to average daily flows in 2024 (Chart 2).

Chart 2. Effluent flows for 2025 compared to 2024.



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

Table 1. Raw water sample results for 2025.

	BOD5	TKN	TP	TSS
	(mg/L)	(mg/L)	(mg/L)	(mg/L)
January Results	280	52.2	5.47	172
February Results	284	57.9	6.65	112
March Results	263	50.6	5.49	97
April Results	-	-	-	-
May Results	-	-	-	-
June Results	-	-	-	-
July Results	-	-	-	-
August Results	-	-	-	-
September Results	-	-	-	-
October Results	-	-	-	-
November Results	-	-	-	-
December Results	-	-	-	-
Design Objective	250	40	7	250
# Months Above Design	3/12	3/12	0/12	0/12

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

Table 2. Effluent average sample results.

	cBOD5	TSS	TP	TAN (mg/L)	E. coli	pH
	(mg/L)	(mg/L)	(mg/L)		(cfu/100mL)*	
January	2.00	2.00	0.16	0.13	1.00	7.20 - 7.78
February	2.00	2.00	0.15	0.10	1.00	7.36 - 7.92
March	2.00	4.40	0.23	0.10	2.00	7.53 - 8.33
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
July	-	-	-	-	-	-
August	-	-	-	-	-	-
September	-	-	-	-	-	-
October	-	-	-	-	-	-

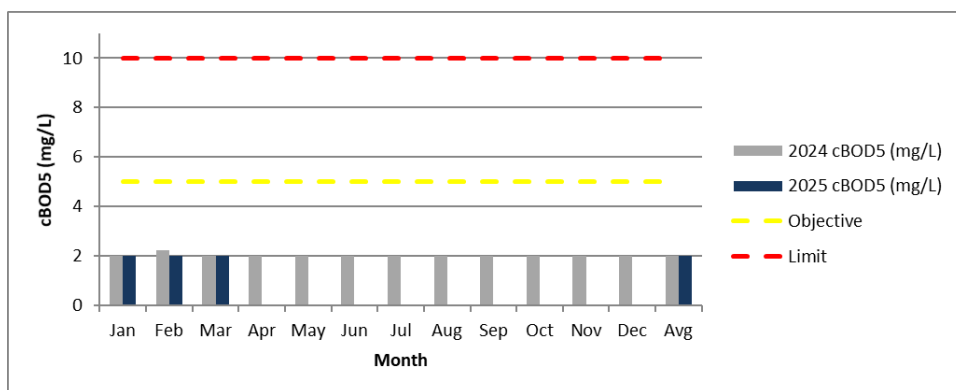
November	-	-	-	-	-	-
December	-	-	-	-	-	-
Annual Average	2.00	2.80	0.18	0.11	1.26	7.20 - 8.33
ECA Objective	5	5	0.2	1.0**	3.0	6.5-8.5
ECA Limit	10	10	0.3	1.5**	4.0	6.0-9.5

*expressed as geometric mean

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

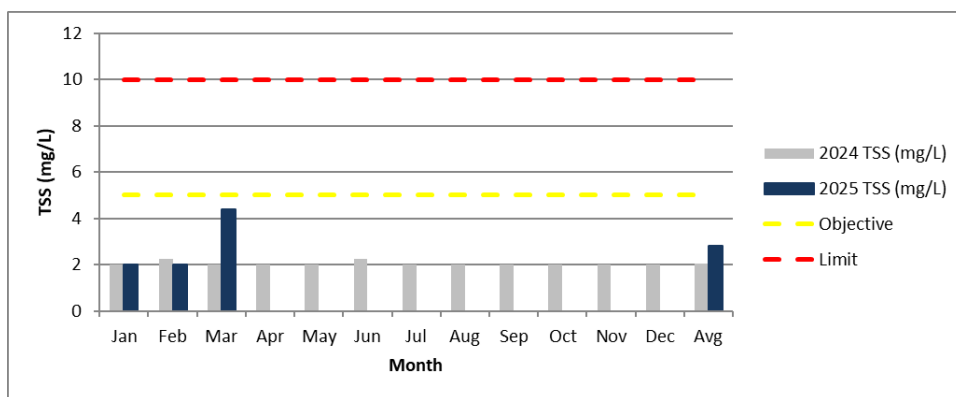
Effluent average cBOD5 so far in 2025 is 2.00mg/L. This is a decrease of 1.0% when compared to the 2024 annual average. All results have met the effluent objectives and limits identified in the ECA. Refer to Chart 3 for the average monthly effluent cBOD5 results.

Chart 3. Average Monthly Effluent cBOD5 results for 2025 compared to 2024.



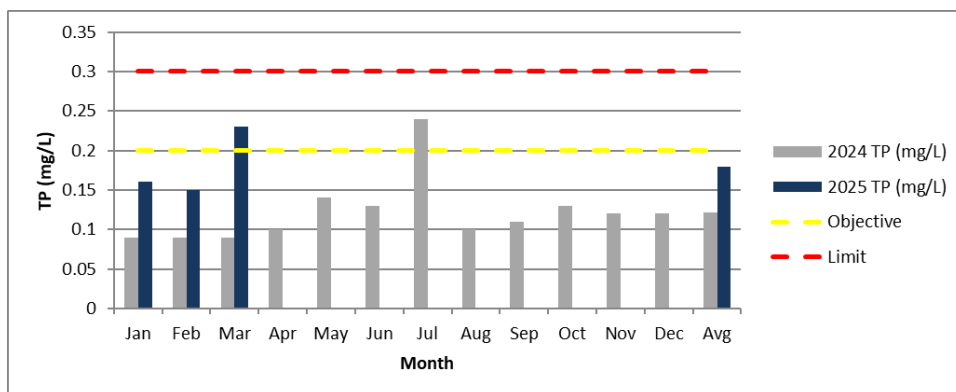
Effluent average TSS so far in 2025 is 2.80mg/L. This is an increase of 37.1% when compared to the 2024 annual average. All results have met the effluent objective and limit identified in the ECA. Refer to Chart 4 for the average monthly effluent TSS results.

Chart 4. Average monthly effluent total suspended solids for 2025 compared to 2024.



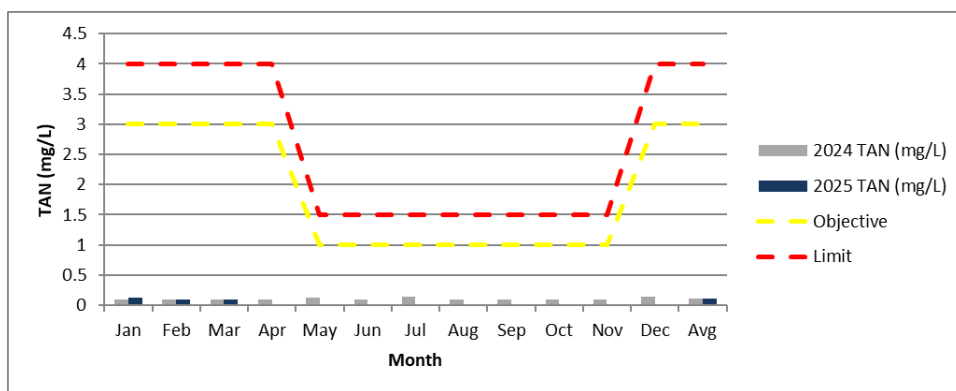
Effluent average TP so far in 2025 is 0.18mg/L. This is a 48.0% increase when compared to the 2024 annual average. All results have met the effluent limit identified in the ECA however, there was one objective exceedance in March which was caused by high flows due to rain and snow melt. Higher flows due to infiltration to the collection system have put pressure on the membranes and caused this 48% increase. Refer to Chart 5 for the average monthly effluent total phosphorous results.

Chart 5. Average monthly effluent total phosphorus results for 2025 compared to 2024.



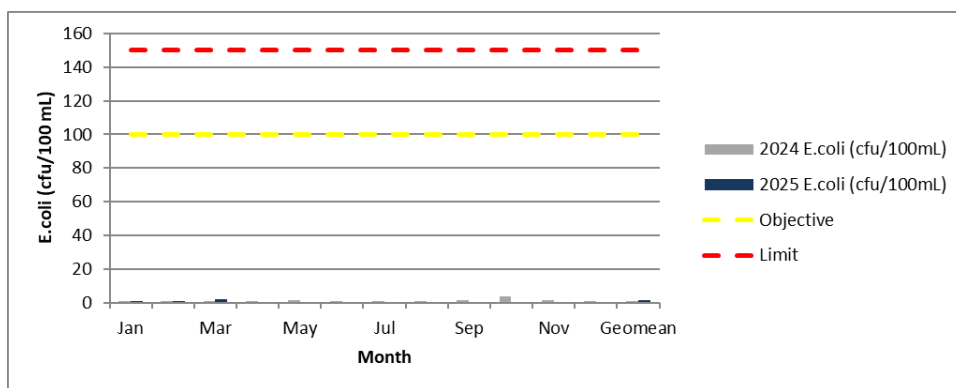
Effluent average TAN so far in 2025 is 0.11mg/L. This is a 1.5% increase when compared to the 2024 annual average. All results have met the effluent objective and limit identified in the ECA. Refer to Chart 6 for the average monthly TAN results.

Chart 6. Average monthly effluent total ammonia nitrogen results for 2025 compared to 2024.



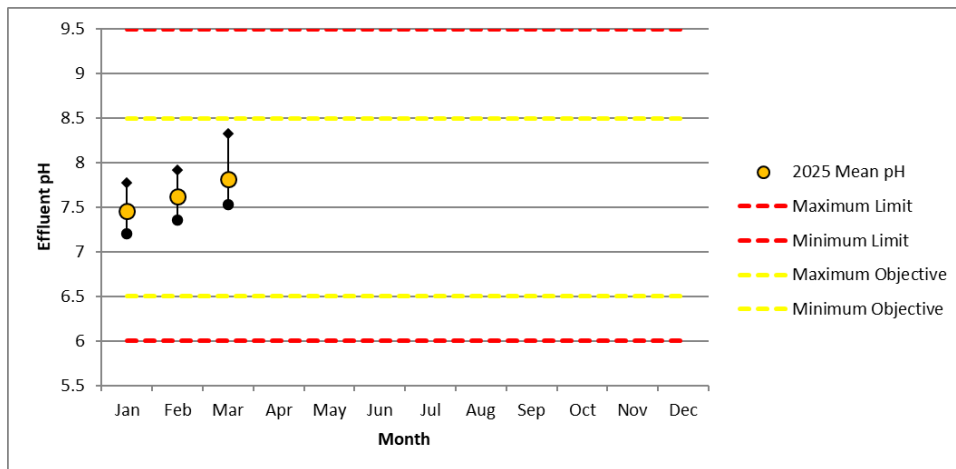
The average effluent geometric mean for E. coli so far in 2025 is 1.26cfu/100mL. This is a 16.4% increase when compared to the 2024 annual average. All results have met the effluent objective and limit identified in the ECA. Refer to Chart 7 for the monthly geometric mean results for E.coli.

Chart 7. Geometric mean effluent E. coli results for 2025 compared to 2024.



The effluent pH is monitored twice weekly, at a minimum, at the Talbotville WWTP in accordance with the ECA. The pH is required to be maintained between 6.0-9.5 at all times. Refer to Chart 8 for the monthly minimum, maximum, average pH readings in 2025.

Chart 8. Effluent pH readings for 2024.



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

On March 11th, the annual occupational health and safety inspection was completed. There were no issues identified. There were no additional Health & Safety issues identified during the first quarter.

SECOND QUARTER:

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

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

Routine checks, readings and sampling were all conducted as required during the first quarter of 2025.

JANUARY

- 02: Received chemical delivery from Jutzi
- 09: Hawkins electric on-site to look at heater in screener room
- 23: Received chemical delivery from Jutzi

FEBRUARY

- 12: ABC sanitation on-site for haul out of aeration tank

20: Received chemical order from Jutz

MARCH

12: SCG Flowmetrix on-site for annual flow meter calibrations

13: Accepted chemical delivery from Jutzi

18: ABC sanitation onsite to take multiple sludge hauls

19: ABC on-site for haul from EQ, Elvis from Hawkins electric on-site to install new actuator for AV 701

SECOND QUARTER:

APRIL:

02: Continued MBR1 cleaning, ABC onsite for two hauls from aeration and one from MBR2

03: Received chemical delivery from Jutzi, ABC onsite for more hauls due to EQ level being at 100%

04: ABC onsite for more hauls from EQ due to level being at 100%

06: ABC onsite for more hauls due to EQ being at 100%

08: Completed MBR2 hypo backwashing

09: Completed MBR1 chemical soak

17: K & K locksmith onsite to look at middle door

23: Hetek on-site for semi annual H2S sensor inspection/ calibration, pulled apart and cleaned screener.

24: Pulled rack from MBR1, found split on green suction hose, cut out and replaced, placed back into service. Received chemical delivery from Jutzi

29: Completed carbon filter inspection, cleaned off suction filter

MAY:

13:

JUNE:

13:

SECTION 6: ALARMS

FIRST QUARTER:

JANUARY

06: Received alarm text for low flow 702, reset alarms, MBR2 now running again, EQ at 38%, increased MBR2 flow from 200-225LPS

12: Received alarm text for low flow 702, MBR is running and alarm is cleared, actuator valve doesn't appeared to have faulted

FEBRUARY

MARCH

09: Received alarm text for UV light 752 fault, found UV 752 faulted with multiple red lights, attempted to reset it and cycle power but was not successful. Replaced bulb

15: Arrived onsite for AV 701 fail to open or close, Manually exercised AV 701, now its operating normaly

23: Received alarm texts for 702 high vac, Arrived on-site, EQ tank at 50% running MBR's in high flow mode, turned MBR2 high flow setpoint from 250-220

SECOND QUARTER:

APRIL:

06: Received alarm texts for 701 high vac headed to site, Lowered high flow speeds by 5 LPM as previously instructed by OIC JC. EQ level up to 74%

08: Received alarm text for high level 302 and 702 high vac, heading to site. Arrived on-site, MBR2 has been going into high vac, turned flow down to 175, will monitor tank level to see if it starts to drop.

10: Received alarm text for high vac MBR 1 heading to site. Arrived onsite, reduced MBR 1 flow from 150 to 145 after discussing with ORO. Watched MBR run and appears to be running normally.

MAY:

13:

JUNE:

13:

SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

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

SECOND QUARTER:

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



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

DELEGATION REQUEST FORM

This Delegation Request Form, and any written submissions or background information for consideration by either Council or Committees of Council must be submitted to the Clerk's office by the following deadline:

**12:00 NOON ON THE WEDNESDAY PRIOR TO THE REQUESTED
MEETING DATE**

COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE: _____

SUBJECT: _____

NAME OF SPOKESPERSON: _____

NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

PLEASE COMPLETE THE FOLLOWING:

**Have you been in contact with Municipal Staff or a Council Member
regarding your matter of interest?**

Yes ☐ No ☐

IF YES, WITH WHOM? _____ **DATE:** _____

I acknowledge that the Municipal Procedural By-law permits ten (10) minutes for Delegations.

**INFORMATION ON THIS PAGE OF THE FORM WILL BE
PRINTED
ON A PUBLIC AGENDA**

The Clerk's office will confirm your Delegation by telephone and/or e-mail after receiving this form. Due consideration will be given to your request.

Accommodating your request for a certain meeting date and time will depend on the length of the agenda in question. You will be advised of the earliest possible date when your delegation may be heard by Council.

CONTACT INFORMATION:

NAME: _____

ADDRESS: _____
Street Address

Town/City *Postal Code*

PHONE: _____
home and/or cell

FAX: _____

E-MAIL: _____

WEBSITE:

DO YOU REQUIRE ANY ACCESSIBILITY ACCOMMODATION? YES ☐ NO ☐

IF YES, WHAT DO YOU REQUIRE?

Should you require assistance completing this form, please contact the Municipal Office at (519) 769-2010.









Greg and Rachel Wilson

[REDACTED]
[REDACTED]
[REDACTED]

June 17, 2025

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

Dear Council Members,

We hope this message finds you well. We are writing to respectfully follow up on previous inquiries regarding the ongoing issue of foul balls landing in our back yard from the baseball field, ball players urinating in view of our kitchen window and dining room sliding door and team members walking throughout our private property like they own the place!

Despite earlier requests, which has been ongoing since 2022, these concerns remain unresolved and this has been very upsetting. It is getting worse instead of improving.

We do have reply emails from the former CAO/Clerk (Lisa Higgs) acknowledging that the Township is aware of the multiple complaints we have submitted over the last few years and it was noted that the Township did discuss protective netting at the Fingal ball park during budget deliberation in 2022 but this item was removed from the budget and unless directed by Council, will not be re-included for consideration.

While we appreciate the enthusiasm and spirit that our local baseball games foster within the community, the frequent occurrence of foul balls have led to many issues including safety concerns for ourselves and our visitors. We believe that implementing safety nets or appropriate fencing around the fields could be a cost effective solution to address these challenges, especially now that teams have increased in greater numbers substantially since purchasing our home in 1997.

We would appreciate any updates regarding this matter and the potential actions the Township might consider. Thank you for your attention to this important issue affecting our home and safety.

Sincerely,

Greg and Rachel Wilson

[REDACTED]

From: Rachel Wilson [REDACTED]
Sent: Tuesday, June 17, 2025 9:05 PM
To: Jeff Carswell <cao@southwold.ca>
Subject: RE: **URGENT follow-up** - Foul balls 2025

Hello Jeff,

Please forward the attached letter to Members of Council to review prior to the next meeting on Monday, June 23rd. We ask that this letter be part of the agenda.

Thank you,

Greg and Rachel Wilson.

[Yahoo Mail: Search, Organize, Conquer](#)

On Mon, Jun 16, 2025 at 9:52 a.m., Jeff Carswell
<cao@southwold.ca> wrote:

I'm just checking in to see if you wanted to make a delegation to Council. The next meeting is Monday, June 23 in the evening. I would need to know by this Thursday morning to include you on the agenda.



Jeff Carswell

CAO/Clerk

email cao@southwold.ca

tel 519-769-2010 x20

Township of Southwold

35663 Fingal Line, Fingal, Ontario, N0L 1K0



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From: Jeff Carswell
Sent: Thursday, June 12, 2025 2:43 PM
To: 'Rachel Wilson' [REDACTED]
Subject: RE: **URGENT follow-up** - Foul balls 2025

Thanks for the update. I would agree the public urination and property trespass is not acceptable. We will once again remind all teams that this behaviour is not acceptable and could lead to suspension of their ball diamond rentals. We did this last year and posted signage in the area. We will also check the signage remains visible and has not been removed or defaced.

I would also suggest that you could report incidents of public urination and trespass to the OPP. Doing so at the time of the incident, with possible police attendance while the offender(s) are still present at the park may be beneficial. I.e. Maybe a police warning/ticket would reduce negative incidents going forward.

While I am aware of your desire for improved netting, as previously communicated this was considered by Council in the past, but not included in budgets.

We have had an inquiry for a Council delegation from a ball group about suggesting improved netting in your location. As netting would require Council direction and allocation of funds, making a delegation to Council, in addition to the ball group, could also be an option. If you are interested in attending a Council meeting and sharing the issues you have been having, please let me know and I can assist with scheduling it.

You can also reach out directly to your Councillors and advocate for funding to make physical changes to improve privacy and prevent balls from entering your yard. Council contacts are available on the Township website at <https://www.southwold.ca/en/municipal-office/council.aspx>



Jeff Carswell

CAO/Clerk

email cao@southwold.ca

tel 519-769-2010 x20

Township of Southwold

35663 Fingal Line, Fingal, Ontario, N0L 1K0



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From: Rachel Wilson [REDACTED] >
Sent: Wednesday, June 11, 2025 11:13 PM
To: Jeff Carswell <cao@southwold.ca>
Subject: **URGENT follow-up** - Foul balls 2025

We have video of players walking on our property and during this last weekend's tournament the player on the security cam video literally trampled on our plants.

We have been asking and waiting patiently for our Township to put a net up for the foul balls that are being hit in to our back yard at 8052 Millpark St.

Fingal.

No one cares but we are done

with this!

We currently have over 13 balls collected. To add to this stress, we continue

to watch male team players from the games peeing into our backyard right beside your signs! We have numerous videos that we will be releasing to the public if no one connects with us.

Tonight drew the line!! I am doing My

dishes and a team male player in an Orange shirt June 11th at 9:00 pm pulls down his pants and pees on our back chained link fence. When I hit my window to let him know I can see him, he waves and doesn't care! WE ARE DONE WITH this!

If

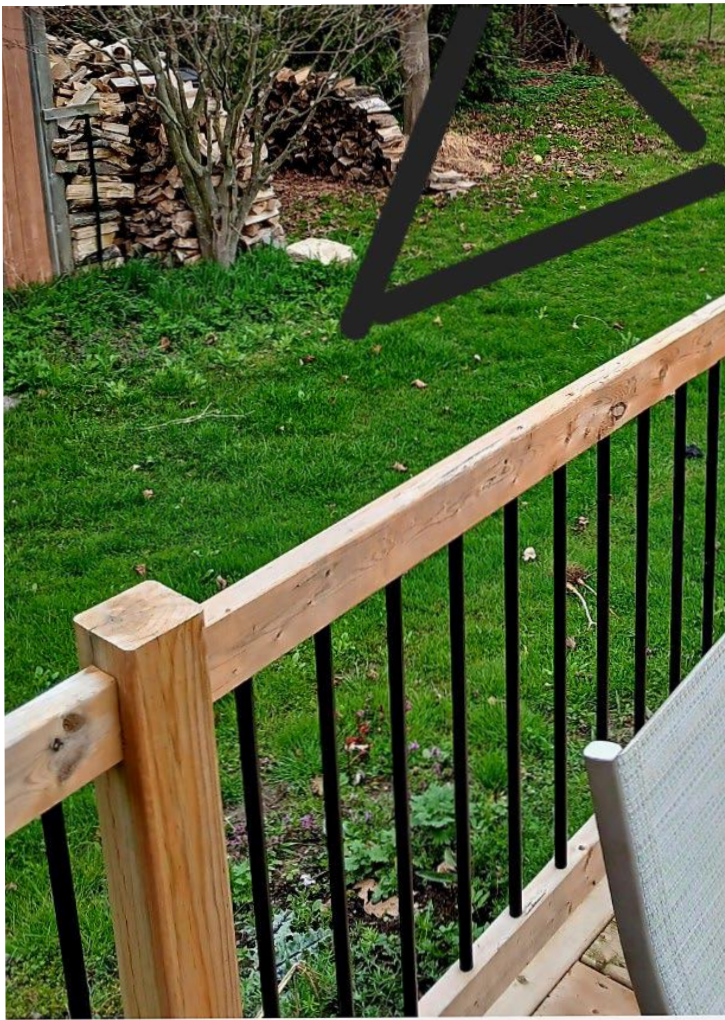
we have to call CBC OR CTV news we will!! WE are giving you 48 hours to respond back.

Greg and Rachel Wilson

[Yahoo Mail: Search, Organize, Conquer](#)

On Mon, Apr 28, 2025 at 10:43 p.m., Rachel Wilson

[REDACTED] > wrote:



Friday, April 25, 2025 ·



**Monday, April 28, 2025 ·
7:54 p.m.**

[Edit](#)

These pictures of the foul balls hitting our home space is for your records.

The Wilson's.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 23, 2025
PREPARED BY: Paul Clarke, Planner
REPORT NO: PLA 2025-16
SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2025-04
33780 Fingal Line
Owner: David House

Recommendations:

1. That Council approve Zoning By-law Amendment Application ZBA 2025-04 to rezone the subject property from Agricultural – Special Provision 30 (A1-30) Zone to Agricultural 3 (A3) Zone and Agricultural 1 – Special Provision 74 (A1-74) as presented in By-law 2025-42 attached as Appendix 1 to Report PLA 2025-16.
2. That subject to no concerns being raised at the public meeting, that By-law 2025-42 to amend Zoning By-law 2011-14, as amended be presented at the regular meeting of Council on June 23, 2025, for adoption. (PLA 2025-16)

Summary:

- The purpose of this application is to rezone the subject property from Agricultural – Special Provision 30 (A1-30) Zone to Agricultural 3 (A3) Zone and Agricultural 1 – Special Provision 74 (A1-74) to restrict future residential development on the retained farmland and to recognize the deficient lot frontage, and increased lot area of the severed lot.
- The lands affected by this proposed Zoning By-law Amendment are also the subject of consent (severance) application E 16-25
- No concerns or objections have been identified by circulated agencies or the public.

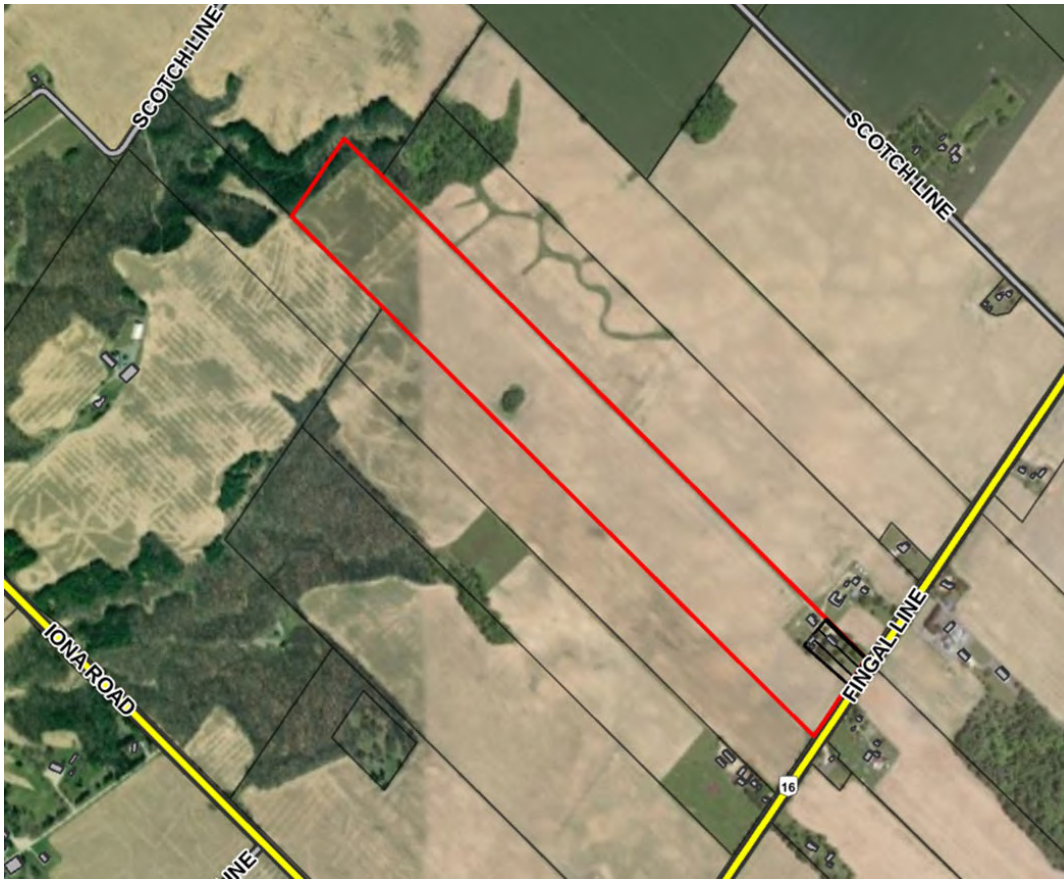
Purpose:

To rezone the retained lands subject to consent (severance) application E 16-25 from Agricultural 1 – Special Provision 30 (A1-30) to Agricultural 3 (A3) to prohibit future residential development, and to rezone the severed parcel from Agricultural 1 (A1) to Agricultural 1 – Special Provision 74 (A1-74) to permit a surplus dwelling parcel with a larger lot area.

Background:

The applicant (David House) has applied for a Zoning By-law Amendment to satisfy two (2) conditions that are required as a result of severance application E 16-25. The severance application was granted provisional consent by the Elgin County Land Division Committee on March 26, 2025. Among the conditions imposed, were two (2) zoning amendments. The first to rezone the retained farmland to prohibit residential development in accordance with the Provincial Planning Statement (2024), and the official plans. The second to rezone the lands being severed that contain the surplus dwelling to permit a lot with a larger area.

Application No. ZBA 2025-04	
Owner	David House
Address	33780 Fingal Line
Water Supply	Private well
Sewage Supply	Private, On-Site Septic
Buildings/Structures	Single-detached Dwelling, Farmland
Elgin County Official Plan	Agricultural Area
Township of Southwold Official Plan	Agriculture

Figure 1.0 Key Map of Subject Area**Proposal:**

The applicant proposes to rezone the severed parcel from Agricultural 1 – Special Provision 30 (A1-30) to Agricultural 1 – Special Provision 74 (A1-74) to permit a parcel with an increased lot area and to rezone the retained lands from Agricultural 1 – Special Provision 30 (A1-30) to Agricultural 3 (A3) to prohibit future residential development.

	Section(s)	Relevance To Application	Comments
Provincial Planning Statement, 2024	Section 4.3.3.1 - Lot Creation and Lot Adjustments in the Prime	Severances for surplus farm dwellings are permitted in the prime agricultural area, provided that the retained farmland parcel is rezoned to	Consistent The proposed Zoning By-law Amendment satisfies the requirements of the

	Agricultural Area:	prohibit residential development.	PPS for surplus farm dwelling severances
Elgin County Official Plan	Section E1.2.3.4 - Lot Creation on Lands in the Agricultural Area:	The County of Elgin Official Plan permits surplus farm dwelling severances in the Agricultural Area, provided the retained farmland parcel is rezoned to prohibit residential development. The severed lot, while larger than the maximum permitted by the Zoning By-law, does not include any cultivated lands.	Conforms The proposed Zoning By-law Amendment is necessary to satisfy the PPS and CEOP requirements when severing surplus farm dwellings.
Township of Southwold Official Plan	7.23.4 - Agricultural Consent Policies	Land severances in the Agricultural Area may be permitted: e) A habitable farm dwelling made surplus to the needs of a farm operation, as a result of farm consolidation, subject to the following conditions: i. The retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings; ii. The non-farm parcel will be zoned to recognize the non-farm residential use; and iii. Minimum Distance Separation I provisions can be met;	Conforms The proposed Zoning By-law Amendment will satisfy the requirements in the Official Plan for retained farmland parcels to be re-zoned to one which prohibits residential development.

Southwold Zoning Bylaw 2011-14

Section(s)	Provisions
Existing Zoning Agricultural 1 – Special Provision 30 (A1-30)	The use of the property for agricultural and residential use is permitted.
Proposed Zoning Agricultural 3 (A3) and Agricultural 1 – Special Provision 74 (A1-74)	<p>The retained farmland parcel will be rezoned to Agricultural 3 (A3) which permits the use of the land for agricultural use, but not future residential development.</p> <p>The severed dwelling will be rezoned to Agricultural 1 – Special Provision 74 (A1-74) which will permit the severed lot to have a lot area of 0.92ha.</p>

Analysis and Comments:

Planning Policy Review

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

Circulation:

Lower Thames Valley Conservation Authority/Kettle Creek Conservation Authority –
No comments.

Building and Community Services: No comments.

Water: No comments

Drainage: No comments

Infrastructure and Development: No comments

Chief Administrative Officer: No comments

Public: No comments have been received from the public at the time of the report.

Planning Analysis:

The application has been reviewed with respect to the relevant policies of the Provincial Planning Statement (2024) and the Elgin County Official Plan.

Provincial Planning Statement (2024):

Section 4.3.3.1 – Lot Creation and Lot Adjustments in the Prime Agricultural Area:

Lot creation in prime agricultural areas is discouraged and may only be permitted in accordance with provincial guidance for:

c) one new residential lot per farm consolidation for a residence surplus to an agricultural operation, provided that:

- 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and*
- 2. the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new dwellings or additional residential units are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches that achieve the same objective*

Comments: The proposed Zoning By-law Amendment is required to rezone the retained farmland in a surplus farm dwelling severance application to prohibit future residential development. While the proposed severed residential lot is larger in area than is typically permitted by the Township of Southwold Zoning By-law; however, the existing house is set back significantly from the road and no actively cultivated land will be included with the severed dwelling.

Elgin County Official Plan (2015):

Section E1.2.3.4 – Lot Creation on Lands in the Agricultural Area:

In accordance with the intent of this Plan to maintain and protect the agricultural resource of the County and direct the majority of new residential growth to settlement areas or existing vacant building lots, new lots may be permitted if the local Official Plan supports their creation and if:

b) the lot is to be created to accommodate a habitable residence that has become surplus to a farming operation as a result of a farm consolidation provided that the development of a new residential use is prohibited on any retained parcel of farmland

created by the consent to sever, unless the retained parcel is the product of the merging in title of two adjacent agricultural parcels in which case a dwelling unit would be permitted as part of the operation

Comments: The proposed Zoning By-law Amendment is a required condition of consent application E 16-25 and will rezone the retained farmland to prohibit future residential development in accordance with the County OP policies. The severed land is being rezoned to permit a reduced lot frontage and increased lot area.

Township of Southwold Official Plan:

7.23.4 - Agricultural Consent Policies

Land severances in the Agricultural Area may be permitted:

e) A habitable farm dwelling made surplus to the needs of a farm operation, as a result of farm consolidation, subject to the following conditions:

i. The retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;

ii. The non-farm parcel will be zoned to recognize the non-farm residential use; and iii. Minimum Distance Separation I provisions can be met;

Comments: This proposed Zoning By-law Amendment is required to fulfill the policies of the Southwold Official Plan by ensuring the continuing protection of prime agricultural land post-surplus farm dwelling severance. The proposal will rezone the retained farmland to a restricted agricultural zone to prohibit residential dwellings. Staff have reviewed this application against the Minimum Distance Separation Guidelines and have found that it will not create any MDS hazards.

Statutory Notice Requirements:

The Notice of the Public Meeting was provided in accordance with the provisions of the Planning Act. Property owners within 120m of the subject lands were provided notice through regular mail delivery. Applicable persons and public bodies were provided notice of the Public Meeting and a request for comments via email. Signage advising of the date of the Public Meeting, as well as the purpose and effect of the application, was placed on the subject property and details of the application and Public Meeting were also posted publicly on the Township's website.

Conclusion:

Subject to receiving additional comments from the public and Council, staff is in a position to state that the proposed zoning by-law amendment as proposed in By-law 2025-42 are:

- i) is consistent with the direction of the Provincial Planning Statement 2024, including but not limited to Section 4.3.3.1;
- ii) Conforms to the relevant policies of Township of Southwold Official Plan, including but not limited to Section 7.23.4;
- iii) Satisfies the criteria of Section 7.15 when amending Zoning By-law 2011-14, as amended.

Upon Council making a decision regarding ZBA 2025-42, the required notice of decision will be circulated as prescribed under the regulations of the Planning Act. There is a 20-day appeal period where objections may be submitted to the Ontario Land Tribunal (OLT). To ensure that the OLT has regard to Council's decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council.

Financial and Resource Implications:

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

There are no significant financial implications related to the consideration of Zoning By-law Amendment Application ZBA 2025-04.

Strategic Plan Goals:

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

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

Respectfully submitted by:

Paul Clarke
Planner

Reviewed by:

Aaron Van Oorspronk, L.E.T.
Director of Infrastructure and Development

Approved for submission by:

Jeff Carswell
CAO/Clerk

Attachments:

Appendix 1 – Draft By-law 2025-42



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2025-42

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

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

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

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

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

1. **THAT:** Schedule 'A', Map 5 of By-Law No. 2011-14, as amended, are hereby amended by changing from Agricultural 1 – Special Provision 30 (A1-30) Zone to Agricultural 3 (A3) Zone, and Agricultural 1 – Special Provision 74 (A1-74) those lands outlined in heavy solid lines on Schedule 'A' attached hereto and forming part of this By-law
2. **THAT:** Subsection 5.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

“(bw) A1-74 As shown on Schedule A, Map No. 5

(i) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with Subsection 5.4, except for the following:

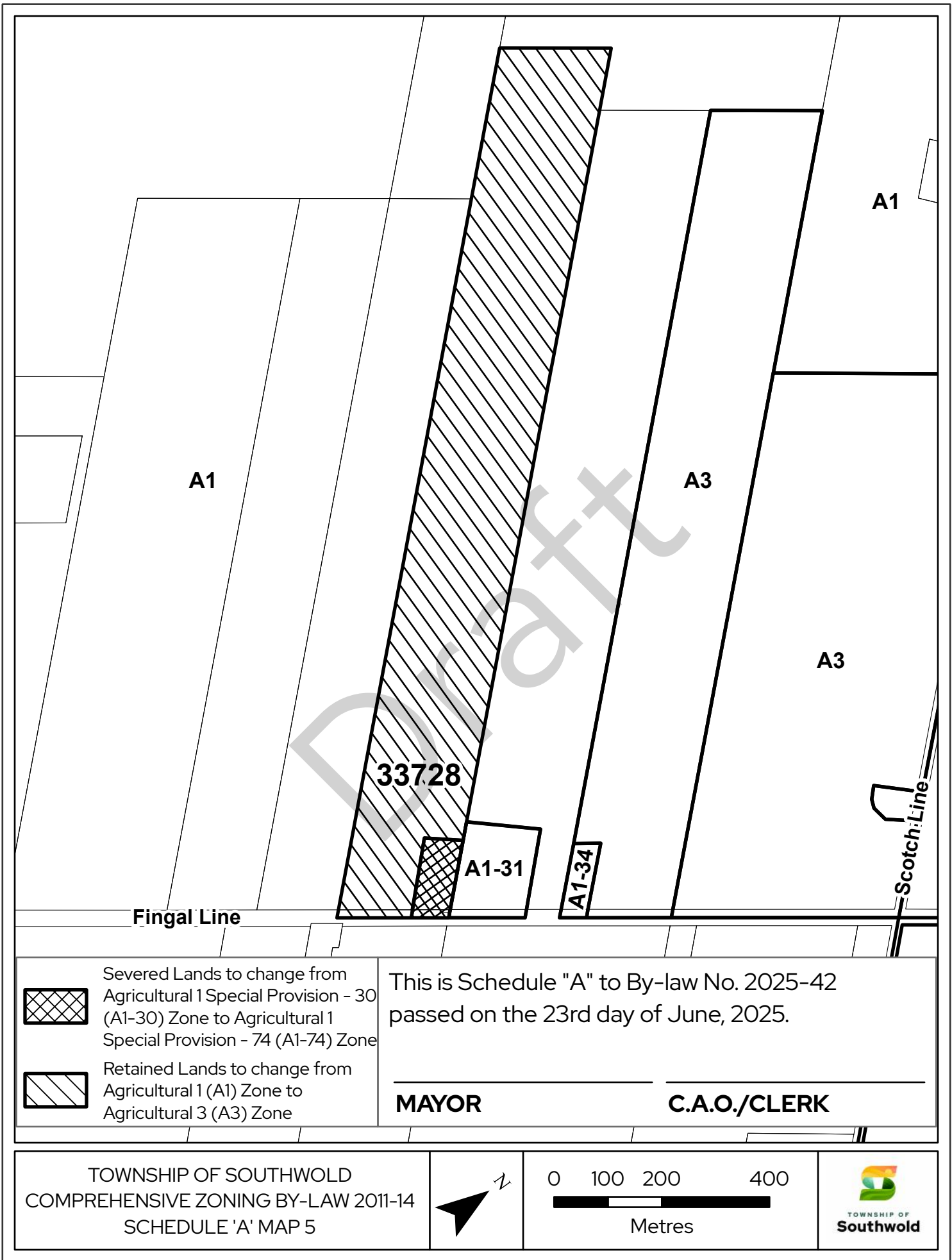
1. Maximum Lot Area 0.92ha (2.27ac)

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

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 23rd DAY OF JUNE 2025.

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 23, 2025
PREPARED BY: Paul Clarke, Planner
REPORT NO: PLA 2025-17
SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2025-08
34480 Fingal Line
Owner: Barbara Farms Inc./ Albert Kemmerling

Recommendations:

1. That Council approve Zoning By-law Amendment Application ZBA 2025-03 to rezone the subject property from Agricultural (A1) Zone to Agricultural 3 (A3) Zone and Agricultural 1 – Special Provision 75 (A1-75) as presented in By-law 2025-43 attached as Appendix 1 to Report PLA 2025-17.
2. That subject to no concerns being raised at the public meeting, that By-law 2025-43 to amend Zoning By-law 2011-14, as amended be presented at the regular meeting of Council on June 23, 2025, for adoption. (PLA 2025-17)

Summary:

- The purpose of this application is to rezone the subject property from Agricultural (A1) Zone to Agricultural 3 (A3) Zone and Agricultural 1 – Special Provision 75 (A1-75) to restrict future residential development on the retained farmland and to recognize the deficient lot frontage, and increased lot area of the severed lot.
- The lands affected by this proposed Zoning By-law Amendment are also the subject of consent (severance) application E 29-25
- No concerns or objections have been identified by circulated agencies or the public.

Purpose:

To rezone the retained lands subject to consent (severance) application E 29-25 from Agricultural 1 (A1) to Agricultural 3 (A3) to prohibit future residential development, and to rezone the severed parcel from Agricultural 1 (A1) to Agricultural 1 – Special Provision 75 (A1-75) to permit a parcel with a reduced lot frontage and increased lot area.

Background:

The applicant (Herman Lansink) has applied for a Zoning By-law Amendment to satisfy two (2) anticipated conditions that are required as a result of severance application E 29-25. The severance application will be heard by the Elgin County Land Division Committee at its June 28th meeting, and it is anticipated this application will receive conditional approval. Due to the severance of this land, the retained farmland is required to be rezoned to prohibit residential development. The severed surplus dwelling is being rezoned to recognize its increased lot area for surplus parcels as well as its lack of direct frontage.

Application No. ZBA 2025-08	
Owner	Barbara Farms Inc./ Albert Kemmerling
Address	34480 Fingal Line
Water Supply	Municipal Water
Sewage Supply	Private, On-Site Septic
Buildings/Structures	Single-detached Dwelling, Farmland
Elgin County Official Plan	Agricultural Area
Township of Southwold Official Plan	Agriculture

Figure 1.0 Key Map of Subject Area**Proposal:**

The applicant proposes to rezone the severed parcel from Agricultural 1 (A1) to Agricultural 1 – Special Provision 75 (A1-75) to permit a parcel with a reduced lot frontage and increased lot area and to rezone the retained lands from Agricultural 1 (A1) to Agricultural 3 (A3) to prohibit future residential development.

	Section(s)	Relevance To Application	Comments
Provincial Planning Statement, 2024	Section 4.3.3.1 - Lot Creation and Lot Adjustments in the Prime	Severances for surplus farm dwellings are permitted in the prime agricultural area, provided that the retained farmland parcel is rezoned to	Consistent The proposed Zoning By-law Amendment satisfies the requirements of the

	Agricultural Area:	prohibit residential development.	PPS for surplus farm dwelling severances
Elgin County Official Plan	Section E1.2.3.4 - Lot Creation on Lands in the Agricultural Area:	The County of Elgin Official Plan permits surplus farm dwelling severances in the Agricultural Area, provided the retained farmland parcel is rezoned to prohibit residential development. The severed lot, while larger than the maximum permitted by the Zoning By-law, does not include any cultivated lands.	Conforms The proposed Zoning By-law Amendment is necessary to satisfy the PPS and CEOP requirements when severing surplus farm dwellings.
Township of Southwold Official Plan	7.23.4 - Agricultural Consent Policies	Land severances in the Agricultural Area may be permitted: e) A habitable farm dwelling made surplus to the needs of a farm operation, as a result of farm consolidation, subject to the following conditions: i. The retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings; ii. The non-farm parcel will be zoned to recognize the non-farm residential use; and iii. Minimum Distance Separation I provisions can be met;	Conforms The proposed Zoning By-law Amendment will satisfy the requirements in the Official Plan for retained farmland parcels to be rezoned to one which prohibits residential development.

Southwold Zoning Bylaw 2011-14

Section(s)	Provisions
Existing Zoning Agricultural 1 (A1)	The use of the property for agricultural and residential use is permitted.
Proposed Zoning Agricultural 3 (A3) and Agricultural 1 – Special Provision 72 (A1-72)	<p>The retained farmland parcel will be rezoned to Agricultural 3 (A3) which permits the use of the land for agricultural use, but not future residential development.</p> <p>The severed dwelling will be rezoned to Agricultural 1 – Special Provision 75 (A1-75) which will permit the severed lot to have a front of 0m and a lot area of 0.7ha.</p>

Analysis and Comments:

Planning Policy Review

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

Circulation:

Lower Thames Valley Conservation Authority/Kettle Creek Conservation Authority – No comments.

Building and Community Services: No comments.

Water: No comments

Drainage: No comments

Infrastructure and Development: No comments

Chief Administrative Officer: No comments

Public: No comments have been received from the public at the time of the report.

Planning Analysis:

The application has been reviewed with respect to the relevant policies of the Provincial Planning Statement (2024) and the Elgin County Official Plan.

Provincial Planning Statement (2024):

Section 4.3.3.1 – Lot Creation and Lot Adjustments in the Prime Agricultural Area:

Lot creation in prime agricultural areas is discouraged and may only be permitted in accordance with provincial guidance for:

c) one new residential lot per farm consolidation for a residence surplus to an agricultural operation, provided that:

- 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and*
- 2. the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new dwellings or additional residential units are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches that achieve the same objective*

Comments: The proposed Zoning By-law Amendment is required to rezone the retained farmland in a surplus farm dwelling severance application to prohibit future residential development. While the proposed severed residential lot is larger in area than is typically permitted by the Township of Southwold Zoning By-law, the difference is minor. The severed lands will have access through an existing Right-of-Way and therefore; the severed lot does not have direct frontage onto a public road.

Elgin County Official Plan (2015):

Section E1.2.3.4 – Lot Creation on Lands in the Agricultural Area:

In accordance with the intent of this Plan to maintain and protect the agricultural resource of the County and direct the majority of new residential growth to settlement areas or existing vacant building lots, new lots may be permitted if the local Official Plan supports their creation and if:

b) the lot is to be created to accommodate a habitable residence that has become surplus to a farming operation as a result of a farm consolidation provided that the development of a new residential use is prohibited on any retained parcel of farmland

created by the consent to sever, unless the retained parcel is the product of the merging in title of two adjacent agricultural parcels in which case a dwelling unit would be permitted as part of the operation

Comments: The proposed Zoning By-law Amendment is a required condition of consent application E 29-25 and will rezone the retained farmland to prohibit future residential development in accordance with the County OP policies. The severed land is being rezoned to permit a reduced lot frontage and increased lot area.

Township of Southwold Official Plan:

7.23.4 - Agricultural Consent Policies

Land severances in the Agricultural Area may be permitted:

e) A habitable farm dwelling made surplus to the needs of a farm operation, as a result of farm consolidation, subject to the following conditions:

i. The retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;

ii. The non-farm parcel will be zoned to recognize the non-farm residential use; and iii. Minimum Distance Separation I provisions can be met;

Comments: This proposed Zoning By-law Amendment is required to fulfill the policies of the Southwold Official Plan by ensuring the continuing protection of prime agricultural land post-surplus farm dwelling severance. The proposal will rezone the retained farmland to a restricted agricultural zone to prohibit residential dwellings. Staff have reviewed this application against the Minimum Distance Separation Guidelines and have found that it will not create any MDS hazards.

Statutory Notice Requirements:

The Notice of the Public Meeting was provided in accordance with the provisions of the Planning Act. Property owners within 120m of the subject lands were provided notice through regular mail delivery. Applicable persons and public bodies were provided notice of the Public Meeting and a request for comments via email. Signage advising of the date of the Public Meeting, as well as the purpose and effect of the application, was placed on the subject property and details of the application and Public Meeting were also posted publicly on the Township's website.

Conclusion:

Subject to receiving additional comments from the public and Council, staff is in a position to state that the proposed zoning by-law amendment as proposed in By-law 2025-43 are:

- i) is consistent with the direction of the Provincial Planning Statement 2024, including but not limited to Section 4.3.3.1;
- ii) Conforms to the relevant policies of Township of Southwold Official Plan, including but not limited to Section 7.23.4;
- iii) Satisfies the criteria of Section 7.15 when amending Zoning By-law 2011-14, as amended.

Upon Council making a decision regarding ZBA 2025-43, the required notice of decision will be circulated as prescribed under the regulations of the Planning Act. There is a 20-day appeal period where objections may be submitted to the Ontario Land Tribunal (OLT). To ensure that the OLT has regard to Council's decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council.

Financial and Resource Implications:

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

There are no significant financial implications related to the consideration of Zoning By-law Amendment Application ZBA 2025-17.

Strategic Plan Goals:

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

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

Respectfully submitted by:

Paul Clarke
Planner

Reviewed by:

Aaron Van Oorspronk, L.E.T.
Director of Infrastructure and Development

Approved for submission by:

Jeff Carswell
CAO/Clerk

Attachments:

Appendix 1 – Draft By-law 2025-43



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2025-43

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

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

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

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

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

1. **THAT:** Schedule 'A', Map 5 of By-Law No. 2011-14, as amended, are hereby amended by changing from Agricultural 1 (A1) Zone to Agricultural 3 (A3) Zone, and Agricultural 1 – Special Provision 75 (A1-75) those lands outlined in heavy solid lines on Schedule 'A' attached hereto and forming part of this By-law
2. **THAT:** Subsection 5.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

“(bx) A1-75 As shown on Schedule A, Map No. 5

(i) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with Subsection 5.4, except for the following:

- | | |
|-------------------------|----------------|
| 1. Minimum Lot Frontage | 0m (0 ft) |
| 2. Maximum Lot Area | 0.7ha (1.73ac) |

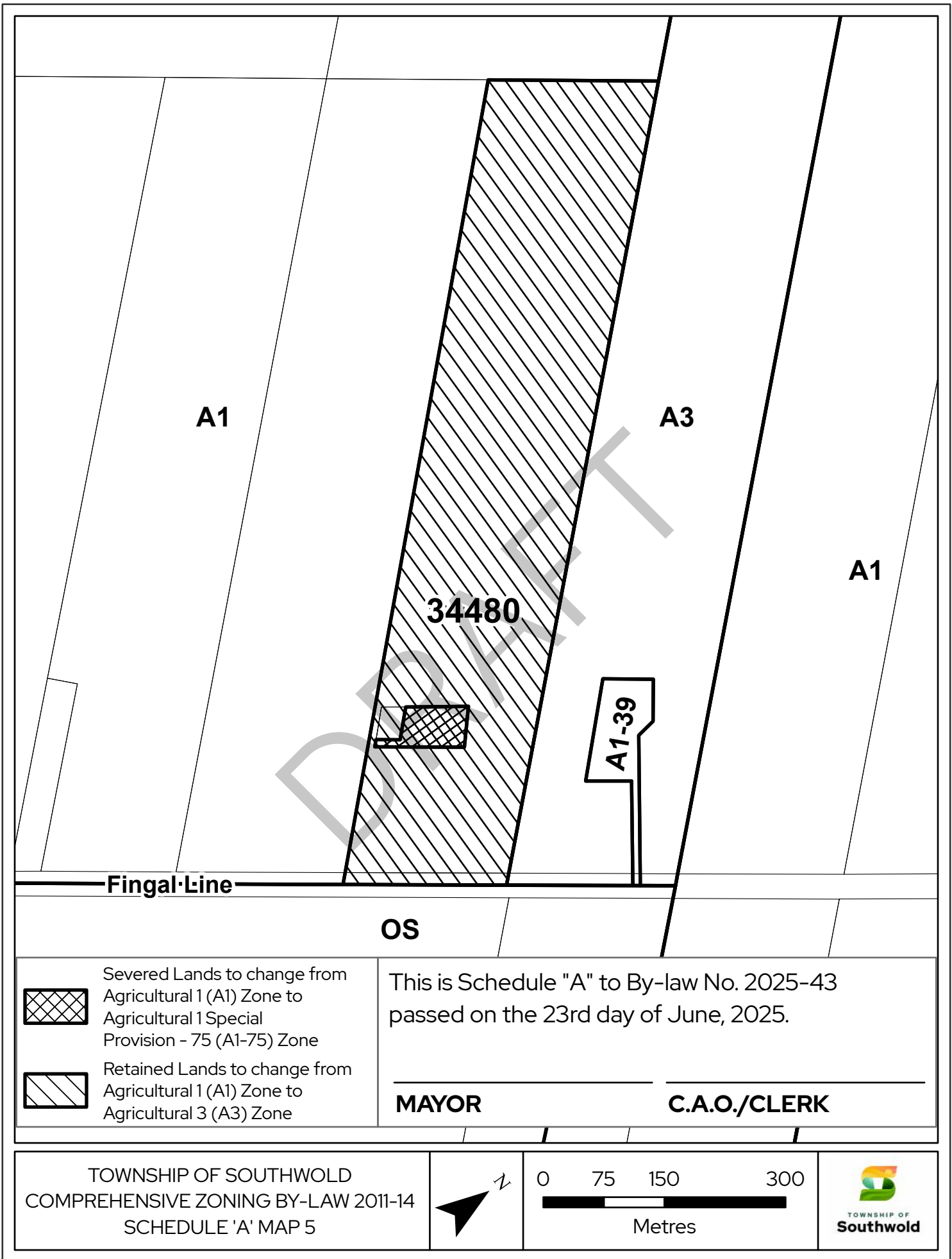
3. **THAT:** this By-law shall come into force pursuant to Section 34(2) of the Planning Act, RSO 1990.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME
AND FINALLY PASSED THIS 23rd DAY OF JUNE 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

DRAFT





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 23, 2025
PREPARED BY: Paul Clarke, Planner
REPORT NO: PLA 2025-18
SUBJECT MATTER: **Consent Application E29-25**
34480 Fingal Line (Barbara Farms Inc.)

Recommendation:

1. That Council recommend approval to the Elgin County Land Division Committee for Consent Application E29-25 subject to the recommended conditions included in this report.

Purpose:

The applicant proposes to sever a parcel with a frontage of 20 m, a depth of 160m, and an area of .69 ha to sever a dwelling surplus to a farming operation. The applicant is retaining a lot with an area of 18.297 ha proposed to remain in Agricultural use.

A severance sketch illustrating the proposed severance is attached to this report as Appendix 1.

Consent Application E29-25 has been submitted to Elgin County for lands located within the Township of Southwold. The subject property is located at 34480 Fingal Line, and is legally described as Part of Lot 11, Concession North of Talbot Road. The subject property is shown on the Key Map provided below.

Background:

Application No.	E29-25
Owners:	Barbara Farms Inc. / Albert Kemmerling
Agent:	Herman Lansik
Address:	34480 Fingal Line
Water Supply:	Municipal Water Supply
Sewage Supply:	Private Septic Service
Buildings/Structures	Existing dwelling and accessory shed, be retained.
Elgin County Official Plan	Agricultural Area
Application No.	E29-25

Settlement Area:	N/A
Township Official Plan Designation	Agricultural Area
Zoning By-law 2011-14 38068 Munro Line	Agricultural 1 (A1) Zone Minimum Lot Area – 40.0ha (99ac) Minimum Lot Frontage – 200.0m (656ft) Minimum Front Yard – 19.0m (62ft) Minimum Interior Side Yard – 4.5m (15ft) Minimum Rear Yard – 8.0m (26ft) For a single-detached dwelling created by consent: Minimum Lot Area – 1,858.0 m ² (20,000 ft ²) Maximum Lot Area – 6,000.0 m ² (1.48 ac) Minimum Lot Frontage – 30.0m (98ft)

Key Map of 34480 Fingal Line



Planning Analysis:

Consent Application E29-25 was submitted to and declared complete by Elgin County. Elgin County is the Approval Authority for applications considered under Section 53 of the *Planning Act*. The Township of Southwold is a commenting agency and provides a recommendation to the Land Division Committee, including conditions of approval.

Consent Application E29-25 was reviewed by staff with consideration to the Provincial Planning Statement (2024), Elgin County Official Plan, Township of Southwold Official Plan, and the Township of Southwold Zoning Bylaw 2011-14. A summary of the applicable planning policies and regulations, as well as the relevancy to the subject application and commentary is provided below.

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

Legislation	Section(s)	Relevance To Application	Comments
Township of Southwold Zoning Bylaw	8.2 Agricultural 1 Zone Regulations	<ul style="list-style-type: none"> Proposed retained lands meet the requirements of the A3 Zone Lands to be severed are 0.69ha where the maximum permitted area is 0.6ha. Lands to be severed proposed a lot width of 0m where the minimum required is 30 m. Otherwise, the lands to be retained comply with the regulations of the A1 Zone 	<p>Proposed severed lot would require an amendment to permit the increased lot area and reduced lot width.</p> <p>The retained lot would meet the A3 zone provisions.</p>

The Provincial Planning Statement, 2024, the Elgin County Official Plan, and the Township of Southwold Official Plan permit consent applications for residential uses surplus to a farm operation under certain conditions. This includes rezoning the farm parcel to prohibit future dwellings, the retained residential parcel must be zoned to permit residential uses and where Minimum Distance Separation I (MDS I) Provisions can be met. Consent Application E29-25 would facilitate the retention of an existing residential use while the remaining retained lands would remain in use for agricultural purposes.

The subject property is presently serviced with municipal water and a septic system. The proposed severed residential lot is proposed to have a lot frontage of 0m and a lot area of 0.69ha where the By-law requires severed surplus residential parcels to have a minimum lot frontage of 30 m (98 ft) and limits such parcels to an area of 6,000m² (1.48 ac). The severed residential lot will make use of an existing private Right-of-Way allowing it to have no legal frontage onto a private road; however, a Zoning By-law Amendment is required to permit this. This requirement is reflected in the proposed conditions in Appendix 2.

Consultation:

Consent Application E29-25 was circulated internally for review and comment by Township departments. At the time of writing this report, the following comments have been received and where applicable, recommended conditions of approval have been included.

Finance	No comments
Infrastructure	No comments
Chief Administrative Officer	No comments
Building Department	No comments
Drainage	Reapportionment of the Benedict Drain and a Mutual Drain Agreement
Planning	<ul style="list-style-type: none">• Planning Act application required to permit the increased lot area and reduced lot frontage for the severed residential parcel.• Planning Act application required to prohibit residential uses on the retained agricultural parcel, and reduce lot frontage.

Conclusion:

Planning staff recommend support of Consent Application E29-25 for the property known municipally 34480 Fingal Line, which would facilitate creation of one new residential lot surplus to a farm operation.

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

1. That the Applicant must pay all fees and satisfy all obligations required pursuant to the duly enacted by-laws of the Township of Southwold, to the satisfaction of the Municipality.
2. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and rezone the severed and retained lands and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction of the Municipality.
3. Reapportionment of the Benedict municipal drain and a mutual agreement drain to ensure the new residential property has a legal drainage outlet.

Financial and Resource Implications:

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

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

Strategic Plan Goals:

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

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

Respectfully submitted by:

Paul Clarke
Planner

Reviewed by:

Aaron Van Oorspronk, L.E.T.
Director of Infrastructure and Development

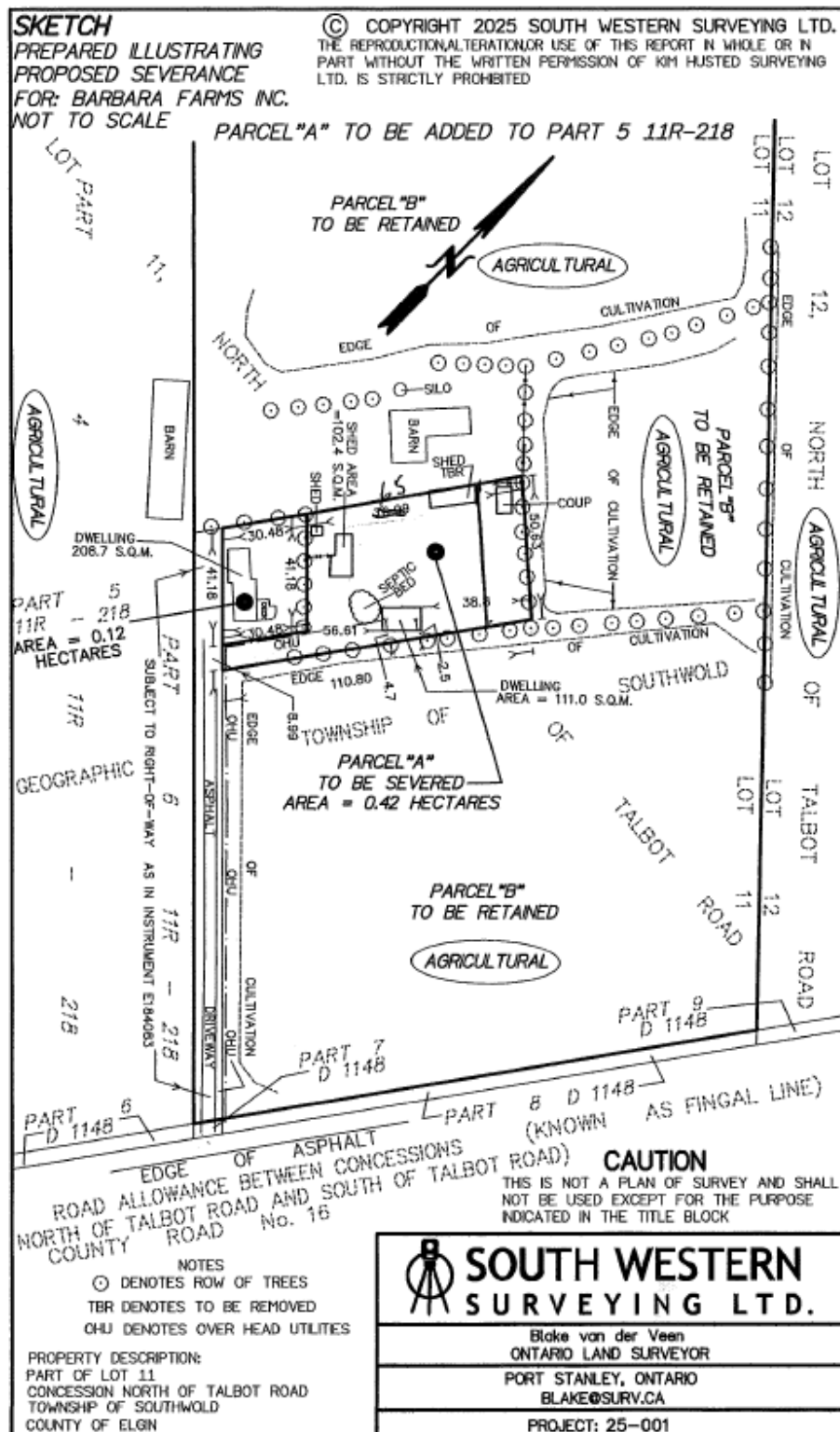
Approved for submission by:

Jeff Carswell
CAO/Clerk

Appendices

Appendix 1 – Building Survey and Severance Sketch

Appendix 1 – Severance Sketch (34480 Fingal Line)





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 23, 2025
PREPARED BY: Paul Clarke, Planner
REPORT NO: PLA 2025-19
SUBJECT MATTER: **Consent Application E33-25**
36466 Scotch Line (Goodhue Farms [Port Stanley] Ltd.)

Recommendation:

1. That Council recommend approval to the Elgin County Land Division Committee for Consent Application E33-25 subject to the recommended conditions provided in this report.

Purpose:

The applicant proposes to sever a parcel with a frontage of 17.7 m, a depth of 444m, and an area of 14,362.5 m² to sever a dwelling surplus to a farming operation. The applicant is retaining a lot with an area of 239.95 ac proposed to remain in Agricultural use.

A severance sketch illustrating the proposed severance is attached to this report as Appendix 1.

Consent Application E33-25 has been submitted to Elgin County for lands located within the Township of Southwold. The subject property is located at 36466 Scotch Line, and is legally described as Lot 8, Part Lots 7 and 9, Southwold Range 3 NLR. The subject property is shown on the Key Map provided below.

Background:

Application No.	E33-25
Owners:	Goodhue Farms (Port Stanley) Ltd.
Agent:	None
Address:	36466 Scotch Line
Water Supply:	Municipal Water Supply
Sewage Supply:	Private Septic Service

Buildings/Structures	Existing dwelling and accessory garage, and small shed to be retained. Second accessory structure (former barn) to be removed.
Elgin County Official Plan	Agricultural Area
Application No.	E33-25
Settlement Area:	N/A
Township Official Plan Designation	Agricultural Area
Zoning By-law 2011-14	<p>Agricultural 1 (A1) Zone</p> <p>Minimum Lot Area – 40.0ha (99ac) Minimum Lot Frontage – 200.0m (656ft) Minimum Front Yard – 19.0m (62ft) Minimum Interior Side Yard – 4.5m (15ft) Minimum Rear Yard – 8.0m (26ft)</p> <p>For a single-detached dwelling created by consent: Minimum Lot Area – 1,858.0 m² (20,000 ft²) Maximum Lot Area – 6,000.0 m² (1.48 ac) Minimum Lot Frontage – 30.0m (98ft)</p>

Key Map of 39391 Fingal Line, St. Thomas



Planning Analysis:

Consent Application E33-25 was submitted to and declared complete by Elgin County. The application will be circulated to the public and prescribed bodies by the Elgin County Land Division Committee in May 2025. Elgin County is the Approval Authority for applications considered under Section 53 of the *Planning Act*. The Township of Southwold is a commenting agency and provides a recommendation to the Land Division Committee, including conditions of approval.

Consent Application E33-25 was reviewed by staff with consideration to the Provincial Planning Statement (2024), Elgin County Official Plan, Township of Southwold Official Plan, and the Township of Southwold Zoning Bylaw 2011-14. A summary of the applicable planning policies and regulations, as well as the relevancy to the subject application and commentary are provided below.

Legislation	Section(s)	Relevance To Application	Comments
Provincial Planning Statement, 2024	2.6 Rural Lands in Municipalities 4.3.3 Lot Creation and Lot Adjustments	<ul style="list-style-type: none"> Residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services Residential lot creation for a surplus residence is permitted, based on lot size limits, appropriate servicing 	Residential lot creation is permitted in the rural area when surplus to an agricultural operation, subject to regulations and appropriate servicing
Elgin County Official Plan	A6.1.2. Agricultural Area C2.1 [Agricultural Area] Objectives C2.4 Lot Creation/Consents E1.2.3.4 Lot Creation on Lands in the Agricultural Area	<ul style="list-style-type: none"> Agricultural Area designation Maintain and preserve the agricultural resource base of the County Preserve and promote the agricultural character of the County and its local communities Lot creation permitted for surplus residential dwellings, residential use 	Residential lot creation is permitted for surplus residential dwellings

Legislation	Section(s)	Relevance To Application	Comments
		must be prohibited on any retained farmland parcels	
Township of Southwold Official Plan	5.1 Agricultural Area 7.23.4 Agricultural Consent Policies	<ul style="list-style-type: none"> Existing single-detached non-farm dwellings are permitted Land severances in the Agricultural Area may be permitted for surplus farm dwellings, subject to conditions 	Residential lot creation for surplus farm dwellings may be permitted subject to conditions
Township of Southwold Zoning Bylaw	8.2 Agricultural 1 Zone Regulations	<ul style="list-style-type: none"> Proposed lands to be retained would comply with the regulations of the A1 Zone Lands to be severed are 14,362.5m² where the maximum permitted area is 6,000m². Lands to be severed proposed a lot width of 17.7 m where the minimum required is 30 m. Otherwise, the lands to be retained comply with the regulations of the A1 Zone 	<p>Proposed severed lot would require an amendment to permit the increased lot area and reduced lot width.</p> <p>The retained lot would require an Amendment to prohibit future residential development on the lands</p>

The Provincial Planning Statement, 2024, the Elgin County Official Plan, and the Township of Southwold Official Plan permit consent applications for residential uses surplus to a farm operation under certain conditions. This includes rezoning the farm parcel to prohibit future dwellings, the retained residential parcel must be zoned to permit residential uses and where Minimum Distance Separation I (MDS I) Provisions can be met. Consent Application E33-25 would facilitate the retention of an existing residential use while the remaining retained lands would remain in use for agricultural purposes.

The subject property is presently serviced with municipal water and a septic system. The proposed severed residential lot is proposed to have a lot frontage of 17 m and a lot area of ~14,500m² where the By-law requires severed surplus residential parcels to have a minimum lot frontage of 30 m (98 ft) and limits such parcels to an area of

6,000m² (1.48 ac). It is recognized that these conditions are largely due to existing conditions with a long existing driveway to access the dwelling which is set far back from the roadway. By reducing the frontage, there is a clear attempt to maintain as little a lot area as possible. As a result, however, the Applicant will be required to submit a Planning Act application in order to permit the reduced lot frontage and the increased maximum lot area.

Consultation:

Consent Application E33-25 was circulated internally for review and comment by Township departments. At the time of writing this report, the following comments have been received and where applicable, recommended conditions of approval have been included.

Finance	No comments
Infrastructure	No comments
Chief Administrative Officer	No comments
Building Department	No comments
Drainage	Reapportionment of the J.T. Lethbridge Drain and the Harding Drain
Environmental Services	New lot is already serviced and connected with the municipal water system
Planning	<ul style="list-style-type: none"> Planning Act application required to permit the increased lot area and reduced lot frontage for the severed residential parcel. Planning Act application required to prohibit residential uses on the retained agricultural parcel.

Conclusion:

Planning staff recommend support of Consent Application E33-25 for the property known municipally 36466 Scotch Line, which would facilitate creation of one new residential lot surplus to a farm operation. This recommendation is subject to the

conditions listed below to Planning Report PLA 2025-19. This report and recommended conditions of approval will be forwarded to the Elgin County Land Division Committee and should be considered in the decision-making process.

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

1. That the applicant have a drainage reapportionment of the J.T. Lethbridge and Harding municipal drain completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Township.
2. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and rezone the severed and retained lands and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction of the Municipality.
3. That the Applicant must pay all fees and satisfy all obligations required pursuant to the duly enacted by-laws of the Township of Southwold, to the satisfaction of the Municipality.
4. That the Owner acquire a permit to demolish and remove the former livestock barn located on the severed residential parcel, to the satisfaction of the Municipality.

Financial and Resource Implications:

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

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

Strategic Plan Goals:

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

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

Respectfully submitted by:

Paul Clarke
Planner

Reviewed by:

Aaron Van Oorspronk, L.E.T.
Director of Infrastructure and Development

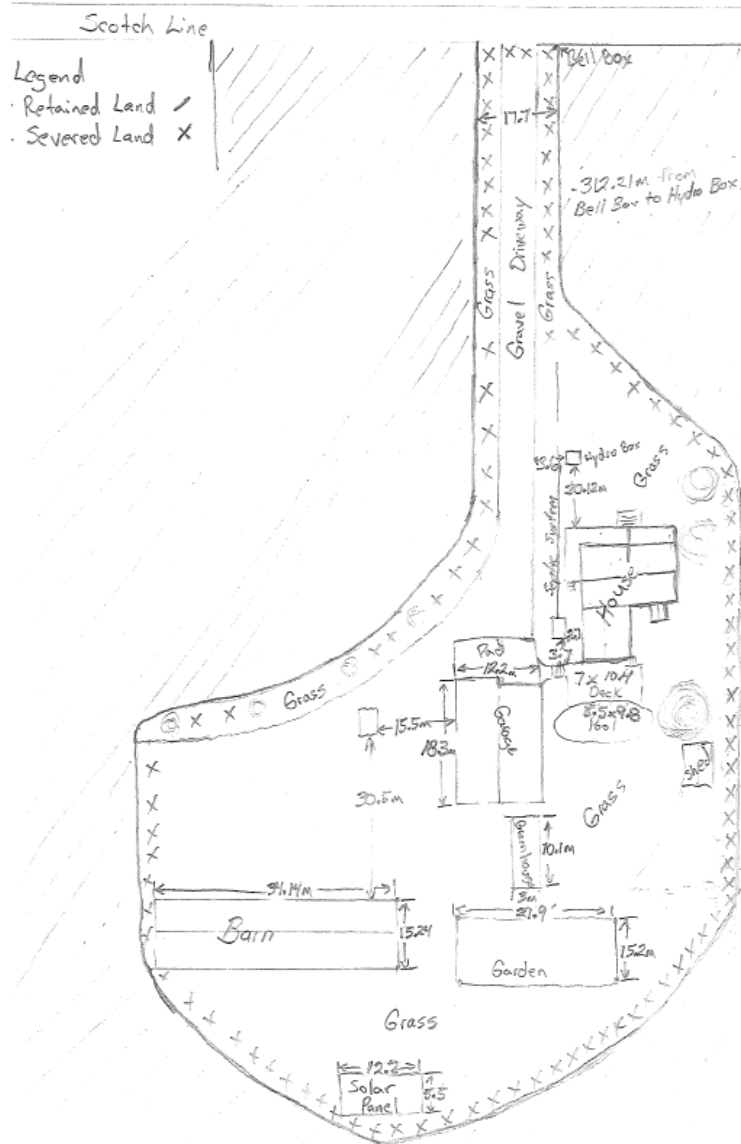
Approved for submission by:

Jeff Carswell
CAO/Clerk

Appendix 1 – Building Survey and Severance Sketch

Appendix 1 – Severance Sketch (36466 Scotch Line)

36466 Scotch Line





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 23, 2025

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

REPORT NO: IDS 2025-31

SUBJECT MATTER: Integrated Water Management Bylaw

Recommendation:

1. That Council approve By-Law 2025-44 known as the Integrated Water Management Bylaw.

Purpose:

This report seeks to apprise Council of the proposed Integrated Water Management Bylaw, and key changes that will take effect if adopted.

Background:

The Township of Southwold delivers several critical water and wastewater services, including the distribution of drinking water, sewage collection and treatment, and stormwater collection and treatment. These services are regulated by various provincial authorities and legislation. Municipalities are responsible for ensuring compliance with these regulations, using their powers under the *Municipal Act* to enact bylaws and policies that guide the use and management of such systems.

The Township's systems are relatively modern when compared to those in many parts of the province. However, due to Southwold's rural nature and historically limited staffing resources, the current regulatory framework consists of twenty-eight separate bylaws, amending bylaws, inter-municipal agreements, and policies that have evolved over time in response to changing needs. These instruments address aspects such as system care and control, connection requirements, payment terms, permitted uses, and overall compliance with regulatory and operational capabilities.

In 2025, Council adopted the recommendations of the *One Water Rate Study*. In addition to updating rates to achieve full cost recovery, the study recommended the introduction of a stormwater rate for urban areas. This new rate would transition urban

properties away from Municipal Drainage assessments—which are primarily intended for agricultural properties—and toward a more equitable utility-based model.

Comment/Analysis:

Given the complexity and fragmented nature of the Township's current water-related bylaws, staff undertook a comprehensive review and consolidation effort. The resulting *Integrated Water Management Bylaw* is the product of extensive staff time and resources. Staff believe the timing is ideal, given the Township's growth and the expansion of its staff complement, to modernize and streamline these bylaws. The proposed bylaw simplifies processes, strengthens enforcement tools, and enhances navigability for both staff and the public.

The overarching objective was to consolidate the various existing bylaws, policies, and agreements into a single, cohesive framework. The new structure consists of one parent bylaw and several schedules organized by function and service area. This "one-stop-shop" model replaces more than twenty individual bylaws and policies. The structure is as follows:

- **Parent Bylaw – Integrated Water Management System**

Contains general provisions and legal clauses applicable to all services and schedules.

- **Schedule A: Service Areas**

Identifies the geographic service areas and the corresponding bylaws and schedules that apply. This is intended to help users quickly locate applicable bylaws and policies for a given area.

- **Schedule B: Rates and Fees**

Establishes updated rates and fee structures. It introduces a revised method for calculating connection fees (installation cost plus one-time capital recovery fee) to reduce the Township's financial exposure and improve cost transparency. This schedule also introduces the new urban stormwater rate and incorporates the provisions of a former debenture bylaw for improved efficiency.

- **Schedule C: Billing and Collection**

Outlines billing procedures and collection protocols. It maintains the existing structure with added enforcement mechanisms, such as the installation of a meter pit at the property line (at the resident's expense) if access to a water meter is denied after receiving notice. It also introduces a shift from quarterly to monthly billing for urban customers.

- **Schedule D: Water Use Policy**

Serves as the primary regulatory framework for the Township's water distribution system. It consolidates multiple previous bylaws (e.g., connection, regulation, and backflow prevention) and adopts language based on a national standard template to improve consistency and legal compliance.

- **Schedule E: Sewage Use Policy**

Also based on the national template, this policy defines regulations governing the sanitary sewage system, including discharge limits aligned with the treatment plant's Environmental Compliance Approval (ECA). This is particularly relevant for large industrial or processing facilities, where pre-treatment requirements may be necessary.

- **Schedule F: Stormwater Use Policy**

Establishes care and control standards for the Township's stormwater system. New provisions include guidelines for sump pump discharges, roof leader disconnections, foundation drain disconnections, pool water disposal, and allowable limits for stormwater discharge into Township systems. The policy is modelled on the Municipality of Middlesex Centre's stormwater policy, which staff consider a well-constructed and appropriate comparator.

- **Schedule G: Sewage Allocation Policy**

Incorporates an existing policy under the new bylaw framework, maintaining its current intent and function.

- **Schedule H: Fines Schedule**

Lists the fines associated with bylaw infractions across all services covered by the Integrated Water Management Bylaw.

Financial and Resource Implications:

The development of the proposed bylaw required significant staff time to review, assess, and modernize existing policies. However, this investment is expected to yield long-term operational efficiencies by delegating day-to-day administrative functions to staff, in accordance with current and previous Council direction.

Authority to make administrative amendments—those required to align with Council decisions or regulatory changes—will rest with staff, reducing the need to bring forward

routine bylaw amendments. Any material changes will continue to be presented to Council for approval.

From a financial perspective, the unified approach to rates, fees, and billing procedures will streamline cost recovery processes, reduce administrative errors, and minimize the risk of missed revenue collections.

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

Approved for submission by:

Jeff Carswell, CAO/Clerk

RE: Community Safety and Well-Being Review and Update

Dear Mayor Jones and Members of Southwold Council,

Ontario's Community Safety and Policing Act, 2019 requires that all municipalities adopt a Community Safety and Well-Being (CSWB) Plan and review it every four years. The Town of Aylmer, City of St. Thomas, and County of Elgin developed a joint CSWB Plan in 2021, which was adopted by all the participating municipalities, including the Town of Aylmer, City of St. Thomas, and County of Elgin.

Under Ontario Regulation 414/23, municipalities that adopted their CSWB Plans before July 1, 2021, must complete a review and update before July 1, 2025. The updated Aylmer-Elgin-St. Thomas CSWB Plan is now complete and attached for your review.

The updated Plan reaffirms our commitment to the original five priority areas:

- Education and Skills Development
- Housing Security
- Mental Health and Well-Being
- Public Safety
- Substance Use and Addiction

This review was led by the CSWB Integration Table, with input from each Action Table representing the five focus areas. The update reflects progress made, identifies ongoing challenges, and emphasizes the need to address root causes—such as poverty and workforce readiness—through prevention and collaboration.

The Integration Table is a cross-sectoral group made up of local leaders and community partners, including:

- Warden Grant Jones, County of Elgin (Co-Chair)
- Mayor Joe Preston, City of St. Thomas (Co-Chair)
- Mayor Jack Couckuyt, Town of Aylmer
- Chief Marc Roskamp, St. Thomas Police Service
- Chief Kyle Johnstone, Aylmer Police Service
- Acting Inspector Tyler Holmes, Elgin County OPP
- Danielle Neilson, Housing and Homelessness Action Table
- Heather Sheridan, Housing and Homelessness Action Table
- Christine Sansom, Elgin Mental Health and Addiction Network

- Marcia Van Wylie, Elgin Community Drug and Alcohol Strategy Steering Committee
- Petrusia Hontar, Elgin St. Thomas Workforce Development Network
- Deanna Huggett, Elgin Ontario Health Team
- Meagan Lichti, Age-Friendly Strategy for Elgin and St. Thomas
- Lisa Higgs, City Manager, City of St. Thomas
- Blaine Parkin, CAO, County of Elgin
- Carolyn Krahn, Manager of Economic Development & Strategic Initiatives, County of Elgin

We recognize that time is limited for detailed feedback prior to submission. However, we are planning a Community Safety and Well-Being Forum in Fall 2025 and strongly encourage all local councils and senior staff to attend. This forum will provide a comprehensive update, highlight opportunities for collaboration, and offer an opportunity for feedback on how we move forward together.

To meet the legislated deadline, we respectfully request that your Council pass a resolution of endorsement. A sample resolution is provided below:

THAT the Council of the Local Municipality hereby endorses the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan update;

AND THAT a copy of the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan and the 2025 update be posted on the municipality's website.

If you have any questions or would like more information, please don't hesitate to reach out.

Sincerely,

Warden Grant Jones, County of Elgin

Mayor Joe Preston, City of St. Thomas

Co-Chairs of the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Integration Table

Attachments:

- Updated CSWB Plan – June 2025
- Original CSWB Plan – 2021
- CSWB Data Package – July 2020

Draft Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan Update – June 2025

Introduction

The Aylmer-Elgin-St. Thomas Community Safety and Well-Being (CSWB) Plan was created to make our communities safer, healthier, and more connected. It brings together local organizations, leaders, and residents to address complex issues that no single group can solve alone—such as housing, mental health, safety, and addiction. Rather than just reacting to problems after they occur, this plan focuses on prevention and building stronger systems of support.

The CSWB Plan covers all of Elgin County, including St. Thomas, Aylmer, and surrounding municipalities. It was developed with input from over 150 community members and organizations during 2020 and 2021, using local data and feedback to set shared priorities. Now, four years later, we are reviewing the plan to celebrate progress, reflect on challenges, and plan for the future.

Legislative Background

Under the Community Safety and Policing Act, 2019, Ontario municipalities must develop and maintain a Community Safety and Well-Being (CSWB) Plan. These plans aim to address key social issues affecting safety, health, and well-being through collaboration across sectors like housing, mental health, education, policing, and social services.

As required by Ontario Regulation 414/23, municipalities must:

- Publish their CSWB Plan online within 30 days of adoption.
- Review and, if necessary, revise the plan every four years.

For plans adopted before July 1, 2021, the first review must be completed before July 1, 2025. This review provides an opportunity to reflect on achievements, address challenges, and refresh the plan to meet emerging needs.

Provincial Framework

Ontario's provincial framework for CSWB planning highlights four key strategies for keeping communities safe and healthy:

1. **Social Development** – Addressing root causes of problems like poverty and inequality by bringing people and services together.
2. **Prevention** – Identifying and reducing risks early to prevent problems from escalating into crises.

Draft Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan Update – June 2025

3. **Risk Intervention** – Quickly addressing immediate risks to prevent harm.
4. **Incident Response** – Responding to emergencies and urgent situations (e.g., police or emergency services).

The goal is to focus more on social development and prevention, reducing the need for emergency interventions.

Local Focus Areas (2021–2024)

The Aylmer-Elgin-St. Thomas CSWB Plan focuses on five key areas, chosen through data analysis and community feedback:

1. **Education and Skills Development**
Many people in the region lack a high school diploma or the training needed for local jobs. The plan supports lifelong learning, job readiness, digital literacy, and alternative learning paths to help people of all ages gain skills for life and work.
 2. **Housing Security**
Many residents struggle to find or maintain safe, affordable housing, particularly in rural areas. This part of the plan focuses on increasing affordable housing options, reducing homelessness, and improving support for those in housing crisis.
 3. **Mental Health and Well-Being**
Access to mental health services is limited, especially for those in crisis or experiencing homelessness. The plan aims to expand access to mental health supports, reduce wait times, raise awareness, and promote community wellness.
 4. **Public Safety**
While crime is generally low, residents desire a greater sense of safety, especially in downtown areas. The plan includes actions to improve traffic safety, prevent property crime, support youth, and build partnerships to address social issues before they lead to crime.
 5. **Substance Use and Addiction**
Substance use, including opioid overdoses, is a growing concern, particularly in St. Thomas. The plan supports a four-pillar approach: prevention, harm reduction, treatment, and justice, aiming to improve services, coordination, and public awareness while reducing harm.
-

Draft Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan Update – June 2025

Summary of Integration Table Activities (2021–2024)

The CSWB Integration Table has been instrumental in bringing together local government leaders, service providers, and community organizations to keep the Aylmer-Elgin-St. Thomas CSWB Plan on track. The Table met regularly to share updates, coordinate efforts, and respond to emerging issues.

Each meeting featured roundtable updates from five key Action Tables:

- Education and Skills Development
- Housing Security
- Mental Health and Well-Being
- Public Safety
- Substance Use and Addiction

The Integration Table provided a forum for open dialogue, collaboration, and accountability.

Evaluation of Key Achievements

1. **Coordination Across Sectors**

The Integration Table successfully created stronger links between local government, non-profits, police, health services, and housing providers, reducing duplication of efforts and supporting joint projects.

2. **Housing Progress**

Significant progress was made in housing:

- Indwell supportive housing projects moved forward, resulting in about 100 new social housing units
- The community achieved functional zero for veteran homelessness.
- About 18–20 households are placed into housing each month.

3. **Mental Health and Public Safety Collaboration**

The Mobile Outreach and Support Team (MOST) in St. Thomas and the Mobile Crisis Response Team (MCRT) in Elgin County and Aylmer expanded their services, partnering police with mental health clinicians to respond to people in crisis.

- St. Thomas Police added a new Community Resource Officer Unit.
- CMHA Thames Valley Addiction and Mental Health Services (TVAMHS) launched new withdrawal management and youth addiction services.

Draft Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan Update – June 2025

- These efforts contributed to a significant drop in local crime severity from 2021 to 2024:
 - 13.57% reduction in the Crime Severity Index in St. Thomas
 - 16.18% reduction in Aylmer
 - 20.08% reduction in Elgin County

4. Substance Use Strategy

The Drug and Alcohol Strategy Steering Committee merged with the Elgin Mental Health and Addictions Network. Their work focuses on prevention, harm reduction, treatment, and justice. Elgin and Oxford Counties are also working together to bring in the Planet Youth model, which helps prevent substance use among youth.

Why the Five CSWB Priority Areas Still Matter

1. Education and Skills Development

The City of St. Thomas and the County of Elgin's economy is undergoing a major transformation, driven by growth in advanced manufacturing and the arrival of new industries tied to the electric vehicle (EV) supply chain. Between 2021 and 2025, manufacturing jobs in Elgin grew by 9.6%, outpacing both Ontario and Canada, which saw 5.2% growth (Lightcast, Q1 2025; *Lightcast Analyst PDF Export – Manufacturing: Elgin (in Ontario)*, 2025).

One of the most significant developments is the construction of a Volkswagen EV battery plant in St. Thomas, led by PowerCo, a Volkswagen subsidiary. The plant is expected to create 3,000 direct jobs and thousands more within the supply chain and related to the increase service demand to meet the needs of the projected population growth.

While the community continues to struggle to meet the demand for healthcare and childcare professions, PowerCo and its suppliers will bring entirely new types of jobs to the region, including roles in battery technology, automation, and clean energy manufacturing—positions that require new skill sets, specialized training, and technical education. While these jobs offer strong wages—e.g., \$69,126/year in motor vehicle parts manufacturing and \$70,671/year in basic chemical manufacturing—local employers are already struggling to fill roles due to a shortage of candidates with the necessary credentials, technical skills, or certifications (Lightcast, Q1 2025; *Regional Comparison by Industry*, 2025).

To avoid leaving residents behind as these opportunities grow, the CSWB Plan highlights the need to:

- Collaborate with employers and educators to align training with industry demands
- Support the skilled trades and apprenticeship system

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- Expand digital literacy and other job readiness programs
- Address barriers impacting labour market outcomes of youth, immigrants, and other groups

By focusing on education and skills development, we can ensure that Elgin’s workforce is prepared for the future and that local residents are positioned to benefit from these transformative investments.

2. **Housing Security**

The Elgin Census Division—which includes both Elgin County and the City of St. Thomas—is experiencing rapid and significant growth, driven in part by major developments such as the Volkswagen EV battery plant. This growth is placing increased pressure on the local housing system and making housing security more urgent than ever. The region’s population is projected to reach 141,600 by 2051.

Within this overall growth, the City of St. Thomas is expected to grow from 44,000 residents in 2021 to 79,500 by 2051, with the number of households increasing by more than 15,000 to a total of 33,400. Elgin County municipalities are also anticipating higher housing demand. By 2051, an estimated 9,230 new housing units will be needed across the County, with the most significant increases in Central Elgin, Malahide, and Aylmer.

We are already seeing signs of strain in the housing system. Without continued focus and proactive planning, these issues may worsen as growth accelerates.

Key Data on Housing Security:

- Over 1,100 households are currently on the centralized waitlist for social housing in Elgin-St. Thomas—double the number from previous years.
- Approximately 130 people are experiencing homelessness in the region at any given time, with the number fluctuating as people are housed and new cases emerge.
- Affordable rental housing remains limited, and many residents are paying more than they can afford.

Stable housing is essential for maintaining health, employment, and community connection. As our population grows, ensuring an adequate supply of housing will be essential to community well-being.

3. **Mental Health and Well-Being**

Local services continue to face high demand, long wait times, and increasing complexity of need. Programs like MOST and Withdrawal Management are critical but stretched. The COVID-19 pandemic highlighted increased stress, anxiety, and isolation.

Timely, compassionate mental health care remains a pressing need.

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4. **Public Safety**

In 2024, St. Thomas Police reported 23,214 incidents—up from 22,173 in 2020. Community safety programs, like the Community Resource Officer Unit, play an important role, but safety concerns in downtown areas continue to affect quality of life for residents and businesses.

5. **Substance Use and Addiction**

The community continues to face significant issues related to substance use, including overdoses and health complications. The Elgin Community Drug and Alcohol Strategy is moving into action, but gaps in services remain. People with lived experience continue to face significant challenges in accessing care and support.

Areas for Growth

Despite progress, there are areas for improvement:

1. **Shift Toward Social Development and Prevention**

Most efforts have focused on responding to immediate needs. While these interventions are critical, lasting change requires a broader approach. We must also focus on addressing the root causes of issues like housing security and substance use and addiction.

To move forward effectively, we need to revisit the root causes of the CSWB priority areas. This includes gaining a deeper and more comprehensive understanding of what is driving these issues in our community. By identifying the underlying factors, we can ensure that we are targeting the right problems and developing action plans that address the core issues.

One such factor is access to primary care. While it will not be established as a separate CSWB priority area, the role of primary care will be recognized as a key influence on population health and well-being. The Elgin Ontario Health Team (OHT) is working to integrate health and social care to better support residents. Stronger alignment between the CSWB Plan and OHT efforts will support upstream approaches, encourage joint planning and advocacy, and create opportunities for collaboration across sectors.

A shift toward social development and prevention will help create a stronger foundation for long-term community well-being, reduce pressure on emergency services, and support sustainable change across Elgin County and St. Thomas.

2. **Reimagining Action Tables**

Action Tables, which were meant to drive planning and implementation, have lost momentum. A new model may be needed to better engage partners and sustain involvement.

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3. **Deepening Community Engagement**

We are planning a CSWB Forum in Fall 2025—a day to bring together municipal councils, service providers, and residents to:

- Learn more about what community organizations do.
- Understand the most pressing local needs.
- Discuss how we can work together differently to make change.

4. **Strengthening Education and Skills Development**

With new job opportunities coming to the region, we need to focus on:

- Investing in accessible education and job training.
- Creating pathways to employment for youth, newcomers, and people facing barriers.

5. **Reframing Through a Poverty Lens**

Poverty is linked to all five focus areas. Addressing income inequality through solutions like living wages, rent supplements, fairer social assistance, and promoting a circular food economy can reduce poverty and improve well-being. For example, data from recent food security research shows how deeply poverty affects housing, mental health, education, and food access.

- 1 in 5 households in our region are food insecure.
- Food insecurity is tied to poor mental and physical health, and higher service costs.

There is also a strong connection between poverty and lack of access to primary care. People experiencing greater levels of material deprivation and income insecurity are more likely to be unattached to a regular primary care provider. This lack of access can compound challenges in other areas such as mental health, chronic illness, and housing stability. Recognizing these links reinforces the need for upstream interventions that address poverty as a root cause of many community safety and well-being issues.

6. **Better Support for Seniors**

As the population ages, more seniors in our communities are facing challenges related to isolation, mental health, fixed incomes, housing, and transportation. These issues often intersect with other CSWB priorities.

Supporting the health and mental health of seniors is essential to improving their quality of life and overall well-being. Improved access to team-based, coordinated care can help address both the physical and social needs of older adults and reduce pressures on emergency services and caregivers.

7. **Measuring Progress and Reporting Back**

We need better tools to track outcomes, report on progress, and involve the community. Through storytelling and regular updates, we can help keep everyone informed and engaged.

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Conclusion

The first four years of the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan have laid a strong foundation for collaboration and progress across the region. While important strides have been made—especially in housing, mental health response, and cross-sector partnerships—this review shows there is still much work to do.

As we move forward, we must shift our focus upstream—addressing root causes like poverty, building stronger systems of support, and preparing our workforce for the opportunities ahead. Renewing the CSWB Plan is not just a legislative requirement—it is a chance to re-engage our community, refresh our approach, and recommit to building a safer, healthier, and more connected region for everyone.

This next phase will require new energy, bold thinking, and stronger partnerships. Restructuring parts of our approach will help us better understand and promote community safety and well-being. Together, we can ensure the plan continues to reflect the evolving needs of our community and delivers meaningful, lasting impact.

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Appendix A: Public Safety Update – St. Thomas Police Service

1. Increase Road Safety

- Motor vehicle collisions in St. Thomas increased by **88%** in 2024, with **2 fatalities** recorded.
- In response, the **STPS Traffic Management Unit (TMU)** increased staffing to **three full-time officers**.
- STPS continues to collaborate with **OPP and Aylmer Police Service** on joint enforcement efforts.
- Enhanced traffic stops and warnings reflect a **proactive approach** to improving driver and pedestrian safety.

2. Educate the Public on Road Safety Enforcement

- STPS continues to implement **community policing strategies** that align traffic enforcement projects with community concerns.

3. Decrease Impaired Driving

- In 2024, impaired driving offenses involving alcohol decreased by **6.3%**, and offenses involving both alcohol and drugs decreased by **8.1%**.
- STPS increased **RIDE checkpoints by 108%**, **roadside alcohol screenings by 84%**, and **drug field sobriety testing by 20%**.
- These efforts have contributed to measurable reductions in impaired driving.

4. Promote Wellness and Safety in Downtown St. Thomas

- A noticeable reduction in downtown disorder has been observed, attributed to collaboration with **STESS, The Inn, and CMHA**.
- The **Community Resource Unit (CRU)** continues to operate from the **STPS Satellite Office at 584-B Talbot Street**, with staffing to increase from 6 to **8 Special Constables in 2025**.
- Emphasis remains on addressing **social and health-related issues**, allowing uniformed officers to focus on core policing duties.

5. Reduce Victimization from Property Crime

- In St. Thomas (2023–2024):
 - **Non-violent Crime Severity Index** decreased by **20.09%**
 - **Break and Enters: ↓ 52.7%**

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- **Theft/Possession of Stolen Property:** ↓ 12%
- **Arson:** ↓ 39%
- **Mischief:** ↓ 23%
- **Cyber frauds** are increasing. STPS is actively developing resources to address evolving digital crime trends.

6. Encourage Youth Engagement

- Following a 55% increase in police responses to schools over three years (20% involving violence), **TVDSB and LDCSB** have reinstated police officers in schools.
 - STPS is working with school boards to finalize policy and will announce a **liaison officer role in Fall 2025**.
- New programs launched in 2024 include:
 - **“First Responders 4 Kids”** – evening engagement at JTCC gym.
 - **SADER Youth Engagement Program**, which promotes internet safety, critical thinking, and positive extracurricular engagement.
 - **VIP Program** and **Boredom Busters** events continue to promote youth development and positive relationships with police.

7. Cultivate Community Relationships

- STPS actively engages with local leaders, businesses, and organizations to strengthen community resilience and align public safety strategies.

8. Increase Street Outreach Presence

- The **Community Mobilization Unit**, launched in 2024, includes one officer dedicated to crime prevention and CSWB collaboration.
- The **CRU** (Special Constables), **MOST team (with CMHA)**, and a new **STPS-STECH partnership project** (to be announced Spring 2025) are strengthening justice-health connections.

9. Strengthen Victim Assistance through Integrated Response

- STPS has expanded its **Criminal Investigations focus** on **Intimate Partner and Gender-Based Violence**.
- Commitment to responding to violence against women, hate crimes, and mental health-related incidents continues through **ongoing staff training** and innovation.

10. Increase Awareness of Human Trafficking

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- STPS has received **\$1.9 million in provincial funding (2019–2025)** to support:
 - Public education and police training
 - Awareness campaigns
 - Specialized multi-agency projects
 - Investigator salary supports
- STPS has significantly expanded capacity to address **all forms of human trafficking**.
- Funding will conclude **March 31, 2025**.

11. Advance Equity, Diversity, and Inclusion

- The **Community Inclusion Council**, created in 2023, now includes **eight community members** from diverse backgrounds.
- The Council advises the Chief of Police on community safety and inclusion.
- STPS also participates in the **St. Thomas-Elgin Local Immigration Partnership** group.

Ongoing Challenges in Public Safety and Policing

- **Social and health-related issues**, though not core policing functions, require ongoing police involvement and coordinated community support.
- **Recruitment challenges** persist as the population of St. Thomas and surrounding areas continues to grow.
- **Training and equipment costs** associated with compliance under the **Community Safety and Policing Act (CSPA)** are significant.
- **Sustainable funding** through grants and local investment is essential to maintain current service levels.
- **Police mental health resiliency** support and resources are critical for long-term staff well-being and service effectiveness.

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Appendix B: Public Safety Update – Aylmer Police Service

The Aylmer Police Service (APS) has actively supported the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan through operational activities, partnerships, and a commitment to proactive policing. The following summary outlines how APS initiatives have contributed to the four local CSWB goals:

Goal 1: Increase Traffic Safety

- **RIDE Program Enforcement:** In 2024, APS conducted 166 RIDE checks.
 - **Impaired Driving Enforcement:** APS laid 32 charges and arrested 28 individuals for impaired driving in 2024.
 - **Collaborative Enforcement:** APS continues to partner with Elgin OPP and the St. Thomas Police Service on joint enforcement initiatives, including traffic safety operations.
-

Goal 2: Enhance People’s Wellness and Sense of Well-Being

- **Visible Police Presence in Public Spaces:** Officers completed 643 hours of beat patrol and 44 hours of bicycle patrol to increase visibility and enhance the perception of safety in Aylmer’s downtown and public areas.
 - **Crime Reduction:** Aylmer experienced a 20.8% decrease in its Crime Severity Index between 2022 and 2024, indicating progress in overall community safety and well-being.
 - **Community Engagement:** In 2024, officers participated in various community events and maintained a visible presence to build trust and strengthen the sense of community safety.
-

Goal 3: Encourage Youth to Actively Participate in Building a Healthier Community

Work to Date:

- **School Visits and Educational Presentations:** APS engaged with youth through school-based outreach, including classroom visits and lectures, to support early education on safety and responsible decision-making.
 - **Relationship Building:** Through community service activities and presence at local events, APS has maintained a connection with youth and families.
-

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Goal 4: Cultivate Partnerships to Create Resilient and Safe Communities

Work to Date:

- **Mobile Crisis Response Team (MCRT):** APS participates in the regional MCRT program alongside Elgin OPP and mental health clinicians to respond to calls involving individuals in crisis. This initiative strengthens cross-sector collaboration and supports diversion from the justice system.
- **Community Safety and Well-Being Integration Table:** APS is an active participant in the Aylmer-Elgin-St. Thomas CSWB Integration Table, contributing to coordinated efforts across sectors to address complex social challenges and support shared community safety goals.
- **Partnership Approach:** APS works with local organizations and community groups to address the root causes of problems and promote long-term well-being.

Ongoing Commitment

The Aylmer Police Service remains committed to advancing the goals of the Community Safety and Well-Being Plan through continued enforcement, prevention, and collaborative initiatives. APS will:

- Continue supporting mental health response through MCRT.
- Maintain proactive road safety and impaired driving enforcement.
- Expand community and youth engagement efforts.
- Strengthen partnerships with local agencies to address the root causes of social issues.

Aylmer Police Service is a dedicated partner in building a safer, healthier, and more connected community for all residents.



CSWB

AYLMER-ELGIN-ST. THOMAS

Community Safety and Well-Being Plan



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Acknowledgements

Message from Mayor French, Warden Marks, and Mayor Preston



On behalf of the Community Safety and Well-Being Plan Coordinating Committee, we are pleased to present the Aylmer-Elgin-St. Thomas Community Safety and Well-being (CSWB) Plan. The CSWB Plan is a roadmap for how partners across different sectors can work together to make our community a safer, more inclusive place where all residents thrive. This plan marks a shift in focus from a reactive, response-based approach to incidents to a more proactive, holistic approach to community safety.

With this plan, we will respond to the needs of our communities as we use local data to make evidence-informed decisions. We will develop and implement new strategies to address the complex issues facing our communities, and we will work with our community partners to rethink the way we deliver services. Many of our community partners are already doing excellent work to contribute to safety and well-being in Aylmer, Elgin and St. Thomas. The CSWB Plan recognizes that complex risks to safety and well-being cannot be addressed in isolation by any one organization, agency or sector. The goal of this Plan is to achieve greater coordination and collaboration on issues and situations before they escalate. It is important to continue to build and strengthen partnerships across sectors, and we thank our many community partners that have come together to develop this Plan.

This Plan will define community safety and well-being planning in Elgin and St. Thomas over the coming years, but it is not a final destination. Community safety and well-being issues will continue to evolve, and we are committed to ongoing engagement and dialogue to ensure that the Plan remains informed, relevant and reflective of evolving needs. We thank you for your feedback throughout the planning process, and we look forward to working with you all to make our communities safer, more inclusive places where all residents thrive.

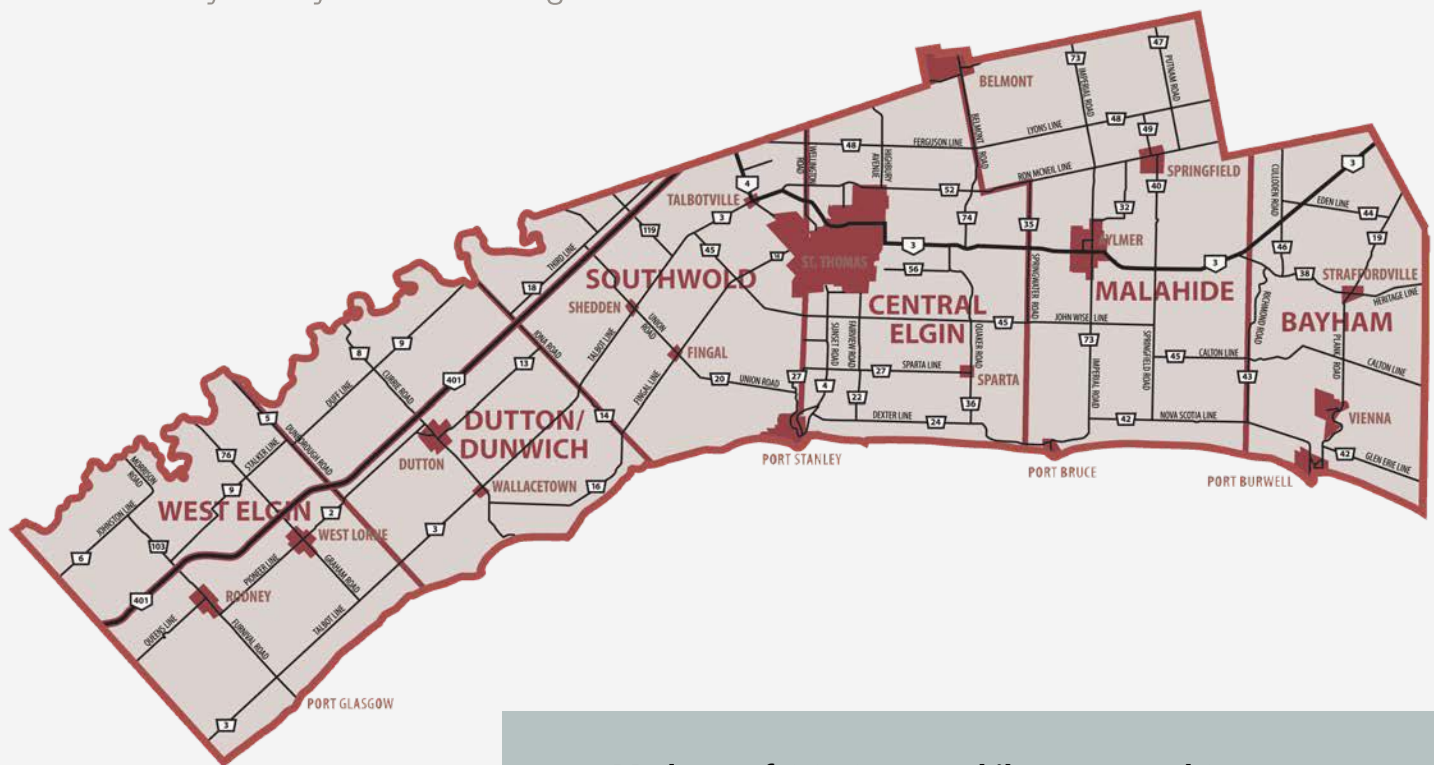
Mary French
Mayor, Town of Aylmer

Tom Marks
Warden, County of Elgin

Joe Preston
Mayor, City of St. Thomas

The Aylmer-Elgin-St. Thomas Context

Community Safety and Well-Being Plan



Made up of 1,881 square kilometres and 8 towns, townships, municipalities and cities:

City of St. Thomas
Town of Aylmer
Municipality of Bayham
Municipality of Central Elgin

Municipality of Dutton-Dunwich
Township of Southwold
Township of Malahide
Municipality of West Elgin

**ELGIN COUNTY'S
POPULATION
AS OF 2016
88,978**

**52% OF THE
POPULATION LIVE
WITHIN THE SMALL TO
MEDIUM SIZED URBAN
MUNICIPALITIES OF
ST. THOMAS AND
AYLMER**

**MEDIAN AGE OF
THE POPULATION
IN ELGIN COUNTY
IS 42.5 YEARS**

**ALMOST 15% OF
RESIDENTS IN
BAYHAM AND
MALAHIDE REPORT
SPEAKING
GERMAN MOST
OFTEN AT HOME**

**21.4% OF
CHILDREN AGE 5
AND YOUNGER
LIVE IN LOW
INCOME
HOUSEHOLDS**

**65.5%
(POPULATION 15+)
TRAVEL OUTSIDE
OF THEIR
MUNICIPALITY
FOR WORK**

Community Safety and Well-Being Planning In Ontario: An Overview

In 2009, the work of community safety and well-being planning began in Ontario with a partnership between the Ministry of the Solicitor General and the Ontario Association of Chiefs of Police. Community safety and well-being is broader than the traditional definition of safety (i.e. crime) and is critical to ensure that community members are safe, have a sense of belonging, have opportunities to participate, and are able to meet their needs for education, health care, food, housing, income, and social and cultural expression. Ensuring this sense of safety and well-being requires a multi-sector, collaborative effort.

The Police Services Act (1990) mandates every municipal council to prepare and adopt a Community Safety and Well-Being (CSWB) Plan. Under the legislation, municipalities have the discretion and flexibility to develop joint plans with surrounding municipalities. The municipalities in Aylmer-Elgin-St. Thomas are working collaboratively to develop a shared Community Safety and Well-Being Plan for all of Elgin.

As part of the legislation, the Province has mandated a number of requirements. Municipalities must:

- Prepare and adopt a Community Safety and Well-Being Plan
- Work in partnership with a multi-sectoral advisory committee comprised of representation from the police service board and other local service providers in health/mental health, education, community/social services and children/youth services
- Conduct consultations with the advisory committee and members of the public

The Ontario Framework

The Ontario Community Safety and Well-Being Planning framework operated as a guide in developing the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan. This framework focuses on collaboration, information sharing and performance measurement, and identifies four areas in which communities can be made safer and healthier:

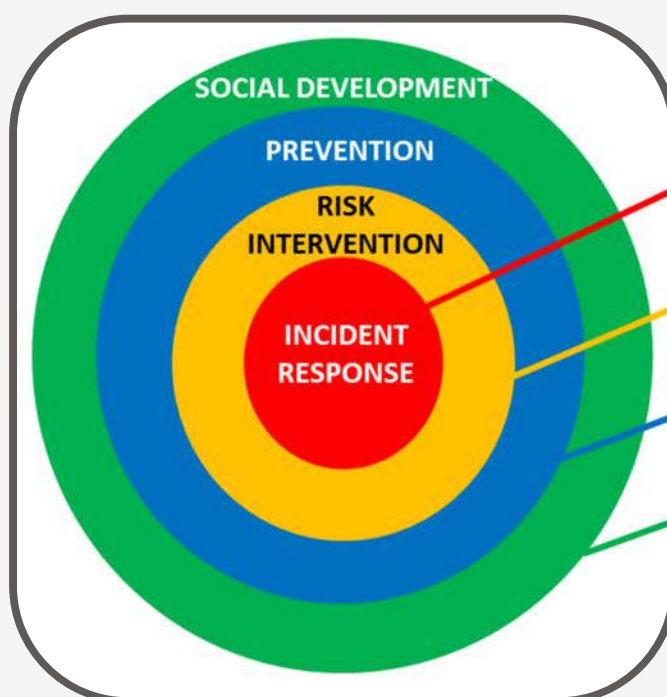
1. Social Development
2. Prevention
3. Risk Intervention
4. Incident Response

1. Social Development

Promoting and maintaining community safety and well-being by bringing together a wide range of sectors, agencies and organizations to address complex social issues, like poverty, from every angle.

2. Prevention

Proactively reducing identified risks by implementing measures, policies or programs to reduce priority risks before they result in crime, victimization or harm.



3. Risk Intervention

Mitigating situations of elevated risk by multiple sectors working together to address situations where there is an elevated risk of harm – stopping something bad from happening right before it is about to happen.

4. Incident Response

Critical and non-critical incident response, or what is traditionally thought of when referring to crime and safety, including service responses such as police, fire, emergency medical services, child welfare agencies removing a child from their home, a person being apprehended under the Mental Health Act, or a school principal expelling a student.

The individuals involved in the Aylmer-Elgin-St. Thomas community safety and well-being planning process considered each of these four areas in terms of the data that was collected and the identification of the areas of focus for the plan.

Community Safety and Well-Being Planning In Ontario: An Overview

The Provincial planning framework for Community Safety and Well-Being Plans highlights a number of critical success factors of community safety and well-being planning. These include

Strength-Based – recognize the work that’s already being done in the community and collaborating to do more and leverage local expertise

Risk-Focused – focus on the risk, preventing something bad from happening rather than trying to fix it after the fact

Awareness and Understanding – everyone understands their role in making the community a safe and healthy place to live

Highest Level Commitment – to be successful, this initiative requires dedication and input from a wide range of sectors, agencies, organizations and groups

Effective Partnerships – due to the complex nature of community safety and well-being, no single individual, agency or organization can fully own the planning process

Evidence and Evaluation – part of the planning process must involve gathering information and evidence to provide a clear picture of what is happening in the community

Cultural Responsiveness – being open to and respectful of cultural difference



Our approach to developing the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan, and the resulting three year plan is aligned with these critical success factors.

Our Approach

A Coordinating Committee was established to guide the overall process and development of the Aylmer–Elgin–St. Thomas Community Safety and Well–Being Plan. This committee was comprised of the following representatives:

- Mayor, City of St. Thomas
- Councillor, City of St. Thomas
- Councillor, Elgin County Council
- Councillor, Elgin County Council
- Police Chief, Town of Aylmer
- Police Chief, City of St. Thomas
- Inspector, Elgin OPP
- City Manager, City of St. Thomas
- Clerk, Town of Aylmer
- CAO, County of Elgin

A multi–sectoral Advisory Committee was also established to review the data and information that was collected and to identify potential areas of focus for the plan. Membership on the Advisory Committee was open to all individuals and organizations who were interested in participating in the planning process. The contact list for this committee encompassed 159 individuals and was comprised of a broad cross–section of organizations, with representatives from the following sectors:

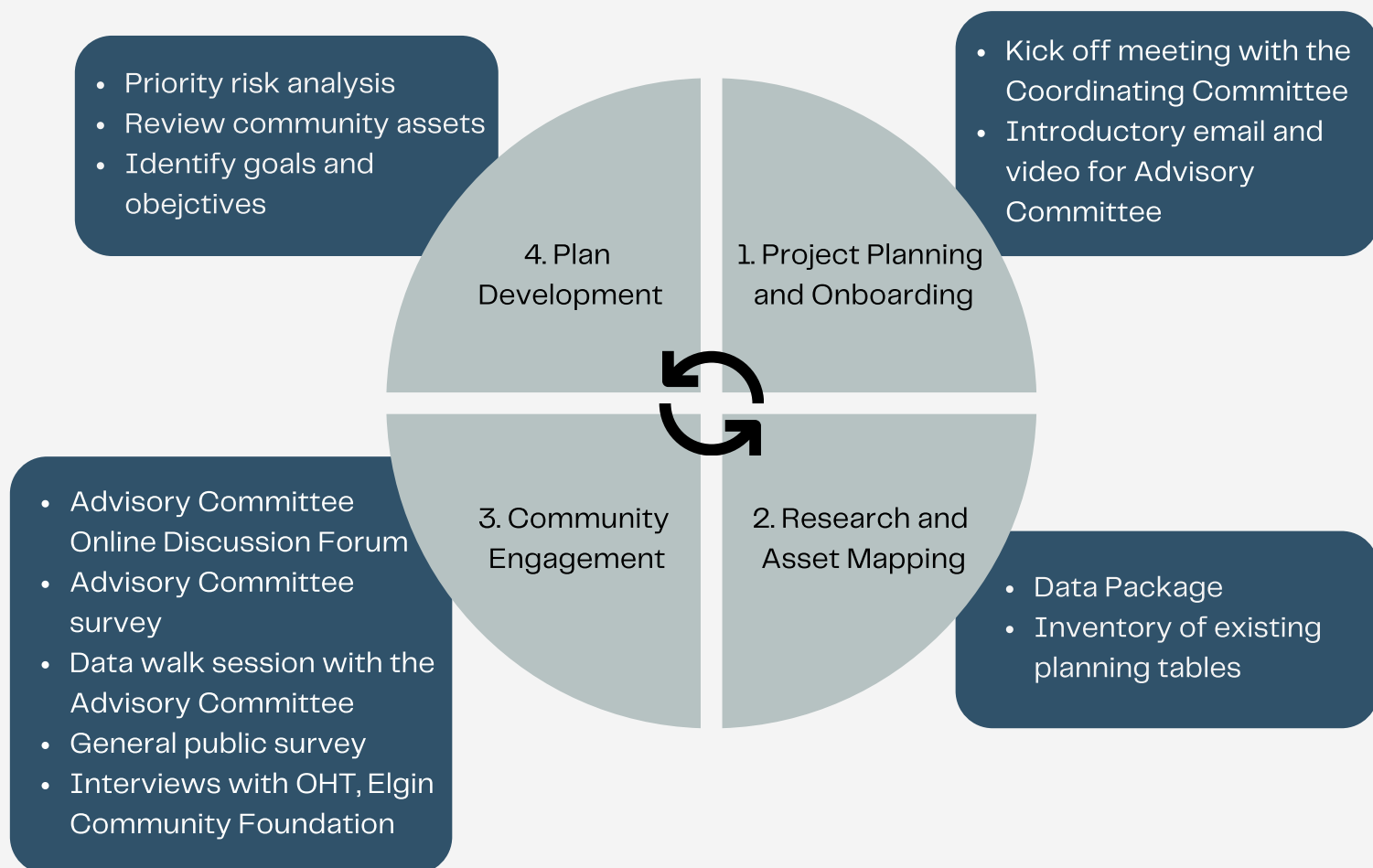
- Accessibility
- Addiction Services
- Agriculture
- Business
- Child Protection
- Children and Youth
- Children with Disabilities
- Children/Youth Mental Health
- Citizens
- Community Association
- Cultural Services
- Economic Development
- Education
- Emergency Services
- Employment
- Environment
- Faith
- Families and Children
- Food Security
- Funder
- Government
- Health
- Homelessness
- Housing
- Indigenous/First Nations
- Information
- Legal
- Literacy
- Long Term Care
- Mental Health
- Newcomers
- Persons with Disabilities
- Poverty
- Protective Services
- Seniors
- Service Club
- Social Services
- Violence Against Women
- Youth

The Advisory Committee met over the course of 2020 and early 2021.

Our Approach

With the onset and resulting impact of the COVID-19 pandemic, the Coordinating Committee made the decision to continue with this extremely important work, and the development of the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan moved to an online process.

The community safety and well-being planning process encompassed four phases. These phases included:



Each of the four phases are described further below.

Phase 1: Project Planning and Onboarding

At the initiation of the planning for the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan, a kick off meeting was held with the Coordinating Committee. In addition to this, an introductory video was produced and shared with the Advisory Committee members. The video can be found [here](#).

Phase 2: Research and Asset Mapping

The second phase of the community safety and well-being planning process focused on collecting local data and information about the communities in Aylmer-Elgin-St. Thomas. This is a key component in the creation of the Community Safety and Well-Being Plan as it provides a snapshot, that is based on data, about what is happening in the areas of health, well-being and safety in the Elgin region.

Our Approach

Inventory of Planning Tables

An inventory of existing planning tables in Aylmer-Elgin-St. Thomas was also conducted. A total of 20 planning tables were identified. This inventory highlighted:

- The purpose of the planning table
- A high level description of the organizations that participate on the planning table
- A list of the strategies, projects or other current work of the planning table, including any research/reports conducted by the planning table

This inventory helped to ensure the Community Safety and Well-Being Plan did not duplicate existing work and, instead, leveraged the current planning tables in Aylmer-Elgin-St. Thomas and the work that they are doing.

Local Data

A key aspect in the development of the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan is making sure the plan is evidence-informed. To ensure this, local data was collected to validate resident perceptions, to support ongoing discussions related to safety and well-being, and to create a foundation from which to monitor and evaluate the Community Safety and Well-Being Plan work as it moves into implementation. A Data Package was developed to support this process. It can be found **here**.

Phase 3: Community Engagement

The third phase of the community safety and well-being planning process focused on community engagement. Throughout this phase we engaged with residents and community organizations in Aylmer-Elgin-St. Thomas to collect information about their perceptions of community safety and well-being. This is a key component in the creation of the Community Safety and Well-Being Plan as it reveals how residents feel about the communities in which they live.

Community Consultation

To share information about the development of the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan a website was created, **<https://www.elgincounty.ca/cswb/>**. This website was developed in order to share information about the community safety and well-being planning process with residents, and to ensure residents were given the opportunity to participate in the plan's creation.

Residents were asked to provide input into the Community Safety and Well-Being Plan through the use of a survey. Both online and hard copy surveys were made available. The survey was open from July 27, 2020 to December 4, 2020. A total of 429 responses were received from residents across Elgin's geographic areas.

Our Approach

The survey focused on perceptions of community safety and well-being and priorities to include in the Aylmer-Elgin-St. Thomas plan.

Community Organization Consultation

In May and June of 2020, community organizations were invited to participate in an online survey. This survey asked community organizations to identify service statistics they collect that can inform the development of the Community Safety and Well-Being Plan, local research that has been conducted that can inform the development of the Community Safety and Well-Being Plan, and priorities they would like to see reflected in the Community Safety and Well-Being Plan. Thirty-eight (38) organizations representing 18 different sectors responded to the online survey. The sectors that responded to the survey include:

- Health (including mental health)
- Social Services
- Employment Services
- Environment
- Education
- Food Security
- Government
- Housing and Homelessness
- Service Clubs
- Child Protection
- Community Association
- Cultural Services
- Information
- Literacy
- Newcomers
- Persons with Disabilities
- Protective Services
- Arts and Culture

Phase 4: Sensemaking and Plan Development

During phase four of the community safety and well-being process, the Advisory Committee reviewed the data and information that was collected throughout the planning process, and identified priority areas for the Community Safety and Well-Being Plan. Action Tables then identified goals and objectives in each priority area.



Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan 2021-2024

The Aylmer-Elgin-St. Thomas initial Community Safety and Well-Being Plan is a three year plan. There are many elements which create safety and well-being in a community. To ensure this plan is achievable and strategic in focus, the Advisory Committee used local data and information from the organization and community consultation process to identify five priority areas for this first plan.

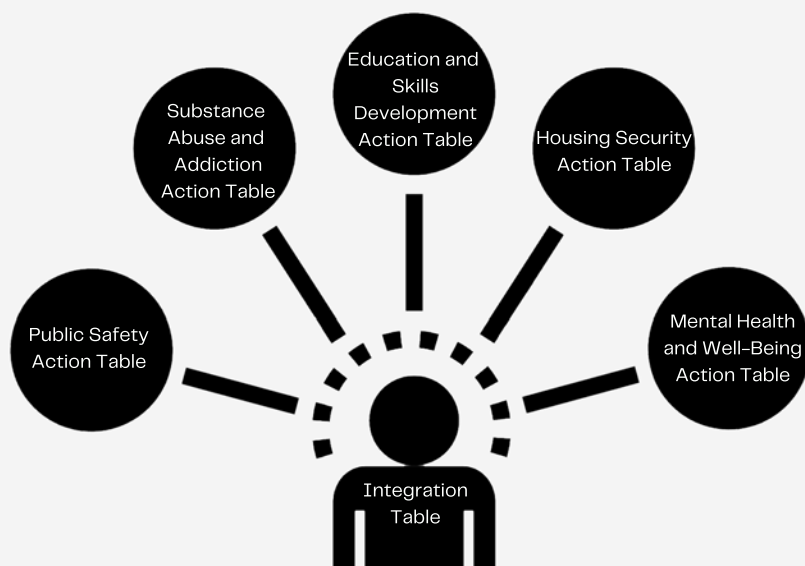
The following has been identified for the focus of the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan:

Integration of service system planning and leveraging resources for a proactive, balanced and collaborative response to big, complex issues that require an integrated solution, focusing on:

1. Education And Skills Development
2. Housing Security
3. Mental Health and Well-Being
4. Public Safety
5. Substance Use and Addiction

A structure has been established to lead the implementation of strategies and actions in each of these five areas. This structure will leverage the use of existing planning tables in Aylmer-Elgin-St. Thomas and ensure that there is an integrated response which leverages resources and recognizes the inter-relationships amongst these five priority areas.

An Action Table has been identified for each of the priority areas. The Action Tables' work will be connected through the establishment of an Integration Table. The Chair of each Action Table will participate in the Integration Table. The Integration Table will also include the Mayor of St. Thomas, the Elgin County Warden, a local Member of Provincial Parliament (MPP) and the Chief Administrative Officers (CAOs) from St. Thomas and the County of Elgin. This new Integration Table will be established to ensure a proactive, balanced and collaborative response across these five priority areas.



Priority Area Summary



Education and Skills Development

Action Table: Elgin Workforce Development Network



Housing Security

Action Table: Housing and Homelessness Action Table



Mental Health and Well-Being

Action Table: Elgin Mental Health and Addiction Network



Public Safety

Action Table: Public Safety Action Table



Substance Use and Addiction

Action Table: Elgin Community Drug and Alcohol Strategy Steering Committee

Education and Skills Development

21.4%

(age 15+) do not have a high school diploma

Who is going to lead this priority area?

The Action Table is the Elgin Workforce Development Network.

What did we hear about education and skills development?

- Education should support all abilities, be culturally sensitive, support diversity and anti-discrimination
- Life skills training, skills training for jobs, lifelong learning and ongoing adult education are important
- Digital literacy is a key skill
- Overall, the education level of the region's population age 15+ is lower compared to Ontario
- The percentage of students in the Thames Valley District School Board receiving an Ontario Secondary School Diploma (OSSD graduation rate) is lower than the Ontario average

What will be the focus in this area?

This priority area includes lifelong learning. Learning that encompasses children, youth, adults and seniors. It also includes alternative learning and life skills programs. To support work in this area, the Elgin Workforce Development Network will work with its community partners to develop and implement strategies to promote lifelong learning in Aylmer, Elgin, and St. Thomas. A fulsome strategy is currently being developed.

Housing Security

42%

of renters have challenges with housing affordability

Who is going to lead this priority area?

The Action Table is the Housing and Homelessness Action Table.

What did we hear about housing security?

- There is a need for a range of diverse housing options, including affordable housing, apartments, social housing, supportive housing, universal design units, transitional housing, etc.
- There is a low vacancy rate/a lack of availability of rental housing
- Rural areas have limited housing availability
- In 2018, 159 individuals were living with homelessness

What will be the focus in this area?

The following goals and objectives will be the focus of the 2021 to 2024 Community Safety and Well-Being Plan:

Goals	Objectives
Goal #1: Increase housing security, stability and access	<ul style="list-style-type: none">• Increase availability of a range of diverse housing options at scattered sites, including apartments, social housing, supportive housing, universal design units, transitional housing, etc.• Increase the supply of affordable housing• Decrease the centralized housing waitlist• Increase capacity to maintain housing• Increase affordable housing benefits to enhance capacity to serve more people and at adequate levels
Goal #2: Decrease and prevent occurrences of chronic and episodic homelessness	<ul style="list-style-type: none">• Implement solutions to rural homelessness• Increase awareness about St. Thomas and Elgin homelessness• Enhance service delivery to people experiencing homelessness• Implement solutions to family homelessness• Implement solutions for people exiting institutions into homelessness (jails/hospitals)• Increase and enhance connections for people experiencing homelessness to services and supports• Define and utilize a coordinated community response to homelessness (i.e. Housing First model)• Decrease barriers to accessing housing• Decrease the length of time a person experiences precarious housing or homelessness• Increase safety for people experiencing homelessness

Mental Health and Well-Being

10%

(age 12+) report fair or poor mental health

Who is going to lead this priority area?

The Action Table is the Elgin Mental Health and Addiction Network.

What did we hear about mental health and well-being?

- Need more available and affordable mental health supports/resources/services/programs
- Mental health support for people living on the streets is very limited
- Access to 24/7 crisis support needs to be available
- 72.7% of residents report a somewhat or very strong sense of belonging in their community

What will be the focus in this area?

The work in this priority area will ensure that equity, diversity and inclusion are included in planning and decisions about mental health and well-being. The following goals and objectives will be the focus of the 2021 to 2024 Community Safety and Well-Being Plan:

Goals	Objectives
Goal #1: Increase equitable access to mental health services and supports throughout Elgin County	<ul style="list-style-type: none">• Remove mental health crisis from the streets• Increase access to technology and digital literacy, and expand the use of health technology to include mental health services• Develop new ways to access mental health services which complement existing services• Increase public awareness about available services and supports and how to access them• Increase coordination of service providers and community members to enhance early identification and intervention• Increase the number of supports, services and mental health professionals available• Increase access to affordable therapy• Reduce current waitlists• Advocate and apply for increased funding for mental health services and supports• Increase the number of supportive housing options
Goal #2: Enhance people's wellness and sense of well-being	<ul style="list-style-type: none">• Increase public awareness about the importance of well-being• Promote self-care practices, coping skills and available resources• Increase people's sense of connection to their community and each other• Increase coordination of service providers and community members to enhance wellness• Enhance housing safety for individuals

Public Safety

4.1%

increase in total number of incidents (Police Services, 2018 to 2019)

Who is going to lead this priority area?

The Action Table is a new Public Safety Action Table.

What did we hear about public safety?

- People want to feel safe where they live
- St. Thomas was named more frequently as a community with more criminal activity
- There is not a lot of serious crime in Aylmer–Elgin–St. Thomas. Residents report experiencing and hearing about break-ins, petty theft, property theft, and drug use/drug trafficking

What will be the focus in this area?

The following goals and objectives will be the focus of the 2021 to 2024 Community Safety and Well-Being Plan:

Goals	Objectives
Goal #1: Increase traffic safety	<ul style="list-style-type: none">• Educate the public about road safety programs and enforcement• Decrease the impact of driving under the influence• Decrease the impact of distracted driving and speeding• Increase the use of seatbelts• Increase bicycle lanes throughout the city and county• Improve and increase the number of sidewalks and crosswalks
Goal #2: Enhance people's wellness and sense of well-being	<ul style="list-style-type: none">• Promote downtown St. Thomas as a safe place• Increase visits to downtown St. Thomas• Reduce victimization of people as a result of property crime
Goal #3: Encourage youth to actively participate in building a healthier community	<ul style="list-style-type: none">• Build stronger relationships with youth• Use holistic strategies and a community-based multi-partner approach to encourage youth in making good, responsible decisions in order to avoid criminal activity
Goal #4: Cultivate partnerships to create resilient and safe communities	<ul style="list-style-type: none">• Increase collaborative efforts with community partners to address social issues/root causes• Increase the street outreach presence of community partners• Enhance and increase community engagement, integrated response models and victim assistance• Educate the public about appropriate resources/ services, other than police services• Increase awareness about human trafficking• Promote equity, diversity and inclusion

Substance Use and Addiction

Between 2013–2018, the number of Emergency Department visits for opioid overdoses has increased.

Who is going to lead this priority area?

The Action Table is the Elgin Community Drug and Alcohol Strategy Steering Committee.

What did we hear about substance use and addiction?

- Substance use and addictions are increasing and are very prevalent in St. Thomas, specifically in the core of the city
- There is a lack of services, supports and resources in this area, especially in small communities
- Alcohol is still the biggest challenge and impact
- There is a growing overdose/opioid crisis

What will be the focus in this area?

The following vision will be the focus of the 2021 to 2024 Community Safety and Well-Being Plan:

“A safe and healthy community in Elgin without the negative impacts of drugs and alcohol.”

The Elgin Community Drug and Alcohol Strategy Steering Committee is developing a Strategy Report to move toward achieving this vision. This Strategy Report will be created by the end of 2021 and will include four pillars:

- Prevention
- Harm Reduction
- Treatment
- Justice

The guiding themes for each pillar include:

01	Community Coordination	<ul style="list-style-type: none">• Coordination Recommendations• Collaboration Recommendations• Leadership Recommendations
02	Service Enhancement	<ul style="list-style-type: none">• Enhancement Recommendations• New Program Recommendations• Access Recommendations
03	Building Community Capacity	<ul style="list-style-type: none">• Education Recommendations• Training Recommendations• Capacity Building Recommendations
04	Research & Development	<ul style="list-style-type: none">• Research Request Recommendations• Municipal/County Bylaw Recommendations• Indicators Recommendations
05	Impacts Beyond Our Region	<ul style="list-style-type: none">• Provincial /Federal Recommendations• High Level Advocacy Recommendations• Funding Request Recommendations

Moving Forward

It takes many people and community partners to create and maintain community safety and well-being. Aylmer-Elgin-St. Thomas' first Community Safety and Well-Being Plan has been built on a strong foundation of data, local information and community partnerships. Many of the priority areas identified in this Community Safety and Well-Being Plan are outside the mandate of local municipalities and require an infusion of funding to make a meaningful difference. We, and our community partners, have been working on these areas, but our community requires adequate funding from the provincial government to make impactful change.

This plan leverages existing planning tables to maximize their great work and to help us continue to move the needle on community safety and well-being in Elgin. Let us continue together with our collaborative approach to create a vibrant, equitable, inclusive, safe and healthy community.



Acknowledgements

We gratefully acknowledge the efforts of all individuals, local agencies and service providers involved in the development of the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan. We appreciate and want to thank all of you.

In particular we would like to recognize those individuals who participated on the Community Safety and Well-Being Coordinating Committee:

- Joe Preston, Mayor, City of St. Thomas
- Steve Peters, Councillor, City of St. Thomas
- Sally Martyn, Councillor, Elgin County Council
- Mary French, Councillor, Elgin County Council
- Zvonko Horvat, Police Chief, Town of Aylmer
- Chris Herridge, Police Chief, City of St. Thomas
- Mike Butler, Inspector, Elgin OPP
- Wendell Graves, City Manager, City of St. Thomas
- Josh Brick Clerk, Town of Aylmer
- Julie Gonyou, CAO, County of Elgin
- Carolyn Krahn, Legislative Coordinator, County of Elgin
- Katherine Thompson, Manager of Administrative Services/Deputy Clerk, County of Elgin

Contact

Aylmer, Elgin & St. Thomas CSWB Plan

519-631-1460, ext. 156

www.elgincounty.ca/cswb/

cswb@ELGIN.ca



PADDLE THE PORTS



A Journey for
RIP CURRENT AWARENESS
on the Great Lakes.

**END OF JULY
EARLY AUGUST 2025***

Look for local lifeguard, Nathan MacIntyre on his
bright yellow paddle board as he embarks on a
35km journey from Port Stanley to Port Burwell.

Nathan's goal is to inspire folks to learn about rip currents via one of his free presentations
or by reaching out to RIP or by volunteering to help spread the message.

***To review updates on Nathan's
departure day follow our social media:**

📷 ripcurrent_information_project

📘 RIP - Rip Current Information Project

To become a sponsor, email
RipSafety1@gmail.com

**TO DONATE, SCAN QR CODE OR VISIT
www.ripcurrents.org**



**Scan to donate
Thank you!**



The RIP CURRENT INFORMATION PROJECT is non-profit project that endeavours to create understanding of
Great Lakes rip currents and end rip current related drowning. Learn more at www.ripcurrents.org

**Municipality of Tweed Council Meeting
Council Meeting**



Resolution No. 274
Title: Notices of Motion
Date: Tuesday, June 10, 2025

Moved by D. DeGenova
Seconded by J. Palmateer

BE IT RESOLVED THAT:

WHEREAS under Ontario Regulation 391/21:Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

AND WHEREAS 'ineligible' sources, which producers are not responsible for, include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks;

AND WHEREAS failure to include 'ineligible sources under the Ontario Regulation 391/21:Blue Box program is in essence a provincial tax on ineligible sources;

AND WHEREAS should a municipality continue to provide services to the 'ineligible sources, the municipality will be required to oversee the collection, transportation, processing of the recycling, assuming 100% of the cost which amounts to yet another provincial municipal download;

NOW THEREFORE IT BE RESOLVED THAT the Municipality of Tweed Council hereby request that the province amend Ontario Regulation 391/21:Blue Box so that producers are responsible for the end-of-life management of recycling product from all sources;

AND FURTHER THAT Council hereby request the support of all Ontario Municipalities;

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Todd McCarthy, Minister of the Environment, Conservation, and Parks, Mike Harris, Minister of Natural Resources and Forestry, Ric Bresse, Member of Provincial Parliament for Hastings-Lennox and Addington, Minister of Affairs and Housing, Rob Flack and all Ontario Municipalities.

Carried



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2025-42

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

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

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

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

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

1. **THAT:** Schedule 'A', Map 5 of By-Law No. 2011-14, as amended, are hereby amended by changing from Agricultural 1 – Special Provision 30 (A1-30) Zone to Agricultural 3 (A3) Zone, and Agricultural 1 – Special Provision 74 (A1-74) those lands outlined in heavy solid lines on Schedule 'A' attached hereto and forming part of this By-law
2. **THAT:** Subsection 5.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

“(bw) A1-74 As shown on Schedule A, Map No. 5

(i) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with Subsection 5.4, except for the following:

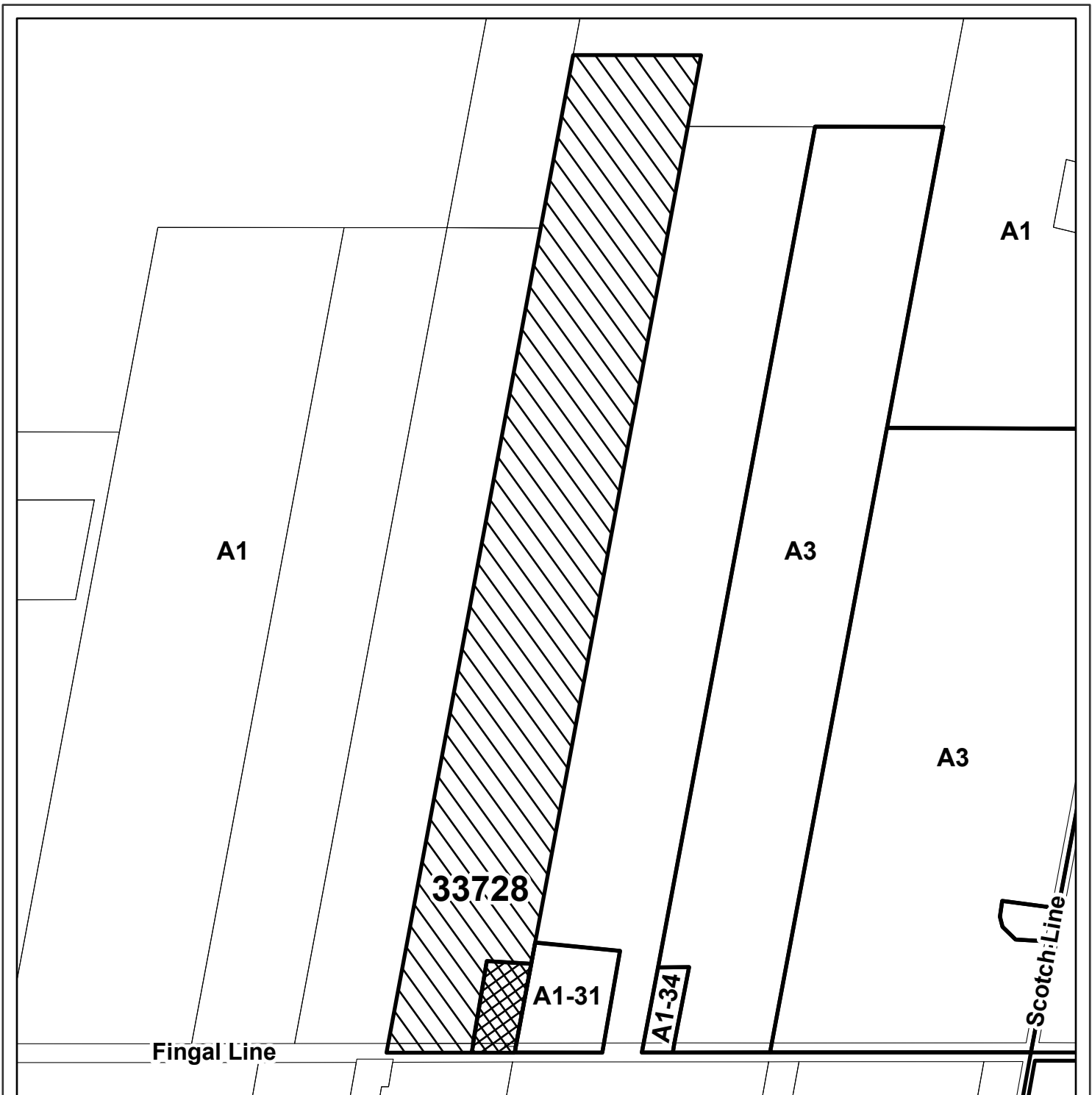
- | | |
|---------------------|-----------------|
| 1. Maximum Lot Area | 0.92ha (2.27ac) |
|---------------------|-----------------|

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

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 23rd DAY OF JUNE 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



Severed Lands to change from
Agricultural 1 Special Provision - 30
(A1-30) Zone to Agricultural 1
Special Provision - 74 (A1-74) Zone



Retained Lands to change from
Agricultural 1 (A1) Zone to
Agricultural 3 (A3) Zone

This is Schedule "A" to By-law No. 2025-42
passed on the 23rd day of June, 2025.

MAYOR

C.A.O./CLERK

TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE 'A' MAP 5



0 100 200 400
Metres





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2025-43

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

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

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

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

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

1. **THAT:** Schedule 'A', Map 5 of By-Law No. 2011-14, as amended, are hereby amended by changing from Agricultural 1 (A1) Zone to Agricultural 3 (A3) Zone, and Agricultural 1 – Special Provision 75 (A1-75) those lands outlined in heavy solid lines on Schedule 'A' attached hereto and forming part of this By-law
2. **THAT:** Subsection 5.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

“(bx) A1-75 As shown on Schedule A, Map No. 5

(i) Zone Requirements

All lot and building requirements for the permitted uses shall be in accordance with Subsection 5.4, except for the following:

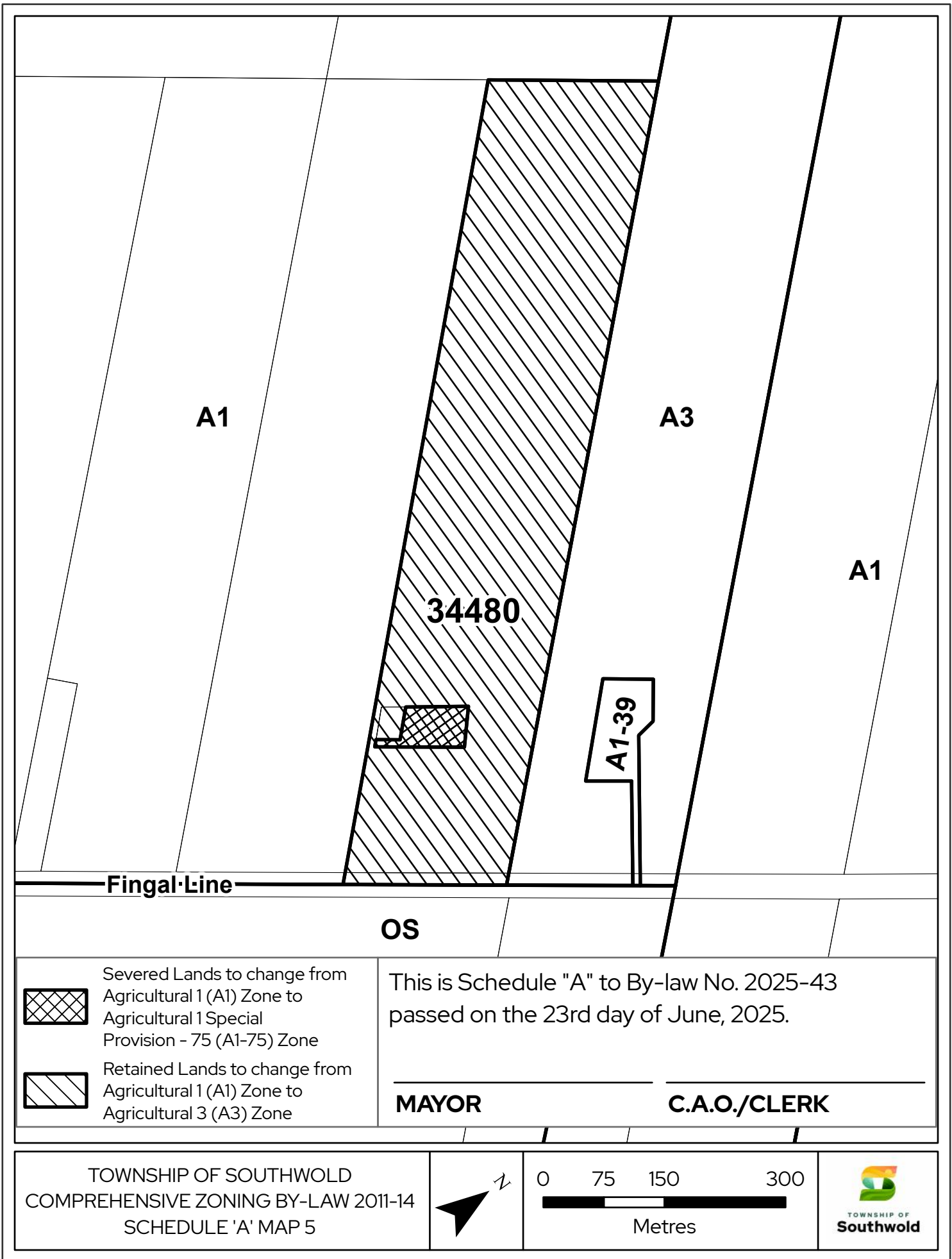
- | | |
|-------------------------|----------------|
| 1. Minimum Lot Frontage | 0m (0 ft) |
| 2. Maximum Lot Area | 0.7ha (1.73ac) |

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

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME
AND FINALLY PASSED THIS 23rd DAY OF JUNE 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2025-44

Being a By-Law to regulate the supply, use, and protection of water, wastewater, and stormwater systems within the Township of Southwold.

WHEREAS Section 9 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides that Section 11 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS Section 11, of the Municipal Act, 2001, S.O. 2001 c.25, as amended allows municipalities to pass by-laws respecting matters within the sphere of jurisdiction of Public Utilities, which includes a system that is used to provide water services to the public;

AND WHEREAS Sections 78 to 93 of the Municipal Act, 2001, S.O. 2001, c.25, as amended sets out specific municipal powers concerning public utilities;

AND WHEREAS, Section 391 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides that the Council of a local municipality may pass by-laws to impose fees and charges;

AND WHEREAS Section 398 of the Municipal Act, S.O. 2001, as amended gives the municipality the power to add debts to the tax roll;

AND WHEREAS Section 429 (1) of the Municipal Act, 2001 S.O. 2001, as amended provides that a municipality may establish a system of fines for a by-law passed under the Act;

AND WHEREAS Section 436 (1) of the Municipal Act, 2001, S.O. 2001, provides that a municipality pass by-laws providing for the entry onto lands at any reasonable time for the purpose of carrying out an inspection to determine compliance with a by-law;

AND WHEREAS Section 446 of the Municipal Act, 2001, S.O. 2001, provides that a municipality may proceed to do things at a person's expense which that person is other required to do under a by-law but has failed to do and the costs incurred by a municipality may be recovered by adding the costs to the tax roll and collecting them in the same manner as taxes;

AND WHEREAS Council of the Corporation of the Township of Southwold deems it necessary to repeal By-law Nos. 1987-05, 1987-07, 1987-19, 1989-05, 1998-25, 2003-13, 2004-30, 2011-53, 2011-55, 2012-68, 2014-65, as amended, 2018-67, 2019-48, 2021-45, 2021-46, 2024-21, 2024-28, and 2025-17

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

1. That Schedule 'A' attached hereto and forming part of this by-law, being the Municipal Utility Service Areas, is hereby adopted and shall form an integral part of this by-law.
2. That Schedule 'B' attached hereto and forming part of this by-law, being the Rates and Fees for Water, Wastewater and Stormwater Systems, is hereby adopted and shall form an integral part of this by-law.
3. That Schedule 'C' attached hereto and forming part of this by-law , being the Billing and Collection Policy for Water and Wastewater Systems, is hereby adopted and shall form an integral part of this by-law.
4. That Schedule 'D' attached hereto and forming part of this by-law, being the Water Use Policy, is hereby adopted and shall form an integral part of this by-law.
5. That Schedule 'E' attached to hereto and forming part of this by-law, being the Sewage Use Policy, is hereby adopted and shall form an integral part of this by-law.
6. That Schedule 'F' attached to hereto and forming part of this by-law, being the Stormwater Use Policy, is hereby adopted and shall form an integral part of this by-law.
7. That Schedule 'G' attached to hereto and forming part of this by-law, being the Sewage Allocation Policy, is hereby adopted and shall form an integral part of this by-law.
8. That Schedule 'H' attached to hereto and forming part of this by-law, being the Fines Schedule, is hereby adopted and shall form an integral part of this by-law.

9. Provision of Notice where written notice under this Policy is required to be given by a consumer, notice shall be sufficiently given when it is:

- (i) Delivered personally to the Township of Southwold's Director of Infrastructure and Development Services with a copy to the Chief Administrative Officer; or
- (ii) If sent by prepaid registered mail and addressed to the Township of Southwold's Director of Infrastructure and Development Services with a copy to the Chief Administrative Officer, when the Township of Southwold's Director of Infrastructure and Development Services receives the written notice; or
- (iii) Where written notice under this By-law is required to be given by the Township to the consumer, notice shall be sufficiently given if it is;
 - a. Delivered personally to the latest address for the consumer whose name appears in the Township's records and given to a person acting for, or on behalf of, the consumer; or,
 - b. if sent by prepaid registered mail addressed to the consumer, whose name appears in the records of the Township to the latest address for the consumer in the Township's records or to such other address as the consumer may provide in writing to the Township.

10. Access to Information

- (i) All information submitted to and collected by the Township that is contained in plan summaries, reports, surveys, monitoring and inspection, and sampling activities will, except as otherwise provided in this section, be available for disclosure to the public in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*, as amended.
- (ii) In the event that any person is submitting information to the Township, as required under this By-law, where such information is confidential or proprietary or otherwise, may be exempt from disclosure under the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O.*

1990, c. M.56, as amended, the person submitting the information shall so identify that information upon its submission to the Township or the Township where such information is confidential or proprietary or otherwise, may be exempt from disclosure.

11. Severability

- (i) If any section, clause or provision of this By-law, including anything contained in the schedules attached hereto is declared invalid for any reason by a court of competent jurisdiction, the same shall not affect the validity of this By-law as a whole or any part thereof other than the section, clause or provision so declared to be invalid and it is hereby declared to be the intention that such a provision shall be severed from the By-law and that all the remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed.

12. Enforcement

- (i) Fine - for contravention
Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act and as set out in Schedule "H" Set Fines.
- (ii) Fine - for contravention -person
Any person other than a corporation who contravenes any section of this by-law is guilty of an offence and upon conviction is liable for a fine of not more than \$10,000.00 for a first offence and not more than \$25,000.00 for any subsequent offence under this by-law.
- (iii) Fine - for contravention - corporation
Notwithstanding any other provision of this by-law, a corporation who contravenes a section of this by-law is guilty of an offence and upon conviction is liable for a fine of not more than \$50,000.00 for a first offence and not more than \$100,000.00 for any subsequent offences.
- (iv) Continuation - repetition - prohibited - by order
The court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted, and such order shall be in addition to any other penalty imposed on the person convicted.
- (v) Disconnection - charges

Where in the opinion of the Director a person is contravening the provisions of this By-Law, the Director may, upon written notice to the person of the sanitary sewer connection from which the discharge is occurring, order the sewer connection to any sewage works carrying the prohibited discharge to be stopped up or disconnected. No sewer connection so disconnected shall be reconnected until such time as measures are undertaken satisfactory to the Director to eliminate the prohibited discharge. All expenses incurred by the Municipality for these actions shall be reimbursed to the Municipality by the discharger at the time of re-connection or unstopping of the sewer connection(s).

(vi) Damage - Cost of Repair

Where in the opinion of the Director a person is contravening the provisions of this By-Law and has damaged municipal property, the Director may, upon written notice to the person causing the damage, order the damage to be repaired to the municipality's satisfaction. All expenses incurred by the Municipality for these actions shall be reimbursed to the Municipality by the person causing the damage to the municipal property. For greater certainty, the costs of the municipality for these actions forms an obligation debt to the municipality pursuant to section 446 of the *Municipal Act, 2001* and the municipality may enforce the debt under any power available to it including but not limited to adding the debt to the tax roll in a like manner to taxes

13. That the CAO/Clerk and Director of Infrastructure and Development Services are authorized to modify and/or implement forms and procedures and to make administrative changes to provide for the implementation of this by-law.
14. That By-law Nos. 1987-05, 1987-07, 1987-19, 1989-05, 1998-25, 2003-13, 2004-30, 2011-53, 2011-55, 2012-68, 2014-65, as amended, 2018-67, 2019-48, 2021-45, 2021-46, 2024-21, 2024-28, and 2025-17 are repealed in their entirety.
15. That this By-law shall come into full force and effect on June 23, 2025.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 23rd DAY OF JUNE, 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



Schedule A to By-law No. 2025-44 Municipal Utility Service Areas

PURPOSE

The purpose of this Services Areas schedule is to further delineate the areas within the geographic Township of Southwold, that receive municipal water, wastewater and stormwater services. It also aims to delineate the scope of those services, if available, and delineate areas to which various policies, procedures and fees apply to.

RELATED POLICIES AND BYLAWS

The following documents, Policies, and Bylaws which are subject to updating at the discretion of the Director, are to be used in conjunction with this Policy:

1. All schedules of the Integrated Water Management By-Law
2. Design Guidelines Manual
3. Elgin County Standard Contract Documents – Supplemental Specifications
4. Site Plan Control By-Law
5. Local Servicing Policy

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1. DEFINITIONS

“City of St. Thomas” – shall mean The Corporation of the City of St. Thomas

“Council” – Refers to the elected Council of the Township of Southwold.

“Director” – means the Director of Infrastructure and Development Services for the Township of Southwold, and any employee of the Township who acts at the direction of the Director, in the enforcement of this by-law.

“Municipal Water” – means potable water that is treated, distributed, and supplied by a municipality through a public water distribution system for residential, commercial, institutional, and industrial use. This system includes water treatment facilities, reservoirs, pumping stations, watermains, service connections, and related infrastructure.

“Municipal Utility” – means a system that provides essential services, specifically drinking water systems, sewage works, and storm water systems.

“Owner” – means the holder(s) of legal title to a property.

“Person” – includes an individual, association, partnership, corporation, municipality, provincial or federal agency, or an agent or employee thereof.

“Rural Area” – refers to all lands within the Township of Southwold outside of the designated Urban Areas, generally characterized by lower population density, limited or no access to municipal servicing, and a land use pattern dominated by agriculture, rural residential lots, natural heritage features, and resource-based activities. Development in Rural Areas typically relies on private servicing systems (e.g., wells and septic systems) and is guided by policies that aim to preserve the rural character, protect agricultural lands, and support limited, context-appropriate growth in accordance with the Township’s Official Plan and the Provincial Policy Statement.

"Sewage" – means any liquid waste containing animal, vegetable, chemical or mineral matter in solution or suspension, but does not include Storm water or uncontaminated water;

"Sewage Works" – means any works for the collection, transmission, treatment, and disposal of sewage, storm water, or uncontaminated water, including a combined sewer, sanitary sewer, storm sewer, municipal or private sewer connection to any sanitary sewer or combined sewer, or any part of such works, but does not include plumbing or other works to which the applicable *Building Code* applies.

"Sanitary Sewer" – means a sewer for the collection and transmission of domestic or industrial sewage or any combination thereof;

"Stormwater" – means surface and rainwater, melted snow and ice or groundwater which surfaces on the ground or within or beneath a building.

"Township" – shall mean the Corporation of the Township of Southwold.

"Urban Area" – Refers to the designated settlement areas within the Township of Southwold that are planned for more intensive development and are typically serviced or intended to be serviced by full municipal infrastructure, including municipal water, sanitary sewer, and stormwater management systems. These areas are identified in the Township's Official Plan and include primary and secondary settlement areas where residential, commercial, institutional, and industrial growth is concentrated. Urban Areas are planned to accommodate higher population densities, support complete communities, and provide a range of services and amenities in accordance with provincial and municipal planning policies.

"User" – Any individual, property owner, business, or entity that is connected to or uses the Township's water, wastewater, or stormwater systems.

"Wastewater" – means any water that has been used and discharged from residential, commercial, institutional, or industrial sources and requires collection, conveyance, and treatment before being safely returned to the natural environment. This includes, but is not limited to, water from toilets, sinks, showers, laundry, dishwashing, and various industrial processes.

2. GENERAL TERMS AND CONDITIONS

2.1. Administration of Policy

This policy shall be administered under the authority of the Director, who holds responsibility for the creation, amendment, and implementation of all forms, applications, and procedures to ensure compliance with the provisions set forth in the Integrated Water Management Bylaw.

3. URBAN AREAS

3.1. Shedden Service Area – Defined by Appendix A

Regulating Bylaw(s) for Municipal Water:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Municipal Water:	Ontario Clean Water Agency under contract by The Township of Southwold
Fees and Rates for Municipal Water:	Township of Southwold Bylaw 2025 – 44 Schedule B
Regulating Bylaws(s) for Wastewater:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Wastewater:	Ontario Clean Water Agency under contract by The Township of Southwold
Fees and Rates for Wastewater:	Township of Southwold Bylaw 2025 – 44 Schedule B
Regulating Bylaws(s) for Stormwater:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Stormwater:	Township of Southwold
Fees and Rates for Stormwater:	Township of Southwold Bylaw 2025 – 44 Schedule B

3.2. Fingal Service Area – Defined by Appendix B

Regulating Bylaw(s) for Municipal Water:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Municipal Water:	Ontario Clean Water Agency under contract by The Township of Southwold

Fees and Rates for Municipal Water:	Township of Southwold Bylaw 2025 – 44 Schedule B
Regulating Bylaws(s) for Wastewater:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Wastewater:	Ontario Clean Water Agency under contract by The Township of Southwold
Fees and Rates for Wastewater:	Township of Southwold Bylaw 2025 – 44 Schedule B
Regulating Bylaws(s) for Stormwater:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Stormwater:	Township of Southwold
Fees and Rates for Stormwater:	Township of Southwold Bylaw 2025 – 44 Schedule B

3.3. Talbotville Service Area – Defined by Appendix C

Regulating Bylaw(s) for Municipal Water:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Municipal Water:	Ontario Clean Water Agency under contract by The Township of Southwold
Fees and Rates for Municipal Water:	Township of Southwold Bylaw 2025 – 44 Schedule B
Regulating Bylaws(s) for Wastewater:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Wastewater:	Ontario Clean Water Agency under contract by The Township of Southwold
Fees and Rates for Wastewater:	Township of Southwold Bylaw 2025 – 44 Schedule B
Regulating Bylaws(s) for Stormwater:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Stormwater:	Township of Southwold
Fees and Rates for Stormwater:	Township of Southwold Bylaw 2025 – 44 Schedule B

3.4. Ferndale Service Area – Defined by Appendix D

Regulating Bylaw(s) for Municipal Water:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Municipal Water:	Ontario Clean Water Agency under contract by The Township of Southwold
Fees and Rates for Municipal Water:	Township of Southwold Bylaw 2025 – 44 Schedule B
Regulating Bylaws(s) for Wastewater:	Township of Southwold By-Law No. 97-17 Township of Southwold By-Law No. 98-12 Township of Southwold By-Law No. 97-21 City of St. Thomas Bylaw No. 82-2024
Operating Authority for Wastewater:	City of St. Thomas
Fees and Rates for Wastewater:	City of St. Thomas By-law No. 172-2006 as amended.
Regulating Bylaws(s) for Stormwater:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Stormwater:	Township of Southwold
Fees and Rates for Stormwater:	Township of Southwold Bylaw 2025 – 44 Schedule B

3.5. Lynhurst Service Area – Defined by Appendix E

Regulating Bylaw(s) for Municipal Water:	City of St. Thomas Bylaw 44-2000 as amended.
Operating Authority for Municipal Water:	City of St. Thomas
Fees and Rates for Municipal Water:	City of St. Thomas Bylaw 44-2000 as amended.
Regulating Bylaws(s) for Wastewater:	Township of Southwold By-Law No. 87-19 Township of Southwold By-Law No. 89-05 Township of Southwold By-Law No. 97-17 Township of Southwold By-Law No. 98-12 Township of Southwold By-Law No. 97-21 City of St. Thomas Bylaw No. 82-2024
Operating Authority for Wastewater:	City of St. Thomas
Fees and Rates for Wastewater:	City of St. Thomas By-law No. 172-2006 as amended

Regulating Bylaws(s) for Stormwater:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Stormwater:	Township of Southwold
Fees and Rates for Stormwater:	Township of Southwold Bylaw 2025 – 44 Schedule B

3.6. North Port Stanley Service Area – Defined by Appendix E

Regulating Bylaw(s) for Municipal Water:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Municipal Water:	Ontario Clean Water Agency under contract by The Township of Southwold
Fees and Rates for Municipal Water:	Township of Southwold Bylaw 2025 – 44 Schedule B
Regulating Bylaws(s) for Wastewater:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Wastewater:	Ontario Clean Water Agency under contract by The Township of Southwold
Fees and Rates for Wastewater:	Township of Southwold Bylaw 2025 – 44 Schedule B
Regulating Bylaws(s) for Stormwater:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Stormwater:	Township of Southwold
Fees and Rates for Stormwater:	Township of Southwold Bylaw 2025 – 44 Schedule B

4. RURAL AREAS

4.1. Rural Service Area

Area(s) within the Geographic Township of Southwold, but outside of the Urban Service Areas.

Regulating Bylaw(s) for Municipal Water:	Township of Southwold Bylaw 2025-44 Integrated Water Management Bylaw.
Operating Authority for Municipal Water:	Ontario Clean Water Agency under contract by The Township of Southwold
Fees and Rates for Municipal Water:	Township of Southwold Bylaw 2025 – 44 Schedule B

Regulating Bylaws(s) for Wastewater:	Not Applicable – Private Septic Systems Regulated by the Building Code and relevant Provincial Regulation.
Operating Authority for Wastewater:	Not Applicable
Fees and Rates for Wastewater:	Not Applicable
Regulating Bylaws(s) for Stormwater:	Not applicable – Regulated by the Drainage Act
Operating Authority for Stormwater:	Township of Southwold
Fees and Rates for Stormwater:	As prescribed by the Drainage Act and relevant Drainage Report and Bylaw.



TOWNSHIP OF
Southwold

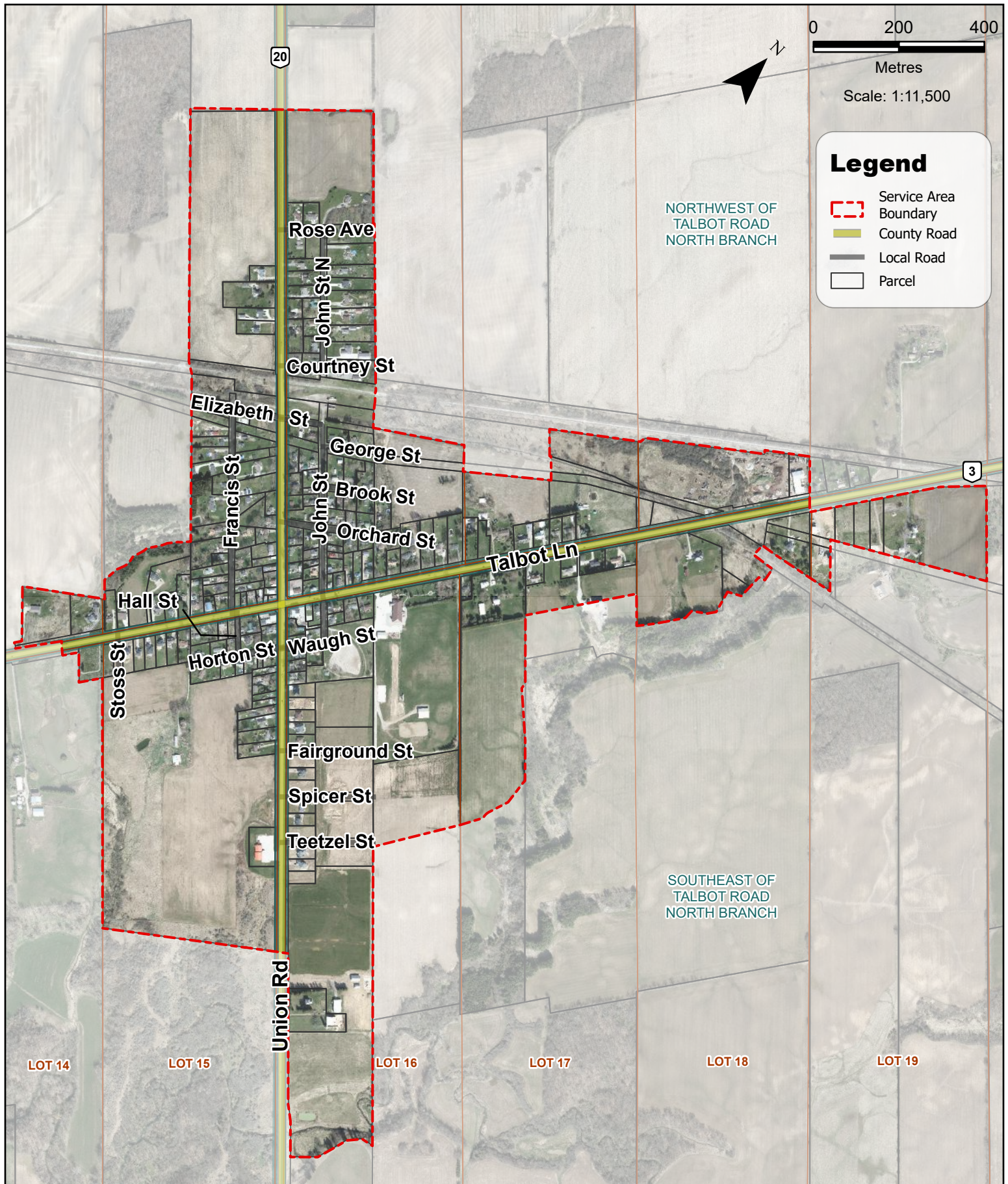
Appendix A: Service Area Shedden

Map Produced by:
Township of Southwold

Projection:
NAD 1983 UTM Zone 17N

Date: May 21, 2025

This drawing is neither
a legally recorded map
nor a survey and is not
intended to be used
as one. It is intended for
general information only.





TOWNSHIP OF
Southwold

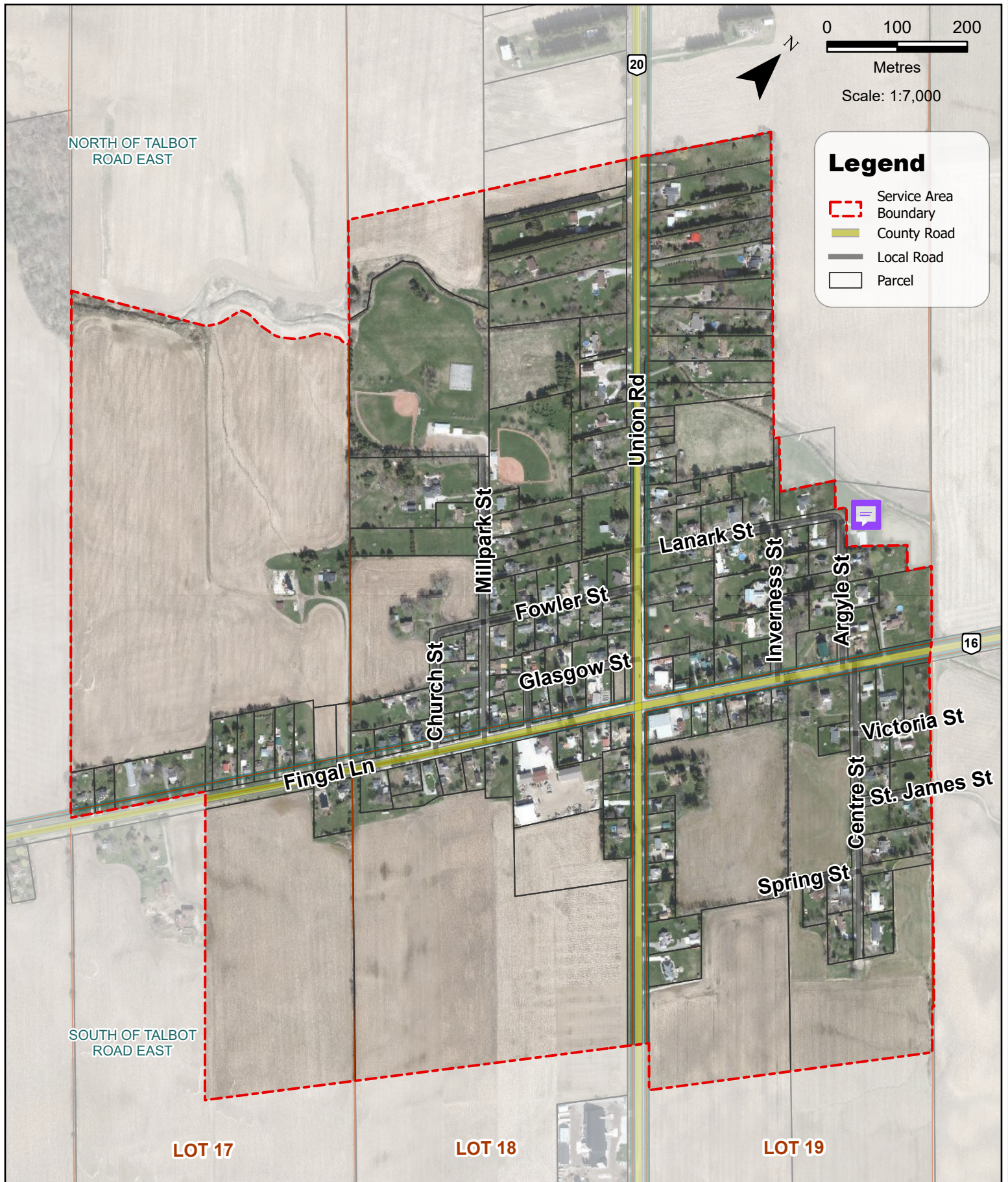
Appendix B: Service Area Fingal

Map Produced by:
Township of Southwold

Projection:
NAD 1983 UTM Zone 17N

Date: May 21, 2025

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TOWNSHIP OF
Southwold

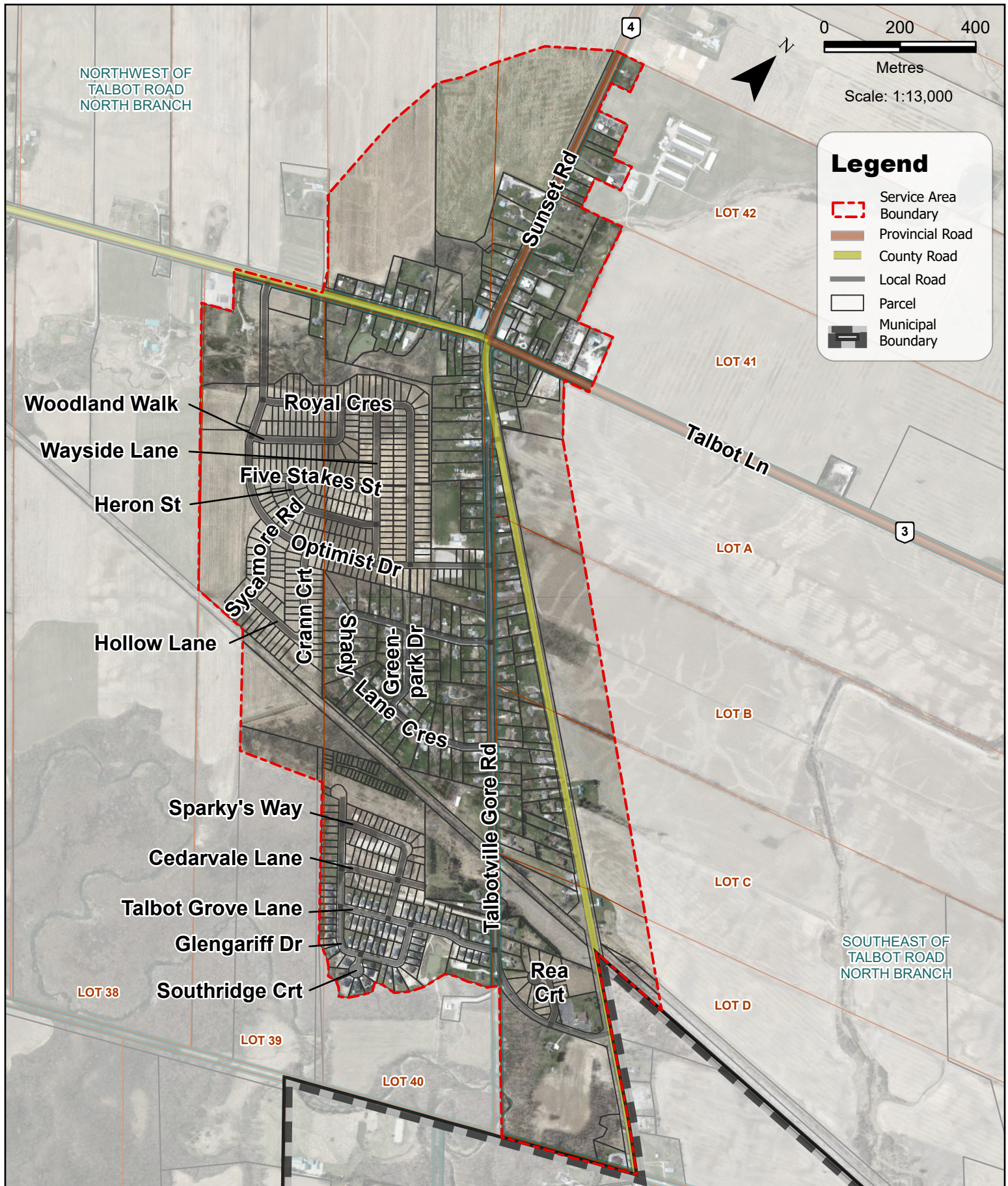
Appendix C: Service Area Talbotville

Map Produced by:
Township of Southwold

Projection:
NAD 1983 UTM Zone 17N

Date: May 21, 2025

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TOWNSHIP OF
Southwold

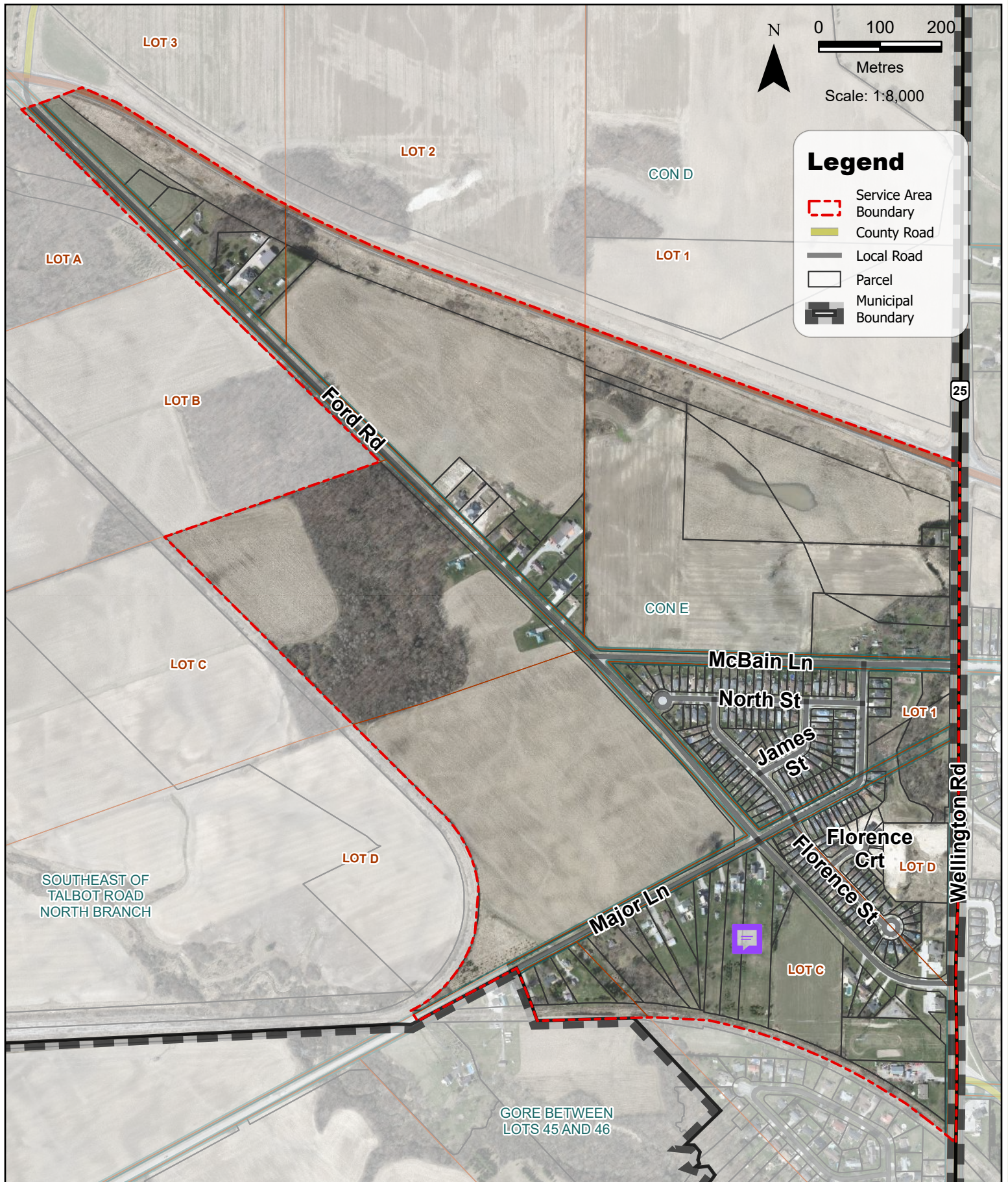
Appendix D: Service Area Ferndale

Map Produced by:
Township of Southwold

Projection:
NAD 1983 UTM Zone 17N

Date: May 21, 2025

This drawing is neither
a legally recorded map
nor a survey and is not
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TOWNSHIP OF
Southwold

Appendix E: Service Area Lynhurst

Map Produced by:
Township of Southwold

Projection:
NAD 1983 UTM Zone 17N

Date: May 21, 2025

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a legally recorded map
nor a survey and is not
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general information only.





TOWNSHIP OF
Southwold

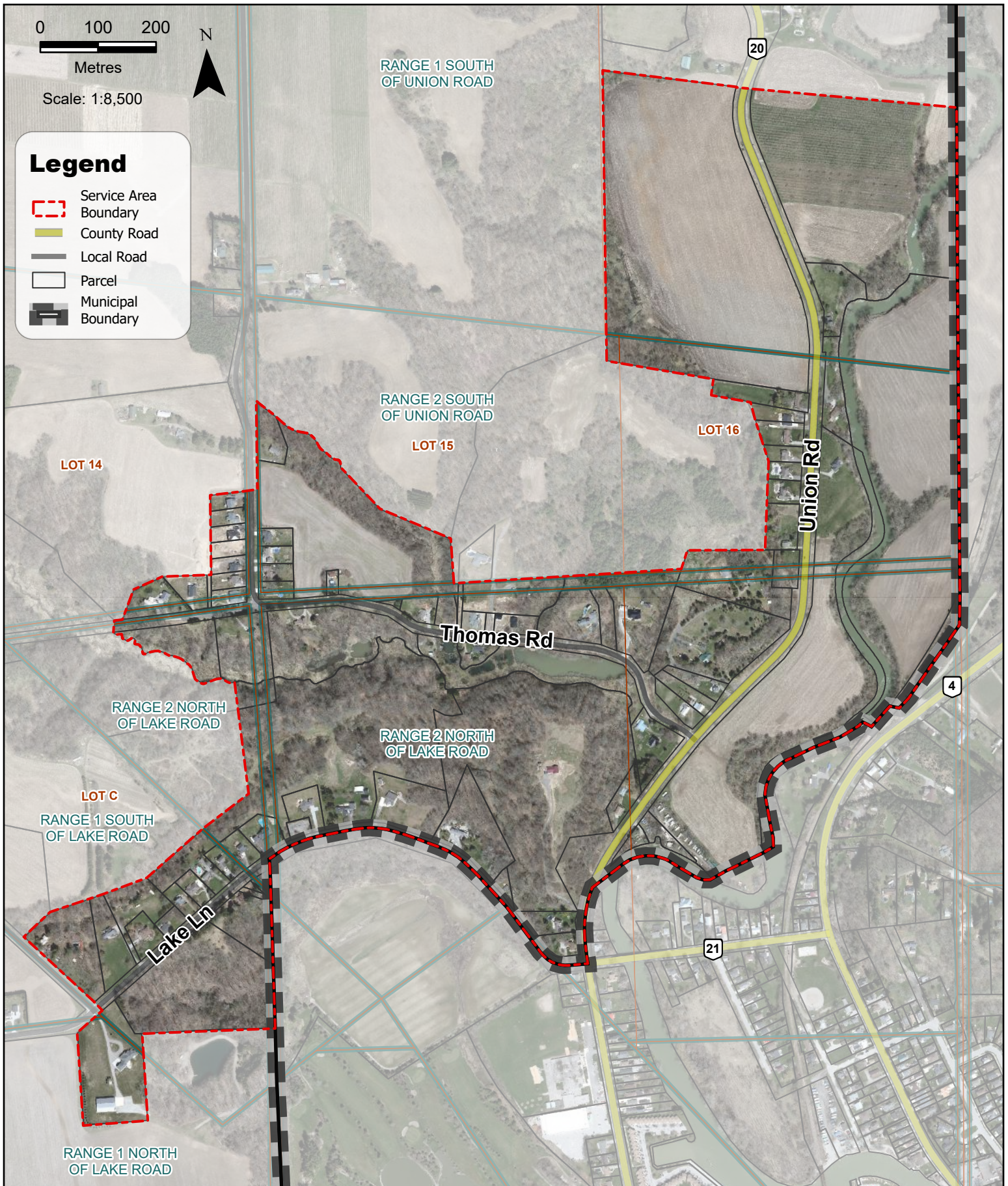
Appendix F: Service Area North Port Stanley

Map Produced by:
Township of Southwold

Projection:
NAD 1983 UTM Zone 17N

Date: May 21, 2025

This drawing is neither
a legally recorded map
nor a survey and is not
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Schedule B to By-law No. 2025-44 Rates and Fees for Water, Wastewater and Stormwater Systems

PURPOSE

The purpose of this Rates and Fees Policy is to establish fair, transparent, and sustainable rates and fees for the connection to and use of municipal water, wastewater, and stormwater systems within the Township of Southwold. This policy ensures that the costs associated with the operation, maintenance, and expansion of these essential services are equitably distributed among users while promoting responsible water use and environmental stewardship.

This policy is enacted as a Schedule B to Bylaw 2025-44 and shall be read in conjunction with the schedules and provisions of the parent bylaw. Fees and rates set forth in this policy are subject to periodic review and adjustment by the Township to reflect operational costs, infrastructure needs, and regulatory requirements.

If a property is connected to a municipal utility, it shall be charged the applicable fees for said utility under this bylaw.

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Schedule "B" to By-law 2025-44

APPENDIX "A"

WATER, WASTEWATER AND STORMWATER
USER FEES AND RATES

Service Type	Service Class	Description	Rate	
All	Administration Fee	Administration For Cost Recovery Jobs	15% Administration to a maximum of \$1,000 for the Administration Fee	
Storm Sewer	Late Payment	Applied on day following due date	5%	
Storm Sewer	Private Drain Connections (PDC)	Single Detached, Semi-Detached, Duplex Dwellings - 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. Services provided by the Engineer/Contractor for repair, replacement, installation.	Actual Cost plus 15% Administration to a maximum of \$1,000 for the Administration Fee	
Storm Sewer	Private Drain Connections (PDC)	Other Property Types - 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. Services provided by the Engineer/Contractor for repair, replacement, installation.	Actual Cost plus 15% Administration to a maximum of \$1,000 for the Administration Fee	
Storm Sewer	Private Drain Connections (PDC)	Repair or replace existing PDC – no construction	Actual Cost plus 15% Administration to a maximum of \$1,000 for the Administration Fee	
Storm Sewer	Stormwater Charge	Single Family Dwelling	\$16.08	per month
Storm Sewer	Stormwater Charge	Semi-detached Dwelling	\$12.06	per month
Storm Sewer	Stormwater Charge	Townhome	\$8.04	per month
Storm Sewer	Stormwater Charge	Commercial (no onsite stormwater controls)	\$268.02	per hectare per month
Storm Sewer	Stormwater Charge	Commercial/Industrial	\$214.42	per hectare per month
Storm Sewer	Stormwater Charge	Undeveloped Land (Non-Agricultural)	\$160.81	per hectare per month
Wastewater	Base Charge	25 mm (1") or smaller	\$69.27	
Wastewater	Base Charge	38 mm (1.5")	\$86.58	
Wastewater	Base Charge	50 mm (2")	\$131.58	
Wastewater	Base Charge	75 mm (3")	\$173.16	
Wastewater	Base Charge	100 mm (4")	\$259.74	
Wastewater	Base Charge	150 mm (6")	\$342.96	
Wastewater	Base Charge	Larger than 150mm	\$514.47	
Wastewater	Connection Fee	Single Family Dwelling	\$19,200 plus construction costs	per unit
Wastewater	Connection Fee	Semi-Detached Dwelling	\$19,200 plus construction costs	per unit
Wastewater	Connection Fee	Duplex	\$19,200 plus construction costs	per unit
Wastewater	Connection Fee	Townhouse	\$19,200 plus construction costs	per unit
Wastewater	Connection Fee	Row House	\$19,200 plus construction costs	per unit
Wastewater	Connection Fee	Other Multiple Dwelling Types with Individual Sanitary Sewer Connections	\$19,200 plus construction costs	per unit
Wastewater	Connection Fee	Apartment Buildings	\$13,500 plus construction costs	per unit

Schedule "B" to By-law 2025-44

APPENDIX "A"

WATER, WASTEWATER AND STORMWATER
USER FEES AND RATES

Wastewater	Connection Fee	Other Sanitary Sewer Treatment Jurisdictions (Ferndale, Lynhurst) - All new connections	Subject to connection fees and other charges applied by the receiving sanitary sewer system	
Wastewater	Connection Fee - Commercial / Industrial – based on Water Connection Service Size	25 mm (1") Water Service	\$19,200 plus construction costs	
Wastewater	Connection Fee - Commercial / Industrial – based on Water Connection Service Size	38 mm (1.5") Water Service	\$25,550 plus construction costs	
Wastewater	Connection Fee - Commercial / Industrial – based on Water Connection Service Size	50 mm (2") Water Service	\$29,100 plus construction costs	
Wastewater	Connection Fee - Commercial / Industrial – based on Water Connection Service Size	Over 50 mm (2") Water Service	Prorated based on connection size, plus construction costs	
Wastewater	Connection Fee - Commercial / Industrial – based on Water Connection Service Size	High Usage Water/Wastewater Users	Prorated based on connection size, plus construction costs	
Wastewater	Consumption	Non-Metered Consumption Charge (based on consumption of 60.6 cu m x 2.5)	\$516.62	per quarter
Wastewater	Consumption (based on water consumption)	Lynhurst - City of St. Thomas Consumption Rate (Collected by St. Thomas)	\$2.84	per m3
Wastewater	Consumption (based on water consumption)	Ferndale - City of St. Thomas Consumption Rate (Collected by Southwold)	\$2.84	per m3
Wastewater	Consumption (based on water consumption)	Township of Southwold - Consumption Rate	\$3.41	per m3
Wastewater	Debenture Setup for Connection Fee	Debenture Interest Rate (10 Year)	Infrastructure Ontario lending rate + 2%	
Wastewater	Debenture Setup for Connection Fee	Debenture Application/Setup Fee	\$200.00	
Wastewater	Late Payment	Applied on day following due date	5%	
Wastewater	Late Payment	Applied on day following due date	5%	
Wastewater	Private Drain Connections (PDC)	Repair or replace existing PDC – no construction. Services provided by the Engineer/Contractor for repair, replacement, installation.	Actual Cost plus 15% Administration to a maximum of \$1,000 for the Administration Fee	
Water	Base Charge	25 mm (1") or smaller	\$56.55	per quarter
Water	Base Charge	38 mm (1.5")	\$107.43	per quarter
Water	Base Charge	50 mm (2")	\$141.36	per quarter
Water	Base Charge	75 mm (3")	\$212.04	per quarter
Water	Base Charge	100 mm (4")	\$282.72	per quarter
Water	Base Charge	150 mm (6")	\$424.07	per quarter
Water	Base Charge	Larger than 150 mm (6")	Prorated based on connection size	per quarter
Water	Connection Fee - Rural	25 mm (1") or smaller	\$10,800, plus construction costs	per unit
Water	Connection Fee - Rural	38 mm (1.5")	\$14,200, plus construction costs	per unit
Water	Connection Fee - Rural	50 mm (2")	\$16,000, plus construction costs	per unit
Water	Connection Fee - Rural	100 mm (4")	\$17,800, plus construction costs	per unit

Schedule "B" to By-law 2025-44

APPENDIX "A"

WATER, WASTEWATER AND STORMWATER
USER FEES AND RATES

Water	Connection Fee - Rural	150 mm (6")	\$20,700, plus construction costs	per unit
Water	Connection Fee - Urban/Development	25 mm (1") or smaller	\$5,400, plus construction costs	per unit
Water	Connection Fee - Urban/Development	38 mm (1.5")	\$7,100, plus construction costs	per unit
Water	Connection Fee - Urban/Development	50 mm (2")	\$8,000, plus construction costs	per unit
Water	Connection Fee - Urban/Development	100 mm (4")	\$8,900, plus construction costs	per unit
Water	Connection Fee - Urban/Development	150 mm (6")	\$10,350, plus construction costs	per unit
Water	Consumption	Southwold - Consumption Charge	\$3.200	per m3
Water	Consumption	Lynhurst -Consumption Charge (collected by St. Thomas)	\$1.69	per m3
Water	Consumption	Water Filling Station	\$3.55	per m3
Water	Consumption	Tri-County Water Rate (Dutton-Dunwich)	\$2.22	per m3
Water	Consumption	Non-Metered Consumption Charge (based on consumption of 60.6 cu m x 2.5)	\$434.80	per quarter
Water	Debenture Setup for Connection Fee	Debenture Interest Rate (10 Year)	Infrastructure Ontario lending rate + 2%	
Water	Debenture Setup for Connection Fee	Debenture Application/Setup Fee	\$200.00	
Water	Disconnection Fees	For Discontinuing Water Service and Billing - Close Curb Stop and Close Account	\$260.00	
Water	Disconnection Fees	For Discontinuing Water Service and Billing - Remove Service or Disconnect at Main Stop	Actual Cost plus 15% Administration to a maximum of \$1,000 for the Adminstration Fee	
Water	Fire Protection Rates (fire protection water not through meter)	50 mm (2") Property Service	\$813.54	per year
Water	Fire Protection Rates (fire protection water not through meter)	75 mm (3") Property Service	\$962.95	per year
Water	Fire Protection Rates (fire protection water not through meter)	100 mm (4") Property Service	\$2,525.85	per year
Water	Fire Protection Rates (fire protection water not through meter)	125 mm (5") Property Service	\$3,201.91	per year
Water	Fire Protection Rates (fire protection water not through meter)	150 mm (6") Property Service	\$3,895.58	per year
Water	Fire Protection Rates (fire protection water not through meter)	200 mm (8") Property Service	\$5,597.17	per year
Water	Fire Protection Rates (fire protection water not through meter)	250 mm (10") Property Service	\$12,591.17	per year
Water	Late Payment	Applied on day following due date	5%	

Schedule "B" to By-law 2025-44

APPENDIX "A"

WATER, WASTEWATER AND STORMWATER
USER FEES AND RATES

Water	Miscellaneous	Failure to install remote read out	\$55.00	
Water	Miscellaneous	Frost Plate and Gasket	Actual Cost plus 15% Administration to a maximum of \$1,000 for the Administration Fee	
Water	Miscellaneous	Final Reads	\$37.00	
Water	Miscellaneous	Work Orders	\$37.00	
Water	Miscellaneous	Charge for installation of lock box for Unauthorized use of water	\$160.00	
Water	Miscellaneous	Tampering with Meter, Curb Stop or Lock Box	\$500.00	
Water	Miscellaneous	Charge for mailing of register letter	cost plus \$6.00 administration fee	plus HST
Water	Miscellaneous	Construction Water	\$160.00	
Water	Miscellaneous	Curb Stop Fee	\$1,696.00	
Water	Miscellaneous	Additional Water Service	\$1,696.00	
Water	Miscellaneous	Transfer of an additional service to a new lot		
Water	Shut-off / Reconnect	Shut-off and/or Reconnection at Customer's Request during normal business hours and 48 hours notice given to the Township	\$53.00	
Water	Shut-off / Reconnect	Shut-off and/or Reconnection at Customer's Request after normal business hours	\$260.00	
Water	Water Meter	New Water Meter Charge - 25 mm (1")	\$650.00	plus HST
Water	Water Meter	Water Meter Charge - larger than 25 mm (1")	Actual Cost plus Administration and Inspection Fee of \$225	plus HST
Water	Water Meter Replacement	At End of Life, Defective or Township Directed	\$0.00	
Water	Water Meter Replacement	At Customers Request	Actual Cost plus 15% Administration to a maximum of \$1,000 for the Administration Fee	
Water	Water Meter Replacement	Refusal to Allow Access for Repair or Meter Replacement, or Unauthorized Modifications, or Theft of Water	Actual Cost for relocation of meter to a new meter pit plus 15% Administration to a maximum of \$1,000 for the Administration Fee	

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1. DEFINITIONS

“Township” – Refers to the Corporation of the Township of Southwold.

“Council” – Refers to the elected Council of the Township of Southwold.

“Chief Administrative Officer” – means the Chief Administrative Officer for the Township of Southwold, including their successors, Deputy or authorized representatives.

“Treasurer” – means the Treasurer for the Township of Southwold, including their successors any Deputy or authorized representatives

“Director” – means the Director of Infrastructure and Development Services for the Township of Southwold, including their successors, Deputy or authorized representatives

“User” – Any individual, property owner, business, or entity that is connected to or uses the Township’s water, wastewater, or stormwater systems.

“Water System” – The municipal infrastructure used for the supply, treatment, and distribution of potable water within the Township.

“Wastewater System” – The infrastructure used for the collection, treatment, and disposal of wastewater, including sanitary sewers, pumping stations, and treatment facilities.

“Stormwater System” – The infrastructure designed to manage rainwater and surface water runoff, including drains, ditches, culverts, storm sewers, and retention ponds.

“Municipal Drain” – A drainage system within the Township of Southwold, established or improved under the provisions of the Drainage Act of Ontario, designed to manage surface water and subsurface water to ensure proper drainage and mitigate flooding. This system includes ditches, culverts, storm sewers, and drainage tiles, which are maintained by the Township for the benefit of property owners and the community.

“Connection Fee” – A one-time charge imposed on a property owner for connecting to the municipal water, wastewater, or stormwater system.

“User Fee” – A recurring charge for the use of municipal water, wastewater, and stormwater services, based on consumption or property classification.

“Consumption Fee” – A charge based on the volume of water used, as measured by a water meter or other Township-approved method.

“Capital Base Charge” – A set fee applied to all users to cover major capital expenses for past, present and future water, wastewater and stormwater infrastructure projects.

"Municipal Drinking Water System" – The municipal infrastructure used for the supply, treatment, and distribution of potable water within the Township.

"Municipal Utility" – means a system that provides essential services, specifically drinking water systems, sewage works, and storm water systems.

"Sewage" – means any liquid waste containing animal, vegetable, chemical or mineral matter in solution or suspension, but does not include Storm water or uncontaminated water;

"Sewage Works" – means any works for the collection, transmission, treatment, and disposal of sewage, storm water, or uncontaminated water, including a combined sewer, sanitary sewer, storm sewer, municipal or private sewer connection to any sanitary sewer or combined sewer, or any part of such works, but does not include plumbing or other works to which the applicable *Building Code* applies.

"Sanitary sewer" – means a sewer for the collection and transmission of domestic or industrial sewage or any combination thereof;

2. GENERAL CONDITIONS

2.1. Establishment of Rates and Fees

Rates are subject to change from time to time, they are generally established by Council annually, however, may be changed at Council's discretion.

2.2. Rate Review/Study

Rate Reviews shall be undertaken in accordance with the best practices established by regulatory authorities in the Province of Ontario and be completed at a minimum once every five years.

2.3. Rates and Fees Principles

Rates shall be established with the intention to be a full cost recovery user system in accordance with applicable legislation and the *"Toward Financially Sustainable Drinking – Water and Wastewater Systems"* guidelines.

- 2.4. Connection Fee Charges shall be indexed annually based on the Toronto Construction Index.

3. MUNICIPAL UTILITY RATES AND FEES

3.1. Rates and Fees

Rates and fees for the recovery of supply costs, operations, system maintenance and capital costs of municipal utilities shall be charged in accordance with the rates set as shown in Appendix A attached to this policy.

3.2. Additional Dwelling Units

At the discretion of the Manager and/or Director, an additional meter may be used to submeter an ADU, where it has been deemed necessary. A Fixed service charge shall apply to the additional meter.

3.3. Water Meter – Inaccessible

Where the Township had been unable to install a water meter in a building due to the refusal of entry of the owner or occupant, the Township will complete the installation of a meter pit, and levy the total charges against the property, until the meter pit is installed, a flat rate will be charged which is equal to two and one-half (2.5) times the Non-Metered Quarterly rate as shown in Appendix "A" attached to this By-Law.

3.4. Fines and Penalties

Fines and Penalties shall be charged in accordance with the rates set as shown in Schedule H attached to this bylaw.

3.5. Unpaid Charges

Unpaid charges, penalties, fees shall be levied against the subject properties taxes after 90 days.

3.6. Connection Charges – Due

Connection charges and fees shall be paid upon application for service, or if the connection is installed as part of a municipal project, at the time of installation. Connections provided in conjunction with a capital project shall have the option to debenture the charge.

3.7. Capital Base Charge – Sewage works

For properties equipped with a service stub, irrespective of their connection status, a capital base charge shall be levied to account for each property's proportional contribution to future capital expenditures. Properties predating this policy shall receive a two-year deferral period for this charge, unless they connect to the municipal utility system within that timeframe.

3.8. Capital Base Charge – Municipal Water

For each water meter installed on a property, a capital base charge shall be imposed to ensure an equitable contribution from each property toward future capital infrastructure costs. Charges will not be deferred due to construction delays, occupancy timing, or installation scheduling. Once the meter has been received the base charge shall apply.

3.9. Consumption Charges

Once a property is connected to, or making use of, a municipal utility it shall pay the consumption charge associated with that utility as laid out in Schedule B. Municipal water and sewer consumption shall be measured using the measurement obtained from the water meter.

3.10. Storm water Charge

Fixed service charges shall become effective upon the official passage of this by-law.

3.11. Subdivisions and Condominiums – Charges Due

For the division of land proceeding through the Plan of Subdivision process under the Planning Act, or a plan of Condominium proceeding under the Condominium Act, connection fees shall be due in accordance with the Schedule G Wastewater Allocation Policy of the Integrated Water Systems Management Bylaw.

3.12. Other Development – Charges Due

For the division and/or development of land proceeding through the consent process under the Planning Act, municipal utility connection fees shall be due prior to the registration of the plan, unless specified otherwise in the planning agreement

3.13. Areas Serviced by the City of St. Thomas

Areas serviced by the City of St. Thomas water and wastewater system, including Lynhurst, and Ferndale, shall have their applicable rates automatically adjusted based on the City's current rates for water and wastewater.

4. DEBENTURES – MUNICIPAL UTILITIES

4.1. Request for Debenture

The property owner must complete and submit the debenture request application to the Treasurer, with the application fee.

4.2. Notification and Establishment of Annual Repayment

The Treasurer shall determine the annual repayment amount and issue formal notification to the applicant. This repayment amount will subsequently be applied to the associated property tax roll for collection.

4.3. Terms of Debenture

Debentures shall have a term of 10 years and an annual interest rate as set out in the fee schedule. The annual repayment amount shall be incorporated into the property tax roll and invoiced in equal installments, comprising both principal and interest, on each tax bill. In cases where the final tax bill has already been issued prior to the submission of the application, the first installment shall be required before the debenture is approved.

4.4. Early Repayment

The property owner to whom the debenture applies shall formally notify the Treasurer in writing of their request to redeem the debenture. The Treasurer shall calculate the remaining balance of the debenture, inclusive of all accrued interest, and provide an official notice detailing this information to the property owner. The property owner shall remit the entire balance within 30 days of receiving the notice, as partial payments will not be accepted. Upon receipt of the full payment, the Treasurer shall proceed to remove the debenture from the property tax roll.

Revision History:

Version	Effective Date	Revision Notes
01	TBD	Original Policy

Related Policies:



Schedule C to By-law No. 2025-44 Billing and Collection Policy for Water and Wastewater Systems

PURPOSE

The purpose of this Billing and Collection Policy is to establish fair, transparent, and consistent processes for the billing and collection of fees related to the Township of Southwold's Municipal Water and Wastewater systems. This policy supports the equitable distribution of costs for the operation, maintenance, and expansion of these essential services while encouraging responsible water use and environmental stewardship.

Enacted as a Schedule to Bylaw 2025-44, this policy shall be interpreted in conjunction with the schedules and provisions of the parent bylaw that govern and regulate the operation of any system of waterworks owned by the Township of Southwold.

RELATED POLICIES AND BYLAWS

The following documents, Policies and Bylaws which are subject to updating at the discretion of the Director, are to be used in conjunction with this Policy:

1. All schedules of the Integrated Water Management By-Law
2. Design Guidelines Manual
3. Elgin County Standard Contract Documents – Supplemental Specifications
4. Site Plan Control By-Law
5. Local Servicing Policy

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1. DEFINITIONS

"Additional Dwelling Unit" (ADU) means a self-contained residential unit that is subordinate to a primary dwelling on the same lot. ADUs may be located within the primary dwelling (e.g., basement apartment), attached to it (e.g., addition), or in a separate structure on the same property (e.g., single-family dwelling), and are intended for permanent residential occupancy.

"Approved" means having the approval of the Manager of Environmental Services or an authorized representative of the Manager of Environmental Services.

"Blank" means the temporary or permanent decommissioning of a pipe by means of plugging, capping or other method.

"Billing Period" means the interval at which customers are invoiced for municipal water, wastewater, and stormwater services.

"Bulk Water Rate" means a rate applied to users purchasing large volumes of water from the Township, typically for commercial or industrial purposes.

"Chief Administrative Officer" means the person designated by the Council of The Corporation of the Township of Southwold as its Chief Administrative Officer or his or her designate.

"Chief Building Official" means the Chief Building Official of the Township of Southwold, appointed in accordance with the *Building Code Act*.

"Connection Fee" means a one-time charge imposed on a property owner for connecting to the municipal water, sewage, or stormwater system.

"Contractor" means a person qualified to install or repair a service to the specifications of this Policy who has been approved by the Manager of Environmental Services, Director of Infrastructure and Development Services, or by the Chief Administrative Officer. The Township may be a Contractor.

"Construction Water" means the water used during the construction phase of a new

building or development, before the property is occupied or a permanent water service connection is fully in place. It is typically drawn from a metered source or hydrant.

"Council" means the elected Council of the Township of Southwold.

"Director" means the Director of Infrastructure and Development Services.

"Disconnection Fee" means a charge applied when a property is disconnected from the municipal water or wastewater system, either temporarily or permanently.

"Drinking Water System" has the same meaning as in the *Safe Drinking Water Act*, 2002, as amended, and includes the Township Water Meter.

"Dwelling Unit" means an individual unit for residential habitation that may be comprised of but not limited to a detached single-family dwelling, one of half of a duplex, and apartment in a multi-residential building or a trailer.

"Fixed Service Charge" means a set fee applied to all users to cover the operational and administrative costs of providing water, wastewater, and stormwater services.

"Late Payment Fee" means a penalty charged to users for overdue payments on their water, wastewater, or stormwater accounts.

"Manager" means the Manager of Environmental Services.

"Meter Pit" means any exterior chamber or pit approved by the Director/Manager for the purpose of containing a Township water meter.

"Metered Rates" means a charge applied to properties connected to the municipal utility system which includes municipal water systems and sanitary sewer system, based on the volume of water discharged as measured through a Township owned or water meter.

"Municipal Utility" means a municipally provided utility, including municipal water and wastewater services.

"Municipal Utility Rate" means a fixed monthly or quarterly charge applied to all connections including but not limited to municipal water, and wastewater services.

"Non-Compliance Penalty" means a financial penalty imposed for violations of

municipal water, wastewater, or stormwater regulations.

"Occupant" shall include any lessee, tenant, owner, the agent of a lessee, tenant or owner, or any person in possession of a Premise.

"Owner" means a person who has any right, title, estate, or interest in land or premises, other than that of only an occupier and, where that person is a corporation, shall include the officers, directors and shareholders of that corporation, and shall include any person with authority or power over or control of that land or premises on behalf of an owner, and an owner includes a developer.

"Reconnection Fee" means a charge imposed to restore service to a property that was previously disconnected due to owner request, non-payment or other reasons.

"Rural Areas" means as defined in Schedule "A" Service Areas.

"Sanitary Sewer" means a sewer for the collection and transmission of domestic or industrial wastewater or any combination thereof.

"Sanitary Sewer Service Rate" means a fixed service charge applied monthly or quarterly to all water accounts with sewer connections, regardless of usage.

"Settlement Area" means as defined in Schedule "A" Service Areas Policy.

"Sewage" means any liquid waste containing animal, vegetable, chemical or mineral matter in solution or suspension, but does not include Storm water or uncontaminated water.

"Sewage Works" - means any works for the collection, transmission, treatment, and disposal of sewage, storm water, or uncontaminated water, including a combined sewer, sanitary sewer, storm sewer, municipal or private sewer connection to any sanitary sewer or combined sewer, or any part of such works, but does not include plumbing or other works to which the applicable *Building Code* applies.

"Sewer Surcharge" means an additional charge applied to users whose wastewater discharge exceeds standard treatment thresholds, typically for industrial or commercial customers.

"Southwold Sewer Works" means the Sewage Works located in the geographical

boundaries of the Township of Southwold including Shedden, Fingal, Talbotville, Ferndale and Lynhurst.

"Storm Water" means surface and rainwater, other natural precipitation, melted snow and ice, drainage including swimming pool drain water, uncontaminated water, and groundwater.

"Storm Water Service Rate" means a fixed service charge applied monthly or quarterly to all water accounts in designated areas as defined in Schedule "B" of the Rates and Fees Policy.

"Township" means the Corporation of the Township of Southwold, including its successors and assigns or the geographic area as the context requires.

"Township Treasurer" means the Treasurer for the Township of Southwold, or an authorized representative of the Township Treasurer.

"Township Water Meter" means a water meter supplied by the Township or Owner (owned by the Township) that is used to measure the amount of Township supplied water to a premise and includes, as part of the water meter's components, the Township Water Meter Reading Device and the Township Water Meter Reader Wire.

"Township Water Meter Reading Device" means the unit supplied by the Township or Owner that is installed at a premises that reads the water meter.

"Unmetered Rate" means a flat rate charged to properties without a water meter, based on an estimated usage determined by the Township.

"Urban Areas" – means as defined in Schedule "A" Service Areas Policy.

"User" means any individual, property owner, business, or entity that is connected to or uses the Township's water, wastewater, or stormwater systems.

"Wastewater" means the composite of water and water-carried wastes from residential, commercial, industrial, or institutional premises or any other source.

"Water" means Potable Water supplied by the Township of Southwold.

"Water Connection Permit" means approval by the Township authorizing the Permit Holder to connect to the public water supply in accordance with the terms and

conditions set out in the permit.

“Water Rates” means Township Water Meter rates.

2. GENERAL TERMS AND CONDITIONS

2.1 Administration of Policy

This by-law shall be administered by an Officer, the Chief Building Official and/or the Director.

2.2 Decisions to be final

All decisions made by the Director and/or the Chief Building Official with respect to any requirements set out in this by-law shall be final and binding.

2.3 Application and connection charges payment prior to installation

The owner or their agent shall apply to the Township for service and before the service is installed, shall pay the applicable charges as detailed in Schedule "B" of the Integrated Water Management Bylaw.

2.4 Application of the Policy

This policy is applicable to all properties within the Geographical Boundaries of the Township of Southwold, including Shedden, Fingal, Talbotville, Ferndale, and Lynhurst, or those connected to the Municipal Utilities of the Township of Southwold.

Each property shall be issued a bill for the Municipal Utilities utilized or accessible by the property, in accordance with the procedures and schedules outlined in the Integrated Water Management By-law;

3. PROCEDURE

3.1. Application for Service

All applications for municipal utility service shall be submitted to the Township of Southwold for review and approval. The Township reserves the right to reject any application that is incomplete, inaccurate, or does not meet the requirements set out in applicable Township policies, by-laws, or servicing standards.

3.2. Approval for Service

Approval of a municipal utility service application is at the sole discretion of the Township and is contingent upon the applicant providing all required information, documentation, and fees. No municipal utility service connection or activation shall occur until the application has been formally approved by the Township, and fees have been received by the Township of Southwold.

4. COLLECTION OF FEES:**4.1. Connection Fees:**

Municipal water, sewage, or stormwater system connections are due at the time of application. Any additional costs incurred by the Township as part of the installation or related work shall be invoiced to the applicant upon completion of work.

All fees must be paid in accordance with this policy to proceed with the requested service or development.

4.2. Development-Related Connection Fees:

Connection fees related to development projects are due at the time of plan registration.

4.3. Development-Related Costs Incurred by the Township:

Where the Township incurs costs related to a development project, such costs shall be invoiced to the developer periodically as required throughout the course of the project.

4.4. Fire Protection Fees:

An annual fire protection charge, as outlined in Schedule "B" of this By-law, shall be applied to properties equipped with a fire suppression system that is connected to the municipal water system and not metered.

The rate is based on the water service size that would typically service the fire suppression system, as determined by the Township.

The property will be invoiced during the first week of January each year for coverage for the upcoming year. Should the property be converted to a metered system during the year, the annual amount will be pro-rated, and any applicable refund will be issued.

4.5. Construction Water Fee:

A flat fee for construction water as outlined in Schedule "B" Rates and Fees Policy provides water required during the building stages. The builder or developer is responsible for construction water charges until the meter/account is transferred to the property owner.

4.6. Municipal Water Temporary Disconnections /Reconnections Fee:

Any property owner wishing to turn off the Municipal water (disconnection) or turn the water back on (reconnection) shall;

- a) Give notice to the Manager of Environmental Services and pay the required fee as shown in Schedule "B" Rates and Fees Policy, attached to this By-Law.
- b) Fixed fee charges shall not be deferred due to a temporary disconnection.
- c) The Township may, at its sole discretion, before supplying any municipal water to any person or to any building or property, as a condition of continuing to supply the water, require the consumer to give a reasonable security for the payment of the proper charges thereof or for carrying the water into to building or property.

5. Municipal Utility Water Rates and Fees:

Municipal Water rates and fees for the maintenance and for the recovery of supply and installation costs of water shall be charged in accordance with the rates set out in Schedule "B" Rates and Fees Policy.

6. Refusal of Township Water Meter Installation Fee:**6.1. Flat Water Charge**

Where the Township of Southwold has been unable to install/replace a water meter in a building due to the refusal of entry or lack of cooperation by the property owner, occupant, or authorized agent, the Township shall impose a flat rate water charge, as set out in Schedule "B" Rates and Fees Policy.

This fee reflects the increased administrative burden and the inability to accurately measure water consumption in the absence of a functioning meter.

The flat rate charge shall remain in effect until such time as a water meter is properly installed and activated.

7. Municipal Water Filling Station Fee:

- a) The Municipal Water filling station services shall be charged in accordance with the rates outlined in Schedule "B" Rates and Fees Policy. This is a pre-paid system, where users are required to pay for water usage before the time of service.
- b) Payments will be made to the Township of Southwold's municipal office, Monday through Friday, during regular business hours only. The Township accepts payments via cash, cheque, credit card, or other approved methods as determined by the municipal office.

8. Final Water Meter Readings Fee:

- a) A final water meter reading shall be completed on the date of ownership change, as provided by the property owner or their legal representative. The final water bill will be calculated based on this reading and mailed to the property owner at the forwarding address provided.
- b) Final water reads shall be charged as shown in Schedule "B" Rates and Fees By-law attached to this by-law.

9. Sanitary Sewer Connection Fee:

- a) All properties within the designated service areas as defined in Schedule "A" Service Areas Policy, where municipal sanitary sewer is available shall connect to the system within the timeframe prescribed by the Township.

- b) Only one Sanitary Sewer Connection is allowed for each property. No multiple connections shall be permitted.

10. Municipal Utility Accounts – Residential, Commercial, Industrial, and Institutional

- a) Municipal Utility accounts shall be registered and billed in the name of the property owner. However, in instances where a Commercial, Industrial, or Institutional occupant has entered into a formal lease agreement with the owner, the Township water meter and account may, at the discretion of the Director, be registered in the name of the occupant.

11. Unpaid Charges

- a) Unpaid Municipal Utility charges shall remain the responsibility of the owner. Should these charges remain unpaid for a period of ninety (90) days following the due date, the outstanding amounts, including any accrued interest, will be transferred to the owner's property tax roll for collection in accordance with standard property tax procedures.
- b) This practice is in accordance with the *Municipal Act, 2001*, Section 398(2), which permits municipalities to add unpaid utility charges to the tax roll of the property to which the services were supplied, and to collect them as taxes.
- c) The Township Treasurer is authorized to approve payment arrangements that may be established prior to the outstanding amounts being transferred to the property owner's tax roll.

12. Notification of Changes in Occupancy or Ownership

- a) Property owners shall inform the Township of Southwold of any changes in occupancy or ownership of their property.
- b) Notification must be provided at least thirty (30) days prior to the effective date of the ownership change to facilitate a final water meter reading and ensure all outstanding water charges are settled in full before the transition is finalized.
- c) In addition, property owners shall provide a forwarding address for final billing purposes. Failure to notify the Township of such changes may result in continued

billing to the property owner and the addition of unpaid charges to the property tax roll, in accordance with the *Municipal Act, 2001*.

13. Meter Reading and Municipal Utility Billing Frequency

- a) Township water meters shall be read in accordance with the Township of Southwold's established meter reading schedule.
- b) Township water meters located within Urban Areas and those identified as large water users shall be read monthly.
- c) Meters located outside the urban area shall be read on a quarterly basis.
- d) Municipal Utility billing Charges will be sent to customers electronically or by regular mail, a minimum of 15 days prior to the payment due date. The billing schedule for quarterly accounts is as follows:
 - i. 1st Quarter Bill – Due the last business day of April
 - ii. 2nd Quarter Bill – Due the last business day of July
 - iii. 3rd Quarter Bill – Due the last business day of October
 - iv. 4th Quarter Bill – Due the last business day of January
- e) The Manager of Environmental Services may alter the frequency of billing for meters in urban areas, and large water consumers to a monthly billing cycle. Owners or occupants will be notified in advance. The bill shall be deemed to be served upon the owner if it is delivered or sent by regular mail to the premises supplied, or where electronic communication has been authorized by the owner or occupant.
- f) Municipal Utility bills for urban areas and large water users will be sent to customers electronically or by regular mail, a minimum of fifteen (15) days prior to the payment due date.
- g) The billing schedule for monthly accounts is as follows:
 - i. January through December – due on the last business day of the month.

14. Estimated Water Consumption for Inaccessible/Malfunctioning Meters

- a) In circumstances where a water meter cannot be read due to inaccessibility, equipment malfunction, or any other reason beyond the Township's control, the Township of Southwold reserves the right to issue an estimated bill in accordance with Schedule "B" Rates and Fees Policy.

- b) Once an actual meter reading is obtained, any discrepancies between the estimated and actual usage will be adjusted on the subsequent bill. It is the responsibility of the property owner to ensure that the meter is accessible for reading at all reasonable times. Failure to provide access on a recurring basis may result in administrative fees or enforcement actions, as outlined in the Township's water services by-law.
- c) Should a meter be repeatedly inaccessible, the Director of Infrastructure and Development Services may determine that a meter pit be installed at the expense of the homeowner to ensure reliable access for meter readings.
- d) The cost of the meter pit installation, including any applicable labour, materials, and administrative fees, shall be charged to the property owner as per the rates established in Schedule "B" of this By-law.

15. Late Payment Penalty

- a) If any municipal utility account remains unpaid after the established due date, a late payment penalty of five percent (5%) shall be applied on the first day following the due date. This penalty will be added to the total amount owing and will form part of the arrears.
- b) Payments on municipal utility accounts shall be applied on account to penalties and then to the oldest outstanding principal amount as follows:
 - i. Oldest bill – Penalty first and then principal
 - ii. Next oldest bill – Penalty first and then principal

16. Arrears Notices

- a) Municipal Utility account holders with outstanding balances will receive an arrears notice after a penalty has been applied to the overdue amount, in accordance with the Township's billing schedule and applicable by-laws.
- b) Notices will be issued either electronically (where email contact information is available) or by regular mail to the address on file. These notices will indicate the amount owing, the date the penalty was applied, and a deadline by which payment must be received to avoid further action.
- c) Any Municipal Utility account arrears that remain unpaid beyond the specified period will be transferred to the property owner's tax account and collected in

accordance with the provisions of the Municipal Act, 2001, S.O. 2001, c. 25. Once transferred, the amount will form part of the property tax roll and may be subject to additional penalties and collection procedures.

- d) For properties located outside the Township of Southwold but serviced by the Township's Drinking water system, outstanding amounts will be transferred to the appropriate municipality for collection through the applicable tax account. It is the responsibility of the property owner to ensure payment of all charges related to the property's water account, regardless of tenant or occupant arrangements.
- e) The Treasurer is authorized to approve payment arrangements that may be established prior to the outstanding arrears being transferred to the property tax account.
- f) The Manager of Environmental Services may request the disconnection of a Municipal Utility account due to non-payment. A charge will be imposed by the Township for both the disconnection of the water supply and reconnecting the water supply, as shown in Schedule "B" Rates and Fees Policy.

17. Disputed Accounts

- a) A Township water meter may be removed and tested upon request of the property owner or Township.
- b) At the owner's request, the meter may be removed accompanied with a deposit being the cost of a new meter.
- c) If the meter is tested and found to register correctly, or less than 5% in favour of the Township, the expense of removing and testing the meter will be paid by the person requesting such test.
- d) If a meter, when tested, is found to register in excess of 5% in favour of the Township, a refund will be made to the consumer portion of the consumption charges paid prior to the testing including the deposit paid to a maximum adjustment period of six (6) months. This refund will be calculated on the basis of prior consumption. A new meter will be installed at no cost to the owner.

18. Interpretation

- a) Headings are for reference purposes and shall not affect in any way the meaning or interpretation of the provisions of this Policy.

- b)** In this Policy, a word interpreted in the singular number has a corresponding meaning when used in the plural.



Schedule D to By-law No. 2025-44 Water Use Policy

PURPOSE

The purpose of this Water Use Policy is to set out the rules and regulations on the operation of any system of waterworks owned by the Township of Southwold. These rules are established to protect the social and environmental well-being of the municipality; health, well-being and safety of persons, services and things that the municipality is authorized to provide, and protection of persons and property, including consumer protection, and to assist the municipality in maintaining regulatory compliance.

This policy is enacted as a Schedule to Bylaw 2025-44 and shall be read in conjunction with the schedules and provisions of the parent bylaw. The controls and limits set forth in this policy are subject to periodic review and adjustment by the Township to reflect changes in law, infrastructure needs, and to maintain regulatory requirements.

This Policy shall apply to all municipal water systems throughout the geographical boundary of the Township of Southwold, and every private water connection that has legally connected into the drinking water system.

RELATED POLICIES AND BYLAWS

The following documents, Policies, and Bylaws which are subject to updating at the discretion of the Director, are to be used in conjunction with this Policy:

1. All schedules of the Integrated Water Management By-Law
2. Design Guidelines Manual
3. Elgin County Standard Contract Documents – Supplemental Specifications
4. Site Plan Control By-Law
5. Local Servicing Policy

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1. SHORT TITLE

This document may be referred to as the “Water Use Policy.”

2. DEFINITIONS

“Approved” means having the approval of the Manager of Environmental Services or an authorized representative of the Manager of Environmental Services.

“Backflow” means the flowing back or reversal of the normal direction of flow in either the Township’s water distribution system or a private water service.

"Backflow Preventer" means a device approved by the Manager of Environmental Services that prevents backflow.

"By-Law Officer" means a municipal law enforcement officer, a police officer and any person appointed by Council of the Township of Southwold to enforce the provisions of this Policy.

"Blank" means the temporary or permanent decommissioning of a pipe by means of plugging, capping or other method.

"Building Code Act" means the Ontario *Building Code Act*, 1992, S.O. 1992, c.23, as amended, and its regulations, as amended.

"Building Control Valve" has the same meaning as in the *Building Code Act*.

"Chief Administrative Officer" means the person designated by the Council of The Corporation of the Township of Southwold as its Chief Administrative Officer or his or her designate;

"Chief Building Official" means the Chief Building Official of the Township of Southwold, appointed in accordance with the *Building Code Act*.

"Contractor" means a person qualified to install or repair a service to the specifications of this Policy who has been approved by the Manager of Environmental Services, Director of Infrastructure and Development Services, or by the Chief Administrative Officer. The Township may be a Contractor.

"Council" means the Council of the Corporation of the Township of Southwold.

"Cross-Connection" means any temporary, actual or potential connection between a potable water system and a source of pollution or contamination.

"Drinking Water System" has the same meaning as in the *Safe Drinking Water Act*, 2002, as amended, and includes the Township Water Meter.

"Director" means the Director of Infrastructure and Development Services.

"Foundation" means a system or arrangement of foundation units through which the loads from a building are transferred to supporting soil or rock.

"Frontage Charge" means the charge payable for connecting a Water Service to an original Watermain, or to the replacement of an original Watermain, that is or was funded by the Township.

"Hydrant User" means any person or persons obtaining water from a hydrant for a purpose other than emergency fire protection.

"Inspection" includes an audit, examination, survey, test and inquiry.

"Land" includes all buildings or any part of any building and all structures, machinery and

fixtures erected or placed upon, in, over, under or affixed to land and in the case of utility service providers and the Township of Southwold, all buildings or any part of any building erected or placed upon, in, over, under or affixed to land but shall not include machinery whether fixed or not, nor the foundation on which it rests, work structures other than buildings, substructures, poles, towers, lines, nor any of the things exempted from taxation, nor to any easement or the right, use or occupation or other interest in land not owned by such utilities.

"Manager" means the Manager of Environmental Services.

"Occupant" includes an Owner of Land or Premises where that Owner resides or carries on a business within the Land or Premises and includes any Person or corporation residing or carrying on a business within the Land or Premises either as a lessee or licensee.

"Owner" means a Person who has any right, title, estate, or interest in Land or Premises, other than that of only an Occupier and, where that Person is a corporation, shall include the officers, directors and shareholders of that corporation, and shall include any Person with authority or power over or control of that Land or Premises on behalf of an Owner, and an Owner includes a developer.

"Permit Holder" means the Person to whom the Water Connection Permit has been issued, or with whom an agreement has been signed, authorizing the installation, repair, renewal or removal of Waterworks or connection to a Watermain in accordance with the terms and conditions of the permit agreement.

"Person" means an individual, association, partnership, corporation, municipality, Provincial or Federal Agency or any agent or employee thereof.

"Plumbing" means a drainage system, a venting system and water system or parts thereof.

"Premises" means a separately assessed parcel of Land.

"Private Water Distribution System" includes but is not limited to Private Watermains, Private Water Services, private water wells, private hydrants and fittings.

"Private Water Service(s)" means the installed water pipe from the Service Isolation Valve or from a Private Watermain to the Building Control Valve.

"Private Watermain" means the installed water pipe from the Service Isolation Valve within the Owner's Land from which Private Water Services can be taken.

"Property Line" means the boundary of a property which adjoins a road allowance.

"Service Isolation Valve" means a valve located on a Water Service, generally within a Township Road allowance at the property line or in an easement at the easement line and is accessible for operation from the ground surface to control water flow through the Water Service.

"Temporary Water Service" means: (a) a pipe installed from a public waterworks by the Township, for a Township project, and for a specified temporary period of time; and (b) a pipe installed with the permission of the Manager of Environmental Services for the purpose and on the conditions specified by the Manager of Environmental Services.

"Township" means the Corporation of the Township of Southwold including its successors and assigns, its officers, employees, agents and contractors or the geographical area as the context requires.

"Township Standards" means all applicable Township and County of Elgin design manuals, standards and guidelines as amended.

"Township Treasurer" means the Treasurer of the Township or an authorized representative of the Township Treasurer.

"Township Water Meter" means a water meter supplied by the Township or Owner (owned by the Township) that is used to measure the amount of Township supplied water to a premise and includes, as part of the water meter's components, the Township Water Meter Reading Device and the Township Water Meter Reader Wire.

"Township's Water Distribution System" means the part of the Township's water system that is used in the distribution, storage or supply of water up to and including the Service Isolation Valve and is not part of a treatment system.

"Township Water Meter Pit" means an exterior chamber approved by the Township for the purpose of containing a Township Water Meter or Backflow Preventer.

"Township Water Meter Reading Device" means the unit supplied by the Township or Owner that is installed at a premise that reads the water meter.

"Township Water Meter Reader Wire" means the communication wire supplied by the Township or Owner that connects the Township Water Meter to the Township Water Meter Reading Device.

"Water Connection Permit" means approval by the Township authorizing the Permit Holder to connect to the public water supply in accordance with the terms and conditions set out in the permit.

"Water Rates" means Township Water Meter rates.

"Water Service" means a potable water pipe of any size, tapped or teed from a Watermain to a building.

"Watermain" means a Township pipe that supplies potable water to Water Services and hydrants.

"Water Meter Assembly" (Standard 25 mm services): consists of the building control valve, non-testable check valve, township meter, tail, pressure regulating valve, and secondary valve.

“Waterworks” means buildings, structures, plant, machinery, outlets, underground construction and installations and other works designed for the collection, production, treatment, distribution, supply and storage of water or any part of any such works and includes land appropriated for such purposes and uses, but does not include Plumbing to which the Building Code Act or any amendments thereto apply.

3. Application

- a. This Policy shall apply to the Township’s Water Distribution System as amended from time to time.
- b. All schedules, forms, tables, and diagrams attached to this Policy shall form part of this Policy.
- c. All legislation and regulations referenced herein are Ontario provincial laws, as amended, unless noted otherwise.
- d. All other documents referenced herein such as By-Laws, codes, other Policies and standards are as amended documents issued by the Township or County.
- e. In the event of any conflict or inconsistency between a provision in this Policy and a provision in any other Township by-law this Policy shall prevail.

4. Duties and responsibilities

4.1. DUTIES OF THE MANAGER OF ENVIRONMENTAL SERVICES

4.1.1. SUPERVISION AND ADMINISTRATION

- a. The Manager shall supervise and administer the Township’s Drinking Water System and shall be responsible for its operation, maintenance, repair and extension, to ensure it is maintained in a fit state of repair.

4.1.2. CONDITIONS THAT IMPERIL THE WATER SUPPLY

- a. Should conditions arise that imperil the municipal water supply or its distribution, the Manager:

- i. May issue a Notice of Restriction identifying all remedial measures as may be necessary to protect the municipal water supply or its distribution system, which may include limiting or stopping the supply of water in any area and restricting the use of water for any specific purpose;
 - ii. Shall expend money and employ workers as needed to restore the Township's Drinking Water System; and
 - iii. Shall report to Council as soon as practical after such measures have been taken.
- b. Notice of Restriction may be given by posting on the Township's webpage, Social Media or by any means that, in the opinion of the Manager, are sufficient to provide reasonable notice of the restriction and this notice shall be deemed to have been given to the Person or Persons to which the notice is directed on the earliest date of any such posting.
- c. No Person shall use, or cause or permit to be used, water in a manner contrary to any direction given by the Manager during a period when the use of water has been prohibited or restricted.
- d. In the event of an emergency or where conditions arise that imperil the municipal water supply or its distribution, or where a Notice of Restriction is issued and has been violated, the Township may shut off the water supply to any Person without prior notice.

4.2. GENERAL DUTIES OF THE TOWNSHIP

- a. The Director and/or the Manager may enter into agreements authorizing the installation, repair, renewal or removal of a Water Distribution System.

- b. The Director and/or the Manager may enter into agreements with non-township employees to supply and install Township Water Meters and accompanying meter readings.
- c. Subject to any provisions of this Policy, the Township of Southwold may discontinue water supply and continue to refuse to provide water supply as determined necessary.
- d. Where a water supply is continued or initiated pursuant to this Policy, the Township of Southwold shall supply water to a Private Water Service.
- e. The Director and/or the Manager may issue permits authorizing the installation, repair, renewal or removal of a Water Distribution System.
- f. The Director shall establish and periodically update standards, guidelines and specifications governing the design and construction of the Township's Drinking Water System.

4.3. DUTIES OF THE TOWNSHIP TREASURER

The Township Treasurer shall perform the following duties:

- a. Collect fees and charges in accordance with the Integrated Water Management By-law; and
- b. Issue water certificates in conjunction with a final reading of the Township Water Meter and final bill to the Owner of the property when a written request has been received and the fee set in Schedule B Rates and Fees Policy has been paid.

4.4. RESPONSIBILITIES OF THE OWNER AND OCCUPANT – GENERAL

Despite any other provision of this Policy, where a Water Service is continued or initiated pursuant to this Policy, no Owner or Occupant shall fail, at the Owner or Occupant's sole expense, to:

- a. Provide a Private Water Service;
- b. Ensure that the Private Water Service, Building Control Valve, Township Water Meter, and Plumbing on the Owner's or Occupant's Land or Premises comply with the provisions of this Policy;
- c. Ensure that any permits, inspections or approvals required pursuant to this Policy or other applicable legislation have been conducted or obtained and are valid and subsisting, prior to connection to the Drinking Water System;
- d. Ensure that the Private Water Service does not interfere with the operation of the Drinking Water System;
- e. Provide access to the Land or Premises to the Township when required under this Policy;
- f. Protect from frost and any other damage to the Private Water Distribution System, Building Control Valve, Township Water Meter and Plumbing on the Owner's or Occupant's Land or Premises; and
- g. Prevent all water loss occasioned by a leak in the Private Water Distribution System and/or Plumbing on the Owner's or Occupant's Land or Premises.

5. LIMITATIONS TO WATER SERVICE CONNECTIONS

5.1.1. NO LIABILITY

The Township shall not be liable for damages or loss suffered by anyone due to the operation of the Drinking Water System, unless shown to be directly due to the negligence of the Township, and without limiting the generality of the foregoing, shall not be liable for damage or loss:

- a. For the settlement of any excavation or trench made for the installation or repair of any part of the Drinking Water System, or any damage or loss resulting from such settlement;
- b. Caused by the break or failure of any component of Waterworks;
- c. Caused by the disruption of any supply of water from the Drinking Water System when such disruption is necessary in connection with the repair or maintenance of the Drinking Water System; or
- d. Caused by the disruption or shutting off the water supply in the event of an emergency.

5.1.2. INTERFERENCE

No Person, except those authorized by the Director and/or the Manager, shall:

- a. Tap off or make any connection with a Watermain;
- b. Extend the private water service before the location of the water meter.
- c. Turn off or on any Watermain valve;

- d. Turn off or on, damage, destroy, remove or interfere in any manner with any Water Service and/or the Service Isolation Valve;
- e. Interfere or tamper in any way with the operation of any Township Water Meter;
- f. Interfere or adjust the Township pressure regulating device;
- g. Blank or cap any Watermains;
- h. Interfere in any way with or cause any interference with the use of the Township's Drinking Water System by another Owner or Occupant;
- i. Attach any device to any water pipe which may create noise, a pressure surge, Backflow or contamination of the Drinking Water System;
- j. Use any device on any Water Service Connection, on the upstream side of a Township Water Meter for the purposes of boosting or increasing water pressure; or
- k. Tamper with, break or remove any seal, lock-out device or lock-out tag installed by the Township on any valves, Township Water Meters, or flanged outlets on Waterworks.

5.1.3. CONDITIONS OF SERVICE

- a. The Township shall perform all work having to do with the Drinking Water System and with the installation, repair, renewal, or removal of the Township's Water Distribution System, except where approved by the Director and/or the Manager.

- b. The Township may temporarily interrupt the water supply without notice.
- c. Water shall not be supplied from the Township's Water Distribution System unless a Water Service is laid and equipped in accordance with the provisions of this Policy or any other policies or by-law's relating to municipal water servicing, and all necessary permits have been obtained from the Township.
- d. The Township does not guarantee:
 - i. Any pre-determined water pressure or flow from the Drinking Water System or from any temporary Water Service;
 - ii. Any level of service of water pressure or flow that may be used for private fire suppression systems or any other systems;
 - iii. That water supplied be free of color or turbidity;
 - iv. Equipment, including range or steam boilers will be supplied with water at all times; or Pipes will not be damaged, freeze, or burst.

5.1.4. WATER CONNECTION PERMITS

- a. No Person shall fail to obtain a Water Connection Permit prior to the installation, repair, renewal, removal, Blanking or capping of a Watermain or Water Service or Township Water Meter unless otherwise authorized by the Director and/or the Manager.

- b. The Director and/or the Manager shall inspect plans and specifications for any drinking water system or water service to ensure compliance with Township Standards.
 - i. A Water Connection Permit shall not be issued until:
 - ii. The applicant for a Water Connection Permit has completed and submitted the appropriate forms and provided all required drawings and information to the satisfaction of the Township;
 - iii. The Water Service connection charge set in Schedule B of the Rates and Fees Policy has been paid;
 - iv. Any applicable Frontage Charge, as set in Schedule B of the Rates and Fees Policy has been paid;
 - v. All other required permits including the Building Department have been obtained; and
 - vi. The Director and/or the Manager is satisfied that the proposed works meet Township standards and design guidelines and do not contravene any applicable laws or municipal by-laws and/or Policies.
- c. Extensions of and connections to the Township's Water Distribution System shall only be permitted by the Director and/or the CAO.
- d. New Water Service connections and Water Service installations made in association with a capital works project of the Township shall be subject to the entire permit requirements of this Policy and to the charges and fees set in Schedule B of the Rates and Fees Policy.

- e. There shall be no charge for the replacement of a public Water Service as part of a Watermain rehabilitation project provided that the replaced public Water Service is the same diameter or meets the Township minimum service standards.
- f. The fee for changing the diameter of a Water Service shall be equivalent to the cost difference of the upsize less the existing Water Service connection fee set in Schedule B of the Rates and Fees Policy.
- g. Work performed by the Township on behalf of an Owner shall comply with this Policy and with the terms and conditions of the Water Connection Permit and applicable laws.
- h. Work shall commence only upon issuance of the Water Connection Permit and payment of the fees and charges set in Schedule B of the Rates and Fees Policy.
- i. A Water Connection Permit shall be valid for a period of six (6) months from the date of the issuance of the permit, and in the event that a Water Service connection is not made within the six (6) month period, the permit may be cancelled by the Township.
- j. If cancelled, all funds paid on application for the Water Connection Permit shall be refunded without interest to the payor, less an administration fee set in Schedule B of the Rates and Fees Policy.

6. DESIGN AND INSTALLATION OF DRINKING WATER SYSTEMS

6.1.1. NEW DRINKING WATER SYSTEMS

- a. All Drinking Water Systems shall be designed and constructed in conformance with Township Standards and Design Guidelines unless Approved by the Director and/or the Manager.
- b. If applicable, a registered easement shall be obtained prior to the installation of a Water Service to any Premise in, or over, or across the property of another Premise.
- c. The Township shall install that portion of Water Service which is on Township property and which runs from the Township Watermain to a Service Isolation Valve, or at the boundary of an easement granted to the Township for its Drinking Water System.
- d. The Township shall remain the owner of the portion of the Water Service as described in 6.1.1. a.
- e. The Water Service as described in 6.1.1.A.a shall remain in the off position, accessible, and in good working order until it is extended and connected to a Township Water Meter.
- f. All services shall be a minimum of 25 mm as prescribed in the Ontario Building Code. If a service size greater than 25 mm has been requested by the property owner, then the owner shall provide the size of service requested for consideration and approval by the Township. The Township will not be responsible for recommending a service size greater than 25 mm.
- g. All private Watermains and Private Water Services shall be of the same size and material and meet the same Township Standards and specifications as the public Water Services installed by or on behalf of the Township to the property line, unless otherwise required or Approved by the Manager.

- h. Any Private Water Distribution System shall be installed by the Owner, at the Owner's sole expense, in accordance with all applicable law including, but not limited to, the *Building Code Act*, Township Standards and this Policy.
- i. All properties requiring potable water service shall be required to connect to the municipal drinking water system if available, in accordance with the provisions of this bylaw. In the event that a private well or other private water supply system fails or is deemed unsafe or non-compliant by the appropriate authority, and municipal water service is available to the property, the property owner shall be required to decommission the private water source in accordance with applicable legislation and establish a connection to the municipal system at their sole cost.

6.1.2. EXISTING DRINKING WATER SERVICES

- A. Any Owner wishing to relocate, replace, alter, disconnect or reuse an existing Water Service must make an application and receive approval from the Manager prior to commencing the work.
- b. Where a change referred to in 6.1.2.a is approved by the Manager, the Owner, at the Owner's sole expense, may have the work performed on the Township-owned portion of the Water Service by either an indemnified contractor that is approved by the Township prior to any work being performed.
- c. An existing Water Service shall not be connected to a new building unless it meets current Township Standards and the Water Service is inspected and approved for reuse by the Manager in advance of any connection being made.
- d. If an existing Water Service to a Premise has any portion located within another Premise it shall not be reused unless a registered easement is obtained for the portion of the Water Service in, or over, or across the property of another Premise.

6.1.3. GENERAL PROVISIONS FOR THE INSTALLATION OF DRINKING WATER SYSTEMS

- a. An applicant for the installation, relocation, replacement, alteration or disconnection of a Drinking Water System shall pay all applicable fees set in Schedule B Rates and Fees Policy.
- b. In the event that a connection to the Waterworks or a Water Service is installed in a manner other than provided for in this Policy, the Township may, at the expense of the Owner:
 - i. Re-excavate the connection or Water Service for the purpose of inspection and testing and, if necessary, require the Owner to reinstall the work in compliance with this Policy; and
 - ii. Disconnect the Water Service which shall not be reinstalled or reconnected except with the prior written permission of the Manager and full compliance with the requirements of this Policy.

6.1.4. CONNECTIONS – GREATER THAN 80 METERS

The following conditions apply to any Owner wishing to connect to the Water Service and the building is more than 80 meters away from the property line:

- a. A Meter Pit shall be installed at the Owner's expense at the property line closest to the Water Service or Watermain and no additional municipally owned infrastructure shall be installed, owned or maintained by the Township beyond the meter pit on the private water service;

- b. The Owner of the property shall request from the contractor that the longest water service pipe be used to reduce the amount of compression fittings on the Private Water Service;
- c. The Township Water Meter and Backflow Preventer, and pressure regulating valve be installed within the meter pit; and,
- d. All Owners shall pay all costs associated with the Meter Pit and Township Water Meter installation and be responsible for all consumption of water through the meter pit

7. WATER SERVICE CONNECTIONS

7.1. BACKFLOW PREVENTION

- a. No Person shall connect, cause to be connected, or allow to remain connected to the Waterworks, or construct, install or maintain any piping, fixture, fitting, container, appliance, equipment or any other connection which may or could enable any substance to enter the Waterworks.
- b. The Director and/or the Manager may require the installation of an Approved Backflow prevention mechanism on a Private Watermain or Private Water Service.

In the event that a Person connects, causes to be connected, or allows to remain connected to the Waterworks, or constructs, installs or maintains any piping, fixture, fitting, container, appliance, equipment or any other connection which may or could enable any substance to enter the Waterworks or fails to install a Backflow prevention mechanism. As required in this Policy, the Township may shut off the water supply to a Private Water Main or Private Water Service without prior notice to any Person.

7.2.INSPECTION OF WATER DISTRIBUTION SYSTEMS

- a. No Waterworks shall be connected to any Watermain until it is inspected, tested and disinfected in accordance with all applicable laws, including the Township's Drinking Water License and the Drinking Water Works Permit, and to the satisfaction of the Manager.
- b. The Township shall inspect Waterworks during construction, and upon approval of a Water Connection Permit, the applicant shall pay to the Township the inspection fee set in Schedule B Rates and Fees Policy.
- c. Issuance of the Water Connection Permit entitles the Permit Holder to an inspection under section 7.2.a of that portion of the Waterworks for which a Water Connection Permit was approved to ensure that the service is installed in accordance with Township Standards.
- d. The inspection pursuant to section 7.2.a shall not include:
 - i. Examination of the elevation of the Water Service when laid in advance of the Watermain;
 - ii. Examination of unexposed materials; or
 - iii. Inspection of the backfill of the trench.
- e. Water supply shall not be provided until the Private Water Service or Private Watermain has been inspected, tested and disinfected to the satisfaction of the Township.
- f. Backfilling:

- i. Prior to backfilling of the trench, the Permit Holder shall inform the Township when a Private Water Service has been installed and the Township shall have the Private Water Service inspected.
- ii. Backfilling shall only occur upon approval of the Township.
- iii. Approval to backfill a Private Watermain or Private Water Service is not a guarantee or warranty that the structures will perform trouble free.
- g. The Township may require the Permit Holder to undertake tests to the satisfaction of the Township to demonstrate proper Water Service installation prior to issuing authorization to backfill.
- h. A Private Watermain or Private Water Service shall not be put into service until the Township has completed its final acceptance, and final acceptance by the Township shall not occur until a final inspection has been carried out to the satisfaction of the Township.
- i. For the purposes of Section 7.2.g the Township may require written confirmation from a Registered Professional Engineer in the Province of Ontario that a Private Water Distribution System was installed and inspected in accordance with Township Standards and all applicable laws and by-laws.

7.3. MAINTENANCE OF PRIVATE WATER DISTRIBUTION SYSTEMS

- a. Every Owner shall maintain and ensure proper functioning of Private Water Distribution Systems at the Owner's sole expense.
- b. The Township has the right to inspect, disinfect, and test a Private Water Distribution System, at the Owner's sole expense.

- c. The Township may turn off the water supply to a Private Water Distribution System and isolate it from the Drinking Water System by means of turning off the Service Isolation Valve if the Township suspects or knows the Premises has a defective or leaking Water Service, Watermain, hydrant and/or Plumbing.
- d. Every Owner shall pay to the Township the fee set in Schedule B Rates and Fees Policy for any turning off or on of the Service Isolation Valve to shut off or restore Water Service to Premises.

8. ENTRY ON LAND OR PREMISES

8.1. ACCESS

- a. As a condition of Water Service and as operational needs dictate, the Township shall have, at all reasonable times, free access, to all parts of Land or Premises in which water is delivered and consumed or Water Service located, for the purposes of:
 - i. Installation, inspection, testing, maintenance, repair, altering, replacement, disconnecting and removal of the Drinking Water System, Water Service connections, Township Water Meters, and other parts of the Drinking Water System that are deemed as infrastructure owned by the Township;
 - ii. Inspection of Backflow prevention devices or other equipment and works associated with the Drinking Water system and the Private Water Service;
 - iii. Reading of Township Water Meters;
 - iv. Verifying water leaks; and/or

- v. Inspections for compliance with this Policy, a Notice of Violation or a condition to any permit.
- b. No Person shall deny access to the Township to any Land or Premises or any part of the Drinking Water System for any purpose as provided for in this Policy.

8.2.ACCESS TO DWELLINGS

- c. The Township shall not enter a place being used as a dwelling unless:
 - i. The consent of the Owner or Occupant is first obtained, ensuring the Owner or Occupant is first advised that entry may be denied and in such circumstance, entry can only occur thereafter under authority of a warrant;
 - ii. A warrant issued under Section 158 of the *Provincial Offences Act* is obtained;
 - iii. A warrant issued under Section 439 of the *Municipal Act, 2001* is obtained;
 - iv. A warrant issued under subsection 386.3 of the *Municipal Act, 2001* is obtained;
 - v. An order issued under Section 438 of the *Municipal Act, 2001* is obtained; or
 - vi. The delay necessary to obtain a warrant or the consent of the Owner or Occupant would result in the immediate danger to the health or safety of any Person.

8.3. ENTRY ON LAND OR PREMISES – NOTICE REQUIREMENTS

- a. Whenever the Township exercises a power of entry pursuant to this Policy, the Township shall:
 - i. Provide reasonable notice of the proposed entry to the Owner or Occupant of the Land or Premises by personal service or prepaid mail or by posting the notice on the land in a conspicuous place for three (3) consecutive days prior to entry;
 - ii. Where the proposed entry is an inspection authorized by this Policy, provide reasonable notice by means of personal service or prepaid mail or by posting the notice on the land in a conspicuous place for three (3) consecutive days prior to entry; and
 - iii. In so far as is practicable, restore the Land or Premises to its original condition where any damage is caused by the inspection.

8.4. SHUTTING OFF/RESTRICTING WATER SUPPLY

- a. Despite any other provision of this Policy, the Township may shut off or restrict the supply of water to a Private Water Distribution System if:
 - i. The Township is denied access to Land, Premises or a dwelling to install, replace, repair, downsize, read or inspect a Township Water Meter; and/or
 - ii. The Township is unable to contact the property owner and there is a suspected or confirmed defect and/or water leak before the water meter at the Land, Premises or dwelling and;
 - iii. The Township hasn't received proof of inspection on a testable backflow.

b. Before shutting-off or restricting the supply of water under this Section, the Township shall:

i. By personal service or by registered mail, serve the Owners and Occupants of the Land, Premises or a dwelling with a notice of the date upon which the Township intends to shut off or restrict the supply of water; or

ii. Ensure that a copy of the notice described in 8.4.b.i is securely attached to the Land, Premises or a dwelling in a conspicuous place.

c. The Township shall not shut off or restrict the supply of water under 8.4.a.i, ii, and iii unless it has made reasonable efforts as determined by the Manager to get access to the Land, Premises or a dwelling and has been unable to get access within fourteen (14) days after one of the following methods of customer notice:

i. The day the last notice under 8.4.b.i of this Policy was Personally served; or

ii. The day the last notice under 8.4.b.i of this Policy was mailed.

d. If the Township has shut off or restricted supply of water under 8.4.a of this Policy, the Township shall restore the supply of water as soon as practicable.

e. The Owner or Occupant shall pay all applicable fees as prescribed in Schedule B Rates and Fees Policy.

f. The Owner shall be responsible for water loss occasioned by a defect or leak in the Private Water Distribution System which has been registered as consumption through the meter and the Township shall not be held responsible for any damages arising from such defect and/or leakage.

g. If the Director and/or the Manager deem that there is an inherent risk to the Drinking Water System, as a result of not adhering to this Policy, the Director and/or Manager may proceed to install a meter pit including all necessary infrastructure at the property line and that all costs for such work shall be at the

expense of the owner. The Director and/or Manager may also determine that the water will be shut off and locked in the off position until all non-compliance items have been resolved to the satisfaction of the Township.

9. DISCONTINUATION OF USE

- a. Any Person requiring the turn-off of a Water Service and removal of the Township Water Meter for the purpose of demolition, private water well decommissioning or other reasons shall be responsible for all costs associated with abandoning the water service and be blanked at the watermain.
- b. Every Owner shall pay a fee for each Water Service to be Blanked set in Schedule B Rates and Fees Policy where the Township determines it is necessary to Blank a Water Service or Watermain.
- c. Prior to Water Service being discontinued, every Owner who wishes to disconnect from the Water Service shall:
 - i. Apply to the Township for a water disconnection permit;
 - ii. Obtain a water disconnection permit; and,
 - iii. Pay to the Township a disconnection fee set in Schedule B Rates and Fees Policy.
- d. Upon receiving an application for a water disconnection permit, the Manager shall inspect the property and if the Manager deems it appropriate for the Water Services to be disconnected, a water disconnection permit shall be issued.

- e. Within fourteen (14) days of issuance of the water disconnection permit, the Owner shall arrange for the Township to Blank the Water Service and remove the Township Water Meter. The Township may also remove the curb box, rod and any other fixture related to the water service connection at the expense of the Owner.
- f. No Owner shall turn on any Private Water Distribution System until the water supply has been shut down by the Township.
- g. Disconnected Private Water Distribution Systems shall not be reconnected without advance written consent of the Manager and payment of applicable fees set in Schedule B Rates and Fees Policy.
- h. The Owner shall be responsible for all costs related directly or indirectly to disconnection from the Water Service.

10. USE OF FIRE HYDRANTS

10.1. PERMISSION TO USE WATER FROM FIRE HYDRANTS

- a. No Person shall operate a municipally owned fire hydrant, except:
 - i. An employee of the Township that is a certified operator under provincial regulations; or
 - ii. The contracted Operating Authority with proper authorization to operate a fire hydrant in the Township; and

- iii. A member of a fire department.

10.2. FIRE HYDRANTS – GENERAL

- a) Unless authorized by the Manager, no Person shall:
 - i. Open or close any fire hydrant or fire hydrant valve;
 - ii. Connect any device of any kind to a fire hydrant, including a pipe, hose, fixture, or appliance.
- b) No Person shall paint fire hydrants or tamper with the color scheme of fire hydrants except with the permission of the Township.
- c) Any Person who wishes to have a Township owned fire hydrant relocated may request in writing to the Director that the fire hydrant be relocated including reasoning for relocation, and if Approved, the Person making the request shall pay the estimated cost determined by the Director and/or the Manager, subject to a refund or additional payment, depending upon the actual cost when the work has been completed.

10.3. OBSTRUCTION OF A HYDRANT

- a. The Owner or Occupant of Land or Premises adjacent to a fire hydrant or on which a fire hydrant is located shall ensure that there is access to the fire hydrant at all times and that access is not obstructed in any manner whatsoever.
- b. No Owner or Occupant of Land or Premises shall allow anything on the Land or Premises to interfere with the operation of a fire hydrant or private fire hydrant located on or adjacent to that Land or Premises.

- c. Any Person who owns Land or Premises on which a fire hydrant is located or own property adjacent to Township owned property on which a fire hydrant is located:
 - i. Shall ensure there is a three (3) metre corridor free of vegetation and other objects between the hydrant and the curb and shall ensure there is a one and a half (1.5) metre radius clearance free of vegetation and other objects beside or behind a hydrant unless authorized in writing by the Director; and
 - ii. Shall ensure that nothing is constructed, erected, or placed within the clearance provided in 8.3.c. of this Policy.
- d. If an Owner fails to provide the proper clearances on or around the fire hydrant within twenty-four (24) hours of being notified to do so by the Township, the Township may remove any and all obstructions or encroachments and the Owner shall pay the Township all costs associated with the removal of those obstructions or encroachments.

11. WATER METERS

11.1. TOWNSHIP WATER METERS

- a. All Water Services shall be metered unless otherwise permitted by the Township.
- b. All water meters shall be supplied by the Township. Any meters larger than 100mm shall be reviewed and approved by the Director and/or the Manager.
- c. Only one Township Water Meter (Primary Meter) per Water Service shall be installed for Water Service billing purposes.

- d. Additional meters may be purchased at the owner's expense for the purpose of submetering and will be permitted without a new account being set up. In these cases, the additional meter shall be owned and maintained by the owner of the property and the Township has no legal responsibility to repair, maintain, read, or replace at the Township's costs for damages incurred. The Primary meter shall continue to be the billing meter.
- e. The Township Water Meter, and its installation, shall meet Township Standards and shall be owned by the Township.
- f. The Owner or Occupant of the Land or Premises on which a Township Water Meter is to be located shall:
 - i. Pay the fee set in Schedule B Rates and Fees Policy for the supply and installation of the Township Water Meter, prior to its installation;
 - ii. Pay the cost of altering, repairing, relocating, downsizing or replacing a Township Water Meter;
 - iii. Pay the cost of plumbing required as a result of downsizing the Township Water Meter;
 - iv. Pay the cost of installing, replacing or repairing any damaged, missing or stolen component of a Township Water Meter;

11.2. LOCATION, INSTALLATION AND MAINTENANCE OF TOWNSHIP WATER METERS

- a. As a condition of service, and despite any other provision of this Policy, the Director and/or the Manager may:
 - i. Determine the location that a Township Water Meter is to be installed. A meter pit/vault/chamber may be required at the discretion of the Director and/or Manager even if the main building is less than 80 m from the property line and shall be determined on a case-by-case basis;
 - ii. Upon prior notice, enter upon a Premises for the purpose of installation, relocation, replacing, repairing and inspecting of the Township Water Meter, without the Owner being present at the time of the visit if there is an adult eighteen (18) years or older present to provide access;
 - iii. Require a Township Water Meter either to be tested on site or removed for testing by a Person authorized by the Township at the discretion of the Township;
 - iv. Require a Township Water Meter to be replaced or relocated;
 - v. Inspect Land or Premises prior to supplying water to determine if a site is suitable for the installation, reading, maintenance and repair of a Township Water Meter and related works; and
 - vi. Inspect an installation to ensure it meets approved or modified drawings and require an Owner to remedy any deficiencies.
- b. Despite any other provision of this Policy, every Owner and Occupant shall:
 - i. provide a suitable site for installation of the Township Water Meter near the Building Control Valve, to the satisfaction of the Township and in accordance with Township Standards;

- ii. When required by the Township, provide at the Owner or Occupant's sole expense and to the satisfaction of Township, a meter/backflow building, vault, or chamber on the Owner or Occupant's property and near the property line in accordance with Township Standards;
- iii. Ensure the maintenance and repair of any building, vault or chamber referred to in 11.2.b.ii and, upon failure to do so, the Township may have such work performed by the Township at the Owner's or Occupant's sole expense;
- iv. Ensure that the Township has clear access at all times to meter areas and Township Water Meters;
- v. Ensure the safe-keeping of any Township Water Meter, that is installed on the Land or Premises;
- vi. Ensure the Township Water Meter is free of danger from water or ice damage;
- vii. Protect the Township Water Meter, valves and pipes located on the Land or Premises;
- viii. Make repairs to facilitate the removal or testing of the meter if, in the opinion of the Township, the condition of the Water Service pipe or valves and of the plumbing system on such piping is such that the Township Water Meter cannot be safely removed for the purpose of testing, replacing, repairing or testing without fear of damage to the Water Service pipe valves or Township Water Meter; and

- ix. Notify the Township within twenty four (24) hours if the seal on a by-pass valve or a Township Water Meter is broken.

- c. The Owner or Occupant shall not charge a rental fee for the location of the Township Water Meter on private property.

11.3. PROHIBITION RE: BY-PASS VALVE

- a) No Person shall open a by-pass valve on a Township Water Meter or metering installation except in the case of emergency.

12. WATER SERVICE RATES AND CHARGES

12.1. PAYMENTS

- a. The Owner of Premises that is connected to a Watermain and in which a Township Water Meter has been installed shall pay the Water Rate set in Schedule "B" Rates and Fees Policy.

- b. If the Owner or Occupant has not performed necessary work for a Township Water Meter to function properly after being notified of the requirement to perform this work by the Township, the Director and/or Manager may proceed to install a meter pit and associated infrastructure.

- c. In addition to any other provision of this Policy, the Township may shut off or restrict the supply of water to a Private Water Distribution System for failure to

make payments on Water Rates, Other Charges and fees under Schedule B Rates and Fees Policy.

13. GENERAL PROHIBITIONS

- a. No Person shall provide false information in any report or returns required under this Policy or willfully withhold information required under this Policy.
- b. No Person shall hinder, interrupt or cause to be hindered the Township, its contractors, servants, agents or workers, in the exercise of any of the powers or duties under this Policy or related to the Drinking Water System as authorized or required in this Policy.

14. OFFENCES

- a. Every person other than a corporation who contravenes any provision of this Policy is guilty of an offence and on conviction is liable for every day or part thereof upon which such offence occurs or continues, to a fine as prescribed in Schedule B Rates and Fees Policy.
- b. Every Corporation that contravenes any provision of this Policy is guilty of an offence and on conviction is liable for every day or part thereof upon which such offence occurs or continues, to a fine as prescribed in Schedule B Rates and Fees Policy.
- c. In this Policy subsequent offence means any offence that occurs after the date of conviction for any earlier offence under this Policy.



Schedule E to By-law No. 2025-44 Sewage Use Policy

PURPOSE

The purpose of this Sewage Use Policy is to set controls and limits for discharges into the Township of Southwold Sewage Works. These controls are established to protect the sewage works, residents, and natural environment from damage or obstruction, and to assist the Township in maintaining regulatory compliance.

This policy is enacted as a Schedule to Bylaw 2025-44 and shall be read in conjunction with the schedules and provisions of the parent bylaw. The controls and limits set forth in this policy are subject to periodic review and adjustment by the Township to reflect changes in law, infrastructure needs, and to maintain regulatory requirements.

This Policy shall apply to all sewers, including sanitary, sewage works, and any connections thereto which enter into such sewers or sewage works, which are publicly or privately owned or operated and are located within the geographical boundary of Southwold Township.

RELATED POLICIES AND BYLAWS

The following documents, Policies, and Bylaws which are subject to updating at the discretion of the Director, are to be used in conjunction with this Policy:

1. All schedules of the Integrated Water Management By-Law
2. Design Guidelines Manual
3. Elgin County Standard Contract Documents – Supplemental Specifications
4. Site Plan Control By-Law
5. Local Servicing Policy

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1. Short Title

This document may be referred to as the "Sewage Use Policy."

2. Definitions

"Biomedical Waste" means biomedical waste as defined in the Ontario Ministry of the Environment Guideline C-4 entitled "The Management of Biomedical Waste in Ontario", dated November 2009, as amended from time to time;

"Biochemical Oxygen Demand (BOD)" means the five (5) day BOD which is the determination of the molecular oxygen utilized during a five (5) day incubation period for the biochemical degradation of organic material (carbonaceous demand), and the oxygen used to oxidize inorganic material such as sulphides and ferrous iron, and the amount of oxygen used to oxidize reduced forms of nitrogen (nitrogenous demand);

"Biosolids" means the product of stabilized organic solid material recovered from the wastewater treatment process;

"Chief Administrative Officer " means the person designated by the Council of The Corporation of the Township of Southwold as its Chief Administrative Officer or his or her designate;

"Chief Building Official " means the Chief Building Official of the Township of Southwold, appointed in accordance with the *Building Code Act*.

"Clear-Water Waste" includes non-contact cooling water and other water that has not come into contact with wastewater contaminant sources;

"Combustible Liquid" means a liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius;

"Consumer" means any person or persons, Township or any other Municipal Corporation, the Government of Ontario, or the Government of Canada whose property is connected to the Southwold Sewer Works or any lessee or occupant of such property or any person who directly or indirectly discharges or deposits, or causes or permits the discharge or deposit of wastewater into the Sewage Works;

"Connection" or "Drain" means that part or those parts of any pipe or system of pipes leading directly or indirectly to a Sewage Works;

"Contractor" means an individual or person qualified to install or repair a service to the specification of this By-law who has been approved by a Designated Sewer Officer;

"Council" means the Council of the Corporation of the Township of Southwold;

"Designated Sewer Officer" means the Manager of Environmental Services, who administers this Policy and carries out the duties and responsibilities described herein;

"Director" means the Director of Infrastructure and Development Services.

"Domestic Wastewater" means waste produced on and released from a residential, commercial, or institutional premise as a result of normal human living processes and includes sanitary waste and wastewater from showers and restroom washbasins;

"Fuel" means alcohol, gasoline, naphtha, diesel fuel, fuel oil or any other ignitable substance intended for use as a fuel;

"Hauled Wastewater" means waste removed from a wastewater system, including a cesspool, a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, or a wastewater holding tank but does not include sludge removed from wastewater treatment plants;

"Hazardous Substance" means:

- i. Any substance or mixture of substances, other than a pesticide, that exhibits characteristics of flammability, corrosivity, reactivity or toxicity; and
- ii. Any substance that is designated as hazardous within the *Environmental Protection Act, R.S.O. 1990, c. E.19*, as amended and includes hazardous industrial waste and hazardous waste chemical within the meaning of Ontario Regulation 347, as amended;

"Hazardous Waste" means any Hazardous Substance disposed of as waste;

"Ignitable Waste" means a substance that:

- i. Is a liquid, other than an aqueous solution containing less than 24 percent alcohol by volume and has a flash point less than 93 degrees Celsius, as determined by the Tag Closed Cup Tester (ASTM D-56-97a), the Setaflash Closed Cup Tester (ASTM D-3828-97 or ASTM D-3278-96e1), the Pensky-Martens Closed Cup Tester (ASTM D-93-97), or as determined by an equivalent test method;
- ii. Is a solid and is capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture or spontaneous chemical changes and, when ignited, burns so vigorously and persistently that it creates a danger;
- iii. Is an ignitable compressed gas as defined in the regulations made under the Transportation of Dangerous Goods Act, 1992, S.C. 1992, c.34, as amended or any successor legislation thereto ("TDGA"); or
- iv. Is an oxidizing substance as defined in the regulations under the TDGA;

"Manager" means the Manager of Environmental Services.

"Municipal Sewer Connection" means that part of any drain leading directly or indirectly from a Private Sewer Connection and connected to the Southwold Sewage Works and located within the limits of the public road allowance, or other public lands or public land interests held for sewage purposes;

"Non-Domestic Wastewater" means all wastewater except Domestic Wastewater, Storm Water, Uncontaminated Water, and Septic Tank Waste;

"Pathological Waste" means a material which is a pathological waste within the meaning of Ontario Regulation 347, as amended made under the *Environmental Protection Act*, R.S.O. 1990, c. E.19 (EPA) or any material which may be designated in writing by the Chief Medical Officer of Health;

"PCB" means any monochlorinated or polychlorinated biphenyl or any mixture of them or mixture that contains one or more of them; a PCB waste within the meaning of Ontario Regulation 352, as amended, made under the *Environmental Protection Act*, R.S.O. 1990, c. E.19.

"Pesticide" or "Pesticides" means a pesticide regulated under the *Pesticides Act*, R.S.O. 1990, c. P.11, as amended or any successor legislation thereto;

"Pollution Prevention" means the use of processes, practices, materials, products, substances or energy that avoid or minimize the creation of pollutants and wastes;

"Private Sewer Connection" means that part of any Drain or system of drains, including drains or subsurface drainage pipe for surface or subsurface drainage of the land in or adjacent to a building, lying within the limits of the private lands and leading to a Municipal Sewer Connection;

"Prohibited Waste" means prohibited waste as defined in Appendix "A" of this Policy;

"Reactive Waste" means a substance that,

- i. is normally unstable and readily undergoes violent changes without detonating;
- ii. reacts violently with water;
- iii. forms potentially explosive mixtures with water;
- iv. when mixed with water, generates toxic gases, vapours, or fumes in a quantity sufficient to present danger to human health or the environment;

- v. is a cyanide or sulphide bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapours, or fumes in a quantity sufficient to present danger to human health or the environment;
- vi. is capable of detonation or explosive reaction if it is subjected to a strong initiating source or if heated under confinement;
- vii. is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure; or
- viii. is an explosive (Class 1) as defined in the regulations under the *Transportation of Dangerous Goods Act, 1992, S.C. 1992*, as amended;

"Restricted Waste" means restricted waste as defined in Appendix "B" of this Policy;

"Sanitary Sewer" means a sewer for the collection and transmission of domestic or industrial wastewater or any combination thereof;

"Septic Tank Waste" means any waste extracted from a cesspool, septic tank, sewage holding tank, seepage pit, interceptor, or other containment for human excretion and wastes;

"Sewage" means any liquid waste containing animal, vegetable, chemical or mineral matter in solution or suspension, but does not include Stormwater or uncontaminated water;

"Sewage Works" means any works for the collection, transmission, treatment, and disposal of wastewater, storm water, or uncontaminated water, including a combined sewer, sanitary sewer, storm sewer, municipal or private sewer connection to any sanitary sewer or combined sewer, or any part of such works, but does not include plumbing or other works to which the applicable *Building Code* applies.

"Spill" means a direct or indirect discharge or deposit to the Sewage Works or the natural environment which is abnormal in quantity or quality in light of all the circumstances of the discharge;

"Southwold Sewer Works" means the Sewage Works located in the geographical boundaries of the Township of Southwold including Shedden, Fingal, Talbotville, Ferndale and Lynhurst.

"Storm Water" means surface and rainwater, other natural precipitation, melted snow and ice, drainage including swimming pool drain water, uncontaminated water, and groundwater.

"Township" means the Corporation of the Township of Southwold, including its successors and assigns or the geographic area as the context requires;

"Toxic Substance" means any material defined or described as toxic under the *Canadian Environmental Protection Act 1999*, S.C. 1999, c.33, as amended, and within the *Environmental Protection Act*, R.S.O. 1990, c. E.19, as amended and any regulations made thereunder;

"Waste Radioactive Prescribed Substances" means uranium, thorium, plutonium, neptunium, deuterium, their respective derivatives and compounds and such other substances as the Atomic Energy Control Board may designate as being capable of releasing atomic energy or as being requisite for the production, use, or application of atomic energy;

"Wastewater" means the composite of water and water-carried wastes from residential, commercial, industrial, or institutional premises or any other source;

"Wastewater Treatment Facility" means any structure or thing used for the physical, chemical, biological, or radiological treatment of wastewater, and includes sludge treatment and wastewater sludge storage and disposal facilities.

3. Application

- a. This Policy shall apply to all sewers, including combined, sanitary and storm sewers, Sewage Works, and any connections thereto which enter into such

sewers or Sewage Works, which are publicly or privately owned or operated and are located within the Township of Southwold.

- b. This Policy does not apply to the discharge of any matter or sewage in an emergency, as determined by and approved by the Medical Officer of Health in the exercise of their authority under the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.17, as amended.
- c. In the event of any conflict or inconsistency between a provision in this Policy and a provision in any other Township by-law this Policy shall prevail.

4. Sanitary Sewer Requirements

- a. No person shall directly or indirectly discharge or deposit, or cause or permit the discharge or deposit of Wastewater, Sewage or matter of any type into the Sewage Works, except domestic wastewater.
- b. No person shall release, cause or permit the release of any Prohibited Waste listed in Appendix "A" of this Policy into the Sewage Works.
- c. No person shall release, cause or permit the release of any Restricted Waste which exceeds the respective concentrations listed in Appendix "B" of this Policy into the Sewage Works.
- d. No person shall uncover, make any connections with or opening into, use, alter or disturb or cause or permit the uncovering, making connections, opening into, using, altering, disturbing of any Sanitary Sewer or appurtenance thereof, without first obtaining permission from the Township of Southwold as set out in Part 14 of this Policy.

- e. No person shall break, damage, destroy, deface or tamper or cause or permit the breaking, damaging, destroying, defacing or tampering of any Sanitary Sewer or appurtenance thereof.
- f. No person shall disconnect, except for the purpose of repair, any Sanitary Sewer without first obtaining permission, in writing, from the Township.
- g. The Township may issue upon written request, a temporary waste discharge permit to allow for the temporary discharge of non-domestic wastewater into the Sewage Works upon such terms and conditions as the Manager considers appropriate. The Manager may request any additional information by the applicant as deemed necessary. The Manager reserves the right at its own discretion to approve or deny the application for a temporary discharge permit.
- h. Any person discharging matter, Sewage, Wastewater, uncontaminated water or stormwater to the Southwold Sewage Works shall be responsible for ensuring that such matter, Sewage, Wastewater, uncontaminated water or stormwater conforms at all times to the provisions of this Policy and shall be liable for any damage or expense arising out of any failure to properly check and control such discharge, including the cost of investigation, repairing, cleaning or replacing any part of any Sewage Works damaged thereby.

5. Prohibitions of Dilution

- a. No person shall discharge or deposit directly or indirectly, or cause or permit the discharge or deposit of Sewage or Wastewater into the Sewage Works where water or any other matter has been added to the discharge for the purpose of dilution to achieve compliance with this Policy.

6. Food Related Grease Interceptors

- a. Every owner or operator of any premises in which there is industrial, commercial or institutional food preparation, including any restaurant or other industrial, commercial, or institutional premises where food is cooked, processed, or prepared, for which the premises is connected directly or indirectly to a Sanitary Sewer, shall take all necessary measures to ensure that oil and grease are prevented from entering into the sewage works in excess of the provisions of this Policy. Grease interceptors shall not discharge to storm sewers.
- b. The owner or operator of the premises as set out in this Subsection shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the *Ontario Building Code*. The installation of the oil and grease interceptor shall meet the requirements of the Canadian Standards Association national standard CAN/CSA B-481.2, as amended.
- c. All oil and grease interceptors shall be maintained by the owner at the owner's expense in accordance with the manufacturer's recommendations and in continuously efficient operation at all times. The testing, maintenance, and performance of the interceptor shall meet the requirements of CAN/CSA B-481. The minimum maintenance requirements shall include the traps being cleaned before the thickness of the organic material and solids residuals is greater than twenty-five percent of the available volume and the frequency of cleaning being not be less than once in every four weeks. Maintenance requirements shall be posted in the workplace in close proximity to the grease interceptor.
- d. A maintenance schedule and record of maintenance for the preceding eighteen (18) month period shall be available to the Manager upon request for each interceptor installed. The Designated Sewer Officer shall have the right to enter upon the premises at any time to inspect its operation and maintenance.
- e. The owner or operator of the premises as set out in this Part shall, for two years, keep the document of proof for interceptor clean-out and oil and grease disposal.
- f. Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use any matter including but not limited to enzymes, bacteria,

solvents, hot water, or other agents to facilitate the passage of oil and grease through a grease interceptor.

- g. In the case of failure to adequately maintain the grease interceptor to the satisfaction of the Designated Sewer Officer, the Designated Sewer Officer may require an alarmed monitoring device to be installed, at the expense of the owner, in accordance with specifications of CAN/CSA B-481.

7. Vehicle and Equipment Service Oil and Grease Interceptors

- a. Every owner or operator of a vehicle or equipment service station, repair shop, or garage, or of an industrial, commercial, or institutional premises, or any other premises in or at which vehicles or equipment are repaired, lubricated, serviced, washed or maintained and where the sanitary discharge is directly or indirectly connected to a sewer, shall prevent oil and grease from entering the Sewage Works except as specifically permitted in this Policy and shall install an oil and grease interceptor designed to prevent motor oil and lubricating grease from passing into the Sewage Works in excess of the limits in this Policy.
- b. The owner or operator of the premises as set out in this Part shall install, operate, and properly maintain an oil and grease interceptor on all fixtures and in any piping system that connects directly or indirectly to the Sewage Works. The oil and grease interceptors shall be installed in compliance with the most current requirements of the *Ontario Building Code* and be maintained as recommended by the Canadian Petroleum Products Institute (CPPI).
- c. All oil and grease interceptors and separators shall be maintained by the owner at the owner's expense in good working order and in accordance with the manufacturer's recommendations and in continuously efficient operation at all times. All oil and grease interceptors and separators shall also be inspected regularly by the designated Sewer Officer or his designate to ensure performance is maintained to the manufacturer's specifications for performance and to ensure the surface oil and sediment levels do not exceed the permitted level.

- d. A maintenance schedule and record of maintenance shall be submitted to the Designated Sewer Officer annually for each oil and grease interceptor installed.
- e. The owner or operator of the premises as set out in this Part shall, for two years, keep the document of proof for interceptor clean-out and oil and grease disposal.
- f. Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use any matter including but not limited to enzymes, bacteria, solvents, hot water, or other agents to facilitate the passage of oil and grease through an oil and grease interceptor.
- g. In the case of failure to adequately maintain the oil and grease interceptor to the satisfaction of the Designated Sewer Officer, the Designated Sewer Officer may require an alarmed monitoring device to be installed at the expense of the owner.

8. Water Originating from a Source Other Than Township's Water Supply

- a. No person shall discharge or deposit directly or indirectly, or cause or permit the discharge or deposit of water into the Sewage Works which originates from a source other than from the Township's water supply for each property to which it is serviced. For the purposes of this Part, water includes but is not limited to storm water or groundwater by mechanical pumping such as a sump pump, or gravity such as water from downspouts or any other similar water distribution or drainage system.

9. Spills

- a. In the event of a spill to the Sewage Works, the person responsible or the person having the charge, management, and control of the spill shall immediately notify and provide any requested information with regard to the spill to:
 - i. 911, if there is any immediate danger to human health and/or safety;

OR

- ii. If there is no immediate danger, contact the Township, and the owner of the premises where the spill occurred, and any other person whom the person reporting knows or ought to know may be directly affected by the spill.

- b. The person responsible or the person having the charge, management, and control of the spill or his or her designate shall provide a detailed written report to the Township, within 5 days after the spill, containing the following information to the best of their knowledge:
 - i. Location where spill occurred;
 - ii. Name and telephone number of the person who reported the spill and the location and time where they can be contacted;
 - iii. Date and time of the spill;
 - iv. Material spilled;
 - v. Characteristics and composition of material spilled, including any Material Safety Data Sheets (MSDS);
 - vi. Volume of material spilled;
 - vii. Duration of spill event;
 - viii. Work completed and/or any work still in progress in the mitigation of the spill;
 - ix. Preventive actions being taken to ensure a similar spill does not occur again; and
 - x. Copies of applicable spill prevention and spill response plans.

- a. The person responsible for the spill and the person having the charge, management, and control of the spill shall do everything reasonably possible to

contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and contaminated residue, and restore the affected area to its condition prior to the spill.

- b. Nothing in this Policy relieves any person from complying with any notification or reporting provisions of other government agencies, including Federal and Provincial agencies, or any other By-law of the Township.
- c. Where the person responsible for the spill or the person having charge, management and control of the spill fails or neglects to carry out or diligently pursue the activities required of it in this Part of the Policy, the Township may take such measures as they deem appropriate to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and associated residue and restore the affected area to its condition prior to the spill and recover any associated costs from the person responsible for the spill and/or the person having charge, management and control of the spill.
- d. The Township may invoice the person responsible for the spill to recover any costs related to the spill including but not limited to costs of time, materials, and services arising as a result of the spill. The person responsible for the spill shall pay the costs invoiced.
- e. The Township may require the person responsible for the spill to prepare and submit a Spill Contingency Plan to the Township to indicate how risk of future incidents will be reduced and how future incidents will be addressed.

10. Multiple Connections with Single Service

- a. A discharge of matter or sewage to a single private sewer connection into the sewage works from a premises with two or more separate businesses will be considered as being released from each of the separate businesses, unless it is shown to the satisfaction of the Township, by the owner or operator of the premises that the portion of the material or sewage that is in violation of this Policy is being released from only one of the businesses.

11. Maintenance Access Holes

- a. The Township may require the owner or operator of industrial premises or multi-story residential buildings with one or more connections to a sewage works to install and maintain in good repair in each connection a suitable maintenance access hole to allow observation and sampling, and flow measurement of the sewage, uncontaminated water or stormwater therein, provided that where installation of a maintenance access hole is not possible, an alternative device or facility may be substituted with the prior written approval of the Township. Every person required to install or maintain a maintenance access hole as required by the Township shall install or maintain each maintenance access hole or alternative device as required by this section of this Policy.
- b. Each maintenance access hole or alternative device installed as required by this section shall be located on the property of the owner or operator of the premises, as close to the property line as possible, unless the Township has given prior written approval for a different location.
- c. Each maintenance access hole, device or facility installed as required by this section shall be designed and constructed in accordance with good engineering practice and the requirements of the municipal standard, as established by the Township time to time, and shall be constructed and maintained by the owner or operator of the premises at their expense.
- d. The owner or operator of the industrial premises or multi-story buildings shall at all-time ensure that every maintenance access hole, alternative device or facility installed as required by this section is accessible at all times for the purposes of maintaining, observing, sampling and flow measurement of the sewage, uncontaminated water or stormwater therein.
- e. If the owner or operator of the industrial premises or multi-story building fails to install a maintenance access hole or alternate device, the Township by notice in writing, may require the owner or operator of the premises to pay to the Township that amount of money which the Township deems necessary to cover the cost of constructing and installing a maintenance access hole or alternate

device and upon receipt of such notice, the owner or operator of the premises shall forthwith pay such amount to the Township.

12. Authority of Designated Sewer Officer to Investigate

- a. The Designated Sewer Officer may enter upon land and into buildings at any reasonable time without notice or a warrant for the purpose of carrying out any inspection reasonably required to ensure compliance with this Policy, including but not limited to, the following:
 - i. Inspecting, observing, sampling, and measuring the flow in any private:
 - Drainage system;
 - Sump pump connection;
 - Oil and grease interceptor or any other grease trap;
 - Wastewater disposal system;
 - Storm water management facility; and
 - Flow monitoring point;
 - ii. Determine water consumption by reading water meters;
 - iii. Test flow measuring devices;
 - iv. Take samples of wastewater, storm water, clear-water waste, and subsurface water being released from the premises or flowing within a private drainage system;
 - v. Perform on-site testing of the wastewater, storm water, clear-water waste, and subsurface water within or being released from private drainage systems, pre-treatment facilities, and storm water management facilities;

- vi. Make reasonable inquiries and/or require information from any person, orally or in writing, concerning the matter under inspection;
 - vii. Inspect and copy documents;
 - viii. Inspect chemical storage areas and spill containment facilities and request Material Safety Data Sheets (MSDS) sheets for materials stored or used on-site; and
 - ix. Inspect the premises where a release of prohibited or restricted wastes, or of water containing prohibited or restricted wastes, has been made or is suspected of having been made, and to sample any or all matter that in their opinion could have been part of the discharge.
- b. No person shall prevent, hinder, obstruct, or interfere in any way with the Designated Sewer Officer, and persons deemed, by the Township, to be essential to an inspection or sampling, bearing proper credentials and identification from carrying out any of their powers or duties; including but not limited to, the following:
- i. entering in or upon, at any reasonable time without a warrant, any land or premises, except land or premises being used as a dwelling house;
 - ii. making such tests or taking such samples as the Designated Sewer Officer or an inspector deems necessary;
 - iii. inspecting or observing any plant, machinery, equipment, work, activity, or documents;
 - iv. making inquiries and taking photographs,
 - v. for the purposes of administering or enforcing this Policy.

- c. Notwithstanding section b., the Director may obtain an order or a warrant to obtain any information deemed necessary to assess compliance with this Policy.
- d. Any person who hinders, obstructs or interferes with a Designated Sewer Officer with carrying out inspections or tests under and enforcing the provisions of this Policy, is guilty of an offence.
- e. Any person who knowingly provides false information in any report or return required under this Policy or who willfully withholds information required under this Policy, is guilty of an offence.

13. Disconnection From Sewer

- a. Where Sewage or Wastewater which:
 - i. Is hazardous or creates an immediate danger to any person;
 - ii. Endangers or interferes with the operation of the Sewage Works; or
 - iii. Causes or is capable of causing an adverse effect;is discharged or deposited to the Sewage Works, the Designated Sewer Officer may at the owner's expense and in addition to any other remedy available, disconnect, plug, or seal off the sewer line discharging or depositing the unacceptable Sewage or Wastewater into the Sewage Works or take such other action as is necessary to prevent such Sewage or Wastewater from entering into the Sewage Works.
- b. The Sewage or Wastewater may be prevented from being discharged into the Sewage Works until the Designated Sewer Officer is satisfied in his or her sole discretion that the discharge or deposit of Sewage and Wastewater to be made into the Sewage Works complies with this Policy.
- c. The Designated Sewer Officer may, by notice in writing, advise the owner or occupier of the premises from which the Sewage or Wastewater is being discharged or deposited, of the costs associated with such action deemed by the

Designated Sewer Officer as necessary to prevent such Sewage or Wastewater from entering into the Sewage Works, and the owner or occupier, as applicable, shall forthwith reimburse the Township for all such costs.

- d. Any owner or occupier of a property who has made an illegal connection to the Sewage Works for any purpose is guilty of an offence and shall disconnect immediately and no later than thirty (30) days after written notification has been provided to the owner or occupier as applicable. Failure to comply with this section may result in a temporary disconnection of the sewer connection with the Township's Sewage Works. The owner shall be responsible for all costs related to the disconnection and reconnection, including all reconnection charges.
- e. No person shall be permitted to permanently disconnect, except temporarily for the purpose of repair, any drain carrying sanitary sewage or other waste to the sewer without first obtaining written approval from the Township. Once repairs have been made, the connection shall be re-connected to the Sewage Works.

14. Sanitary Sewer Connections

- a. The owner of a building located on land fronting a sanitary sewer main or on land abutting a street or alley through which access to a sanitary sewer main is available, shall connect the building to the sanitary sewer system of the Township unless permitted otherwise within this Policy.
- b. No person shall:
 - i. erect, or cause or permit to be erected, any building on lands that are serviced by a Sanitary Sewer Connection unless the new building is connected to the Southwold Sewer Works;
 - ii. construct, install, maintain, use, or cause or permit to be constructed, installed, maintained, or used, whether or not installed prior to the date of the passing of this Policy or any of its predecessors, a direct or indirect connection to the

Sanitary Sewer Connection which would permit anything other than sewage to discharge or deposit into the Sewage Works; and

- iii. construct, install, maintain, use, or cause or permit to be constructed, installed, maintained, or used, a direct or indirect Connection to the Sanitary Sewer Connection without final inspection and written approval by the Township and all such Connections require a cleanout every fifty (50) feet thereafter.
- c. No sanitary sewer Connection shall be constructed on any road allowance, easement, or other public land, unless written approval has been granted by the Township. The owner of the premise(s) served by the Sanitary Sewer Connection shall be responsible for the entire cost of such sewer connection. If a sewer stub has not been installed to the property line, the owner is required to pay for the entire costs to install a new sewer stub from the sewer main to the property line.
- d. Reconstructed Buildings
 - i. Whenever an existing building is substantially damaged or demolished, the existing municipal Sanitary Sewer Connections shall be disconnected by the Township at the owner's expense at the property line and a temporary cap shall be placed to prevent ground water from entering into the Sewage Works.
 - ii. For the purposes of this section, an existing building is substantially damaged or demolished when more than fifty percent of the exterior walls of the first storey above grade are removed whether or not they are subsequently replaced. The Township has the sole and absolute discretion to determine when an existing building is substantially damaged or demolished.
- e. An owner of a premise who is applying for a permit to construct a replacement building, or to disconnect a dwelling from a septic tank, to connect to a Sanitary Sewer Connection shall be entitled to use an existing municipal sanitary sewer connection which, upon inspection by the Township, is found by the Township to be in satisfactory condition. The owner shall pay for the cost of any inspection, installation fees, and any other associated costs, as required in the amount determined from time to time by the Township.

- f. Any person wanting to make a Sanitary Sewer Connection shall make an application to the Township and pay the applicable fee for the application as prescribed in the Schedule "B" Rates and Fees Policy. The owner of the property to be serviced shall complete and sign the application, and the owner shall be responsible for the completeness and accuracy of the information furnished on such application and plans.
- g. Sewer Connections on Private and Public Property:
 - i. Where a sewer stub already exists, a sanitary sewer Connection on private property between the property line and the building shall be installed by the owner of the property, subject to the owner obtaining a building permit including completed application (SEWER CONNECTION PERMIT) and payment of the fees as prescribed in the Rates and Fees Policy under the parent By-Law. The owner must adhere to all conditions set out in the permit, including sanitary sewer specifications. All costs associated with the sewer connection shall be at the expense of the owner.
 - ii. A Sanitary Sewer Connection on public property between the sewer main and private property (WHERE A SEWER STUB DOESN'T EXIST), is the responsibility of the applicant and shall pay all associated costs to construct the connection. The applicant is required to complete and submit to the Township a completed application (SEWER CONNECTION PERMIT) and pay all fees as per Schedule "B" Rates and Fees Policy.
 - iii. If the Sanitary Sewer Connection is for a new lot, the owner is required to pay a new connection fee, as prescribed in Schedule "B" Rates and Fees Policy under the parent By-Law.
- h. Only one Sanitary Sewer Connection is allowed for each property. No multiple connections shall be permitted.
- i. Where a detached additional dwelling unit has been approved by the Township, the sewer connection from the additional dwelling unit must connect into the private side sewer plumbing system and is not permitted to make an additional connection directly into the Township's Sewer Works.

- j. Where a Sanitary Sewer Connection is installed or operated in contravention of this Policy, the Township may order the temporary disconnection of any sewer connection whenever, and for so long as, the Township deems it necessary to prevent continued or repeated violations of this Policy.
- k. Where an owner of a building has requested an inspection by the Township by means of an excavation or closed-circuit television inspection of any existing municipal sanitary sewer Connection, the owner shall deposit with the Township in the amount determined by the Township. If upon inspection a structural problem is found in the Township's portion of the sanitary sewer Connection, the deposit will be refunded.

15. Offences

- a. Every person other than a corporation who contravenes any provision of this Policy is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine as prescribed in Schedule "B" Rates and Fees Policy.
- b. Every Corporation that contravenes any provision of this Policy is guilty of an offence and on conviction is liable for every day or part thereof upon which such offence occurs or continues, to a fine as prescribed in Schedule "B" Rates and Fees Policy.
- c. In this Policy subsequent offence means any offence that occurs after the date of conviction for any earlier offence under this Policy.
- d. In the event that any person constructs a Sanitary Sewer Connection in a manner other than provided for herein, whether as to design, approval, supervision, or inspection, the Designated Sewer Officer may order the re-excavation of a sanitary sewer Connection for the purposes of inspection and testing, and, if necessary, reconstruction of the work at the owner's expense and the Designated Sewer Officer may have the work performed at the expense of the owner or disconnect the said sewer connection, in which case it shall not be reconstructed except with the prior written approval of the Designated Sewer Officer. Any expenses incurred by the Township is the responsibility of the

owner and may be added to the tax roll and collected in the same manner as property taxes.

- e. The continuation of a condition violating the provisions of this Policy shall be considered contravention of this Policy, notwithstanding that it existed prior to the passage hereon.
- f. When a person has been convicted of an offence under this Policy, the Ontario Superior Court of Justice or any court of competent jurisdiction, may, in addition to any penalty imposed on the person convicted, issue an Order prohibiting the continuation or repetition of the offence or the doing of any act or thing by the person convicted or make any other such order as permitted by law.

16. Interpretation

- a. Headings are for reference purposes and shall not affect in any way the meaning or interpretation of the provisions of this Policy.
- b. In this Policy, a word interpreted in the singular number has a corresponding meaning when used in the plural.

17. Appendix A: Prohibited Waste

No person shall directly or indirectly discharge or deposit or cause or permit the discharge or deposit of matter of any type including but not limited to Sewage and Wastewater into a Sanitary Sewer, municipal or private sewer Connection to any Sewage Works where:

(3) To do so may cause or result in:

- (c)** Damage to the Sewage Works including but not limited to any pumping stations, waste water treatment plant, or private property;
- (c)** The release of an offensive odour from Sewage Works; and without limiting the generality of the foregoing, sewage containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines or ammonia in such quantity as may cause an offensive odour;
- (c)** An obstruction or restriction which blocks or otherwise impacts the flow in the Sewage Works;
- (c)** Interference with the operation or maintenance of a sewage works, or which may impair or interfere with any sewage treatment process;
- (c)** a hazard to any person, animal, property, or vegetation;
- (c)** An offence under the *Ontario Water Resources Act* or the *Environmental Protection Act*, as amended, or any regulation made thereunder from time to time;
- (c)** A health and/or safety hazard to any authorized person who inspects, operates, maintains, repairs, or otherwise works on a Sewage Works;

- (c) The presence of toxic gases, vapours, or fumes within the Sewage Works that in a quantity sufficient to present danger to human health or the environment.

(3) The matter has any one or more of the following characteristics:

- (c) Two or more separate liquid layers;

(c) A pH less than 5.5 or greater than 10; or

(c) A temperature greater than sixty (60) degrees Celsius.

(3) The matter contains:

- (m) Hazardous Substances;

(m) Combustible Liquid;

(m) Biomedical Waste, including any of the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps, and untreated human blood and body fluids known to contain viruses and agents listed in "Risk Group 4" as defined in "laboratory biosafe guidelines" published by Health Canada, dated 2004, as amended;

(m) Specified risk material for bovine spongiform encephalopathy as defined in the federal fertilizers regulations (C.R.C., c.666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord, and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages;

- (m)** Dyes or coloring materials which may or could pass through a wastewater works and discolor the Sewage Works effluent;
 - (m)** Fuel;
 - (m)** Ignitable Waste;
 - (m)** Pathological Waste;
 - (m)** PCB's;
 - (m)** Pesticides which are not otherwise regulated in this By-law;
 - (m)** Reactive Waste;
 - (m)** Toxic Substances which are not otherwise regulated in this By-law;
 - (m)** Waste Radioactive Prescribed Substances in quantities or of such size to be capable of causing obstruction to the flow in the Sewage Works, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal parts or tissues, and paunch manure.
- (3) The matter contains a concentration, expressed in mg/l in excess of any one or more of the limits in Appendix "B" of this By-law.

18. Appendix B Restricted Waste

Table A:**CONVENTIONAL CONTAMINANTS and PHYSICAL PARAMETERS**

<u>SUBSTANCE</u>	<u>CONCENTRATION LIMIT</u> (expressed as Mg/L unless otherwise indicated)
Biochemical Oxygen Demand	300
Chemical Oxygen Demand	600
Oil and Grease - animal and vegetable	100
Oil and Grease - mineral and synthetic/hydrocarbon	15
Total Suspended Solids	350
pH	5.5 - 10.0
Temperature	60 degrees Celsius

Table B:**ORGANIC CONTAMINANTS**

<u>SUBSTANCE</u>	<u>CONCENTRATION LIMIT</u> (expressed as Mg/L unless otherwise indicated)
Benzene	0.01
Chloroform	0.04
Dichlorobenzene (1,4)	0.08
Ethylbenzene	0.16
**Methylene chloride (dichloromethane)	0.21
PCBs (chlorobiphenyls)	0.1
**Tetrachloroethylene	0.05
Toluene	0.27
Trichloroethylene	0.07
Xylenes, total	0.52

Table C:**Inorganic Contaminants**

<u>SUBSTANCE</u>	<u>CONCENTRATION LIMIT</u>
	(expressed as Mg/L unless otherwise indicated)
Aluminum, Total	50
Antimony, Total	5
Arsenic, Total	1
Barium, Total	5
Bismuth	5
Cadmium, Total	0.7
Chloride	1,500
Chromium, Total	5
Cobalt, Total	5
Copper, Total	3
Cyanide, Total	2
Fluoride	10
Iron, Total	50

Lead, Total	2
Manganese, Total	5
Mercury	0.05
Molybdenum, Total	3
Nickel, Total	3
Nitrogen, Total Kjeldahl	100
Phenolics (4AAP)	1
Total Phosphorus	10
Selenium, Total	5
Silver, Total	5
Sulphates	1500
Sulphides, Total	1
Tin Total	5
Zinc Total	3



Schedule F to By-law No. 2025-44 Storm water Use Policy

PURPOSE

The purpose of this Stormwater Use Policy is to establish clear guidelines for the responsible management, use, and discharge of storm water within the Township of Southwold. This policy aims to protect public health and safety, minimize environmental impacts, preserve the integrity of municipal infrastructure, and promote sustainable development. By regulating storm water practices, the Township seeks to reduce the risk of flooding, erosion, and water pollution while ensuring compliance with applicable municipal, provincial, and federal legislation. This policy provides a framework for consistent decision-making and encourages the adoption of best practices in storm water collection, reuse, treatment, and disposal.

This policy is enacted as a Schedule F to Bylaw 2025-44 and shall be read in conjunction with the schedules and provisions of the parent bylaw. This policy is subject to periodic review and adjustment by the Township to infrastructure needs, and regulatory requirements.

RELATED POLICIES AND BYLAWS

The following documents, Policies, and Bylaws which are subject to updating at the discretion of the Director, are to be used in conjunction with this Policy:

1. All schedules of the Integrated Water Management By-Law
2. Design Guidelines Manual
3. Elgin County Standard Contract Documents – Supplemental Specifications
4. Site Plan Control By-Law
5. Local Servicing Policy

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1. DEFINITIONS

"Additional Dwelling Unit (ADU)" – is defined as a dwelling unit contained within or attached to the primary dwelling unit and/or a secondary single detached dwelling unit on the same lot as the primary dwelling unit, which is accessory to the primary dwelling unit.

"Biochemical Oxygen Demand" or "B.O.D" – means the biochemical oxygen demand as determined using Standard Methods, expressed in milligrams per litre.

"Building sewer" – means the outlet pipe for a private drainage or plumbing system which conducts effluent to a private drain connection.

"Chief Building Official" – means the person appointed by Council pursuant to the Building Code Act or any employee of the Township who acts at the direction of the Chief Building Official in the enforcement of this by-law.

"Clean out" – means a device that has a removable cap and is incorporated into a drainpipe to permit the insertion of steel sewer rod pipe cleaning apparatus.

"Composite sample" – means a sample which is composed of a series of grab samples taken at intervals during the sampling period.

"Concentration" – means the content of any element or compound relative to the total volume in which it is contained.

"Connection Fee" – A one-time charge imposed on a property owner for connecting to the municipal water, sanitary, or storm water system.

"Council" – Refers to the elected Council of the Township of Southwold.

"Development" – means the construction, erection or planning of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot.

"Director" – means the Director of Infrastructure and Development Services for the Township of Southwold, and any employee of the Township who acts at the direction of the Director, in the enforcement of this by-law.

"Discharge" – includes the acts of failing to prevent escape, emitting, and releasing.

"Dry well" – means a system to accommodate the dispersal of storm water into the soil, which has been designed and constructed under the supervision of a professional engineer.

"Duplex dwelling" – means the whole of a dwelling other than a converted dwelling that is divided horizontally into two separate dwelling units, each of which has an independent entrance either directly from the outside or through a common vestibule.

"Grab sample" – is a portion of the flow being sampled, taken at one particular time and place.

"Municipal Drinking Water System" – The municipal infrastructure used for the supply, treatment, and distribution of potable water within the Township.

"Municipal Utility" – means a system that provides essential services, specifically drinking water systems, sewage works, and storm water systems.

"Non-Compliance Penalty" – A financial penalty imposed for violations of municipal water, sewage, or storm water regulations.

"Officer" – means a By-law Enforcement Officer, Building Inspector or Chief Building Official as appointed by the Council of the Municipality.

"Owner" – means the holder(s) of legal title to a property.

"Person" – includes an individual, association, partnership, corporation, municipality, provincial or federal agency, or an agent or employee thereof.

"pH" – means the logarithm of the reciprocal of the weight of hydrogen ions in grams per litre of solution.

"Phenolic compounds" – means any hydroxyl derivative of benzene, or its condensed nuclei.

"Private Drain" – works on private property intended to collect, convey and discharge storm water or groundwater.

"Private swimming pool" – means a swimming pool, saltwater swimming pool or hot tub.

"Sanitary private drain connection" or "Sanitary PDC" – means that portion of the sewage works which connects a private property to the Southwold Sewer Works.

"Sewage" – means any liquid waste containing animal, vegetable, chemical or mineral matter in solution or suspension, but does not include Storm water or uncontaminated water;

"Sewage Works" – means any works for the collection, transmission, treatment, and disposal of sewage, storm water, or uncontaminated water, including a combined sewer, sanitary sewer, storm sewer, municipal or private sewer connection to any sanitary sewer or combined

sewer, or any part of such works, but does not include plumbing or other works to which the applicable *Building Code* applies.

"Sanitary sewer" – means a sewer for the collection and transmission of domestic or industrial sewage or any combination thereof;

"Semi-detached dwelling" – means one of two dwelling units attached vertically by an above and below grade common wall, each of which has an independent entrance directly from the outside or through a common vestibule.

"Sewer Surcharge" – An additional charge applied to users whose sewage discharge exceeds standard treatment thresholds, typically for industrial or commercial customers.

"Single-detached dwelling (SDD)" – means a separate dwelling containing one dwelling unit.

"Southwold Sewer Works" means the Sewage Works located in the geographical boundaries of the Township of Southwold including Shedden, Fingal, Talbotville, Ferndale and Lynhurst.

"Standard methods" – means the use of validated test methods and procedures that are based on recognized international, national, or regional standard methods by reputable technical organizations or by equipment manufacturers. The latest edition of a test method will be used by the Township or by any agent testing on behalf of the Township at the time of testing.

"Storm private drain connection" or "Storm PDC" – means that portion of the storm water system which connects a building sewer to a storm sewer.

"Storm sewer" – means a sewer, open channel, ditch or depression the purpose of which is to carry storm water.

"Storm water" – means surface and rain water, other natural precipitation, melted snow and ice, drainage including swimming pool drain water, uncontaminated water, and groundwater.

"Storm water System" – means infrastructure designed to collect, convey, manage, treat and dispose of rainwater and surface water runoff, including drains, ditches, culverts, storm sewers, and retention or treatment ponds.

"Storm water retention system" – means a system, which has been designed and constructed under the supervision of a professional engineer, to control the rate at which storm water is emptied into the storm water system.

"Suspended solids" – means undissolved or insoluble total suspended matter which is borne by a liquid or contained in waste.

"Township" – Refers to the Corporation of the Township of Southwold.

"User" – Any individual, property owner, business, or entity that is connected to or uses the Township's water, sewer works, or storm water systems.

"Wastewater" means the composite of water and water-carried wastes from residential, commercial, industrial, or institutional premises or any other source;

"Wastewater Treatment Facility" means any structure or thing used for the physical, chemical, biological, or radiological treatment of wastewater, and includes sludge treatment and wastewater sludge storage and disposal facilities.

2. GENERAL TERMS AND CONDITIONS

2.1 Administration of By-law

This by-law shall be administered by an Officer, the Chief Building Official and/or the Director.

1.2 Decision to be final

All decisions made by the Director and/or the Chief Building Official with respect to any requirements set out in this by-law shall be final and binding.

1.3 Entry onto private property

For the administration of this by-law, an officer, the Director and/or the Chief Building Official may, upon production of identification, enter onto any land or premises to observe, inspect and to collect any samples as required.

1.4 Entry into dwelling

Except under the authority of a search warrant issued under section 158 of the Provincial Offences Act, RSO 1990 c P.33 as amended or replaced for the purposes of enforcing this by-law, no person shall enter any place or room actually used as a dwelling without requesting and obtaining the consent of the occupier, first having informed the occupier that the right of entry may be refused and entry made only under the authority of a search warrant.

1.5 Application and connection charges payment prior to installation

The owner or their agent shall apply to the Township for service and before the service is installed, shall pay the applicable charges as detailed in Schedule B and C of the Integrated Water Management Bylaw.

3. PRIVATE DRAIN CONNECTION

3.1 Owner responsibilities

An owner is responsible for the condition and maintenance of each storm water private drain connection up to the storm sewer, serving property under their ownership.

3.2 Work Completed

All work upon a storm water PDC serving a single detached, semi-detached or duplex dwelling shall be done exclusively by the Director at the request and expense of the owner, other than:

- a. plunging and rodding; and
- b. the installation of new drains not installed in conjunction with main storm sewer installation

3.3 Plunging or Rodding

No plunging or rodding shall be carried out upon a storm water PDC except by:

- c. a qualified drainage contractor, drain layer or plumber;
- d. the owner of a dwelling, or
- e. forces under the direction of the Director.

3.4 Connection requirements

No person shall join or permit to be joined, private drain(s) to a storm water private drain connection:

- f. until a Plumbing Permit has been obtained from the Chief Building Official;
- g. until an inspection by Municipal employees has been carried out to confirm all work performed is in conformity to all applicable statutes, by-laws and regulations, and;
- h. until all payments required by this by-law have been paid.

3.5 Permitted Connections to a Storm water Private Drain Connection

- a. Storm sump discharge, with an air gapped connection constructed in accordance with the Township's Design Guidelines Standard Drawing S-03 "Storm Sump Discharge Detail".
- b. Private drain works for the collection and conveyance of storm water runoff from yards and landscaping, i.e. rear yard catch basin.

3.6 Prohibited Connections to a Storm Private Drain Connection

Without limitation whatsoever, no person shall connect, cause to be connected or permit a connection of the following to a storm water private drain connection:

- a. Roof leaders, downspouts, roof gutters or and system that would directly convey and discharge roof water to the storm water private drain connection.

- b. Any building sewer or drains that convey and discharge sanitary sewage.
- c. Private Swimming Pool Drains
- d. Private Pond Drains
- e. Hot Tub Drain
- f. Garage or floor drains

4. PROHIBITIONS - DISCHARGES - STORM WORKS

4.1 Storm water - discharge - into storm sewer

Unless permitted to do otherwise under this by-law, no person shall fail to discharge storm water into a storm sewer where a storm sewer is available.

4.2 Discharge - Waste into storm sewer - prohibited

No person shall discharge sewage, deleterious substances, or liquid other than storm water into a storm sewer.

4.3 Prohibited discharges - alteration to prevent

No person shall refuse to alter, relay or repair any plumbing or drain system upon their lands to ensure that:

- a. storm water from their property is not discharged into a sanitary sewer, and;
- b. sanitary sewage is not discharged into the storm water system.

4.4 Sample - composite - grab - single - sufficient

Where a sample is required for the purpose of determining the characteristics or contents of the storm water to which reference is made in this by-law:

- a. one sample alone is sufficient and, without limiting the generality of the foregoing, the sample may be a grab sample or a composite sample (at the sole discretion of the director), may contain additives for its preservation and may be collected manually or by using an automatic sampling device;
- b. except as otherwise specifically provided in this by-law, all analytical tests, measurements, analyses and examinations of sewage, uncontaminated water and storm water, shall be carried out in accordance with standard methods;
- c. for each one of the metals whose concentration is limited under the regulations contained in this by-law, the analysis shall be for the quantity of total metal, which includes all metal both dissolved and particulate.

4.5 Temperature - greater than 55 degrees Celsius

No person shall discharge or deposit or cause or permit to be discharged or deposited, into the storm water system any liquid which is at a temperature in excess of fifty-five (55) degrees Celsius.

4.6 Fat - oil - grease - origin - animal - vegetable

No person shall discharge or deposit or cause or permit to be discharged or deposited, into the storm water system, storm water which contains more than 15 milligrams per litre of fat, oil, grease, or other matter of animal or vegetable origin.

4.7 Fat - oil - grease - origin - non-animal - non-vegetable

No person shall discharge or deposit or cause or permit to be discharged or deposited, into the storm water system, storm water which contains more than 15 milligrams per litre of fat, oil, grease, or other matter of other than animal or vegetable origin.

4.8 pH - range - 6.0 to 9.5

No person shall discharge or deposit or cause or permit to be discharged or deposited, into the storm water system, storm water which has a pH lower than 6.0 or greater than 9.5.

4.9 B.O.D. - 5-day count - exceeding 15 mg/l

No person shall discharge or deposit or cause or permit to be discharged or deposited, into the storm water system, storm water which contains matter which raises the 5 day B.O.D. to greater than 15 milligrams per litre.

4.10 Suspended solids - concentrations - exceeding 15 mg/l

No person shall discharge or deposit or cause or permit to be discharged or deposited, into the storm water system, storm water which contains suspended solids at a concentration in excess of 15 milligrams per litre.

4.11 Concentrations - maximum

No person shall discharge or deposit or cause or permit to be discharged or deposited, into the storm water system, storm water which contains a concentration of:

- a. aluminum, expressed as Al, in excess of 1.0 milligrams per litre;
- b. arsenic, expressed as As, in excess of 0.2 milligrams per litre;
- c. barium, expressed as Ba, in excess of 0.1 milligrams per litre;
- d. beryllium, expressed as Be, in excess of 1.0 milligrams per litre;
- e. cadmium, expressed as Cd, in excess of 0.008 milligrams per litre;
- f. chlorides, expressed as Cl, in excess of 1,500 milligrams per litre;
- g. chlorine, expressed as Cl₂, in excess of 1.0 milligrams per litre;
- h. chromium, expressed as Cr, in excess of 0.2 milligrams per litre;

- i. copper, expressed as Cu, in excess of 0.04 milligrams per litre;
- j. cyanide, expressed as CN, in excess of 0.1 milligrams per litre;
- k. fluoride, expressed as F, in excess of 2.0 milligrams per litre;
- l. iron, expressed as Fe, in excess of 1.0 milligrams per litre;
- m. lead, expressed as Pb, in excess of 0.12 milligrams per litre;
- n. manganese, expressed as Mn, in excess of 1.0 milligrams per litre;
- o. mercury, expressed as Hg, in excess of 0.001 milligrams per litre;
- p. nickel, expressed as Ni, in excess of 0.08 milligrams per litre;
- q. phenolic compounds in excess of 0.02 milligrams per litre;
- r. phosphorus, expressed as P, in excess of 0.4 milligrams per litre;
- s. selenium, expressed as Se, in excess of 0.2 milligrams per litre;
- t. silver, expressed as Ag, in excess of 0.12 milligrams per litre;
- u. sulphates, expressed as SO₄, in excess of 1,500 milligrams per litre;
- v. tin, expressed as Sn, in excess of 1.0 milligrams per litre;
- w. zinc, expressed as Zn, in excess of 0.05 milligrams per litre.

4.12 Chemicals - pesticides - herbicide - other - prohibited

No person shall discharge or deposit or cause or permit to be discharged or deposited, matter of a kind listed below into a storm sewer:

- a. pesticide;
- b. herbicide;
- c. fuel oil;
- d. gasoline;
- e. benzene;
- f. Naphtha;
- g. acetone;
- h. ammonia;
- i. carbon disulphide;
- j. chlorine;
- k. bromine;
- l. trichloroethylene or perchloroethylene;
- m. sulphur dioxide;
- n. pyridine
- o. formaldehyde.

4.13 Toxic corrosive - radioactive - flammable - prohibited

No person shall discharge or deposit or cause or permit to be discharged or deposited, into the storm water system, matter which has toxic, corrosive,

radioactive, flammable or noxious properties.

4.14 Sulphur - matter causing offensive odour - prohibited

No person shall discharge or deposit or cause or permit to be discharged or deposited, into the storm water system, matter that may cause an offensive odour to emanate from the storm water system, and without limiting the generality of the foregoing, the discharge of any concentration of hydrogen sulphide, carbon disulphide, reduced sulphur compounds, amines or ammonia.

4.15 Solids - larger than 6.7 square mm - prohibited

No person shall discharge or deposit or cause or permit to be discharged or deposited, into the storm water system, any matter which will not pass through a screen having openings not larger than 6.7 square millimetres.

4.16 Coloured matter - concentration - dilution factor

No person shall discharge or deposit or cause or permit to be discharged or deposited, into storm water system, containing coloured matter.

5. COMMERCIAL INSTITUTIONS AND INDUSTRIAL PREMISES

5.1 Oil - Sand - dirt - interceptors - screening devices

The Director may require the owner or occupant of commercial, institutional or industrial premises with one or more connections to the storm water system to install and maintain in good repair in each connection a suitable device to prevent the entry of sand, dirt, oils and other deleterious materials into the storm water system.

5.2 Screening device - installed - maintained - as required

No person shall fail to install or maintain a suitable device to prevent the entry of sand, dirt, oils and other deleterious materials upon being required to do so by the Director.

5.3 Maintenance hole - alternative - installed - maintained

The Director may require the owner or occupant of commercial, institutional or industrial premises with one or more connections to the storm water system to install and maintain in good repair in each connection a suitable maintenance hole having a diameter of not less than 1.2 metres to allow observation, sampling and measurement of the flow therein, provided that where installation of a maintenance hole is not possible, an alternative device or facility may be substituted with the approval of the Director.

5.4 Maintenance hole - other - design - construction - maintenance

Every maintenance hole, device or facility installed as required by this policy shall be designed and constructed in accordance with the Township's Design Guidelines and Standard Contract Documents to the satisfaction of the Director and shall be constructed and maintained on the land of the owner or occupant of the premises, at the owner's or occupant's expense.

5.5 Maintenance hole - failure to install - maintain - prohibited

No person shall fail to install or maintain in good repair a maintenance hole, device or facility that meets the standards of this by-law upon being required to do so by the Director.

5.6 Maintenance hole - accessible - at all times

No person required to install a maintenance hole, device or facility shall fail to ensure such maintenance hole, device or facility is always accessible for the purposes of observing, sampling and measuring the flow of therein.

5.7 Monitoring devices - reports - required - by Director

The owner or occupant of commercial, institutional or industrial premises shall, at the discretion of the Director, install devices to monitor discharges to the satisfaction of the Director, and if required to do such installation, shall submit regular reports regarding such discharges to the Director.

5.8 Monitoring devices - reports - failure to provide

No person shall fail to install a device to monitor discharges or fail to submit regular reports regarding such discharges when required to do so by the Director.

5.9 Default of duty - expense - recovery - by Municipality

Where the owner or occupant of commercial, institutional or industrial premises does not install or maintain each maintenance hole device or facility required under this by-law, such installation or maintenance may be done at the direction of the Director at the expense of the owner or occupant. The cost of installation or maintenance undertaken by the Township as described in this policy shall be due and payable in advance of the commencement of the work as a fee or charge under Part XII of the *Municipal Act, 2001*, as amended. At the property owner's option, the fee may be added to the property owner's tax roll with the addition of an appropriate financing charge as determined by the Treasurer, under the authority of the *Municipal Act, 2001*, as amended.

6. CONSTRUCTION - CONTROL OF WATER FROM DEWATERING OPERATIONS

6.1 Dewatering of Construction Sites

All construction sites within the Township must comply with the Construction Specifications for Control of Water from Dewatering Operations, OPSS.MUNI 517 November 2021 as amended or replaced.

7. PRIVATE SWIMMING POOL WATER

7.1 Private Swimming Pool Water Discharges - Prohibition

No person shall discharge or permit the discharge of the contents from a private residential swimming pool:

- c. into the sanitary system, unless authorized by the Director;

- d. in a manner that may cause or causes the contents to flow onto an adjoining property; or
- e. over a valley, ravine wall or slope in a manner that may cause or causes the erosion or instability of the valley or ravine wall or slope.

Unless otherwise prohibited, including by this policy, a person is permitted to discharge storm water from a private swimming pool either;

- a. by way of a private temporary connection to the storm sewer ; or
- b. by way of a controlled discharge to the owner's property such that the discharge is at all times contained within the owner's property until it, reaches the storm system by way of overland flow through intended drainage features, evaporates or infiltrates into the ground.

7.2 Storm water Discharges

Storm water shall not be discharged to or near a ravine slope or valley in a manner that may cause or causes the erosion or instability of the ravine wall or slope or causes injury, damage or destruction of property, trees or vegetation.

8. DEVELOPMENT REQUIREMENTS

8.1 Undertaking development

Every person shall provide for the discharge of storm water into the storm water system for all development.

8.2 Alternative methods of storm water management

Where in the opinion of the Director:

- a. no storm sewer is accessible, or
- b. no accessible storm sewer has the capacity to accept additional flow,

The person undertaking development shall provide a dry well or storm water retention system which is certified by a professional engineer to the satisfaction of the Director.

8.3 Development requiring site plan approval

For all new Site Plan approvals:

- c. existing connections of foundation drains shall be removed from the sanitary sewers; and
- d. no new connections of foundation drains shall be allowed to the sanitary sewer.

8.4 Gravity connections

No gravity connections of foundation drains will be allowed to the storm sewer.

8.5 New plans of subdivision

No person shall create a lot that does not have a storm sewer adjacent to it and, in subdivisions where the subdivision agreement has been approved by Council, no person shall create a lot that does not have a storm private drain connection, except where a geotechnical engineer certifies that foundation drains are not required.

8.6 Discharge of foundation drain flows

Every person shall discharge all foundation drain flows from a lot in accordance with the regulations of this by-law.

8.7 Requirements for foundation drain flows

The foundation drain flows from a lot shall be discharged in the following manner:

- e. via a sump pump to the ground surface within private property, provided that the discharge to the ground surface does not create continually wet ground conditions and/or does not create any adverse effect upon municipal sidewalks and roads or upon adjacent properties; or
- f. via a sump pump to a storm sewer, constructed in accordance with the Township's Design Guidelines Standard Drawing S-03 "Storm Sump Discharge Detail".

8.8 Roof water downspouts

No person shall direct or connect a roof water downspout to the storm private drain connection.

8.9 Roof water downspouts - no discharge to side yard - damage adjoining property

No person shall direct a roof water downspout towards a side yard in such a manner so as to cause damage or any other adverse effect to adjoining property.

8.10 Roof water downspouts - no connection to foundation drains

No person shall connect a roof water downspout to the foundation drains.

8.11 Roof water downspouts - discharge distance from exterior walls

Every person shall extend all roof water downspout so that the water flow exits the downspout a minimum distant of 0.7 metres from the exterior walls of a building.

8.12 Lot grading security

Except for single and semi-detached dwellings in an unassumed subdivision, security shall be provided prior to the issuance of a building permit in the amount provided in the current fee by-law to ensure that the lot grading and sump pump discharges are carried out in accordance with the certified lot grading plans; and the security may be released within one year after receipt of the final lot grading certificate, provided there is no adverse impact on a public road allowance, or neighbouring private properties as determined to the satisfaction of the Director.

8.13 Roof over walkouts

No person shall connect a floor drain from a below grade walkout to a sanitary sewer.

8.14 Storm private drain connections

For every residential lot, or infill development which comes forward where a storm sewer exists or where in the opinion of the Director it can be extended, every person shall provide a storm private drain connection to serve the lot, and sump pump discharges from the lot shall be connected to the storm building sewer, which shall be connected to the storm private drain connection, except as approved otherwise by the Director.

9. DEMOLITION

9.1 Private drain connection to be sealed

No person shall demolish any building until each storm private drain connection serving the property has been completely sealed at the property line from the entry of storm water.

10. SERVICES PROVIDED

10.1 Payments for services provided shall be charged and collected in accordance with Schedule "A" and "B" of this by-law.

10.2 Separation of mutual storm or sanitary private drain

Where a mutual sanitary or storm private drain connection serves two facilities where at least one facility is a single detached, semi-detached, or duplex dwelling and separation of the mutual private drain is desired, the works shall be completed by the Township at the owner's cost for single detached, semi-detached, or duplex dwellings for each new service installed. Alternatively, the property owner may choose to complete the work themselves, provided they submit a plan completed by a Professional Engineer to be reviewed and approved by the Township. The owner must also hire a Township-approved contractor, the connection, subsurface works and ancillary work shall be subject to review and approval by the Township.

10.3 Work undertaken by Municipality limited

- a. The Director shall not undertake:
 - i. the repair or replacement of a private drain connection serving a property that is not single detached, semi-detached or duplex dwelling; or
 - ii. the installation of new private drain connection for any property.

The responsibility and costs for such works in this subsection shall be borne by the property owner. Works by the property owner shall be completed in accordance with an approved engineering plan(s) by an approved contractor.

- b. Notwithstanding other provisions of this policy, the Director may undertake the following for any property, for an applicable fee:
 - i. the installation of a new private drain connection, or the repair or replacement of a private drain connection, where the work is done in conjunction with a main sewer construction project or applicable Municipal construction project under authority of the *Municipal Act, 2001*, as amended.

11. ENFORCEMENT

- 11.1 Enforcement of this By-law shall be completed in accordance with Schedule H.



Schedule G to By-law No. 2025-44 Sewage Allocation Policy

PURPOSE

Sewage allocation is an important, necessary, component of the development process in that it allows the Township to control and authorize connections to its sanitary collection systems, which convey sewage to its wastewater treatment facilities. The raw sewage input into wastewater treatment facilities is heavily regulated by the Ministry of the Environment, Conservation and Parks. The discharge from wastewater treatment facilities is returned to the environment, minimizing our footprint on nature, and ensuring sustainability.

As the Township's ability to treat wastewater is finite and valuable, it is important that the Township Council and staff have an equitable, fair and transparent process to award sewage allocations, giving appropriate consideration to many important factors. It is also important that the allocation of wastewater aligns with strategic infrastructure planning to minimize overall costs and spread the financial burden of wastewater infrastructure construction over multiple budget years.

RELATED POLICIES AND BYLAWS

The following documents, Policies, and Bylaws which are subject to updating at the discretion of the Director, are to be used in conjunction with this Policy:

1. All schedules of the Integrated Water Management By-Law
2. Design Guidelines Manual
3. Elgin County Standard Contract Documents – Supplemental Specifications
4. Site Plan Control By-Law
5. Local Servicing Policy

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1. DEFINITIONS

"Infill lot" - means a development or building including an additional dwelling unit (ADU) as defined in Township's Zoning By-law 2011-14, which will connect to existing municipal road, water, storm and sanitary infrastructure therefore making better use of this infrastructure. Furthermore an "infill lot" can be an existing lot or lot created by severance or part lot control exemption by-law.

"Sewage allocation" - means sanitary sewer allotment for the purpose of this policy, typically specified as a "per unit" allotment.

2. SCOPE

2.1. Requirement for Allocation

Any development which meets all the following criteria shall require the allocation of sewage units pursuant to this policy:

- a. The development is proposed to be located within the serviced areas of the Township, as defined by the County Official Plan;
- b. The development is required or proposed to be serviced by means of connection to the Township's sanitary collection system;
- c. The development requires approval(s) under the Planning Act or Condominium Act other than a minor variance and/or removal of a Holding provision; and
- d. If the development consists of infill lots and the development requires more than five sanitary sewer allotments of capacity, as determined by the Township at their sole discretion.

3. GENERAL PROCEDURE

3.1. Calculating available Capacity

Annual calculations will be undertaken by the Township in accordance with the Ministry of Environment Procedure: D-5-1: Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plants to determine the amount of sewage capacity available for a given wastewater treatment facility and will be reported to Township Council. This calculation will determine if there remains any uncommitted sewage allocation for each wastewater treatment facility. Township Council reserves the right to retain any sewage allocations it deems necessary.

3.2. Requirements for consideration

Requests for sewage allocation units will only be considered by Council once the development has achieved all other required planning approvals (ex. Draft Plan, Site Plan, Subdivision Agreement etc.).

3.3. Request for allocation

A proponent shall file a request, in writing, with the Township Director of Infrastructure and Development, for consideration by Council as set-out in the application attached Schedule A. The guideline is that applications should be submitted approximately one year prior to construction.

3.4. Evaluation

Each request will be evaluated by staff against the criteria outlined in this policy, the details of which will be presented to Council in the form of a staff report.

3.5. Consideration

Council will consider all requests received in a given year, at a meeting of Council evaluating each project's merit in light of the sewage allocation available.

3.6. Infill Allocation

Council will grant up to 15% of the uncommitted sewage allocations per year and the Building Department will be granted 5 units of the uncommitted sewage allocations, per year for infill lots in the Shedden and Fingal Settlement Areas. Depending on infill lot activity, the Building Department could request additional allocations from Council by staff report.

3.7. Requirement for Agreement

Following Council's approval, the proponent(s) must execute a sewage allocation agreement with the Township within four months of Council's resolution date.

3.8. Provisional Allocation

Following the execution of the sewage allocation agreement the project or project phase will be deemed to have received a "provisional" sewage allocation.

3.9. Failure to Comply

Subject to the terms of the sewage allocation agreement, sewage units of proponents who do not meet the terms of the agreement will be returned to the general pool of available uncommitted sewage allocations.

3.10. Sewage Allocation Agreement

Each sewage allocation agreement shall be drafted on a case by case basis to the satisfaction of the staff and Council. Subject to any special considerations, a sewage allocation agreement shall deal with the following matters, at a minimum:

- a. The number of sewage allocations provisionally allocated to the proposed development. This number shall be calculated at 100% of the total number of units in the approved draft plan of subdivision, draft plan of condominium or site plan;
- b. The period of time for which capacity has been provisionally allocated;
- c. Provisions for the expiry of provisional allocation of capacity;
- d. Provisions for the extension of provisional capacity allocation;
- e. Any payments or works required by the Township in respect of the provisional allocation of capacity. The agreement will require payment at the rate set by By-Law for all units, within the approved planning application at the time of plan registration; and
- f. Any other matters, conditions or limitations that staff, Council or the Township's professional advisors deem necessary.

3.11. Transfer of Capacity

Subject to the provisions of any sewage allocation agreement, the transfer of capacity shall not be permitted without the written consent of the Township. This restriction shall apply equally to capacity that has been provisionally allocated as to capacity that has been allocated finally.

3.12. Allocation – Industrial, Commercial or Institutional

Land zoned Industrial, Commercial or Institutional (ICI) do not require sewage allocations in order to obtain a building permit unless the development is considered "wet" by the Township. In cases where "wet" ICI development is proposed the proponent's Engineer must provide an analysis of expected sewage flows to the satisfaction of the Township for the purpose of assessing the amount of needed sewage allocation. Furthermore, "wet" ICI development will only be permitted if the appropriate amount of sewage allocation is available for commitment.

4. PRIORITY CONSIDERATIONS

4.1. Evaluation

Staff will use the following to evaluate each application towards providing a score for Council's consideration. That said, final allocation remains at Township Council's sole discretion.

Consideration	Available Points
Built Within the Settlement Boundary No Yes	 0 2
Ministry of Environmental Approvals (Environmental Compliance Approval) No Yes or N/A	 0 5
Capital Contribution of at least 50% Made by Developer Prior to Plan of Registration No Yes	 0 5
Existing Sanitary Infrastructure Connects to Existing Sanitary Main Minor Extension (<25m) to Existing Sanitary Main Major Extension (>25m) to Existing Sanitary Main	 10 5 3
Purpose Built Rental Housing Included No Yes	 0 5
Percentage of Units that meet Elgin County Official Plan Affordable Housing Targets 20% 25% 30%	 0 3 5

Unit Density - Project Meets Official Plan Density Targets No Yes Exceeds Targets	 0 3 5
Consistent with Municipal Servicing Standards and Approved Design Criteria No Yes	 0 2
Construction Starts in Next 18-Months Unlikely Somewhat Likely Very Likely	 0 5 10
Developer Has Received Other Municipal Approvals Not Yet Applied Applied But Not Yet Approved Yes	 0 3 5

5. INITIATION OF SERVICES 2024-2030 – FINGAL AND SHEDDEN

5.1. Rational for Phasing – Shedden and Fingal

The initiation of sanitary services in Shedden and Fingal means that there will be a transition period as the municipality completes the construction of its new wastewater treatment plant and the related conveyance system. Given staff capacity, engineering and regulatory requirements, compatible road reconstruction timing, and the significant capital investment, a phasing program for conveyance system installation is required to ensure orderly and sustainable development.

5.2. Phasing Schedule – Shedden and Fingal

The proposed timing for the construction of each of the elements of the sanitary system is proposed as follows:

Description of Works	Proposed Construction Timeline
Construction of the Municipal Wastewater Treatment Plant South of Shedden @ 150 units	2027
Construction of Sanitary Sewer from WWTP to Union Road and Talbot Line Intersection and commencement of interim sanitary services (hauling/rental plant).	August 2025
Pumping Station in Fingal (8062 Union Road) & Forcemain on Union Road to Shedden	Spring/Summer 2026* Aligns with Elgin County rebuild of Fingal Line and Union Road in Fingal. Developer has indicated desire to expedite construction of infrastructure which would be at their expense.
Construction of Sanitary Sewer in Fingal on Union Road & Fingal Line to Fingal Settlement Area Boundaries	Spring/Summer 2026* Aligns with Elgin County rebuild of Fingal Line and Union Road in Fingal
Construction of Forcemain and Pumping station from North Shedden	Following Full Build Out of South Shedden Sites – Estimated Approximately

	in 2040. Developer has indicated desire to expedite construction of infrastructure which would be at their expense.
Construction of Sanitary Sewer in Shedden through Spicer Street to Service Collard Lands	Following Full Build Out of South Shedden Sites – Estimated Approximately in 2030. If a developer has a desire to expedite construction of infrastructure, it would be at their expense.
Construction of Sanitary in Sewer in Shedden across Talbot Line to Service Orchard Lands	Following Full Build Out of Shedden Sites South Sites and Collard Lands – Estimated Approximately in 2035. If a developer has a desire to expedite construction of infrastructure, it would be at their expense.
Connections for Existing Residential Lots in Shedden and Fingal	At the time that their streets are reconstructed.

6. EXTENSION OF SERVICES 2024-2040 – TALBOTVILLE

6.1. Rational for Phasing - Talbotville

With competing priorities within the Talbotville Settlement Area, primarily between industrial and residential development potential, and accounting for engineering and regulatory requirements, compatible road reconstruction timing, and the significant capital investment, a phasing program for conveyance system installation is required to ensure orderly and sustainable development. Construction and associated timelines are dependent on adequate funding, and development interest.

6.2. Phasing Schedule - Talbotville

The proposed timing for the construction of each of the elements of the sanitary system is proposed as follows:

Description of Works	Proposed Construction Timeline
Expansion of Municipal WWTP in Talbotville	2027
Construction of Forcemain and Pumping Station to Ferndale	2027
Trunk Sewer Extension to Sunset Road and Talbot Line	2027-2030 - If a developer has a desire to expedite construction of infrastructure, it would be at their expense.
Trunk Sewer Extension to Industrial Lands, east of Sunset Road and north of Talbot Line	2027-2030 - If a developer has a desire to expedite construction of infrastructure, it would be at their expense.
Trunk Sewer to West Talbotville on Talbot Line	2030-2040 - If a developer has a desire to expedite construction of infrastructure, it would be at their expense.

Attached as Appendix 'A' to this policy is the Phasing Plan for Shedden and Fingal.

Attached as Appendix 'B' to this policy is the Phasing Plan for Talbotville.

Attached as Appendix 'C' to this policy is the Sewage Allocation Application Form.

7. Revision History:

Version	Effective Date	Revision Notes
01	25-03-2024	Original Policy
02	13-04-2024	Amended language, and added Schedule B



TOWNSHIP OF
Southwold

8. APPENDIX 'C'

APPLICATION FOR SEWAGE ALLOCATION

DATE			
APPLICANT			
ADDRESS			
PHONE		EMAIL ADDRESS	

DEVELOPER			
ADDRESS			
HOME PHONE		EMAIL ADDRESS	

PROJECT NAME			
ROLL #			
STREET			
LEGAL DESCRIPTION			
	UNITS	POPULATION	CUBIC METRES
ALLOCATION REQUEST			
PROJECT DESCRIPTION			

Applications will only be processed by staff if the applicant can answer "YES" to the following statement

Project has applied for draft plan of subdivision, site plan approval, OR has an executed severance development agreement, subdivision agreement, condominium agreement or similar approvals.

☐ YES

☐ NO

Furthermore I / we wish Township Council to consider the following when evaluating this application:

- ☐ Project is located within a serviced settlement area as described within the Township's Official Plan.
- ☐ Project has a Ministry of Environment Approvals (Environmental Compliance Certificate).
- ☐ Project will see a capital contribution of at least 50% of total wastewater connection fees per lot made by the developer prior to registration of plan for Municipal Infrastructure (roads, water, storm or sanitary).
- ☐ Project will utilize existing sanitary infrastructure.
- ☐ Project meets the unit density required by current planning policy.
- ☐ Project includes the building of purpose built rental.
- ☐ Project includes affordable housing, as defined by the County OP
- ☐ Project design will be consistent with the Township's Municipal Servicing Standards and Approved Design Criteria
- ☐ Project will see construction commence within the next calendar year.

Proponent agrees that sewage allocations will be issued by Township Council, at their sole discretion, consistent with the process established by Policy DVM-01.

Furthermore, Township of Southwold acknowledges that no policy can be completely exhaustive in dealing with all the factors regarding the servicing of any particular lot. In the event that there are factors that are not allowed for in this policy, as enunciated, application may be made to Council for consideration.

Submit completed form to: Director of Infrastructure and Development, Township of Southwold, 35663 Fingal Line, Fingal ON N0L 1K0 development@southwold.ca 519-769-2010 ext 22.

Personal information collected by the Township of Southwold under the authority of the Municipal Act is for the purpose of administering the Township's sewage allocation distribution. Any questions can be directed to the CAO /Clerk at 519-769-2010 ext 22.

SIGNATURE:_____ DATED:_____

PRINT NAME:_____



Schedule H to By-law No. 2025-44 Set Fine Schedule

PURPOSE

The purpose of this Set Fine Schedule is to establish fair, transparent, and sustainable rates and fees for the connection to and use of municipal water, wastewater, and stormwater systems within the Township of Southwold. This policy ensures that the costs associated with the operation, maintenance, and expansion of these essential services are equitably distributed among users while promoting responsible water use and environmental stewardship.

This policy is enacted as a Schedule to Bylaw 2025-44 and shall be read in conjunction with the schedules and provisions of the parent bylaw. Fees and rates set forth in this policy are subject to periodic review and adjustment by the Township to reflect operational costs, infrastructure needs, and regulatory requirements.

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1. DEFINITIONS

“Municipal Utility” – means a system that provides essential services, specifically drinking water systems, sewage works, and storm water systems.

2. ENFORCEMENT

2.1. Fine – for contravention

Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act and as set out in Schedule "H" Set Fines.

2.2. Fine – for contravention

Any person other than a corporation who contravenes any section of this by-law is guilty of an offence and upon conviction is liable for a fine of not more than \$10,000.00 for a first offence and not more than \$25,000.00 for any subsequent offence under this by-law.

2.3. Fine – for contravention – corporation

Notwithstanding any other provision of this by-law, a corporation who contravenes a section of this by-law is guilty of an offence and upon conviction is liable for a fine of not more than \$50,000.00 for a first offence and not more than \$100,000.00 for any subsequent offences.

2.4. Continuation – repetition – prohibited – by order

The court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted, and such order shall be in addition to any other penalty imposed on the person convicted.

2.5. Disconnection – charges

Where in the opinion of the Director a person is contravening the provisions of this By-Law, the Director may, upon written notice to the property owner from which the contravention is emanating or occurring, order the municipal utility connection to any works related to the offence. No municipal utility connection so disconnected shall be reconnected until such time as measures are undertaken satisfactory to the Director to eliminate the offense. All expenses incurred by the Township for these actions shall be reimbursed to the Township by the discharger at the time of re-connection or unstopping of the connection(s).

2.6. Damage – Cost of Repair

Where in the opinion of the Director a person is contravening the provisions of this By-Law and has damaged municipal property, the Director may, upon written notice

to the person causing the damage, order the damage to be repaired to the municipality's satisfaction. All expenses incurred by the Township for these actions shall be reimbursed to the Township by the person causing the damage to the municipal property. For greater certainty, the costs of the municipality for these actions forms an obligation debt to the municipality pursuant to section 446 of the *Municipal Act, 2001* and the municipality may enforce the debt under any power available to it including but not limited to adding the debt to the tax roll in a like manner to taxes.

BY-LAW NUMBER 2025-44
INTEGRATED WATER MANAGEMENT BYLAW
APPENDX A - PART 1 PROVINCIAL OFFENCES ACT SET FINES

ITEM	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	SET FINE
1	Unauthorized connection to Waterworks	Schedule D, Section 2.6	\$500.00
2	Fail to disconnect alternate water source	Schedule D, Section 2.1.2	\$500.00
3	Improper Use of Water	Schedule D, Section 2.1.2	\$500.00
4	Tamper with Waterworks	Schedule D, Section 2.6, 3.1	\$500.00
5	Tamper with Water Distribution System	Schedule D, Section 2.6, 3.1	\$500.00
6	Unauthorized operation of valve		\$500.00
7	Unauthorized Increase of Water Supply	Schedule D, Section 2.6	\$500.00
8	Unauthorized operation of hydrant	Schedule D, Section 6.1	\$500.00
9	Unauthorized use of Water supplied for fire purposes	Schedule D, Section 10	\$500.00
10	Fail to notify of new installation	Schedule D, Section 5.1.4	\$500.00
11	Interfere with seal on valve	Schedule D, Section 5.1.2	\$500.00
12	Unauthorized operation of Shut-off Valve	Schedule D, Section 5.1.2	
13	Interfere with seal on Meter	Schedule D, Section 5.1.2	\$500.00
14	Interfere with Meter	Schedule D, Section 5.1.2	\$500.00
15	Disconnect Meter	Schedule D, Section 5.1.2	\$500.00
16	Alter Meter	Schedule D, Section 5.1.2	\$500.00
17	Connection causing substance to enter Water Distribution System	Schedule D, Section 5.1.2, 7.1	\$500.00
18	Expose Water Distribution System to contamination	Schedule D, Section 7.1	\$500.00
19	Foul Water	Schedule D, Section 5.1.2, 7.1	\$500.00
20	Interfere with Device	Schedule D, Section 5.1.2	\$500.00
21	Fail to Maintain	Schedule D, Section	\$500.00

		7.3	
22	Water outside when prohibited	Schedule D, Section 4.1.2	\$250.00
23	Obstruct free access	Schedule D, Sections 5.1.2, 8, 10.3	\$500.00
24	Obstruct an Officer or agent	Schedule D, Sections 5.1.2, 8, 10.3	\$500.00
25	Connected a sump pump to Sewage Works	Schedule E, Section 8	\$500.00
26	Permit a connection of a sump pump to Sewage Works	Schedule E, Section 8	\$500.00
27	Discharge sewage other than into a sanitary sewer	Schedule E, Section 4	\$500.00
28	Discharge storm water into a sanitary sewer	Schedule E, Section 8	\$500.00
29	Discharge or deposit sanitary sewage in excess of sixty degrees Celsius	Schedule E, Sections 4, 12 & 18	\$500.00
30	Discharge or deposit oil, grease, tar or other matter into sanitary sewer	Schedule E, Sections 4, 12 & 18	\$500.00
31	Discharge matter which may become harmful sewage works	Schedule E, Sections 4, 12 & 18	\$500.00
32	Discharge material with high BOD	Schedule E, Sections 4, 12 & 18	\$500.00
33	Discharge material with high suspended solids	Schedule E, Sections 4, 12 & 18	\$500.00
34	Discharge sewage with contaminant	Schedule E, Sections 4, 12 & 18	\$500.00
35	Fail to discharge storm water into a storm sewer	Schedule F Section 4.1	\$500.00
36	Discharge sewage into a storm sewer	Schedule F Section 4.2	\$500.00
37	Discharge liquid with temperature in excess of fifty-five degrees Celsius into a storm sewer	Schedule F Section 4.5	\$500.00
38	Discharge fat oil or grease into storm sewer	Schedule F Section 4.6 & 4.7	\$500.00
39	Discharge matter with unacceptable pH into storm sewer	Schedule F Section 4.8	\$500.00
40	Discharge material with high BOD into storm sewer	Schedule F Section 4.9	\$500.00
41	Discharge material with high suspended solids into storm sewer	Schedule F Section 4.10	\$500.00
42	Discharge storm water with contaminant	Schedule F Section 4.11	\$500.00
43	Discharge prohibited substance	Schedule F Section 4.12 & 4.13	\$500.00
44	Discharge matter that may cause an offensive odour	Schedule F Section 4.14	\$500.00
45	Discharge prohibited solids	Schedule F Section 4.15	\$500.00
46	Discharge matter containing colour into sewage works or storm system	Schedule F Section 4.16	\$500.00
49	Fail to install or maintain screening device	Schedule F Section 5	\$500.00
50	Fail to install or maintain manhole	Schedule F Section 5	\$500.00
51	Discharge swimming pool water contrary to	Schedule F Section 7	\$500.00

	bylaw		
52	Connect roof water downspout to storm sewer	Schedule F Section 8.8	\$500.00
53	Allow water from downspout to damage adjoining property	Schedule F Section 8.9	\$500.00

Directed to: Mayor Joe Preston and Members of City Council

Meeting Date:
June 16, 2025

Department: Industrial Development
Prepared By: Patrick Anckaert, Senior Project Manager
Subject: Secondary System Watermain Shutdown

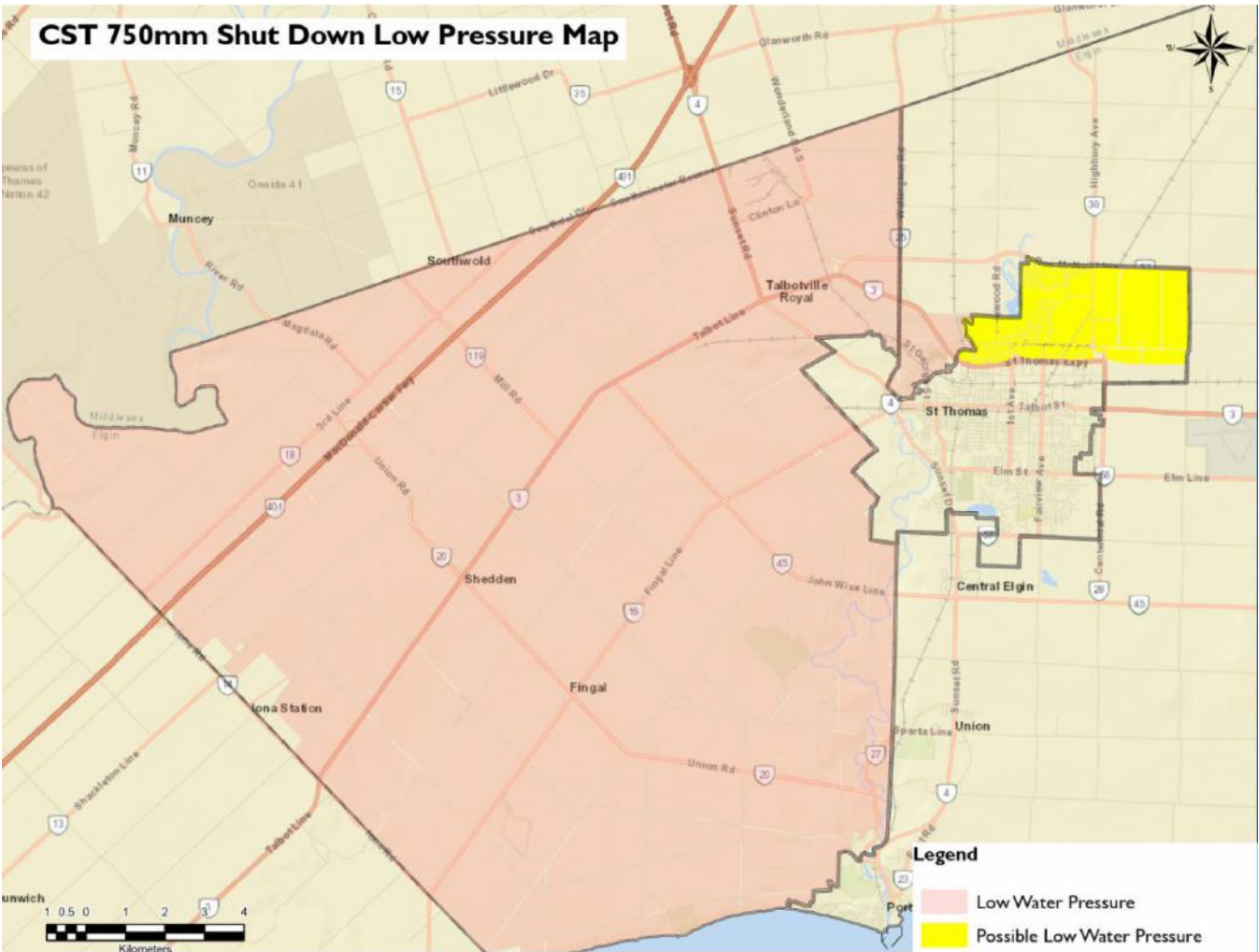
Attachments
None

Recommendation:

THAT: Report ID15-25 relating to Secondary System Watermain Shutdown be received for information.

Background:

As part of the Highbury Ave Widening project approximately 530m of a new 750mm dia. watermain was installed which forms part of the secondary watermain system. This watermain feeds Old Lynhurst and New Lynhurst in Central Elgin and all of Southwold. To facilitate tie-in and commissioning of this watermain two (2) shutdowns of the line are required. During the shutdown, Old Lynhurst, New Lynhurst and all of Southwold will experience low pressure. In the City of St. Thomas, areas north of Highway 3 may experience low pressure. See below map for further detail.



Analysis:

Extensive planning with key stakeholders has taken place which include Contractor partners, City Operations, Southwold, Central Elgin, Ontario Clean Water Agency (OCWA), Fire Services and key industries that are water sensitive.

The shutdowns are anticipated to take 24h. After consultation and review of flow meter data, it was decided to start the shutdown at 8 p.m. on a Friday night. If all goes well, pressure will return to normal Saturday evening. The first shutdown is scheduled for Friday July 11th, 2025. The second shutdown is not scheduled but it anticipated to occur in September.

It should be noted that the Municipality of Dutton Dunwich has agreed to back feed Southwold during this shut down. Without this capability Southwold would have no water instead of low pressure. Staff are appreciative of this cooperation.

A robust communications plan has been developed. Public communication will start 4 weeks in advance and continue every week up until the shutdown. CTV, MyFM, Times Journal, Aylmer Express, CBC radio, health unit, school board, Valley View, Day Cares, Business's & Restaurants will all be directly contacted. Messaging will go out on partner municipality social media accounts as well as the City's.

Fire Services are aware of the plan and have put supporting municipalities on notice. A map showing best available hydrants during the shut down within the City has been provided for their use.

Any questions can be sent to panckaert@stthomas.ca.

Strategic Priority:

Strategic Pillar: Excellence in All We Do - Priority #2: Thoughtful, Strategic, and Sustainable Community Growth

Financial Impacts:

This work is included in the Highbury Ave project.

Report Approval:

This report has been reviewed and approved by: Executive Director of Industrial Development.

All reports are reviewed and approved by the City Manager.

Watermain Shut Down Communications Plan

Purpose:

To inform members of the community and prepare those within a certain geographic location for significant changes in water pressure on July 11 that could last over 24 hours.

Audience:

- Residents
- Businesses
- Media outlets

Key Messages:

- Only specific areas will be affected – Talbotville, Fingal, Shedden, Southwold, and certain parts of Iona Station. Possibly St. Thomas north of Highway 3.
- Water pressure will be effected starting at 8 p.m., expected to last up to 24 hours
- Emergency services are prepared, and other locales are helping us out by redirecting water to minimize disruptions

Channels:

- **Email**
 - Direct emails to media outlets and local businesses
- **Website**
 - News articles posted on website
- **Social media**
 - Weekly reminders
 - Updates on the day-of
- **In-Person**
 - Patrick and Nishant visiting businesses, daycares, etc.
- **Paper notices?**

- Consider giving a reminder on-paper a few days ahead of time, either mailed or hand-delivered (not sure how complicated this would be)

Content Plan/Schedule:

June 16, 2025

Initial Notice

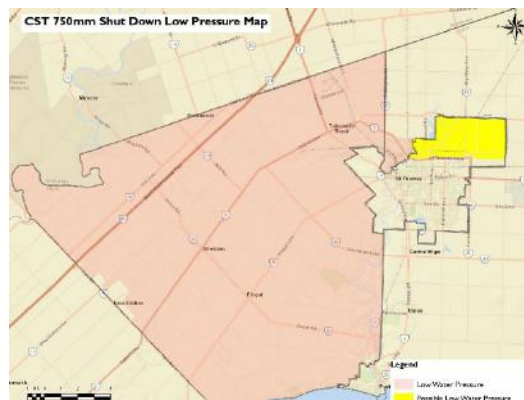
- Email to media outlets, local businesses, etc.
- Post on City website for public awareness

NOTICE: Watermain Upgrades to Cause Temporary Low Water Pressure in Southwold, Lynhurst, and North Side of St. Thomas

On Friday July 11 at 8 p.m., the City of St. Thomas will be turning off a water booster station to complete important maintenance work as part of the [Highbury Ave widening project](#). The work is anticipated to take 24 hours, with return to service anticipated for the next day, Saturday July 12th at 8 p.m.

During this time, those located in Lynhurst and communities in Southwold will experience lower than normal water pressure. Residents of St. Thomas located north of Highway 3 may also be affected.

See the map below for further detail:




The Municipality of Dutton Dunwich has agreed to back feed Southwold's water supply during this shut down. Without this capability, Southwold would have no water, instead of low pressure. St. Thomas is appreciative of this cooperation.

During this time, residents are asked to conserve water. Coordination with Fire services has occurred to ensure operational readiness.

The City appreciates your patience and cooperation during this time of unprecedented growth, and apologizes for any inconvenience.

Please contact Patrick Anckaert (panckaert@stthomas.ca) with any questions or concerns related to this project.

Social Media Post

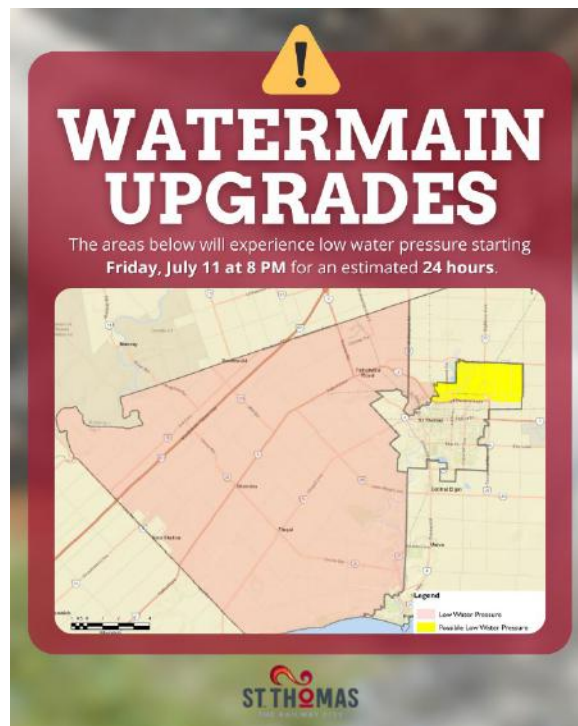
⚠️ NOTICE: Watermain Upgrades to Cause Temporary Low Water Pressure. 

Residents and businesses across Southwold and Lynhurst are advised that they will experience lower than normal water pressure on Friday, July 11, 2025 starting at 8 p.m. Those located in St. Thomas north of Hwy 3 may also be affected.

We apologize for any inconvenience.

More details at stthomas.ca

#TheRailwayCity



June 23, 2025

Social Media

- Reminder
 - Reshare latest post to story

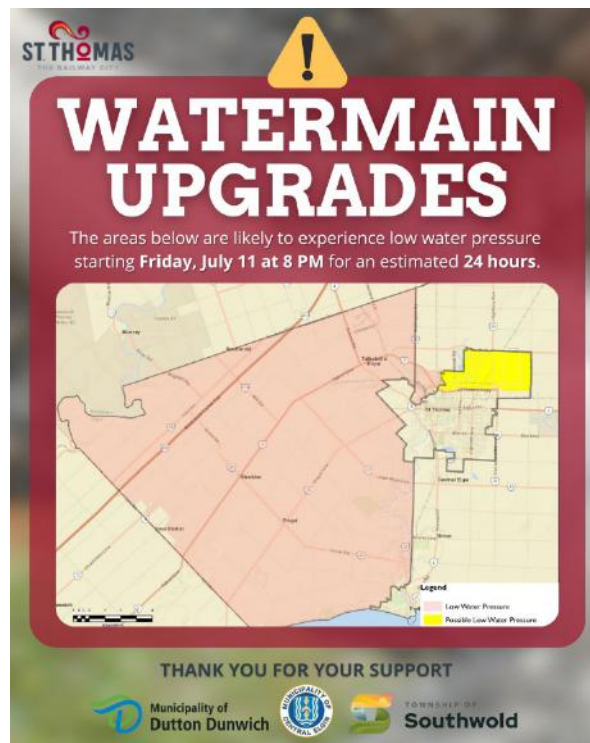
June 30, 2025

Social Media Post

⚠️ REMINDER: Watermain Upgrades to Cause Temporary Low Water Pressure. 🔄

A reminder that Lyndhurst, Southwold, and St. Thomas north of Hwy 3 can expect low water pressure on Friday, July 11 starting at 8 p.m. for approximately 24 hours.

Our friends in @DuttonDunwich have will be supporting Southwold's water supply during this time. Our growing City appreciates the support and cooperation of neighbouring communities. 🤝 #TheRailwayCity



July 7, 2025

Reminder Notice – 4 Days Before

- Email to media outlets, local businesses, etc.
- Update article on City website for public awareness

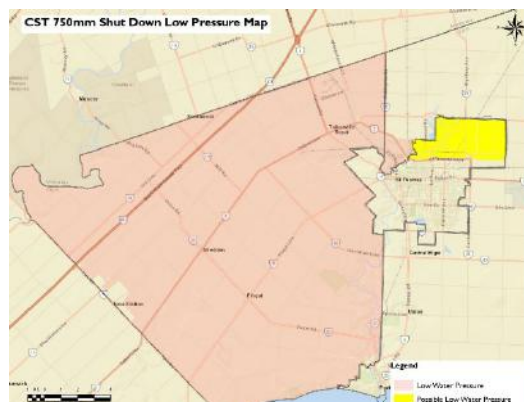
TBD – Need info for road closure

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During this time, residents are asked to conserve water. Coordination with Fire services has occurred to ensure operational readiness.

The City appreciates your patience and cooperation during this time of unprecedented growth, and apologizes for any inconvenience.

Please contact Patrick Anckaert (panckaert@stthomas.ca) with any questions or concerns related to this project.

Social Media

TBD – Need info for road closure

July 9, 2025

Social Media

- Reminder
 - Reshare latest post to story

July 11, 2025

Website Updates

- Update article on City website for public awareness

Social Media Updates

- Rebecca on-call; will post updates throughout the day to social media.

TBD

July 12, 2025

Social Media

- Final post when work is done – “Big thank you to the crews for their hard work and local residents for their cooperation.”

Website Update

CRISIS COMMUNICATIONS PLAN

Purpose:

Preparing communications in case the shut down lasts longer than expected.

Audience:

- Residents
- Businesses
- Media outlets

Key Messages:

- TBD

Channels:

- **Email**
 - Direct emails to media outlets and local businesses
- **Website**
 - News article posted on website
- **Social media**
 - Status updates posted by Rebecca (on-call that weekend)



ELGIN COUNTY ECONOMIC DEVELOPMENT UPDATE

INVESTING IN OUR FUTURE: DEPARTMENT HIGHLIGHTS

Elgin County's Economic Development and Tourism department continues to deliver initiatives that support business growth, strengthen local economies, and attract new investment and visitors across all seven Municipalities. With new tools, refreshed resources, and targeted campaigns underway, we're focused on creating meaningful opportunities that benefit communities across the County.

This update highlights recent initiatives and upcoming projects that reflect our commitment to driving economic development across Elgin County. We look forward to continuing to work together to grow our local economy and support a vibrant, resilient future for all.

ECONOMIC DEVELOPMENT & TOURISM STRATEGY



The County is developing a new five-year Economic Development and Tourism Strategy and Action Plan to guide the next phase of regional growth. The strategy will support key goals such as business retention and expansion, investment attraction, workforce development, and tourism sector advancement.

It will be shaped through data analysis, consultations with Local Municipal Partners (LMPs), and engagement with stakeholders and industry experts. The County will be launching engagement activities this summer to ensure the strategy reflects shared regional priorities and builds on local strengths. Members of Elgin County Council and our LMPs will be invited to provide input during this process.



ELGINCENTIVES - COMMUNITY IMPROVEMENT PLAN (CIP) REVIEW

A comprehensive review of the Elgincentives CIP was completed earlier this year and presented to County Council. This program has been a cornerstone of the County's economic development efforts since 2015, encouraging private investment and supporting business revitalization, particularly in tourism, downtown areas, and the agri-business sector.

To date, over **\$1.5 million in grants** have been awarded, helping to leverage more than **\$9 million in private investment**. Based on feedback from businesses, Municipal staff, and community partners, a refreshed CIP is now in development.

Updates will focus on:

- Improving efficiency
- Enhancing program visibility
- Supporting affordable housing
- Providing greater flexibility for impactful projects like brownfield redevelopment and major building upgrades.



These improvements will ensure the program continues to reflect local priorities and drive long-term business growth.

BUSINESS GUIDE DEVELOPMENT

A new Business Guide is in development to assist startups and growing businesses in Elgin County. The guide will include general startup steps, planning and licensing checklists, an overview of the planning and permit process, key contacts, and links to funding and training opportunities.

Available both online and in print, the guide will be launched in the beginning of 2026 alongside workshops and outreach activities to help ensure broad awareness and uptake.

BUSINESS DEVELOPMENT AND PERMIT PROCESS MAPPING



To simplify and clarify development and permit processes, County staff hosted a workshop with Municipal planners and building officials in January 2025. This collaboration focused on mapping the permit process from a business user's perspective.

The resulting tools including visual process maps, FAQs, and timelines will be included in the Business Guide and shared online. An awareness campaign will help businesses access this information early and avoid common delays during the application process.

RURAL NETWORKING EVENT – CULTIVATING SUCCESS

Elgin County's Cultivating Success series continues to foster collaboration within the rural business community. The first event in September 2024 welcomed over 100 participants from across the region. The next event is set for June 18, 2025, at Prim Peony Event Co. in Dutton Dunwich and is officially sold out.

These events bring together business owners, support organizations, and industry leaders to network, exchange ideas, and strengthen rural entrepreneurship. They also highlight local businesses and foster cross-municipal collaboration. The initiative is a partnership with local Economic Development Committees and the Elgin Business Resource Centre.



ECONOMIC DEVELOPMENT WEBSITE REFRESH

Work is underway to refresh Elgin County's Economic Development website, with a focus on making resources more accessible and user-friendly. The refreshed site will feature improved navigation, updated business tools, new downloadable guides, and a more intuitive layout for both current business owners and prospective investors. The updates are expected to go live in fall 2025.



SUPPORT LOCAL CAMPAIGN

Elgin County recently concluded its 8-week Support Local campaign, which featured Council members visiting businesses, sharing local success stories, and promoting the value of supporting small businesses. The campaign included social media content, video, and photography that was shared widely across the region.

This initiative celebrated community spirit, boosted online engagement, and offered promotional tools for participating businesses and Municipalities.

CONNECTING BUSINESSES TO FUNDING AND SUPPORT

Elgin County continues to support local businesses by offering one-on-one guidance and helping connect them to funding, training, and advisory services. One key tool is Fundica, a searchable platform that matches businesses with eligible government programs and incentives.

The County also works closely with partners including the Elgin Business Resource Centre (EBRC), the Small Business Enterprise Centre (SBEC), and local Chambers of Commerce. Together, these partners offer wraparound support for new and existing businesses in our region.



BUSINESS DIRECTORY UPDATE

The County is currently refreshing its online business directory to ensure accurate, up-to-date listings. Ella Broadhead, the summer Administrative Assistant, is leading this project and contacting local businesses to confirm their information.

The updated directory will support promotional efforts, enhance business visibility, and provide insight into the regional business landscape. The new directory will be launched later this year on the County website.

PEOPLE OF ELGIN SERIES

In partnership with Establish Media, the County launched the People of Elgin storytelling series. This campaign showcases the inspiring stories behind local businesses, highlighting their resilience, creativity, and community contributions. Distributed through social media and online platforms, the series helps build Elgin's identity as a dynamic place to live, work, and invest. Visit [Elgin County's YouTube Page](#) to view all featured businesses.



STAY CONNECTED

The Elgin County Economic Development newsletter provides updates on business activity, funding opportunities, tourism initiatives, and more. Issued quarterly, it is a helpful resource for Council members, Municipal staff, and community leaders looking to stay informed about growth across the region.

[Sign up for the quarterly newsletter here](#), and [read the Summer 2025 Edition here](#).

MEET THE TEAM - CONTACT US FOR SUPPORT



CAROLYN KRAHN

Manager of Economic Development, Tourism & Strategic Initiatives

ckrahn@elgin.ca
(519) 631-1460 x 133



ABIGAIL RAYCROFT

Business Enterprise Facilitator

araycroft@elgin.ca
(519) 631-1460 x 199



LINDSEY DUNCAN

Tourism Officer

lduncan@elgin.ca
(519) 631-1460 x 163



SUMMER 2025

ELGIN COUNTY TOURISM UPDATE



WELCOME SUMMER WITH US

It's shaping up to be a busy and exciting season in Elgin County. From welcoming new team members to launching a major website and marketing campaign, there's a lot happening and a lot of ways for our local tourism operators to get involved and benefit. Have a read below to see what we've been up to, where we are headed, and how our tourism operators can get involved.

MEET OUR SUMMER STUDENTS

We are delighted to introduce you to three enthusiastic students who have joined our Economic Development and Tourism team this summer. Their contributions will enhance our visitor services, business support, and public outreach efforts. If you happen to see them in your community, please extend a warm Elgin County welcome!



ARDEN DOUPE, MARKETING ASSISTANT

Arden helps with social media, website updates, and staffing the Visitor Centre. She also visits local businesses and events to share real-time content and updates.

ALLIE PIMLATT, TOURISM ASSISTANT

Based at the Port Stanley Visitor Centre, Allie welcomes visitors and provides recommendations on activities, dining, and events.

ELLA BROADHEAD, ADMINISTRATIVE ASSISTANT

Ella supports administrative tasks, helps at the Visitor Centre, and is updating the County's online business directory.

WHAT'S NEW:



ELGINTOURISM.CA

We've launched a brand-new tourism website that presents Elgin County in a fresh and accessible way. With a mobile-friendly design, high-quality imagery, and dynamic event listings, the site helps visitors discover our local attractions, plan their trips, and explore everything our region has to offer. Each listing is designed to support our tourism operators by increasing visibility and encouraging engagement.



2025 ELGIN COUNTY VISITOR'S GUIDE

The new format of the Visitor Guide features carefully curated content that highlights the local experiences and all the wonderful tourism-based businesses our region has to offer. We removed ads and eliminated membership fees in order to showcase all of our offerings. Guides are distributed across Ontario and locally.

2025 SAVOUR ELGIN CULINARY GUIDE

In partnership with Railway City Tourism, the Taste Guide is a carefully curated magazine that highlights our region's culinary experiences. The businesses featured rotate with each issue, making it a highly sought-after exposure opportunity.



FAM TOUR SUCCESS

Elgin Tourism recently partnered with Railway City Tourism and Ontario's Southwest to host a FAM (familiarization) tour for 28 tourism professionals. This interactive event replaced our annual networking session and gave participants the chance to explore key destinations, network with fellow operators, and build connections. We received great feedback and look forward to more events like this in the future. We will be sure to reach out prior to next FAM Tour opportunity.



VISITOR DATA: INSIGHTS FOR LOCAL BUSINESS

We recently completed a geofencing study of visitor traffic to Port Stanley from January 2024 to March 2025. The study tracked over 107,000 unique visitors and 1.2 million visits.

Key takeaways:

- **70% of visitors** are from nearby communities within 39 km, while **30% travel from farther away** and are more likely to stay overnight.
- The **busiest time of day is midday**, aligning with beach activity and dining hours.
- High-value visitor segments include **families, mature travelers, and younger adults**. **Students and non-affluent visitors** also visit regularly, though with different spending habits.



These findings are shaping how we market the region and plan for future tourism growth. Local tourism attractions can gather similar insights by collecting visitor postal codes and working with Ontario's Southwest to profile their audience. Interested businesses can contact Elgin County Tourism if they are interested in learning more or applying this to their business.



CONNECTING WITH VISITORS AT TRADE SHOWS

Each year, we promote Elgin County tourism at events like the London Lifestyle Show, St. Thomas Home Show, and Toronto International Women's Show. These events help us connect directly with thousands of potential visitors and invite them to explore Elgin.

SPOTLIGHT ON OUR PARTNERSHIP WITH ONTARIO'S SOUTHWEST

We're proud to be a part of Ontario's Southwest, which offers programs, training, and marketing tools for tourism operators:

- Unlocked & Inspired and Signature Experience programs provide coaching and promotion
- Paid marketing options, like collaborative social media and photo packages
- Webinars and workforce development tools
- Access to visitor trend data and market insights



Visit www.swotc.ca to explore the full list of opportunities available to local tourism businesses.

SUMMER MARKETING CAMPAIGN

To support the launch of Elgin County's new tourism website and encourage both local and regional travel, we've rolled out a targeted summer marketing campaign that builds on recent data and audience insights. Our campaign uses a combination of platforms to reach day-trippers, overnight visitors, and local residents:



- **CTV London** digital and on-air ads
- **Google Ads** target users within a 200 km radius of Elgin County
- **Billboards** in St. Thomas and West London
- **MyFM St. Thomas** radio and digital across the region

This campaign is informed by a recent geofencing study, which revealed that 70% of visitors to Port Stanley live within 39 km, while 30% travel from farther away and are more likely to stay overnight. These insights are shaping how and where we market Elgin County this summer.

All marketing efforts are designed to drive visitors to the new tourism website, where they can explore local businesses, find events, and plan their visit.

NEW DIRECTIONAL SIGNAGE FOR TOURISM BUSINESSES

Elgin County is now working with the Tourism-Oriented Directional Signing (TODS) program to offer improved highway and roadside signage. This program replaces the County's old signage system and meets provincial standards.

- Hwy 401 signs: \$750 per direction
- Hwy 3/County road signs: \$400 per direction

We're also installing new cluster signs in Port Glasgow, Port Stanley, Port Bruce, Sparta, John E Pearce Provincial Park, Port Burwell, and Aylmer. These signs will guide visitors to local tourism hotspots using clear symbols.

To apply for TODS signage or to check eligibility, businesses can contact:

Sandra Peters – TODS Field Rep
☎ 1-888-263-9333 ext. 201 or 519-914-1132
✉ speters@interstatelogos.com





SOCIAL MEDIA GROWTH

Our reach continues to grow on Facebook, Instagram, and YouTube. In 2024, we reached over 400,000 people - double the previous year. As of May 29, we've already reached over 314,000 people in 2025.

Tag us and send us updates from your community. We want to help share your story.



@elgincountytourism #elgincounty

TELL US WHAT'S NEW

Do you know a local tourism business celebrating a milestone or launching a new experience? Let us know so we can help spread the word. Contact the Elgin County Economic Development and Tourism team to feature tourism businesses in your community in future updates.

Let's keep working together to showcase the best of Elgin County!

Thank you for all you do to make our region a destination worth exploring.



MEET THE TEAM - CONTACT US FOR SUPPORT



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THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2025-45

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on June 23, 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 June 23, 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 23rd DAY OF JUNE, 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell