



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday July 14, 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 23, 2025
- (b) Draft Minutes of the Communities in Bloom Committee Meeting of June 18, 2025
- (c) Minutes of the Southwold 175 Planning Committee Meeting of June 23, 2025
- (d) Draft Minutes of the Southwold 175 Planning Committee Meeting of July 8, 2025

5. DELEGATION

6. DRAINAGE

- (a) IDS 2025-35 Horton Drain Request

7. PLANNING

- (a) **7:00 p.m. Committee of Adjustment** PLA 2025-20, MV 2025-02 7951 Church Street
- (b) PLA 2025-21 Consent Application E37-25, 36427 Talbot Line

8. REPORTS

- (a) FIR 2025-08 Activity Report – June 2025
- (b) CBO 2025-16 Activity Report – June 2025
- (c) CBO 2025-17 Limited Distance Agreement
- (d) FIN 2025-16 Section 357 & Tax Incentive Approval Applications

- (e) FIN 2025-17 Strategic Asset Management Policy Update
- (f) FIN 2025-18 Asset Management Update RFP
- (g) IDS 2025-32 Activity Report – June 2025
- (h) IDS 2025-33 Design Guidelines Update
- (i) IDS 2025-34 Fingal Stormwater Facility Design Award
- (j) CAO 2025-40 Activity Report – June 2025
- (k) CAO 2025-41 Health and Safety Policy Statements

9. CORRESPONDENCE

- (a) Elgin County Joint Annual Accessibility Status Report 2023/2024
- (b) Kettle Creek Conservation Authority RE: Bill 5 and Bill 17
- (c) Honourable Senator Robert Black RE: Soil Health
- (d) 2024 Elgin OPP Detachment Board Annual Report
- (e) Fireworks By-law

10. BY-LAWS

- (a) By-law No. 2025-46, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on July 14, 2025

11. OTHER BUSINESS *(For Information Only)*

- (a) Ministry of Municipal Affairs and Housing RE: *Protect Ontario by Building Faster and Smarter Act, 2025* (Bill 17)
- (b) Ministry of Environment, Conservation and Parks RE: Blue Box Producers

12. CLOSED SESSION

- (a) 239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board – Property Acquisition;
- (b) 239(2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Agreement Revenue Interpretation

13. ADJOURNMENT:

NEXT REGULAR MEETING OF COUNCIL

Monday August 11, 2025 @ 7:00 P.M.

Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday June 23, 2025
7:00 p.m. Council Chambers, Fingal, Shedden/Via Video Link

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

ALSO PRESENT: Jeff Carswell, CAO/Clerk
Michele Lant, Director of Corporate Services/Treasurer
Aaron VanOorspronk, Director of Infrastructure & Development
Services
Paul Clarke, Planner (7:22 p.m.)
June McLarty, Deputy Clerk

ABSENT: Councillor John Adzija

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

ADDENDUM TO AGENDA: None

DISCLOSURES: None

ADOPTION OF MINUTES:

Council Minutes – Adopt

2025-186 Councillor Fellows – Councillor Emons

RESOLVED THAT the Minutes of the Regular Council Meeting of June 9th, 2025 are hereby adopted.

CARRIED

Committee Minutes – Review

2025-187 Deputy Mayor Pennings – Councillor Fellows

RESOLVED THAT Council has reviewed the draft minutes of the Canada Day Committee Meeting of June 5, 2025, the draft minutes of the Young at Heart Committee Meeting of June 12, 2025 and the draft minutes of the Southwold 175 Planning Committee Meeting of June 10, 2025.

CARRIED

PLANNING:

Zoning By-law Amendment ZBA 2025-04, 33728 Fingal Line , D. House and ZBA 2025-08, 34480 Fingal Line, Barbara Farms Inc./Albert Kemmerling

In attendance: D. House, A. and A.M. Kemmerling, H. Lansink

Opening of Public Meeting for ZBA 2025-04 and ZBA 2025-08

2025-188 Councillor Fellows – Deputy Mayor Pennings

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 nos. ZBA 2025-04, 33728 Fingal Line, D. House and ZBA 2025-08, 34480 Fingal Line, Barbara Farms Inc./Albert Kemmerling at **7:04 p.m.**

CARRIED

ZBA 2025-04, 33728 Fingal Line, D. House

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: Lot 7, Concession North of Talbot Road and municipally known as 33728 Fingal Line.

The proposed Zoning By-law Amendment (ZBA) application would rezone the subject property from Agricultural 1 (A1) to Agricultural 1-Special Provision 74 (A1-74) and Agricultural 3 (A3).

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

Chairperson Jones asked what method of notice and when was the notice given to the public for this meeting. The Clerk responded that notice was mailed to neighbouring property owners within 120 meters of the subject lands and emailed to commenting agencies prior to the deadline of June 2nd, 2025. A sign was posted on the subject property before June 2nd, 2025.

Planner Paul Clarke presented his report to Council and the public.

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

Chairperson Jones asked if any written submissions on this application were received. The Clerk responded no other comments were received.

Chairperson Jones stated that before he opens the floor to questions from the public, please be advised that any person from the public wished to receive further information on the action of Council regarding the decision on this 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 24, 2025. Any person that has contacted the Planner to be part of the public meeting on June 23, 2025 will receive this further information automatically.

Chairperson Jones asked if the owner and/or applicant was in attendance to please identify themselves. D. House was identified. Chairperson Jones asked if any member of the public was there for the public meeting to please identify themselves. No one from the public was present.

Chairperson Jones asked if the owner had anything further to add. Mr. House responded no.

Chairperson Jones asked if any member of Council had any comments or questions on the application. No comments were made, or questions were asked.

PLA 2025-16 ZBA 2025-04, 33728 Fingal Line, D. House

2025-189 Councillor Emons – Councillor Fellows

RESOLVED 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; and,

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).

CARRIED

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

ZBA 2025-08, 34480 Fingal Line, Barbara Farms Inc.

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: Part of Lot 11, Concession North of Talbot Road; Part of Part 6 on 11R-218 and municipally known as 34480 Fingal Line.

The proposed Zoning By-law Amendment (ZBA) application would rezone the subject property from Agricultural 1 (A1) to Agricultural 1 – Special Provision 75 (A1-75) and Agricultural 3 (A3).

Chairperson Jones asked if any member of Council had a disclosure of interest concerning this proposal. None were declared.

Chairperson Jones asked what method of notice and when was the notice given to the public for this meeting. The Clerk responded that notice was mailed to neighbouring property owners within 120 meters of the subject lands and emailed to commenting agencies prior to the deadline of June 2nd, 2025. A sign was posted on the subject property before June 2nd, 2025.

Planner Paul Clarke presented his report to Council and the public. It was noted in the Report that this application was made in congruent with a consent application that is going to the Elgin County Land Division Committee this week.

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

Chairperson Jones asked if any written submissions on this application were received. The Clerk responded no other comments were received.

Chairperson Jones stated that before he opens the floor to questions from the public, please be advised that any person from the public wished to received further information on the action of Council regarding the decision on this 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 24, 2025. Any person that has contacted the Planner to be part of the public meeting on June 23, 2025 will receive this further information automatically.

Chairperson Jones asked if the owner and/or applicant was in attendance to please identity themselves. A. and A.M. Kemmerling and H. Lansink were identified. Chairperson Jones asked if any member of the public was there for the public meeting to please identify themselves. No one from the public was present.

Chairperson Jones asked if the owner had anything further to add. No one added anything further.

Chairperson Jones asked if any member of Council had any comments or questions on the application. No comments were made, or questions were asked.

PLA 2025-17 ZBA 2025-08, 34480 Fingal Line, Barbara Farms Inc/Albert Kemmerling

2025-190 Deputy Mayor Pennings – Councillor Fellows

RESOLVED THAT That Council approve Zoning By-law Amendment Application ZBA 2025-08 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; and,

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).

CARRIED

Chairperson Jones advised everyone 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 2025-04 and ZBA 2025-08

2025-191 Councillor Fellows – Councillor Emons

RESOLVED THAT the public meeting to consider the applications to amend the zoning on the property owned by D. House, 33728 Fingal Line and Barbara Farms Inc./Albert Kemmerling, 34480 Fingal Line closes at **7: 16 p.m.**

CARRIED

PLA 2025-18 Consent Application E29-25, 34480 Fingal Line

2025-192 Councillor Fellows – Councillor Emons

RESOLVED 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.

CARRIED

PLA 2025-19 Consent Application E 33-25, 36466 Scotch Line

2025-193 Deputy Mayor Pennings – Councillor Fellows

RESOLVED 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.

CARRIED

REPORTS:

IDS 2025-31 Integrated Water Management By-law

2025-194 Councillor Emons – Councillor Emons

RESOLVED THAT Council approve By-Law 2025-44 known as the Integrated Water Management Bylaw.

CARRIED

DELEGATIONS:

7:29 p.m. – 7:39 p.m.

OCWA – Vitally Talashok and Matthew Belding, Meagan Lowden

OCWA 1st Quarter Reports

2025-195 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Council of the Township of Southwold hereby receives the reports from Vitally Talashok and Matthew Belding, OCWA re: The Southwold Water Distribution System 1st Quarter Operations Report and the Talbotville Wastewater Treatment Plant 1st Quarter Operations Report for information purposes.

CARRIED

C. Annett and G. and R. Wilson - Foul Ball Fencing at Fingal Ball Park

7:39 p.m. – 7:51 p.m.

Charles Annett presented a request to Council to install some fencing or netting up on the existing fencing at the Fingal Ball Park to prevent damage to the neighbour's property and the loss of baseballs.

Council also discussed other issues with baseball players at the park. Mayor Jones advised that if this continues that the baseball team will lose their privileges at the park.

STAFF DIRECTION

Staff was directed by Council to obtain quotes on the costs to install either fencing or netting at the Fingal Ball Park.

CORRESPONDENCE:

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

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

2025-196 Councillor Emons – Councillor Fellows

RESOLVED THAT the Council of the Township of Southwold 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.

CARRIED

Blue Box Producer Resolution

2025-197 Councillor Emons – Councillor Fellows

RESOLVED THAT Council of the Township of Southwold hereby supports the attached resolution that was passed by Municipality of Tweed regarding Blue Box Producers; and,

THAT a copy of this resolution be sent to the Premier of Ontario, Minister of Environment, Conservation and Parks, the Minister of Natural Resources and Forestry, the local MPP and the Municipality of Tweed.

CARRIED

Council reviewed the other item under Correspondence

BY-LAWS:

- By-law No. 2025-42, being a by-law to amend By-law No. 2011-14, 33728 Fingal Line
- By-law No. 2025-43, being a by-law to amend By-law No. 2011-14, 34480 Fingal Line
- 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
- 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

By-laws

2025-198 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT By-law Nos. 2025-42, 2025-43 and 2025-44 be read a first and second time, considered read a third time and finally passed this 23rd day of June, 2025.

CARRIED

OTHER BUSINESS

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

Council reviewed the items under Other Business.

CLOSED SESSION:

2025-199 Councillor Emons – Deputy Mayor Pennings

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 **8:08 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- (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

CARRIED

Adjournment of Closed Session

2025-200 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:05 p.m.**

CARRIED

STAFF DIRECTION

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

Confirmation By-law

2025-201 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT By-law No. 2025-45 be read a first and second time, considered read a third time and finally passed this 9th day of June, 2025.

CARRIED

ADJOURNMENT:

2025-202 Deputy Mayor Pennings – Councillor Fellows

RESOLVED THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **9:06 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



MINUTES

CIB COMMITTEE

@ 10:30 a.m.

June 18, 2025

Council Chambers, 35663 Fingal Line



Attendees: Shelley Smith
Cathy Koyle
Christine McArthur
Shannan Worotny
Shirley Lorch
Jo-Anne Cummings-Stinson
Karen Graff
June McLarty, Staff Resource

Regrets: Mayor Grant Jones, Dave Nichols

Chairperson Shelley Smith called the meeting to order at 10:32 am.

The Committee approved the agenda for the June 18th, 2025 meeting.

2025-06 Moved by: Shannan Worotny Seconded by: Christine McArthur

RESOLVED THAT the minutes of the April 29th, 2025 meeting be approved.

Carried

The Committee approved the Iona sign box, but it was removed after the meeting was held.

Plant Sale

The 2025 plant sale was successful. \$1915.00 was sold in plants, \$161.00 was received from muffins and coffee and \$15.00 was contributed to the flag fund. There was \$89.75 received from the sale of plants at the Rosy Rhubarb Festival. Shelley's expenses were confirmed to be a total of \$282.88. Receipts from the plants that Christine purchased will need to be submitted. The committee was told that an invoice from S & B in the amount of \$137.86 was received for 3-way mix.

It was reported that the picking up of the plants at Christine's went well. A big thank you to the McArthur kids for helping out. The Committee will need more discussion on getting the plants to the step and sign boxes next year. Christine will provide a list of plants that were purchased in 2025. The 2025 prices were good.

Flags - Middle River Road

A request was made by a resident to have a flag up on Middle River Road. At this time the committee denied this request but will revisit the flag policy next year to discuss the possibility of putting up flags in non- community or public spaces.

Christine reported that 120 flags were put this year. An inventory of the small flags that were put up on the signs needs to be completed.

Other Business

L Wallis has volunteered to assist with the watering of the step box across from the fire hall in Talbotville.

The Committee would like to see more posts on their Facebook page.

The Volunteer Appreciation Picnic will be held on August 27 at the Talbotville Optimist Sports Park. Social time starting at 5:00 pm and dinner at 6:00 pm. Shannan will call the volunteers. Attendees will need to bring their own dinnerware and cutlery. A discussion was had on who will be responsible for bringing beverages and containers to the dinner.

Adjournment

The meeting was adjourned at 12 noon to meet again on November 19th, 2025 at 10:30am.

Shelly Smith - Chair

June McLarty - Staff Resource



Southwold 175 Planning Committee Meeting Minutes

Monday June 23, 2025

Council Chambers, Fingal/Via Video Link

Time meeting started: 3:00 p.m.

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

Guest Steve Garvin, Fingal – Shedden & District Optimist Club

Regrets: Bill Aarts

1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order at 3:10 p.m.

2. Approval of the Agenda

Moved by: Chris Cirella Seconded by: Sarah Emons

That the agenda for the June 23rd, 2025 meeting be approved.

Carried

3. Approval of the June 10th, 2025, Minutes

Moved by: Sarah Emons Seconded by: Chris Cirella

That the minutes from the June 10th, 2025 meeting be approved.

Carried

4. Event Planner Report

Sharon provided an update on the Meeting with the Optimist Club. Beer, wine and coolers will be served at the beer garden at the event. She

advised the Committee that the alcohol licence has been applied for. The Eventbrite Page has gone live as of June 23, 2025.

8 food vendors and 13 artisan vendors have been confirmed so far.

6.0 Beer Cans

Paul Corriveau from Railway City Brewing attended the meeting to discuss doing a Southwold 175 commemorative beer can. These cans can be sold in 6 packs and would be available at local liquor agencies. There may be some revenue from the cans that are sold. Mr. Corriveau brought forward the idea of using kegs at the event. The kegs would contain a light beer and a lager.

5. Planning for 2025

Committee Member Reports on Action Items

a. Sponsorship

Sharon is still working on getting sponsorship for the event.

b. Entertainment

Sofia reported that she put an offer in for Crown Lands but has not received a response back. The Committee decided to go with the artists we have not and would adjust their times. Chris will redo the schedule.

c. Portable Radios

Sofia is still working with the PA shop for the use of portable radios.

d. Stage Requirements

Sofia will have the stage requirement worked out soon.

e. Fencing (beer garden)

Mayor Jones reported that there is extra fencing coming from the Tractor Pull Committee.

f. Security

Sharon will do some inquiries for companies that offer security for events. We will need some for the beer garden as well some to roam the grounds.

g. Bar

A bar may not be needed with the use of the Railway City Trailer.

7.0 Emergency Assistance

Sharon will contact St. John's ambulance to see if they are available. She will also get some quotes for signs to post the emergency plan.

8.0 Dignitaries Update

MPP Andrew Lawton and MP Rob Flack have responded to our invitation will be in Attendance.

9.0 Social Media Posts – Updates

Blackcat Concepts will be doing the updates to the graphics needed for the social media posts. Once completed they will be sent to Brittany to post on our website. Notices for volunteers will need to be promoted as soon as possible. Grant will contact the Tractor Pull committee about volunteers.

10.0 2025 Event Budget

The budget for the second headliner was removed.

11.0 Other Business

No other business was discussed.

12.0 Adjournment and Next Meeting

RESOLVED that the meeting be adjourned at **4:55 p.m.** to meet again at 3:30 p.m. on **July 8, 2025.**



Southwold 175 Planning Committee Meeting Minutes

Tuesday July 8, 2025

Council Chambers, Fingal/Via Video Link

Time meeting started: 3:30 p.m.

Present: Mayor Grant Jones
Councillor Sarah Emons
Bill Aarts (4:10 p.m.)
Sofia Sinclair-Jones (virtually)
Sharon Lechner
June McLarty, Staff Resource

Regrets: Chris Cirella

1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order at 3:33 p.m.

2. Approval of the Agenda

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

That the agenda for the July 8th, 2025 meeting be approved.

Carried

3. Approval of the June 23rd, 2025, Minutes

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

That the minutes from the June 23rd, 2025 meeting be approved.

Carried

4. Event Planner Report

Sharon presented her report to the committee. She updated the committee on the sponsors, vendors and the alcohol products we are serving.

5. Planning for 2025

Committee Member Reports on Action Items

a. Sponsorship

McDougall Energy has come on board as a sponsor.

b. Entertainment

A follow-up with the local Indigenous Group to see if they can attend. Sofia will report at the next meeting with the final requests from the artists.

c. Portable Radios

Sofia will try again to seek portable radios.

d. Stage Requirements

Sofia provided a quote for a bandshell to go with the stage.

A meeting with Redemption Tents will be set- up to confirm all tent and stage requests.

e. Security

We will have 6 security personnel from 12 pm – 10 pm at the event.

Two for the bar and four to roam the grounds at a rate of \$27 per hour for the bar and \$26 per hour for the regular security.

f. Bar

Sharon will inquire with the St. Anne's Centre for the availability and cost to use their portable bar. Something can also be constructed if this bar is not available or it costs too much to rent.

g. Emergency Assistance

The Southwold Fire Department will be on site at the event unless they are called out for an emergency.

6.0 Volunteers

The Committee discussed where to promote getting volunteers to sign up to assist with the event. A push to get more volunteers will be done.

7.0 Insurance

June explained the requirements for insurance that is required from the vendors and the artists.

8.0 Social Media Posts – Updates

The Committee reviewed the recent flyer and discussed the changes that need to be made.

9.0 2025 Event Budget

The Committee reviewed the budget and made the necessary changes.

10.0 Other Business

No other business was discussed.

11.0 Adjournment and Next Meeting

RESOLVED that the meeting be adjourned at **5:10 p.m.** to meet again at a time that needs to be determined on **Monday July 14, 2025.**



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: July 14, 2025

PREPARED BY: Brent Clutterbuck, Drainage Superintendent

REPORT NO: IDS 2025-35

SUBJECT MATTER: Horton Drain 1954 Improvement

Recommendation:

1. That Council instructs the Mayor to sign a Section 78(1) request to incorporate the as constructed improvement of the 1954 Horton Drain within the Union Road allowance.

Purpose:

The purpose of this report is to seek Council instruction for the mayor to sign a section 78(1) major drainage improvement to incorporate the as built improvement to the Horton Drain in Shedden.

Background:

In February of 2025 the municipality attempted to perform a video survey of the Horton Drain Branch A and Branch D. The condition of the existing drain did not allow for a complete survey to be completed. The reason for the survey was to locate connections of private drains to the existing Horton Drain as part of the sanitary sewer construction project. The Branch A is located in the boulevard on the west side of Union Road approximately 30 cm from the curb. Branch D is located similarly on the east side of Union Road. The drain was found to be in poor condition as seen in the photos from the survey below. This drain has failed several times and had to be maintained over the years.

Comment/Analysis:

Parts of this drain are required to be relocated as part of the development that is proposed for Shedden. The drain is now being reconstructed as part of the sanitary sewer project because it was financially prudent to do so. If the drain was to be replaced later the asphalt, curbs and sidewalks would be destroyed or damaged and would require the additional costs to be replaced. These features were already considered as part of the sewer project. The new drain is also designed to a modern urban standard and will now provide a much better drainage system for the Union Road area up to Talbot Line. This drain will outlet into the new storm water management pond being designed by the developer. At this time no work is contemplated on the branches on the side streets of the current drain that outlet into Branch A & D along Union Road. The new drain is designed to a standard to accommodate improvements to those branches if those branches are improved at a later date.

**Financial and Resource Implications:**

A portion of this is a development driven project and the developer will be responsible for the costs of relocation and construction of the drain as it directly involves the development. The County of Elgin will also be responsible for a significant portion of the costs under a special assessment. Costs to residential properties and Township Roads will be covered by the new Stormwater Reserve.

By having an engineer prepare a report under Section 78(1) of the Drainage Act to incorporate the drain improvement will allow the municipality to fairly assess costs to those landowners that will use the new drain.

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:

Brent Clutterbuck
Drainage Superintendent

Reviewed by:

Aaron VanOorspronk, LET.
Director of Infrastructure and
Development Services

Approved for submission by:

Jeff Carswell
CAO/Clerk

**Notice of Request for Drain
Major Improvement
Drainage Act, R.S.O.
1990, c. D.17, subs. 78 (1.1)**

To: The Council of the Corporation of the Township of Southwold

Re: Horton Drain Branch A and D
(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☐ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Extending the drainage works to an outlet;
- ☒ Improving or altering the drainage works if the drainage works is located on more than one property;
- ☐ Covering all or part of the drainage works;
- ☐ Consolidating two or more drainage works; and/or
- ☐ Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting:

Incorporate work done already completed on Branches A and D of the Horton Drain

Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description <u>35809 Talbot Line</u>	
Ward or Geographic Township <u>Township of Southwold</u>	Parcel Roll Number <u>34-24-000-044-20400-0000</u>

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

Ownership

Corporation

If you need to provide additional information, please attach along with this form.

Corporation (The individual with authority to bind the corporation must sign the form)

Name of Signing Officer (Last, First Name) (Type/Print)

Jones, Grant

Position Title

Mayor

Name of Corporation

Township of Southwold

I have the authority to bind the Corporation.

Signature

Date (yyyy/mm/dd)

2025/07/14

Enter the mailing address and primary contact information of property owner below:

Last Name

First Name

Middle Initial

Mailing Address

Unit Number

Street/Road Number

35663

Street/Road Name

Fingal Line

PO Box

City/Town

Fingal,

Province

Ontario

Postal Code

N0L 1K0

Telephone Number

519-769-2010

Cell Phone Number (Optional)

Email Address (Optional)

mayorjgoness@southwold.ca

To be completed by recipient municipality:

Notice filed this 15th day of July 20 24

Name of Clerk (Last, First Name)

Carswell, Jeff

Signature of Clerk

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD



A G E N D A

Monday July 13, 2025

COMMITTEE OF ADJUSTMENT

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 OF MINUTES
 - (a) Minutes of Committee of Adjustment meeting of January 13, 2025
 5. NEW BUSINESS
 - (a) Minor Variance Application MV 2025-02 E. and J. Nichols, 7951 Church Street
 6. ADJOURNMENT



Meeting of the Committee of Adjustment
Monday January 13, 2025
Council Chambers, Fingal/Via Video Link

MEMBERS PRESENT: Chairperson: Mayor Grant Jones
 Members: Deputy Mayor Justin Pennings
 Councillor John Adzija
 Councillor Sarah Emons
 Councillor Scott Fellows

TOWNSHIP ADMINISTRATION PRESENT: June McLarty, Deputy Secretary-Treasurer
 Mike Szilagyi, Township Planning Consultant

C of A 2025-01 Moved by: Member Adzija
Seconded by: Member Pennings

THAT the regular Council meeting adjourn to sit as a Committee of Adjustment at **7:03 p.m.** to hear application MV 2025-01, R. and J. Lukasik, 7283 Mellor Road.

CARRIED

Chairman Jones called the public hearing to order and stated that this application for a Minor Variance to seek relief from the provisions of Section 3.47 (vi) of Zoning By-law 2011-14 under Section 45(1) of the Planning Act. The proponent is seeking permission to construct a L-shaped porch in the front yard with a distance of 4.88m (16 ft) from the maximum distance of 1.5 (5ft).

Chairman Jones asked if any member of the Committee had a disclosure of interest concerning the Minor Variance Application. None were disclosed.

Chairman Jones asked the Secretary-Treasurer what method of notice and when was the notice given to the public for this hearing. The Secretary-Treasurer responded that a sign was posted on the property prior to the January 3rd, 2025 deadline and notices were delivered to property owners with 60 metres on December 18th, 2025.

Planner Mike Szilagyi presented his report to Committee.

Chairman Jones asked if any members of the Committee had any questions. No questions were asked.

Chairman Jones asked if the Secretary-Treasurer received any comments from Staff. The Secretary-Treasurer responded yes. Comments received from Staff are included in Planning Report PLA 2025-01

Chairman Jones asked the Secretary- Treasurer if there were any written submissions on this application. The Secretary-Treasurer responded that no written comments were received.

Chairman Jones asked if the owner/applicant was in attendance and to please identify yourself so that the Township has a record of your attendance at this public hearing, with your name and civic address. Chairman Jones also asked if anyone was here for this public hearing to please identify yourself so that the Township has a record of your attendance at this public hearing, with your name and civic address. There was no response to either question.

C of A 2025-02 MOVED BY: Member Emons
SECONDED BY: Member Adzija

THAT the Committee of Adjustment for the Township of Southwold receive Planning Report PLA 2025-01 regarding Application for Minor Variance MV 2025-01; and

THAT the Committee of Adjustment for the Township of Southwold grant the requested Minor Variance to obtain relief from the provision of Section 3.47 (vi) to permit the construction of a L-shaped front porch, as per the attached decision sheet.



TOWNSHIP OF SOUTHWOLD

COMMITTEE OF ADJUSTMENT NOTICE OF DECISION APPLICATION NO. MV 2025-01

ATTACHED is a certified copy of the decision of the Committee of Adjustment in the matter of an Application MV 2025-01 for a minor variance pursuant to Section 45 (10) of the Planning Act, R.S.O. 1990, as amended.

The applicant, the Minister or a specified person or public body who has an interest in the matter may appeal the decision to the Ontario Land Tribunal (formerly the Local Planning Appeal Tribunal) by filing with the Secretary-Treasurer of the Committee of Adjustment, not later than the **3rd day of February, 2025**, a Notice of Appeal, accompanied by the Tribunal fee, in the amount of \$400.00 for the first appeal and \$25.00 for each further appeal related to the same matter. Certified Cheque, Money Order or Credit Card payment are to be made payable to the Minister of Finance and in Canadian funds. If you wish to appeal, a copy of an appeal form is available from the Ontario Land Tribunal (formerly the Local Planning Appeal Tribunal) website at: <https://olt.gov.on.ca/tribunals/lpat/about-lpat/>

Additional Information regarding this application for minor variance is available for review, at the Township of Southwold Municipal Office, or by contacting the Township Planner via phone at 519-769-2010 or e-mail at planning@southwold.ca, or available online at the Township's website at: www.southwold.ca/current-planning-applications

Dated this 15th day of January, 2025.

Lisa Higgs, CAO/Clerk
Secretary-Treasurer of the Committee of Adjustment
Township of Southwold
35663 Fingal Line
Fingal, Ontario N0L 1K0
Phone: 519-769-2010
Fax: 519-769-2837
E-mail: cao@southwold.ca



**COMMITTEE OF ADJUSTMENT FOR
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

DECISION SHEET

Application No. MV 2025-01
Date of Hearing: January 13, 2025
Owner/Applicant: Rob and Jacqueline Lukasik
Agent:
Description: Lot 5, Range 1, East of River Road, Registered Plan 11R-3155
Municipal Address: 7283 Mellor Road

Lot Description:

Existing Lot Area	5,362 sq m (57,716 sq ft)
Existing Lot Frontage	71.63 metres (235 feet)
Existing Lot Depth	76.81 metres (252 feet)

In the matter of Section 45(1) of The Planning Act R.S.O 1990, the Township of Southwold Comprehensive Zoning By-law 2011-14, and an application for **Minor Variance**.

The owner is requesting a Minor Variance to seek a relief provision of Zoning By-law 2011-14, as amended to permit the construction of an L-shaped front porch. Specifically, the minor variance will consider the following:

1. Relief from the provision of Section 3.47 (vi) to permit the construction of a porch that can only extend up to 1.5m (5ft) into the required front yard.

Decision:

The application is hereby **approved** to obtain relief from Section 3.47 (vi) to permit the construction of a L-shaped front porch from the maximum distance of 1.5m (5 ft) to 4.88m (16 ft) into the front yard.

Reasons for approval, in accordance with Report PLA 2025-01:

1. The variance does maintain the intent and purpose of the Official Plan.
2. The variance does maintain the intent and purpose of the Zoning By-law.
3. The variance requested is desirable for the appropriate and orderly development and use of the land.
4. The variance is minor in nature.

The effect of written and oral submissions on the Decision is contained within Report PLA 2025-01 and the minutes of the Committee of Adjustment Meeting of January 13, 2025.


We, the undersigned, concur in the decision and reasons given for the decision of the Committee of Adjustment for the Township of Southwold of this 13th day of January, 2025.

RECORDED VOTE	TO GRANT	TO REFUSE	Absent	Present
Committee Member, John Adzija	<u>✓</u>	<u> </u>	()	(✓)
Committee Member, Scott Fellows	<u>✓</u>	<u> </u>	()	(✓)
Committee Member, Sarah Emons	<u>✓</u>	<u> </u>	()	(✓)
Chairperson and Committee Member, Grant Jones	<u>✓</u>	<u> </u>	()	(✓)
Committee Member, Justin Pennings	<u>✓</u>	<u> </u>	()	(✓)

*******CERTIFICATION OF COMMITTEE'S DECISION*******

I, Lisa Higgs, being the Secretary-Treasurer of the Committee of Adjustment for the Township of Southwold, certify that this is a true copy of the Committee's decision on the 13th day of January,

2025


Secretary-Treasurer 

January 15, 2025
Date

*******NOTICE OF LAST DATE OF APPEAL*******

NOTICE IS HEREBY GIVEN THAT THE LAST DATE FOR APPEALING THIS DECISION TO THE ONTARIO LAND TRIBUNAL (OLT) IS THE **3rd, DAY OF FEBRUARY, 2025.**

The decision of the Committee may be appealed to the Ontario Land Tribunal (OLT) by serving personally on or sending by registered mail to the Secretary-Treasurer of the Committee a Notice of Appeal and a copy of an appeal form which is available from the OLT website at www.olt.gov.on.ca setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the Secretary-Treasurer of the fee prescribed by the Tribunal as payable on an appeal from the Committee of Adjustment to the Tribunal.

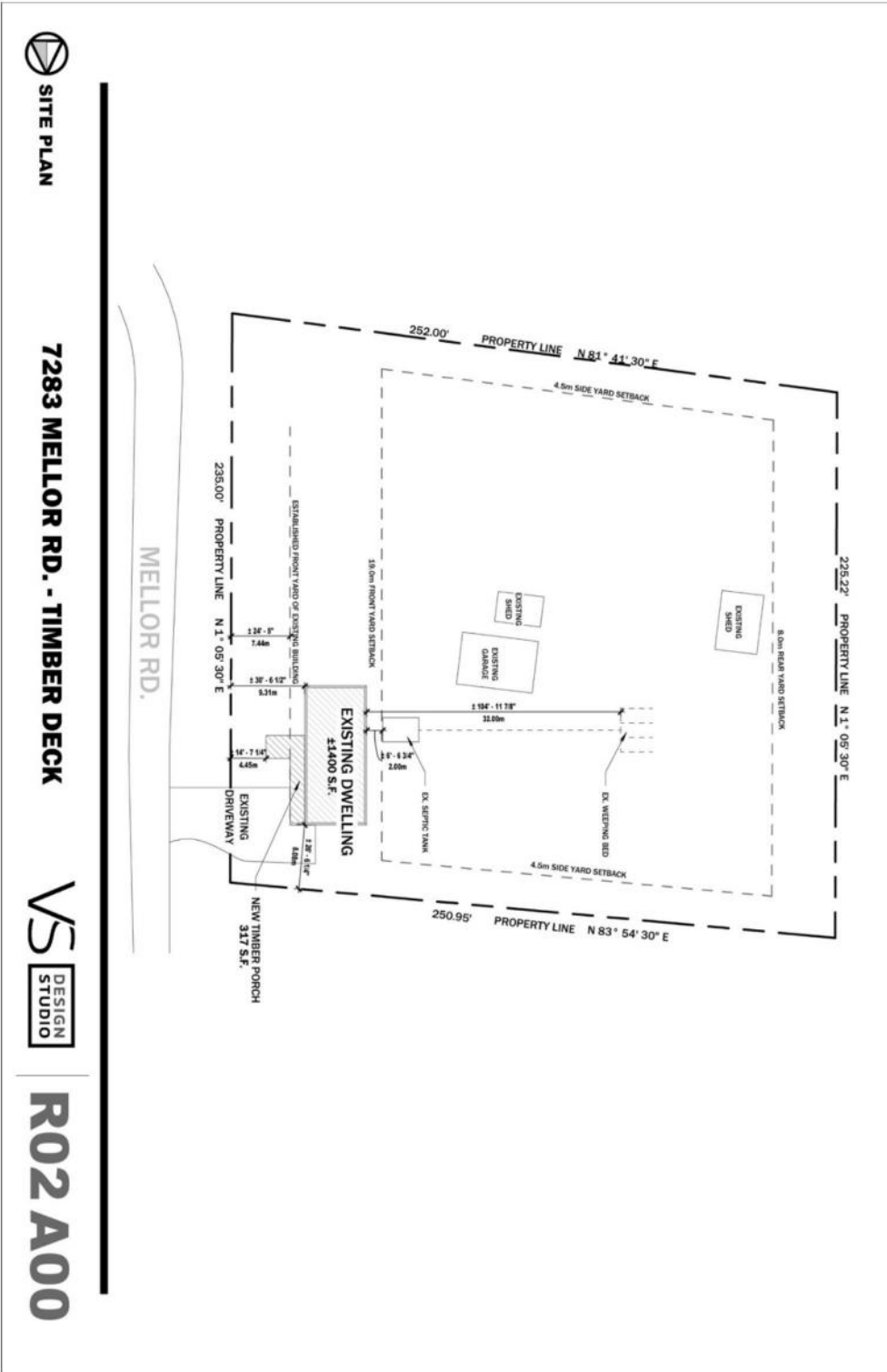
Lisa Higgs, Deputy Clerk
Township of Southwold
35663 Fingal Line
Fingal, Ontario
N0L 1K0
Phone: 519-769-2010
Email: cao@southwold.ca

Schedule A: Subject Area Map 7283 Mellor Road - MV 2025-01

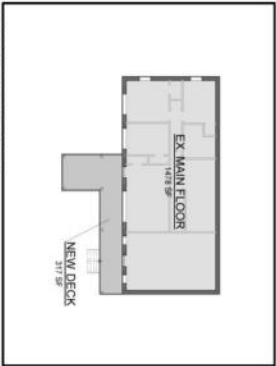
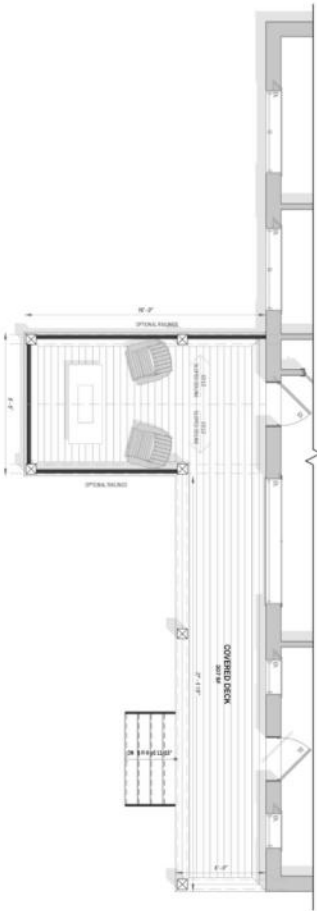


Appendix 1: Site Plan

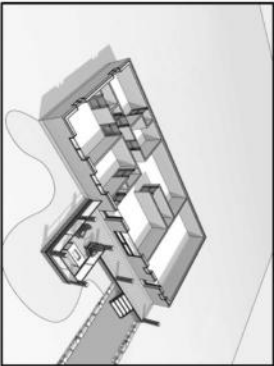
Appendix 1 – Provided Plans for 7283 Mellor Road



PRELIMINARY DESIGN



MAIN FLOOR AREA PLAN



3D ISO VIEW

MAIN FLOOR PLAN

7283 MELLOR RD. TIMBER DECK



R00 D2

Chairman Jones stated that please be advised that the last day for appealing this decision is February 3rd, 2025. If you wish to be notified of the decision of the Committee in respect of this application, you must submit a written request to the Township of Southwold Committee of Adjustment. If you are not the applicant, you should request a copy of the decision since it may be appealed to the Ontario Land Tribunal by the applicant, the Minister or a specified person or public body. This Committee of Adjustment meeting is now concluded.

**C of A 2025-03 Moved by: Member Pennings
Seconded by: Member Adzija**

THAT the minutes from the Committee of Adjustment Meeting of December 9, 2024 are hereby adopted.

Adjournment of Committee of Adjustment

**C of A 2025-04 Moved by: Member Pennings
Seconded by: Member Emons**

THAT the meeting of the Committee of Adjustment to hear application MV 2025-01, R. and J. Lukasik, 7283 Mellor Road adjourns and the regular meeting of council reconvenes at **7:13 p.m.**

CARRIED

Chairperson

Secretary-Treasurer



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: July 14, 2025

PREPARED BY: Mike Szilagyi, Planner

REPORT NO: PLA 2025-20

SUBJECT MATTER: Minor Variance Application MV 2025-02
7951 Church Street, Fingal
Owner: Everett and Jackie Nichols

Recommendations:

1. THAT the Committee of Adjustment for the Township of Southwold receive Planning Report PLA 2025-20 regarding Application for Minor Variance MV 2025-02
2. THAT the Committee of Adjustment for the Township of Southwold grant the requested Minor Variance to obtain relief from the provision of Section 3.1 (a)(v) (Accessory Uses) to permit the construction of a new detached garage.

Summary:

- The variance would permit the construction of an 87.5 m² (942 ft²) detached garage, replacing a smaller existing accessory structure. The proposed garage is proposed to be located closer to the interior side lot line than is normally permitted by Zoning By-law 2011-14.
- The proposal complies with all other provisions of Zoning By-law 2011-14.

Purpose:

The purpose of this report is to provide the Committee of Adjustment with background information to support the recommendation to approve Application for Minor Variance following the Public Hearing scheduled for July 14, 2025.

The subject lands are located at 7951 Church Street, Fingal and are legally described as Registered Plan 31 Part Lots 18 and 19, Reference Plan 11R-2573, Parts 1 and 2. The subject lands are highlighted in Figure 1.

The subject lands are approximately 4,770 m² (51,344 ft²) in area with a frontage of 44.34 m (145.48 ft) along Church Street. The lands are located within the Fingal

Settlement Area of the Township of Southwold, on lands designated Residential Area on Schedule 4C of the Township of Southwold Official Plan and zoned Residential 1 (R1) on Map 14 of the Township of Southwold Zoning By-law 2011-14. The lands are occupied by a single-detached dwelling and associated accessory structures. The lands are surrounded to the North and West by agricultural uses that are zoned for future residential development and to the East and South by residential uses.

Figure 1.0 Key Map of Subject Property



Consultation

Statutory Notice Requirements

The Notice of the Public Hearing was provided in accordance with the provisions of the Planning Act. Property owners within 60m of the subject lands were provided notice through regular mail delivery. Applicable persons and public bodies were provided notice of the Public Hearing and a request for comments via email. Signage advising of the date of the Public Hearing, as well as the purpose and effect of the application, was placed on the subject property and details of the application and Public Hearing were also posted publicly on the Township's website.

Public and Agency Comments

At the time of the writing of the report, no comments or concerns have been received from surrounding property owners. A comment letter from the Lower Thames Valley Conservation Authority (LTVCA) was received and is summarized in this section.

LTVCA

The LTVCA confirms that the subject property is not within any natural hazard areas nor within any areas subject to flooding of a general nature. Floodproofing of the proposed structure then is not required but still always recommended.

The subject property is located within an area with a Highly Vulnerable Aquifer, as identified through the Lower Thames Valley Assessment Report. There are presently no specific policies applicable to the site which regulate activities in such an area, however the LTVCA encourages any such developments to consider sensitivity of the area, and take steps to protect it, such as: conserving water, properly disposing of hazardous waste, using non-toxic products where possible, and preventing pollutants from entering into runoff.

Township Comments

CAO

Would shifting the building south 1.5' have a significant impact by being closer to the house? Will the new building have eavestroughs and direct **rainwater** away from the property to the north?

Building

To comply with OBC this building will need to be a Part 9 residential accessory building, with no openings permitted on the side that is closest to the property line and cannot have an eave of more than 12". Height of residential accessory building is 5.5m to midpoint of roof.

Drainage

Please ensure that any development does not direct surface and roof water to neighbouring properties.

Overview and Analysis:

This analysis is provided prior to the Public Hearing. Should new information arise regarding this proposal, the Committee of Adjustment is advised to take

such information into account when considering the recommendation provided by Township Staff.

The application for Minor Variance was reviewed with consideration to the Provincial Planning Statement (2024), Elgin County Official Plan, Township of Southwold Official Plan, and the Township of Southwold Zoning Bylaw 2011-14. A summary of the applicable planning policies and regulations is provided.

	Section(s)	Relevant Policy Direction
Provincial Planning Statement, 2024	2.2 Housing	<ul style="list-style-type: none"> Planning Authorities shall provide for an appropriate range and mix of housing options
Elgin County Official Plan	C1.1.1 Residential Area Objectives	<ul style="list-style-type: none"> Maintain and enhance the character and identity of existing residential areas
Township of Southwold Zoning By-law 2011-14	3.1 – Accessory Uses 8.0 – Residential 1 Zone	<ul style="list-style-type: none"> Garages are permitted as an accessory use Residential use is permitted on the lands

Minor Variance

The Applicant is requesting relief from the following provision of the Zoning By-law:

Section 3.1 (a)(v) Accessory Uses.

Accessory uses, buildings, or structures shall be permitted in any Zone, subject to the provisions of this By-Law for the particular Zone in which the said building, structure, or use is located, and provided that no accessory building, structure or use shall be erected closer than 1.2 m (4 ft.) to an interior side or rear lot line in any Residential Zone except that a common wall of a semi-detached private garage may be centered on a mutual lot line;

- The Applicant is requesting to construct a detached garage located 0.76 m (2.5 ft) from the nearest interior side lot line.

When presented with an Application for Minor Variance, the Committee of Adjustment must be satisfied the application meets the "Four Tests" of subsection 45(1) of the Planning Act:

Do the variances maintain the intent of the Official Plan? Yes

The subject lands are designated Residential within the Southwold Official Plan. Accessory uses are a permitted use within the Residential designation where such uses are described as: "A use, separate building or structure, normally incidental, insubordinate, exclusively devoted to and located on the same lot as the principle use, building or structure". A detached garage is a typical accessory to a residential dwelling and as such conforms to the policies of the Official Plan. Furthermore, as there are no significant natural features located in proximity to the subject site, there are no concerns for negative environmental impacts. The intent of the Official Plan is maintained.

Do the variances maintain the intent of the Zoning By-law? Yes

The subject lands are zoned Residential 1 (R1) Zone within Zoning By-law 2011-14. This zoning permits the existing residential use as well as the construction of a detached garage as an accessory use. The location of the new structure has been selected in order to maintain existing driveway access on the site which will provide access to the new garage and to a shop located to the rear of the garage. The newly proposed garage is replacing an existing structure which has fallen into disrepair. Maintaining the general location of the structure with the larger garage will ultimately result with the northern face of the garage being located 0.76 m (2.5 ft) from the side lot line rather than the 1.2 m (4.0 ft) required by the Zoning By-law. Typically, the intent of the setback for an accessory structure is to ensure that sufficient separation distance is provided in order to be able to access the exterior of the structure for any future maintenance purposes and to provide sufficient space for any eaves troughs/overhangs which can be used to direct water away from neighbouring properties. In this instance, the 0.76 m (2.5 ft) still provides such space and the applicants will continue to be required to direct any runoff to their own property, thus maintaining the intent of the By-law.

Furthermore, such separation distances would potentially be more necessary if the accessory structure was to be used for living space or as a workshop which could produce negative impacts for surrounding properties. In this case, however, there are no plans or any indication that the structure would be used for living space and the lands already have a shop, which complies with the required setback distances on site. This again provides more comfort that the intent of the By-law is maintained with this request.

Are the variances an appropriate use of the land? Yes

The subject property is a residential lot, which recognizes the construction of a detached garage as a typical housing feature. The proposed garage maintains the residential character of the site and general neighbourhood as detached garages are typical of the area. Furthermore, the replacement of the existing structure will help improve the aesthetic of the site and area and is thus appropriate for the use of the land.

Are the variances minor in nature? Yes

As noted previously, the applicant will still be required to ensure that any potential runoff is directed to their property and based on Building Code requirements will not be permitted to include any opening facing the neighbouring property. As such, potential negative impacts resulting from the establishment of the larger garage are mitigated and no negative impacts are anticipated with this variance and it is thus considered to be minor in nature.

Conclusion:

Subject to receiving further questions and comments from the Committee of Adjustment and members of the public, staff is in a position to state that the application, as proposed:

- i. Is in keeping with the general intent of the Official Plan.
- ii. Is in keeping with the general intent of Zoning By-law 2011-14, as amended, for the Township of Southwold.
- iii. Is desirable and will result in the appropriate development of the area
- iv. Is minor in nature not causing any adverse impact that may result from granting this application

Upon the Committee of Adjustment making a decision, the required Notice of Decision for the Minor Variance will be circulated within 15 days of the meeting. There is a 20-day appeal period during which objections to the decision can be submitted to the Ontario Land Tribunal.

The Committee of Adjustment should be able to demonstrate why the application does or does not meet the four tests for a minor variance under the Planning Act and state those reasons in making a decision.

Financial and Resource Implications:

There are no significant financial implications related to the consideration of Minor Variance Application MV 2025-02.

Strategic Plan Goals:

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

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

Respectfully submitted by:

Mike Szilagyi
Planner

Reviewed by:

Aaron VanOorspronk, L.E.T
Director of Infrastructure and
Development Services

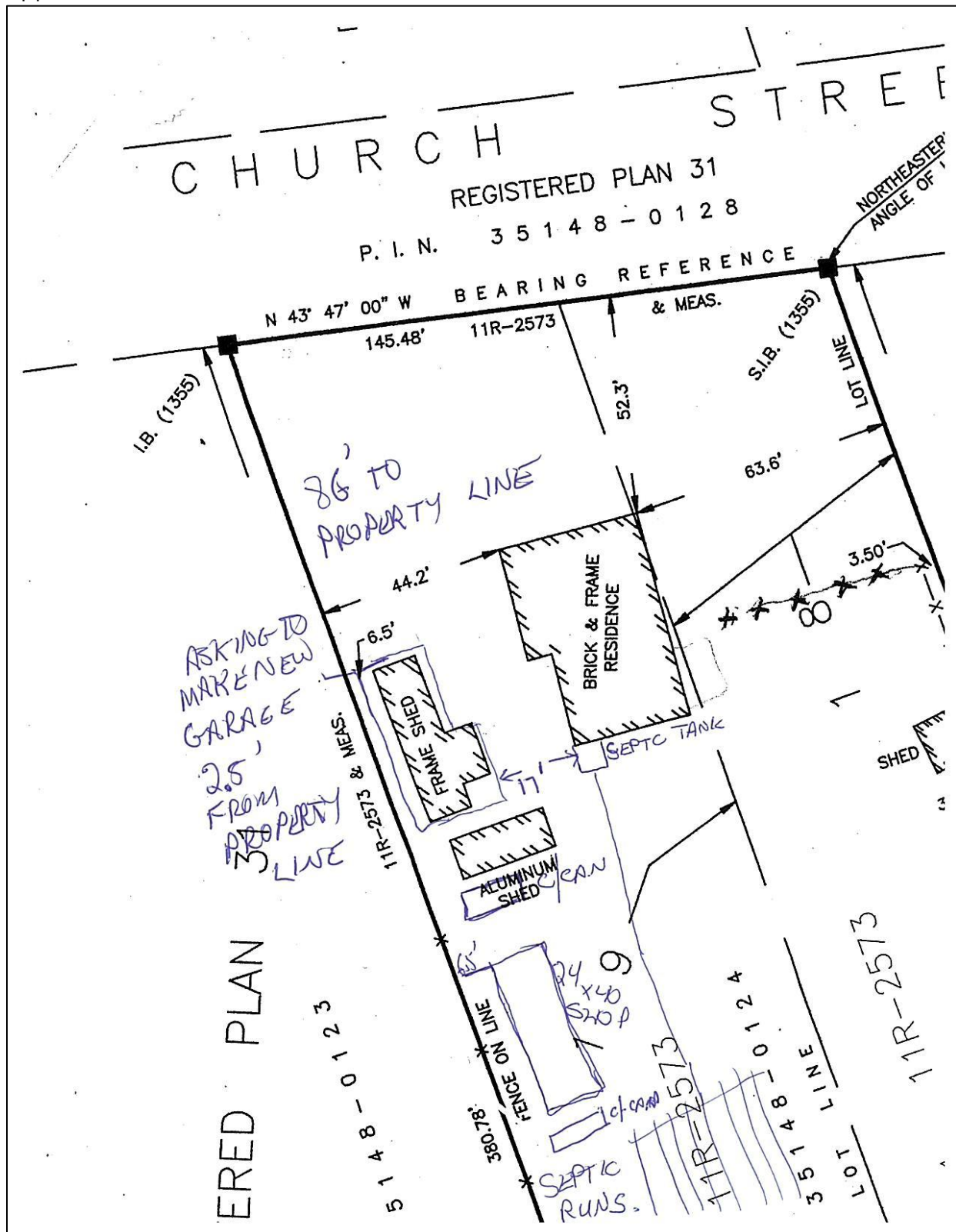
Approved for submission by:

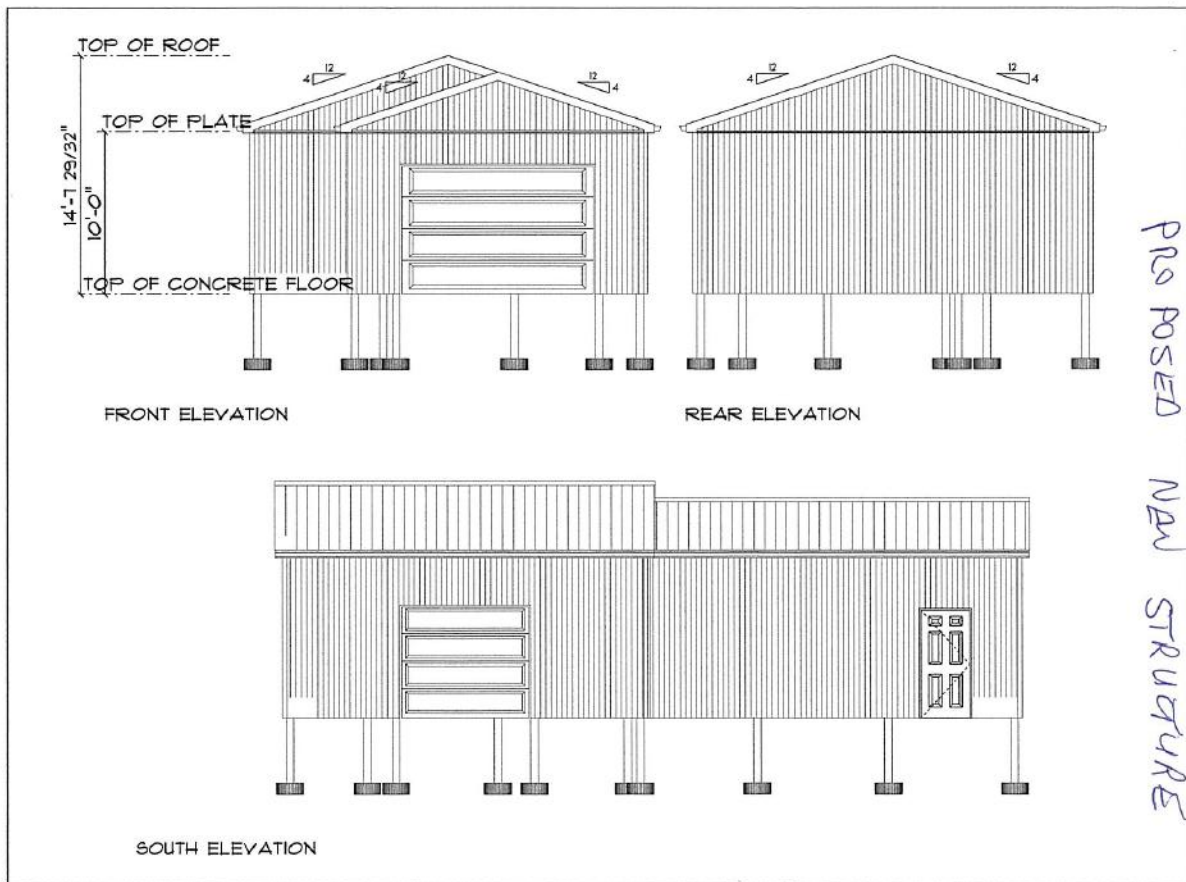
Jeff Carswell
CAO/Clerk

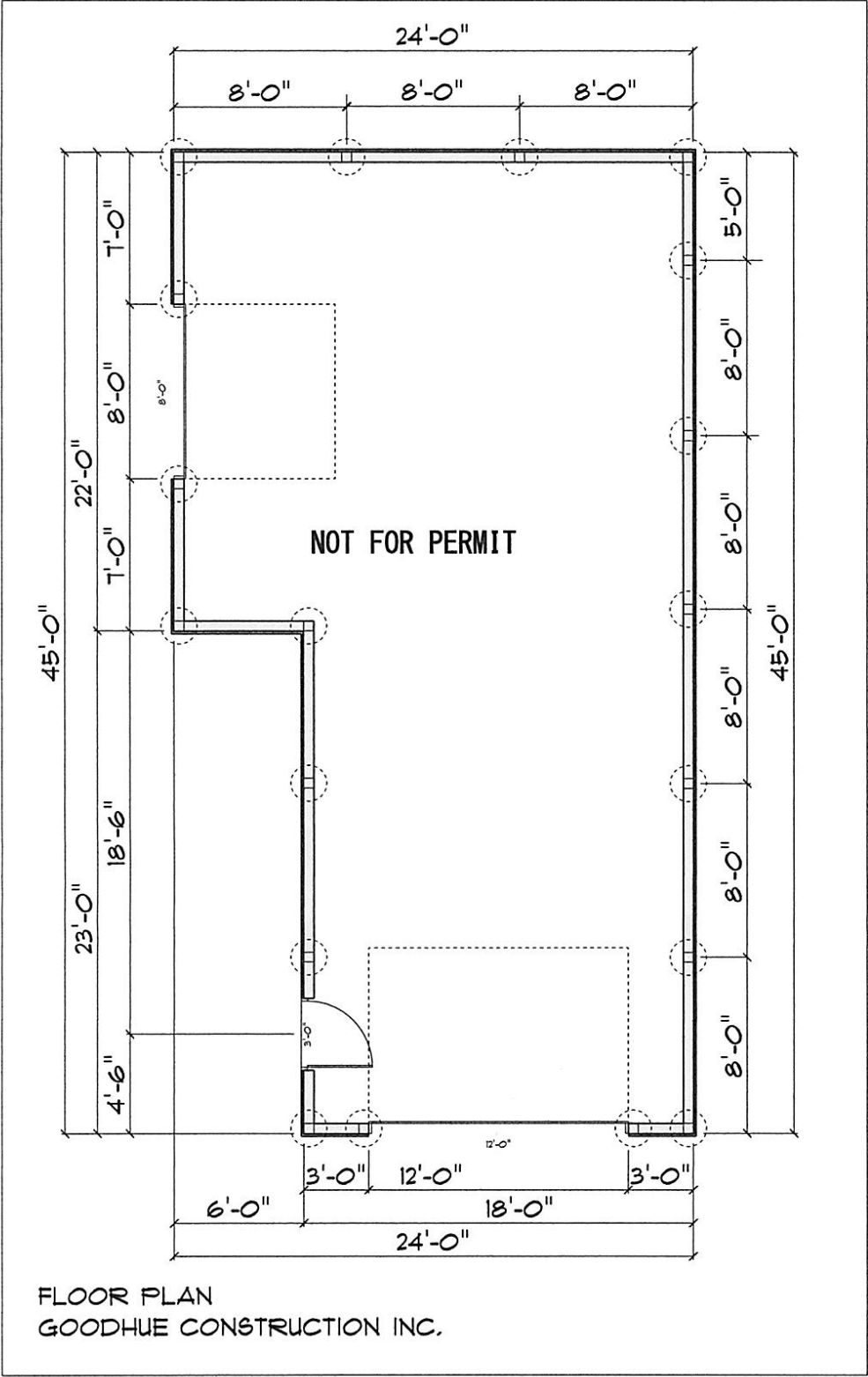
Attachments:

Appendix 1 – Provided plans for 7951 Church Street

Appendix 1 – Provided Plans for 7951 Church Street









TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: July 14, 2025

PREPARED BY: Paul Clarke, Planner

REPORT NO: PLA 2025-21

SUBJECT MATTER: Consent Application E37-25
36427 Talbot Line (Brent Fulton and Barbara Siebenmorgen)

Recommendation:

1. That Council recommend approval to the Elgin County Land Division Committee for Consent Application E37-25 subject to the recommended conditions included in this report.

Purpose:

The applicant proposes to sever a parcel with a frontage of 36.58 m, a depth of 131.03 m, and an area of 4050.3 m² to create a new residential lot. The applicant is retaining a lot with an area of 3.96 ha proposed to remain in Residential use.

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

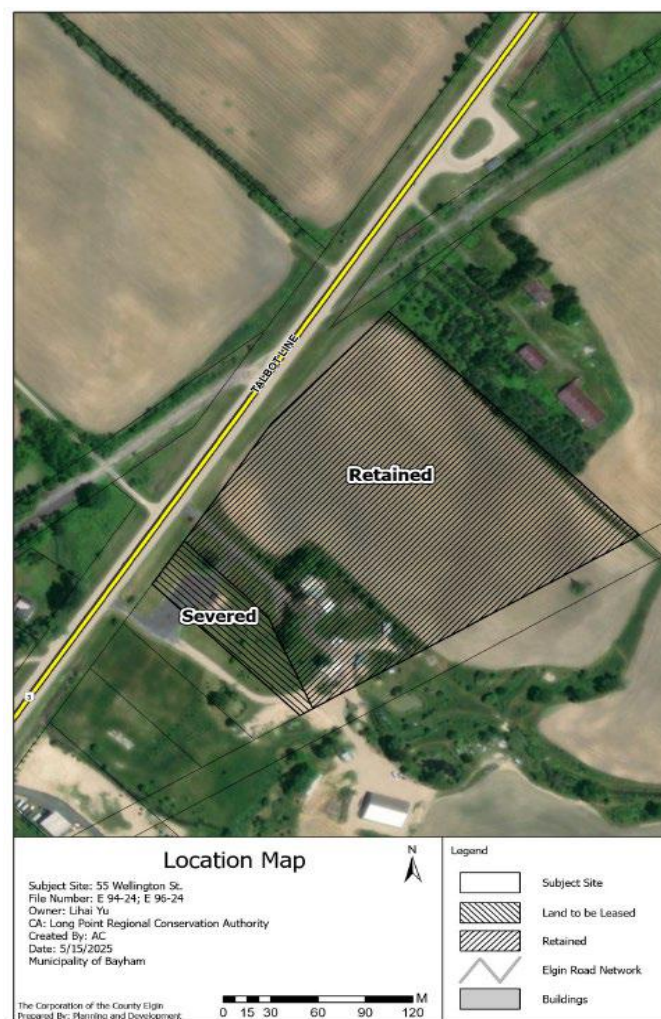
Consent Application E37-25 has been submitted to Elgin County for lands located within the Township of Southwold. The subject property is located at 36427 Talbot Line, and is legally described as Part of Lots 18 & 19, part of Part 1 on Plan 11R-8356. The subject property is shown on the Key Map provided below.

Background:

Application No.	E37-25
Owners:	Brent Fulton and Barbara Siebenmorgen
Agent:	David Roe
Address:	36427 Talbot Line
Water Supply:	Municipal Water Supply
Sewage Supply:	Private Septic Service
Buildings/Structures	Existing dwelling and accessory structures, be retained.
Elgin County Official Plan	Tier 2 Settlement Area

Application No.	E37-25
Settlement Area:	Shedden
Township Official Plan Designation	Residential (Shedden Settlement Area)
Zoning By-law 2011-14 36427 Talbot Line	Residential 1 (R1) Zone Minimum Lot Area (municipal services) – 450 m ² (0.45ha) Minimum Lot Frontage – 15.0m (49ft) Minimum Front Yard – 6.0m (20ft) Maximum Lot Coverage – 40% Minimum Interior Side Yard – 1.2m (4.0ft) on one side of the building and 2.5m (8.0ft) on the other side Minimum Rear Yard – 9.0m (30ft)

Key Map of 36427 Talbot Line



Planning Analysis:

Consent Application E37-25 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 E37-25 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	2.3.1.2 - Settlement Areas	<ul style="list-style-type: none"> Residential development, including lot creation for residential purposes is encouraged Infill and intensification of vacant or underutilized lots in settlement areas is encouraged 	Residential lot creation is permitted in settlement areas
Elgin County Official Plan	C1.1.1.1 C1.1.3.1 E 1.2.3.1	<ul style="list-style-type: none"> Settlement Areas should be the focus of growth or development Infill and intensification of existing settlement areas for residential purposes will assist the County in reaching its housing goals New lot creation in settlement areas for residential purposes is permitted 	Residential lot creation is permitted within all settlement areas
Township of Southwold Official Plan	2.1 - Growth Management Objectives 3.2.2.3 - Development in Settlement Areas 3.2.5 - Intensification	<ul style="list-style-type: none"> Residential development within settlement areas is permitted, and existing settlement areas should be the focus of population growth The Official Plan has a target goal of 10% for intensification 	<p>Residential lot creation is permitted in settlement areas.</p> <p>Intensification is encouraged and this severance would</p>

Legislation	Section(s)	Relevance To Application	Comments
			assist in meeting the Townships 10% intensification goal.
Township of Southwold Zoning Bylaw	8.2 Agricultural 1 – 68 Zone Regulations	<ul style="list-style-type: none"> Proposed retained and severed lands would require a zoning amendment It is recommended that the lands be rezoned to a Residential zone to recognize their primary use as residential parcels. 	Proposed severed and retained lots would require a zone amendment.

The Provincial Planning Statement, 2024, the Elgin County Official Plan, and the Township of Southwold Official Plan permit consent applications for residential uses within existing settlement areas.

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 36.58m and a lot area of 4,050m². The retained lot will have a frontage of 207.66m and an area of 3.96ha. The A1-68 zone permits a maximum lot area of 4.37ha and a minimum lot frontage of 200m.

Consultation:

Consent Application E37-25 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	Planning Act application required to permit reduced lot frontages and recognize the residential use of the severed and retained lots.

Conclusion:

Planning staff recommend support of Consent Application E37-25 for the property known municipally 36427 Talbot Line, which would facilitate creation of one new residential lot.

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, including Cash-in-Lieu of Parkland, 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. That the severed lands be assigned a municipal address and that civic addressing signage be purchased by the Owner and installed to the satisfaction of the Township.

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 VanOorspronk, L.E.T.
Director of Infrastructure and Development
Services

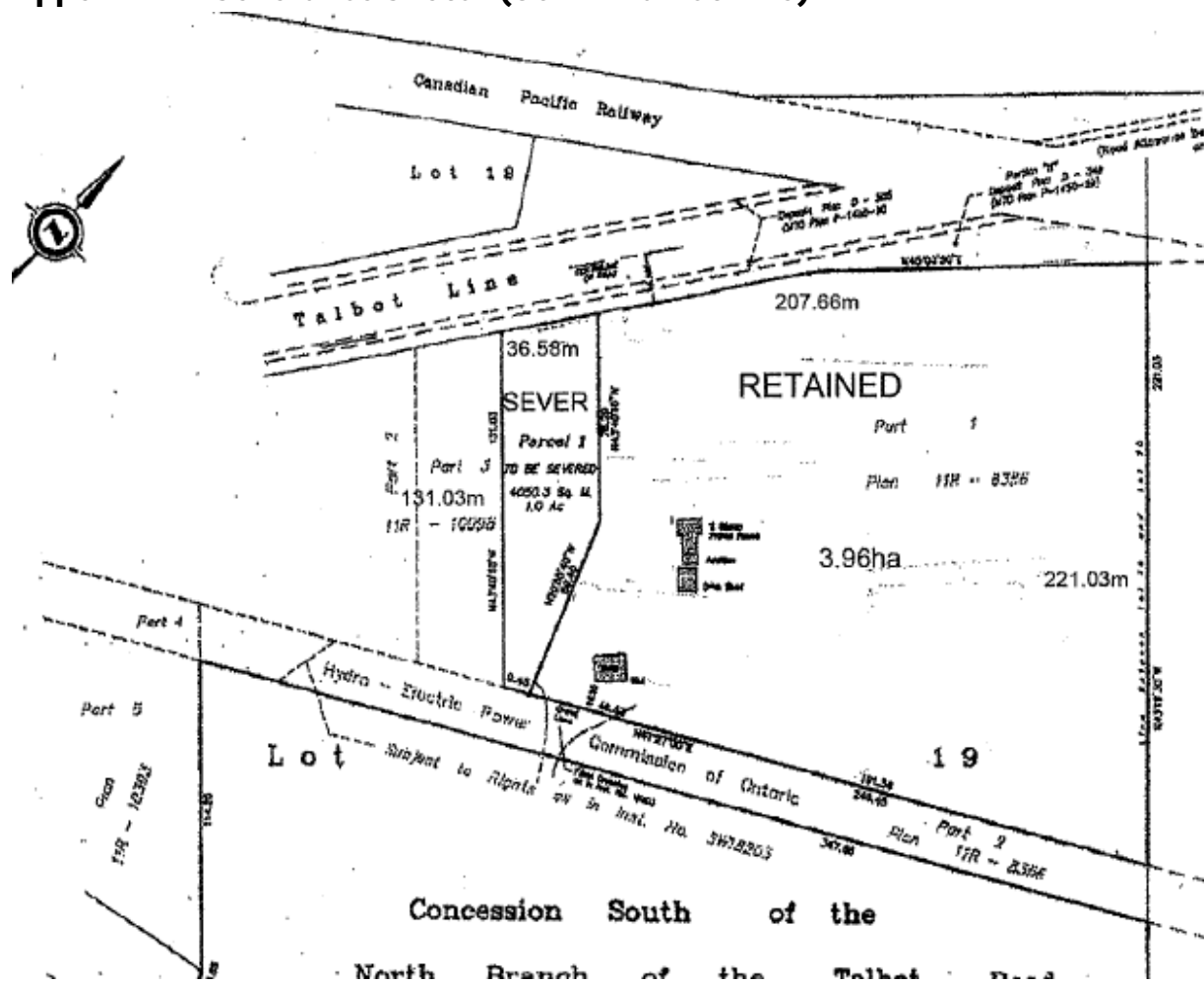
Approved for submission by:

Jeff Carswell
CAO/Clerk

Appendices

Appendix 1 –Severance Sketch

Appendix 1 – Severance Sketch (36427 Talbot Line)





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: July 14, 2025

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

REPORT NO: FIR 2025-08

SUBJECT MATTER: Activity Report for the Fire Chief, June 2025

Recommendation:

1. None – For Council Information.

Purpose:

To update Council on Fire Department Activities for June 2025.

Background:

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

- a. *Calls for service* – a total of 22 incidents were responded to in the month of June, including seven MVCs and three fires – one structure, two vehicles.
- b. *Meetings* – Fire Chief attended County Chiefs meetings, and a quarterly CEMC meeting.
- c. *Inspections* – no new inspections conducted.
- d. *Public Education* – Rosy Rhubarb, assisted Dutton Fire at a Safety Day for children in Wallacetown, Fingal Fireworks, social media, messaging on Shedden Station sign.

A Fire Prevention Team is being formed, to assist the Fire Prevention Officer with planning pub ed events and continuing to build our overall prevention program, while aligning with our NFPA 1035 Provincial Certification requirements.

- e. *Public Relations* – attended the Rosy Rhubarb Optimist Road Race to assist with participant safety, and the Shedden Tractor Pull.
- f. *Grants* – staff have applied for the Firehouse Subs grant for a decon/equipment washer.

Staff supported a joint grant application along with West Elgin, through Malahide for the 2025-26 Mental Health Support for Public Safety Personnel (MHS4PSP) Grant Program through Ministry of the Solicitor General (SOLGEN). The intent is for all Elgin County Departments to be access fully funded Mental Health Support programs through Warrior Health.

- g. *Talbotville Station Project* – operations have been moved into the new facility, with site work continuing.
- h. *Apparatus & Equipment* – ongoing routine maintenance including MTO inspections and annual maintenance, and annual fire extinguisher inspection and service.

Construction crews on the Union Road project, continue to work with staff to ensure station access and emergency access on Union Road.

Report on any outstanding/unresolved concerns, issues:

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

Training Undertaken by Staff:

- a. Department training topics included search & rescue, electric vehicles, and drafting water supply.
- b. Four recruits have graduated the NFPA 1001 Firefighter Recruit class through the Elgin-Middlesex Regional Fire School. They will be attending NFPA 1072 Hazardous Materials and DZ training this summer.

Capital Project Progress :

2025	Budget	Status/Comments
SCBA	\$26,200	Complete
Bunker Gear	\$21,000	Ordered
Hoses & Appliances/Radios	\$9,000	Ongoing

Electronic Sign – New Talbotville Station (2024 allocation)	\$35,000	Planning stage
Auto Extrication Equipment	\$50,000	Complete
Talbotville Fire Station	\$4,500,000	In progress

Financial and Resource Implications:

None.

Strategic Plan Goals:

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

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

Respectfully submitted by:

Jeff McArthur

Director of Emergency Services/Fire Chief

Approved for submission by:

Jeff Carswell

CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: July 14th, 2025

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

REPORT NO: CBO 2025-16

SUBJECT MATTER: Activity Report for June 2025

Recommendation:

1. None – For Council Information.

Purpose:

To update Council on monthly activities for June 2025.

Background:

1. 2023/2025 Capital Project Process:

2023		
Projects	Budget	Status/Comment
Parks		
Corsley Park parking lot widening	\$10,000.00	
Dog waste bins and signage	\$2,000.00	
Park benches	\$16,000.00	Ongoing
2025		
Township Office		
Security Upgrades	\$40,000.00	Quote received installation pending
Parks		
Walking trails conversion to concrete	\$5,000.00	
Lawnmower	\$30,000.00	Received

Parks and Trails Master Plan – funded through Green Lane Community Trust Fund	\$47,600.00	In Progress
Corsley Park sanitary Connection	\$30,000.00	

Comments/Analysis Building:

See Appendix "A" attached, the Permit Comparison Report.

Financial and Resource Implications:

None

Strategic Plan Goals:

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


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

Respectfully submitted by:

Corey Pemberton
Director of Building and Community
Services

Approved for submission by:

Jeff Carswell
CAO/Clerk

<div> TOWNSHIP OF Southwold</div>				Township of Southwold			
				Permit Comparision Summary			
				Issued For Period June 2025			
Current Year to Date 2025				Previous Year to Date 2024			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	6	1,958	391,500	Accessory structures	14	4,916	580,300
Agricultural	2	14,730	1,800,000	Agricultural	4	2,500	680,421
Change of Use				Change of Use			
Commercial				Commercial	1	5,798	483,212
Demolition	8	1,320	168,920	Demolition	2	450	30,000
Heating				Heating			
Industrial Building	3	1,520	349,999	Industrial Building			
institutional Building				institutional Building			
Miscellaneous	2	330	110,500	Miscellaneous	1	536	200,000
Plumbing	4	780	34,500	Plumbing	2	300	8,500
Pools	4	1,365	450,000	Pools	4	750	267,000
Residential Building	14	27,941	6,272,100	Residential Building	22	33,112	9,361,675
Sewage System	6	3,000	124,400	Sewage system	6	3,000	138,400
Signs	1	150	5,000	Signs			
Combined Use	1	6,855	840,000	Combined Use			
TOTAL	51	59,949	10,546,919	TOTAL	56	51,362	11,749,508

Current Year				Previous Year			
TOTAL PERMIT ISSUED		51			56		
TOTAL DWELLING UNITS CREATED		13			11		
TOTAL PERMIT VALUE		10,546,919			11,749,508		
TOTAL PERMIT FEE		59,949			51,362		
TOTAL INSPECTION COMPLETED(YTD)		673			739		

June 2024 Compared to June 2025							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	1	180	5,000	Accessory structures	3	1,393	151,000
Agricultural				Agricultural			
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	2	360	40,000	Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous	1	180	500	Miscellaneous	1	536	200,000
Plumbing				Plumbing			
Pools	2	360	350,000	Pools	1	300	100,000
Residential Building	2	867	42,500	Residential Building	2	8,965	645,000
Sewage System				Sewage System			
Signs				Signs			
Combine Use				Combined Use			
TOTAL	8	1,947	438,000	TOTAL	7	11,194	1,096,000



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: June 14th, 2025

PREPARED BY: Sandy Lale, Deputy Chief Building Official

REPORT NO: CBO 2025-17

SUBJECT MATTER: Limiting Distance Agreement 36454 Fingal Line

Recommendation:

1. That Council delegate authority to the Chief Building Official to enter into a Limiting Distance Agreement between the Township of Southwold, the owner of 36454 Fingal Line, and the owner of 36440 Fingal Line, to facilitate an addition to the existing agricultural storage building located on 36454 Fingal Line.

Purpose:

To seek Council's approval to enter into a three-party Limiting Distance Agreement, as permitted under the Ontario Building Code, to satisfy fire protection requirements triggered by a proposed addition to a barn located at 36454 Fingal Line.

Background:

A building permit application has been submitted for an addition to an existing agricultural storage building (barn) located at 36454 Fingal Line. The Ontario Building Code, Div B, Part 2, section 2.1.2.3 (small farm buildings) directs us to the National Farm Building Code of Canada 1995 for fire safety and separation of buildings. NBC 3.1.2.1(1) states that where an exterior wall is located less than 30m from a property line, the wall is required to be of non-combustible construction and have a fire resistance rating of 2hrs. The wall is proposed to be 3.1m from the rear property line of 36440 Fingal Line.

However, the OBC, Div B, Part 9, section 9.10.14.2(4) provides an alternative compliance path through a Limiting Distance Agreement. This agreement allows the use of an "imaginary property line" between adjacent properties for the purpose of determining spatial separation under fire safety provisions. With this agreement in place, the required setbacks can be met without the need for enhanced fire-rated construction.

The Limiting Distance Agreement must be signed by all affected parties: the Township, the owner of 36454 Fingal Line, and the owner of 36440 Fingal Line. The agreement is then registered on title for both properties to ensure long-term compliance.

Staff recommend that Council authorize the Township to enter into this agreement, subject to final approval of its terms by the municipal solicitor.

Comments/Analysis:

OBC Div B, 9.10.14.2

(4) The required *limiting distance* for an *exposing building face* is permitted to be measured to a point beyond the property line that is not the centre line of a *street*, lane or public thoroughfare if

- a. the *owners* of the properties on which the *limiting distance* is measured and the *municipality* enter into an agreement in which such *owners* agree that
 - i. each *owner* covenants that, for the benefit of land owned by the other covenantors, the *owner* will not *construct* a *building* on his or her property unless the *limiting distance* for *exposing building faces* in respect of the proposed *construction* is measured in accordance with the agreement,
 - ii. the covenants contained in the agreement are intended to *run* with the lands, and the agreement shall be binding on the parties and their respective heirs, executors, administrators, successors and assigns,
 - iii. the agreement shall not be amended or deleted from title without the consent of the municipality, and
 - iv. they will comply with such other conditions as the *municipality* considers necessary, including indemnification of the *municipality* by the other parties, and
- b. the agreement referred to in Clause (a) is registered against the *title* of the properties to which it applies.

The process is as follows:

1. Legal Drafting of Agreement

- o The applicant must engage their legal counsel to draft the LDA using the provided template.
- o The draft must reference the relevant provisions under OBC 2024 (Part 9.10.14.2.(4)) and clearly define:

- The agreed limiting distance
- Spatial separation requirements
- The rights and obligations of each party

2. Engagement with Adjacent Property Owner

- The applicant or their legal counsel must:
 - Contact the neighboring property owner
 - Present the proposed LDA for review and obtain written confirmation of their willingness to enter into the agreement

3. Submission of Draft Agreement and Supporting Documents

- The applicant shall submit to the Chief Building Official:
 - Draft LDA
 - Supporting architectural drawings demonstrating spatial separation calculations
 - A site plan indicating the proposed limiting distance beyond the property line

4. Municipal Review

- The Chief Building Official and municipal legal counsel will review the submitted documentation for compliance with:
 - OBC spatial separation requirements
 - Municipal standards and legal validity

5. Execution of Agreement

- Upon satisfaction with the terms, the Chief Building Official will instruct that the final agreement be signed by:
 - Both property owners
 - The Township (CBO or delegated signing authority)

6. Distribution and Registration

- Once fully executed:
 - The CBO will send the signed Agreement to the applicant and their legal counsel
 - The applicant's legal counsel shall distribute a copy to the neighboring owner and **register the Agreement on title for both properties**

- Instrument Numbers (proof of registration) must be submitted to the Chief Building Official

7. Final Compliance

- Upon receipt of the registered Instrument Numbers:
 - The Chief Building Official shall confirm compliance with OBC 9.10.14.2.(4)
 - Proceed with issuance or conditional approval of the Building Permit, as applicable

Financial and Resource Implications:

The costs associated with the Limiting Distance Agreement and review by legal council would be charged as \$300 for Alternative Solution Fee as per the current user Fees By-Law. All remaining costs associated with the agreement and registration on title would be at the expense of the applicant.

Attachments:

Schedule "A" – letter to CBO requesting Limiting distance agreement.

Schedule "B" – site sketch including signatures of property owners of both Fingal Line addresses.

Strategic Plan Goals:

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

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

Respectfully Submitted by:

Sandy Lale

Deputy Chief Building Official

Reviewed by:

Corey Pemberton

Director of Community Services and Building

Approved for submission by:

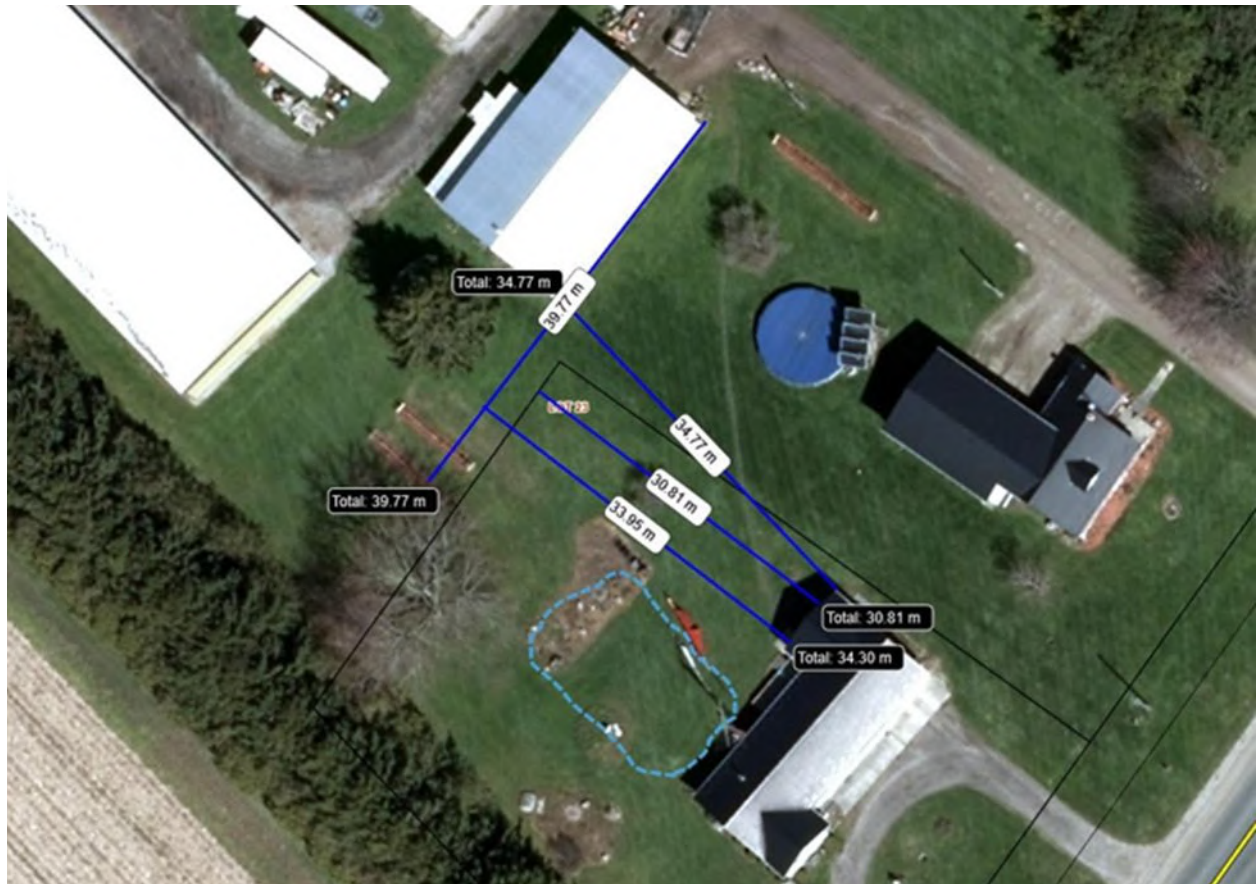
Jeff Carswell, CAO/Clerk

SCHEDULE 'A'

I am writing this in request of a Limiting Distance Agreement between 36440 Fingal Line and 36454 Fingal Line. 36440 Fingal Line is owned by John Kruppe and Lois Kruppe, 36454 Fingal Line is owned by John Kruppe, Lois Kruppe and Stuart Kruppe.

We wish to increase the area of our one building to a total length of 128 feet or roughly 40 meters in length. The additional area will only be approximately 3 meters off the lot line of the property in front (36440 Fingal Line). We are willing for have legal council draw up a document stating that there will be no allowable construction between the rear of the existing house and the back of the lot line. The area in the attached drawing shown by the blue dotted line in the rough area of the septic system for the house so nothing can be built in this area anyways.

The idea of receiving a Limited Distance Agreement is to build the addition with normal construction avoiding the need of a fire rated wall on the addition behind the property of 36440 Fingal Line. We would have a distance of 33.95 meters as shown between the closest points of the 2 structures





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: July 14, 2025

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

REPORT NO: FIN 2025-16

SUBJECT MATTER: Section 357 & Tax Incentive Approval Applications

Recommendations:

1. THAT Council approves the total adjustment of taxes for the 2022 tax year resulting from Municipal Act, Section 357 adjustments as presented, in the amount of \$104.18.
2. THAT Council approves the total adjustment of taxes for the 2023 tax year resulting from Municipal Act, Section 357 adjustments as presented, in the amount of \$453.89.
3. THAT Council approves the total adjustment of taxes for the 2024 tax year resulting from Municipal Act, Section 357 adjustments as presented, in the amount of \$2,411.25.
4. THAT Council approves the total adjustment of taxes for the 2025 tax year resulting from Municipal Act, Section 357 and Tax Incentive Approval adjustments as presented, in the amount of \$13,251.58.

Purpose:

The purpose of this report is to seek approval from Council to process, or to deny, Section 357 and Tax Incentive Approval adjustments of taxes for the 2022, 2023, 2024 and 2025 taxation year as presented.

Background:

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

Comments/Analysis:

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

The following chart summarizes the recommended adjustments.

Year	Type	Township	County	Education	Total
2022	Section 357 Write-offs	-\$41.60	-\$50.44	-\$12.14	-\$104.18
2023	Section 357 Write-offs	-\$183.38	-\$219.56	-\$50.95	-\$453.89
2024	Section 357 Write-offs	-969.73	-1,178.12	-263.40	-\$2,411.25
2025	Section 357 Write-offs	-2,380.96	-2,829.18	-298.24	-\$5,508.38
2025	Tax Incentive Adjustments	-\$3,158.96	-\$3,753.68	-\$830.56	-\$7,743.20
	Total	-\$6,693.03	-\$7,980.54	-\$1,443.15	-\$16,220.90

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

Section 357(3) of the Assessment Act states that an application must be filed with the Treasurer on or before February 28 of the year following the year in respect of which the application is made. Although the 2022 and 2023 Section 357 applications included in this report were made outside of the regulated deadline, staff recommends approval due to extenuating circumstances.

Financial Implications:

County and School Board balances for applications are recoverable from the County and School Boards. The Township portion of the tax adjustments is \$6,693.03.

Strategic Plan Goals:

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

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

Respectfully Submitted by:

Michele Lant

Director of Corporate
Services/Treasurer

Approved for submission by:

Jeff Carswell
CAO/Clerk

2024.11.26 8.0 9759
Run Date: 2025-07-10 08:52AM
Business Date: 2025-07-10

Township Of Southwold
2022 SUPPLEMENTAL BILLING CALCULATIONS

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

		Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
E	E - 2022-10-06: 000-006-10082	33,300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R T	2022-10-06: 000-006-10082	-33,300	-104.18	-41.60	-50.44	0.00	-12.14	0.00	0.00	0.00	0.00
TOTAL RESIDENTIAL			-104.18	-41.60	-50.44	0.00	-12.14	0.00	0.00	0.00	0.00

Category Totals:			-104.18	-41.60	-50.44	0.00	-12.14	0.00	0.00	0.00	0.00
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Supplemental Billing Total:	-104.18	Demand Date: 2025-07-10	
		Due: 2025-07-14	-104.18
Net Adjustments	0.00	2025-09-30	
Net Billing Amount:	-104.18		
Number of Bills Generated:	1		

2024.11.26 8.0 9759
Run Date: 2025-07-10 08:51AM
Business Date: 2025-07-10

Township Of Southwold
2023 SUPPLEMENTAL BILLING CALCULATIONS

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

Page: 1

		Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
E	E - 2023-01-01: 000-006-10082	33,300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R T	2023-01-01: 000-006-10082	-33,300	-453.89	-183.38	-219.56	0.00	-50.95	0.00	0.00	0.00	0.00
TOTAL RESIDENTIAL			-453.89	-183.38	-219.56	0.00	-50.95	0.00	0.00	0.00	0.00

Category Totals:			-453.89	-183.38	-219.56	0.00	-50.95	0.00	0.00	0.00	0.00
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Supplemental Billing Total: -453.89

Demand Date: 2025-06-18

Due: 2025-07-14 -453.89

2025-09-30

Net Adjustments 0.00

Net Billing Amount: -453.89

Number of Bills Generated: 1

2024.11.26 8.0 9759
Run Date: 2025-07-10 08:49AM
Business Date: 2025-07-10

Township Of Southwold
2024 SUPPLEMENTAL BILLING CALCULATIONS

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

Page: 1

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
E E - 2024-01-01: 000-006-10082	33,300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
E E - 2024-04-01: 000-004-06512	-2,200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
R T 2024-01-01: 000-006-10082	-33,300	-466.42	-187.58	-227.89	0.00	-50.95	0.00	0.00	0.00	0.00
R T 2024-04-01: 000-004-06512	-184,800	-1,944.83	-782.15	-950.23	0.00	-160.50	-46.94	-1.89	-3.12	0.00
TOTAL RESIDENTIAL		-2,411.25	-969.73	-1,178.12	0.00	-211.45	-46.94	-1.89	-3.12	0.00

Category Totals:	-2,411.25	-969.73	-1,178.12	0.00	-211.45	-46.94	-1.89	-3.12	0.00
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Supplemental Billing Total: -2,411.25

Demand Date: 2025-06-18

Due: 2025-07-14

2025-09-30

-2,411.25

Net Adjustments 0.00

Net Billing Amount: -2,411.25

Number of Bills Generated: 2

2024.11.26 8.0 9759
Run Date: 2025-07-10 09:36AM
Business Date: 2025-07-10

Township Of Southwold
2025 SUPPLEMENTAL BILLING CALCULATIONS

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

Page: 1

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
C T 2025-01-15: 000-005-05400	-135,400	-3,873.05	-1,246.30	-1,480.93	-1,145.82	0.00	0.00	0.00	0.00	0.00
TOTAL COMMERCIAL		-3,873.05	-1,246.30	-1,480.93	-1,145.82	0.00	0.00	0.00	0.00	0.00
E E - 2025-01-01: 000-004-06512	-2,200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F T 2025-01-01: 000-002-05400	332,700	1,105.98	447.26	531.46	0.00	127.26	0.00	0.00	0.00	0.00
F T 2025-01-01: 000-003-11900	159,800	531.22	214.83	255.27	0.00	61.12	0.00	0.00	0.00	0.00
F T 2025-01-01: 000-004-01100	-40,011	-133.00	-53.79	-63.91	0.00	-15.30	0.00	0.00	0.00	0.00
F T 2025-01-15: 000-005-05400	-600	-1.92	-0.78	-0.92	0.00	-0.22	0.00	0.00	0.00	0.00
TOTAL FARMLAND		1,502.28	607.52	721.90	0.00	172.86	0.00	0.00	0.00	0.00
R T 2025-01-01: 000-002-05400	-332,700	-4,764.37	-1,944.62	-2,310.72	0.00	-509.03	0.00	0.00	0.00	0.00
R T 2025-01-01: 000-003-11900	-159,800	-2,288.39	-934.03	-1,109.87	0.00	-244.49	0.00	0.00	0.00	0.00
R T 2025-01-01: 000-004-01100	11	0.16	0.06	0.08	0.00	0.02	0.00	0.00	0.00	0.00
R T 2025-01-01: 000-004-06512	-184,800	-2,646.39	-1,080.15	-1,283.50	0.00	-213.61	-62.47	-2.51	-4.15	0.00
R T 2025-01-01: 000-007-09005	-54,000	-773.29	-315.63	-375.05	0.00	-62.41	-18.25	-0.74	-1.21	0.00
R T 2025-01-01: 000-007-09104	-76,000	-1,088.35	-444.22	-527.85	0.00	-116.28	0.00	0.00	0.00	0.00
R T 2025-02-15: 000-007-11700	-63,000	-790.95	-322.83	-383.61	0.00	-84.51	0.00	0.00	0.00	0.00
TOTAL RESIDENTIAL		-12,351.58	-5,041.42	-5,990.52	0.00	-1,230.31	-80.72	-3.25	-5.36	0.00
T T 2025-01-01: 000-007-09005	49,000	175.42	71.60	85.08	18.74	0.00	0.00	0.00	0.00	0.00
T T 2025-01-01: 000-007-09104	47,000	168.27	68.68	81.61	0.00	17.98	0.00	0.00	0.00	0.00

2024.11.26 8.0 9759
Run Date: 2025-07-10 09:36AM
Business Date: 2025-07-10

Township Of Southwold
2025 SUPPLEMENTAL BILLING CALCULATIONS

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

Page: 2

Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
TOTAL MANAGED FOREST	343.69	140.28	166.69	18.74	17.98	0.00	0.00	0.00	0.00

Category Totals:	-14,378.66	-5,539.92	-6,582.86	-1,127.08	-1,039.47	-80.72	-3.25	-5.36	0.00
NO SUPPORT DISTRIBUTION	0.00	0.00	0.00	1,127.08	-859.37	-239.83	-10.34	-17.54	0.00
Category Totals:	-14,378.66	-5,539.92	-6,582.86	0.00	-1,898.84	-320.55	-13.59	-22.90	0.00

Supplemental Billing Total:	-14,378.66	Demand Date: 2025-07-10	
		Due: 2025-07-14	-14,378.66
		2025-09-30	
Net Adjustments	0.00		
Net Billing Amount:	-14,378.66		
Number of Bills Generated:	8		



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: July 14, 2025

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

REPORT NO: FIN 2025-17

SUBJECT MATTER: Strategic Asset Management Policy Update

Recommendation:

1. That Council adopt GP-02-001 Strategic Asset Management Policy Update.

Purpose:

To seek Council approval of the updated Strategic Asset Management Policy.

Background:

In accordance with O. Reg 588/17, every municipality was required to prepare a Strategic Asset Management Policy by July 1, 2019 and review and, if necessary, update it at least every five years.

Comments/Analysis:

Staff has reviewed the policy effective June 24, 2019 and made minor updates in June 2024. Council's adoption of the updated policy will bring the Township into compliance with Section 4 of O. Reg 588/17.

A copy the updated policy is attached as Appendix "A".

Financial and Resource Implications:

There are no Financial or Resource Implications. Review and updates to the Strategic Asset Management Policy are required to remain compliant.

Strategic Plan Goals:

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

- ☐ Managed Growth

- ☐ Welcoming and Supportive Neighbourhoods
- ☐ Economic Development
- ☒ Fiscal Responsibility and Accountability

Respectfully submitted by:

Michele Lant
Director of Corporate
Services/Treasurer

Approved for submission by:

Jeff Carswell
CAO/Clerk



Township of Southwold General Policy and Procedure Manual

Title: Strategic Asset Management Policy	
Number: GP-02-001	Type: Policy
Effective Date: 2019-06-24	Last Review Date: 2025-07-14
Approval: Council	Review Frequency: 5 Years
Applies to: All Employees	
Required by: Ontario Regulation 588/17	

1. Purpose:

The purpose of this policy is to provide leadership in and commitment to the development and implementation of the Township's asset management program. It is intended to guide the consistent use of asset management across the organization, to facilitate logical and evidence-based decision-making for the management of municipal infrastructure assets and to support the delivery of sustainable community services now and in the future.

By using sound asset management practices, the Township will work to ensure that all municipal infrastructure assets meet expected performance levels and continue to provide desired service levels in the most efficient, reasonable and effective manner. Linking service outcomes to infrastructure investment decisions will assist the Township in focusing on service, rather than budget driven asset management approaches.

2. Scope:

This policy applies to all members of the townships organization and all assets identified in the Township Asset Management Plans.

3. Vision:

The Township's vision is to proactively manage its assets to best serve the Township's objectives, including:

- Prioritizing the need for existing and future assets to effectively deliver services,
- Supporting sustainability and economic development, and
- Maintaining prudent financial planning and decision making.

4. Definitions:

Asset management plan (AMP) – documented information that specifies the activities, resources, and timescales required for an individual asset, or a grouping of assets, to achieve the organization's asset management objectives (ISO 55000). O. Reg. 588/17, sets out various deadlines and objectives for municipal asset management plans. Plans will be required to include the current levels of service being provided; the current performance of each asset category; a summary of assets in each asset category, their replacement cost, average age, condition information, and condition assessment protocols; lifecycle activities required to maintain current levels of service; discussion of population and economic forecasts; and documentation of processes to make inventory- and condition-related background information available to the public.

Capitalization threshold – the value of a municipal infrastructure asset at or above which a Town will capitalize the value of it and below which it will expense the value of it.

Level of service – parameters, or combination of parameters, which reflect social, political, environmental and economic outcomes that the organization delivers. Parameters can include, but are not necessarily limited to, safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost, and availability (ISO 55000).

5. Strategic Alignment:

Township of Southwold's vision for a vibrant, safe, and growing rural community recognized for its high quality of life and economic opportunity requires alignment of the many initiatives underway in our organization at any given time in order for it to be

achieved. This alignment is necessary to properly consider whether the level of service provided by our existing and planned assets is congruent and supports our vision.

Asset management planning therefore will not occur in isolation from other municipal goals, plans and policies. Rather, an integrated approach will be followed to successfully develop practical asset management plans that align with the overarching accountabilities and aspirations of our community. The elements of our asset management planning approach keep us mindful of the goals described in our Strategic Plan, respect our borrowing policy and leverage our existing Community Plans, Master Plans and Financial Plans. These plans were designed to meet the legislative requirements and work together to achieve the Township's mission of providing innovation and excellence in service delivery.

All of the Township's plans rely to some extent on the physical assets owned by Township of Southwold and the commitment of Council and staff to ensure their strategic use. This includes the long-term maintenance, repair, and replacement of existing assets along with the acquisition of new assets to meet the evolving needs of the Township.

6. Stakeholder Engagement

The Township recognizes the residents, businesses, institutions as stakeholders and neighboring municipal bodies, provincial agencies, and regulated utilities partners in service delivery.

Accordingly, the Township will foster informed dialogue with these parties using the best available information and engage with them by:

- Providing opportunities for residents and other stakeholders served by the Township to provide input into the budget process and asset management planning; and
- Coordinating asset management planning with other infrastructure asset owning agencies such as municipal bodies and regulated utilities.

7. Guiding Principles

The Infrastructure for Jobs and Prosperity Act, 2015 sets out principles to guide asset management planning in municipalities in Ontario. The Township of Southwold will strive to incorporate the following principles whenever possible into the day to day operation of the Township:

Forward looking: The Township shall take a long-term view while considering demographic and economic trends in the region.

Budgeting and planning: The Township shall take into account any applicable budgets or fiscal plans, including those adopted through Ontario legislation.

Prioritizing: The Township shall clearly identify infrastructure priorities which will drive investment decisions.

Economic development: The Township shall promote economic competitiveness, productivity, job creation, and training opportunities.

Transparency: The Township shall be evidence-based and transparent, basing decision on publicly shared information and make info available to the public.

Consistency: The Township shall ensure the continued provision of core public services, such as health care and education.

Environmentally conscious: The Township shall minimize the impact of infrastructure on the environment by: 1. Respecting and helping maintain ecological and biological diversity, 2. Augmenting resilience to the effects of climate change, and 3. Endeavoring to make use of acceptable recycled aggregates.

Health and safety: The Township shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.

Community focused: The Township shall promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as:

- Local job creation and training opportunities (including for apprentices, within the meaning of section 9 of the Infrastructure for Jobs and Prosperity Act, 2015)
- Improvement of public space within the community, and
- Promoting accessibility for persons with disabilities.

Innovation: The Township shall create opportunities to make use of innovative technologies, services, and practices, particularly where doing so would utilize technology, techniques, and practices developed in Ontario.

Integration: The Township shall, where relevant and appropriate, be mindful and consider the principles and content of non-binding provincial or municipal plans and strategies established under an Act or otherwise, in planning and making decisions surrounding the infrastructure that supports them.

8. Community Planning

Asset management planning will be aligned with the Township's Official Plan and other Master Plan documents. The Asset Management Plan will reflect how the community is projected to change with respect to development. The Township will achieve this by consulting with those responsible for managing the services to analyze the future costs and viability of projected changes. The combination of lifecycle analysis and financial sustainability principles will be the driver in the selection of community development or redevelopment that requires new assets, or existing asset enhancements. Methods, assumptions, and data used in the selection of projected changes should be documented to support the recommendations in the Asset Management Plan.

Cross-referencing the Township's Official Plan and the Asset Management Plan will ensure that development occurs within the Township's means through an understanding of current and future asset needs.

9. Climate Change

Climate change will be considered as part of the Township's risk management approach embedded in local asset management planning methods. This approach will balance the potential cost of vulnerabilities to climate change impact and other risks with the cost of reducing these vulnerabilities. Bolstering resilience to climate change includes adapting to opportunities to manage vulnerabilities, anticipating possible costs to support contingency funds, and disaster planning to allow for business continuity. These actions will be taken in addition to acquiring or modifying assets based on greenhouse gas reduction targets. The Township will continue to work with the Region to support climate change mitigation and adaptation.

10. Scope and Capitalization Thresholds

This policy applies to all assets owned by the Township whose role in service delivery requires deliberate management by the Township. The Township will use a service-based (qualitative) perspective when applying this policy to municipal assets, rather than a monetary value (quantitative). The service-focus intent of this policy differentiates its requirements for identifying assets from the capitalization thresholds that are developed for the purposes of financial reporting. For this reason, the

capitalization threshold developed for financial reporting will not be the guide in selecting the assets covered by the asset management planning process.

11. Financial Planning and Budgeting

The Township will integrate asset management planning into the annual capital budget, operating budget, and its long-term financial plans. The asset management plan will be used as a resource in order to:

- Identify all potential revenues and costs (including operating, maintenance, replacement and decommissioning) associated with forthcoming infrastructure asset decisions;
- Evaluate the validity and need of each significant new capital asset, including considering the impact on future operating costs; and incorporate new revenue tools and alternative funding strategies where possible.

The department level budget submission prepared by each Director will be reviewed and evaluated by the CAO and Treasurer in the preparation of the Township's annual budget. CAO and Directors will reference the asset management plan for their departments in order to look up forecasted spending needs identified in the plan, verify progress made on the plan to identify potential gaps, and prioritize spending needs, across the gap identified in the plan and recent developments, for the year to be budgeted for. The Treasurer will be involved in the asset management planning process to coordinate the information from the CAO and Directors in the preparation of the budget submission.

For the purposes of managing water and wastewater assets, the water and wastewater financial plans will be used as a basis for establishing user fees, and master plans will be referenced in order to ensure alignment with the budgeting process.

12. Governance and Continuous Improvement

The policy requires the commitment of key stakeholders within the Township's organization to ensure the policy guides the development of a clear plan that can be implemented, reviewed and updated.

The Council is entrusted with the responsibility of overseeing, on behalf of citizens, a large range of services provided through a diverse portfolio of assets. Council, having stewardship responsibility, is the final decision maker on all matters related to asset management in the Township. The Council and Managers are committed to the success of asset management planning.

13. Roles and Responsibilities

Council:

Approve by resolution, the asset management plan and its updates every five years;
Conduct annual reviews of the management plan implementation progress on or before July 1st of every year, that includes:

- Progress on ongoing efforts to implement the asset management plans;
- Consideration of the Strategic Asset Management Policy;
- Any factors affecting the ability of the Township to implement its asset management plans;
- Consultation with senior management;
- A strategy to address these factors including the adoption of appropriate practices; and
- Support ongoing efforts to continuously improve and implement the asset management plans.

CAO/Clerk

Will oversee development and implementation of this policy and ensure regular reviews and necessary updates are completed.

Director of Corporate Services/Treasurer:

Maintain compliance with the asset management policy and provincial asset management regulations.

Directors:

Oversee asset management planning activities that fall within their service area and in support of others.

Revision History:

Version	Effective Date	Revision Notes
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01	2019-06-27	Original Policy
02	2025-07-14	5 Year Review and Update

Related Policies:



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: July 14, 2025

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

REPORT NO: FIN 2025-18

SUBJECT MATTER: Asset Management Plan Update

Recommendation:

1. That Council award the Asset Management Plan (AMP) update proposal to Watson & Associates Economists Ltd. in the amount of \$45,512.00 plus HST.

Purpose:

This report seeks Council approval for the award of the AMP update to a qualified firm to bring the Township in compliance with O. Reg 588/17 for 2024 and 2025.

Background:

The Township of Southwold is no longer compliant with O. Reg 588/17. This O. Reg requires municipalities to develop AMPs in three phases:

Phase 1: Focuses on core assets and establishes current levels of service – Compliant with completion and adoption by Council September 26, 2022

Phase 2: Expands the AMP to include all municipal assets along with their current levels of service and costs to maintain those levels of service– Non-compliant – Due by July 1, 2024.

Phase 3: Completes the plan by incorporating all asset categories and defining proposed levels of service – Non-compliant – Due by July 1, 2025.

Comments/Analysis:

Staff solicited quotations from two qualified firms to bring the Township into compliance with O. Reg 588/17 for 2024 and 2025. PSD Citywide Inc. assisted with the preparation of the AMP in 2022. Watson & Associates Economists Ltd. has assisted numerous municipalities in developing AMPs and is working on the Township's Development Charges Study update. The two submitted bids are summarized below:

	Bidder	Total Contract Price (excluding HST)
1	PSD Citywide Inc.	\$ 58,800.00
2	Watson & Associates	\$ 45,512.00

Timelines from each firm differ in onset and completion of the project. PSD Citywide provided the project kickoff of 4-6 weeks with a completion time of 8 to 10 months. Watson & Associates provided the project kickoff of 1 week with a completion time of 4 months.

Municipalities are required to keep their asset management plans updated. Section 7 of O. Reg 588/17 requires municipalities to update their asset management plans every 5 years upon completion of the incorporation of all asset categories and defining the proposed levels of service (Phase 3 above) and every five years thereafter.

Section 8 of O. Reg 588/17 requires every AMP prepared under the above Phases or updated under Section 7 to be endorsed by the Treasurer and approved by a resolution passed by Council.

Section 9 of O. Reg 588/17 requires an annual review of asset management planning progress on or before July 1 each year, starting the year after Phase 3 is completed which is July 1, 2026. The annual review must address progress in implementing the asset management plan, any factors impeding our ability to implement the AMP and a strategy to address the factors impeding our ability to implement the AMP.

While this project will bring the Township into compliance, there are many activities and tasks that must be completed on an ongoing basis to keep the plans up to date and compliant. Staff time is required to continually update asset information, add new assets, dispose of assets, record condition ratings, complete analysis and funding requirements, prepare reports and information to inform the budget process and long-term asset planning.

Financial and Resource Implications:

Financial:

Staff recommend the use of the Efficiency Grant Reserve to fund this project. In the 2025 Capital Budget Forecast, \$50,000.00 was allocated to the Industrial Land Secondary Plan. Staff recommendation is to reallocate those funds to the Asset Management Plan update.

Resources:

Township staff will be involved in providing background documentation, attending scheduled project meetings and providing updated information required to update the AMP. Staff will also need to complete and record condition ratings for assets to inform development of the AMP. As noted above, ongoing support and resources must be provided for the Asset Management function to avoid falling behind and going out of compliance in the future.

Strategic Plan Goals:

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

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

Respectfully Submitted by:

Michele Lant
Director of Corporate
Services/Treasurer

Approved by:

Jeff Carswell
CAO/Clerk



Asset Management Plan

O. Reg 588/17 Compliant (2024 & 2025)

Township of Southwold

Submitted by:

PSD Citywide Inc.
148 Fullarton Street, 9th Floor
London, ON, N6A 5P3

Contact List

Township of Southwold ("Client")

Name	Title	Telephone	E-Mail
Michele Lant	Director of Corporate Services/Treasurer	519-769-2010	treasurer@southwold.ca

PSD Citywide Inc. ("PSD Citywide")

Name	Title	Telephone	E-Mail
Scott Wain	Account Manager	519-690-2565 Ext. 2703	swain@psdcitywide.com
Jeff Muir	Regional Manager	519-690-2565 Ext. 2502	jmuir@psdcitywide.com
Kristie Lapointe	Client Success Operations	519-690-2565 Ext. 2509	klapointe@psdcitywide.com
Chris Vanderheyden	Director, Asset Management Advisory	519-690-2565 Ext. 2708	cvanderheyden@psdcitywide.com

Proposal Terms

This Proposal, including all pricing and outlined terms, is valid for 90 days. After this date, the terms and pricing outlined within may be subject to revision or withdrawal. We encourage timely review and communication to ensure alignment with the current Proposal details.

Proposal Date: June 30, 2025

Version: 1.0

Corporate Profile

PSD Citywide Inc. is a leading provider of enterprise asset management software and advisory services for the public sector across North America. We offer fully integrated solutions, including asset management, permitting and licensing, land management, maintenance management, budgeting software, and comprehensive consulting services. Our goal is to empower public sector organizations with the tools and expertise needed to enhance their operations and achieve their asset management goals.

Since our founding in 2003, we have collaborated with hundreds of capital-intensive organizations, including municipalities, conservation authorities, regional governments, universities, utilities, and First Nations communities. Our diverse client base spans small to large local governments with populations ranging from 100 to over 1.3 million.

We offer advisory services to support asset management initiatives and assist with developing asset management plans, strategies, levels of service, and other key components to help organizations establish and maintain effective asset management practices.

Our multi-disciplinary team, consisting of experienced engineers, accountants, technical specialists, analysts, former senior municipal managers, GIS and operations specialists, and software developers, delivers complete solutions to serve our public sector clients. Certified through the Institute of Asset Management (IAM) and well-versed in industry best practices, including ISO 55000, our advisors and analysts ensure that client programs adhere to leading standards. We have helped clients build sustainable and strategic practices across all asset classes, including roads, bridges, water, wastewater, stormwater, civic facilities, fleet, and IT.

With our products, expertise, and experience, we offer an integrated service to support the development of effective asset management and budgeting programs for public sector organizations.

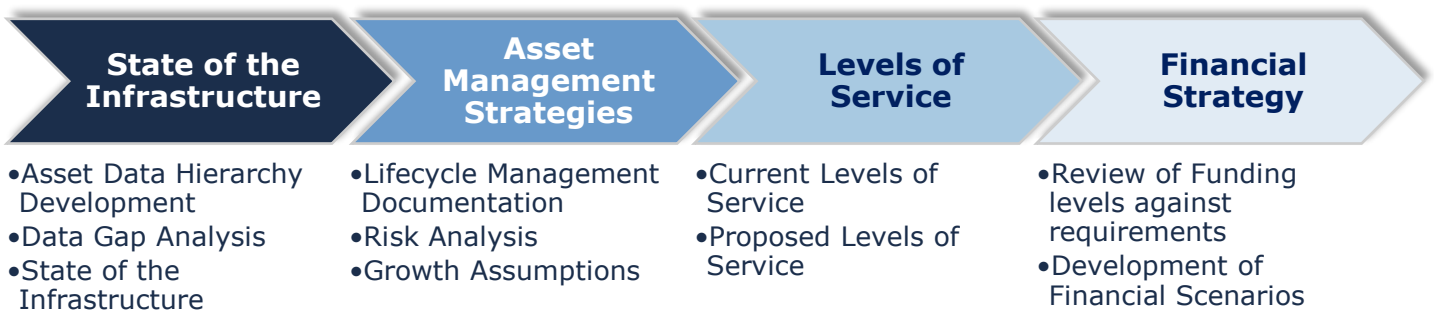


Project Deliverables

This document contains a high-level project plan for the municipality for the purpose of developing and delivering an Asset Management Plan. The proposed schedule, requirements and scope presented in this document are to be refined and updated as client requirements, business and operational goals, and constraints are gathered throughout the project. The Asset Management Plan (AMP) will be composed with the following components at a minimum:

- Executive Summary
- Introduction
- State of Local Infrastructure
- Asset Management Strategy
- Levels of Service
- Financial Strategy

There are 4 key sections in the asset management plan:



Project Objective

Ontario Regulation 588/17 requires municipalities to develop Asset Management Plans (AMPs) in three phases:

- **Phase 1:** Focuses on core assets and establishes current levels of service.
- **Phase 2:** Expands the AMP to include all municipal assets along with their current levels of service.
- **Phase 3:** Completes the plan by incorporating all asset categories and defining proposed levels of service.

This structured approach ensures municipalities have a comprehensive understanding of their assets, service expectations, and long-term planning needs.

The purpose of this project is to complete **Phase 2 and Phase 3** of the regulation covering the 2024 and 2025 O. Reg Complaint Asset Management Plan/Plans for the Client. This project will be delivered as follows:

1. State of the Infrastructure Report
2. Current and Proposed Levels of Service
3. O.Reg 588/17 2024 & 2025 Asset Management Plan (AMP)

Project Scope

Legend		
✓ = Included	✗ = Not Included	TBD = To be determined

Asset Categories	Phase I State of the Infrastructure	Phase II Current and Proposed Levels of Service	Phase III Compliant Asset Management Plan
Core Assets			
Road Network	✓	✓	✓
Bridges & Structural Culverts	✓	✓	✓
Stormwater Network	✓	✓	✓
Water Network	✓	✓	✓
Wastewater Network	✓	✓	✓
Non-Core Assets			
Facilities	✓	✓	✓
Land Improvements/Parks	✓	✓	✓
Machinery & Equipment	✓	✓	✓
Vehicles	✓	✓	✓
Information Technology	✓	✓	✓

The following tables identify in-scope project deliverables, and the description of work.

Phase I: State of the Infrastructure Report

Deliverables	Scope	Description of Work
Inventory Analysis	✓ AMP Database Configuration	<ul style="list-style-type: none"> Develop AMP classifications for AMP purposes only (if required).
	✓ Inventory Analysis & Confirmation	<ul style="list-style-type: none"> Complete data gap analysis Inventory duplication review Identification of excluded assets and classify assets that will be included in the AMP Review and adjust useful lives Confirmation of inventory for AMP purposes only
	✓ Assessment Data Sync	<ul style="list-style-type: none"> Upload available assessed condition data that is easily aligned through a common asset ID with the current asset inventory only
AM Strategies (Lifecycle) (Risk) (Growth)	✓ Asset Categories Lifecycle Analysis ✓ Asset Replacement Costing	<ul style="list-style-type: none"> Identification of current lifecycle and condition assessment strategies through client questionnaire and workshop Review replacement costing methods and update replacement costs for assets included in the AMP
	✓ Asset Categories Risk Analysis ✓ Risk Matrices	<ul style="list-style-type: none"> Identification of qualitative risks to infrastructure programs in general through risk client questionnaire and workshop Client Citywide quantitative system risk models will be used if available for risk matrices visualization Where system risk models have not been previously developed, basic system generated risk models and matrices will be used
	✓ Community Growth Profile	<ul style="list-style-type: none"> Identification of growth assumptions based on the best available data Identification of expected impacts of growth on asset management planning
Current Levels of Service	✓ LoS Frameworks ✓ Technical LoS ✓ Current LoS Defined	<ul style="list-style-type: none"> Identification Community LoS and Technical LoS Technical LoS KPI's for current reinvestment rate, condition, and risk will be developed for each asset category Current LoS will be identified and represented for each asset category
State of the Infrastructure Report	✓ SOTI Draft	<ul style="list-style-type: none"> SOTI draft will be developed, and the client will be provided opportunity to thoroughly review the draft and provide comprehensive feedback
	✓ SOTI Final Draft	<ul style="list-style-type: none"> SOTI final draft will incorporate client feedback, revisions and/or omissions which will be delivered as a final SOTI document

Phase II: Proposed Levels of Service

Deliverables	Scope	Description of Work
Community Engagement	✓ Community Survey and Analysis	<ul style="list-style-type: none"> A tailored community engagement survey will be provided for the municipality to administrate. Survey results (if available) documented and used for consideration when defining proposed LoS
Departmental Engagement	✓ Internal Engagement and Analysis	<ul style="list-style-type: none"> A tailored questionnaire will be provided to document internal stakeholder analysis for each independent department. Workshop to review stakeholder feedback
Proposed Levels of Service	✓ Identifying proposed LoS	<ul style="list-style-type: none"> Recommended changes to LoS based on stakeholder feedback (if available) will be reviewed with internal staff. Prioritization and selection of changes to LoS (if applicable) Establish timelines for achieving LOS
	✓ Evaluation of Current Lifecycle Programs	<ul style="list-style-type: none"> Compare current lifecycle programs with proposed changes to LoS (if applicable) Review and analysis of historical use of funding and budget allocations. Where appropriate, discuss changes to lifecycle programs
	✓ Develop Proposed LoS	<ul style="list-style-type: none"> Define proposed LoS and lifecycle strategies for each applicable asset category aligned with measurable KPIs as defined in levels of service technical metrics. Compare 3 Levels of Service Scenarios: Decrease, Maintain, Increase (if applicable)

Phase III: AMP and Financial Strategy

Deliverables	Scope	Description of Work
Financial Strategy	✓ Financial strategy	<ul style="list-style-type: none"> Development of a financial strategy to meet levels of service lifecycle requirements
Comprehensive Asset Management Plan	✓ Comprehensive AMP Draft	<ul style="list-style-type: none"> AMP draft will be developed, consolidating the state of the infrastructure report, proposed LoS, and financial plan Client will be provided opportunity to thoroughly review the draft and provide comprehensive feedback
	✓ Comprehensive AMP Final Draft	<ul style="list-style-type: none"> AMP final draft will incorporate client feedback, revisions and/or omissions which will be delivered as a final AMP document

AMP Development

Introduction and Context for Asset Management Workshops and Interviews

The successful development of an Asset Management Plan (AMP) requires collaboration and input from diverse municipal stakeholders. PSD Citywide will facilitate this engagement through a series of structured workshops and interviews aimed at gathering insights, assessing current practices, and validating requirements across all relevant departments. By involving key personnel, we ensure that the AMP is built on a comprehensive understanding of existing data, processes, and municipal objectives.

These workshops and interviews will be held at critical points throughout the project, with the number, timing, and content tailored to align with the unique requirements of the municipality. In the initial planning stage, PSD Citywide will work with project stakeholders to determine the scope of engagement, focusing on areas most critical to AMP objectives. This approach allows for flexibility, enabling adjustments to the engagement plan based on evolving project requirements, data maturity, and availability of existing studies and reports.

The engagement process includes:

1. **Preparation** – PSD Citywide will prepare in-depth material tailored to each session, ensuring topics are relevant and aligned with project milestones.
2. **Workshop Design** – Our workshops are customized to encourage knowledge sharing, facilitate cross-departmental dialogue, and highlight any current challenges or data gaps.
3. **Delivery** – Sessions will be led by PSD Citywide's experienced facilitators who will guide discussions, document insights, and clarify any project-specific questions to ensure stakeholder alignment.

The allocated budget for these workshops and interviews includes time for session preparation, workshop design, and delivery, ensuring each session provides maximum value. PSD Citywide's methodical and adaptable approach will ensure a detailed and collaborative foundation for the AMP, with clear alignment between municipal goals and asset management strategies.

Stage 1: Document Review & Project Planning

To ensure the Asset Management Plan (AMP) aligns with the municipality's strategic objectives and existing infrastructure plans, PSD Citywide will begin with a thorough document review and a collaborative project planning process. This foundational stage allows us to establish a clear understanding of the municipality's current practices, data, and goals, setting the stage for a targeted and effective AMP.

1. Document Review

PSD Citywide will review all relevant documentation provided by the municipality to gain insight into current asset management practices, past AMPs, and key strategic directions. This may include:

- Existing Asset Management Plans (AMPs)
- Strategic plans and priorities
- Infrastructure and capital planning documents
- Relevant policies, standards, and guidelines
- Reports and studies related to specific asset categories (e.g., roads, water systems)

This review will help identify the municipality's strengths, gaps, and improvement opportunities in asset management. It also ensures that all project activities are directly aligned with existing policies and practices, fostering consistency and reducing redundancy across planning efforts.

2. Project Kickoff and Stakeholder Engagement

Following the document review, PSD Citywide will facilitate a kickoff meeting with designated project stakeholders. This session is essential to establish a collaborative working group and clarify roles and responsibilities. Through open discussion, we'll refine the project's goals and objectives to align with municipal priorities, setting a clear path forward.

The kickoff meeting will also provide an opportunity for stakeholders to share any initial insights or considerations that may impact the AMP development process, such as priority areas, known data challenges, or upcoming projects that could affect asset planning.

3. Development of a Tailored Project Plan

Based on the findings from the document review and insights gathered during the kickoff meeting, PSD Citywide will develop a customized project plan that outlines each phase of the AMP development. The project plan will include:

- Defined project goals and key deliverables
- A timeline with clear milestones for each stage
- An engagement schedule for workshops and interviews
- Data collection and analysis requirements

Our project planning process emphasizes flexibility, allowing for adjustments to meet evolving municipal needs and project discoveries. We will ensure that all training materials, workshops, and AMP components are tailored specifically to address the municipality's objectives, supporting a cohesive approach to asset management.

4. Establishing a Foundation for Strategic Decision-Making

The project planning stage is also an opportunity to integrate strategic considerations, ensuring that the AMP will serve as a valuable decision-making tool for the municipality. PSD Citywide's methodologies are designed to support informed, long-term planning that aligns with the municipality's service, financial, and operational goals. We will coordinate closely with stakeholders

to ensure that every element of the AMP—from data structuring to financial analysis—contributes to an actionable, sustainable asset management strategy.

Through this collaborative, structured approach, PSD Citywide will create a project foundation that supports the municipality's immediate and future needs in asset management, enabling informed, strategic decision-making at each project stage.

Stage 2: Inventory Analysis & State of the Infrastructure

The **Inventory Analysis and State of the Infrastructure (SOTI)** is central to understanding the current scope, value, and condition of municipal assets. This stage provides a thorough assessment of the assets that comprise the municipality's portfolio, enabling data-driven planning and informed decision-making across asset classes. PSD Citywide will complete this stage by performing a detailed analysis of the asset inventory, addressing data gaps, and evaluating the state of municipal infrastructure.

1. Asset Data Hierarchy Development

To support both portfolio-level and network-level analysis, PSD Citywide will create an **asset data hierarchy**. This hierarchy organizes assets into functional categories or service areas, such as water systems, transportation networks, or facilities, allowing for nuanced and systematic planning. By reviewing existing documentation—including past AMPs, budget reports, and current inventory records we will identify the most effective structure for asset data. Our team will provide several hierarchy options for the municipality's review to ensure alignment with strategic priorities and other guiding documents.

2. Data Gap Analysis & Refinement

Reliable asset management planning hinges on the accuracy and completeness of asset data. With assets often recorded with multiple attributes (such as material, age, replacement cost, and condition), inconsistencies or data gaps are common. PSD Citywide will conduct a **data gap analysis** across all asset categories to pinpoint areas needing additional data or refinement. This process includes:

- Identifying missing or incomplete asset attributes.
- Verifying the accuracy of data points, such as replacement costs and asset condition.
- Highlighting attributes that require regular updates, like in-service dates and maintenance records.

Where feasible, we will support the municipality in closing these gaps by offering guidance on replacement costs and Estimated Useful Lives (EULs), benchmarked against data from similar municipalities. We may also recommend future data refinements, such as additional condition assessments or asset disaggregation, to improve data reliability. This step bolsters confidence in the asset data, providing a strong foundation for the SOTI and all subsequent analyses within the AMP.

3. State of the Infrastructure (SOTI) Overview

The **State of the Infrastructure (SOTI)** provides a comprehensive view of each asset class, including inventory, replacement cost, condition, service life, and forecasted capital needs. By synthesizing this data, the SOTI delivers a snapshot of the current status and projected needs of the municipality's infrastructure, highlighting areas where capital planning should be prioritized.

Asset Inventory & Replacement Cost

PSD Citywide will first address two key questions for each asset class:

- What assets does the municipality own?
- What is the current replacement value of these assets?

Using the asset inventory, we will develop a summary of the types, quantities, and value of municipal assets that support public services. To establish accurate replacement costs, we will use multiple methods:

- **Cost Inflation:** Adjusting historical costs to current values using Consumer Price Index (CPI) or Non-Residential Building Cost Price Index (NRBCPI) data.
- **Replacement Unit Costs:** Calculating asset-specific replacement costs based on recent contracts, staff estimates, and industry benchmarks.

PSD Citywide will collaborate with municipal staff to verify replacement cost data and confirm that capital forecasts reflect the most current and reliable estimates. Wherever possible, we will cross-reference replacement costs with comparable data from similar municipalities and industry sources.

Asset Condition Assessment

Accurate condition data underpins effective asset management. PSD Citywide will assign a **condition rating** to each asset leveraging existing assessed condition data or aged based analysis, classifying it from *Very Good* to *Very Poor* based on the Canadian Infrastructure Report Card standards. The rating criteria include:

- **Very Good:** Recently rehabilitated or new.
- **Good:** Adequate, mid-stage of service life.
- **Fair:** Showing signs of wear, with some deficiencies.
- **Poor:** Near end of life, significant deterioration.
- **Very Poor:** Beyond expected service life, may be unusable.

This assessment will use asset-specific rating systems, such as the Pavement Condition Index (PCI) for roads, Bridge Condition Index (BCI) for bridges, and PACP Ratings for pipes. By developing a condition profile for each asset, we can make informed recommendations for lifecycle management and future condition assessments.

Average Age & Service Life Remaining

Using each asset's **in-service date** and **Estimated Useful Life (EUL)**, PSD Citywide will analyze the average age and remaining service life of the municipality's infrastructure. This metric allows us to anticipate upcoming replacement needs and assess the overall health of each asset class.

Our findings will inform an annual replacement forecast, aiding in the prioritization of capital projects and in the development of lifecycle management strategies. This proactive approach supports sustainable asset management by identifying assets that require imminent attention, as well as those that may benefit from maintenance or rehabilitation.

Finalizing the SOTI for Strategic Planning

Through Inventory Analysis and State of the Infrastructure, PSD Citywide provides a detailed and accurate understanding of the municipality's assets. By addressing data gaps, evaluating asset condition, and forecasting replacement needs, the SOTI supports informed, strategic decision-making that aligns with the municipality's service and financial objectives.

Stage 3: Asset Management Strategies

1. Lifecycle Management Strategies

Lifecycle Analysis is a crucial part of asset management, allowing municipalities to strategically manage asset deterioration while optimizing service levels and reducing costs. By establishing a proactive approach to asset lifecycle management, municipalities can extend the useful life of infrastructure, prevent premature asset failure, and ensure service continuity. This analysis considers the current asset management practices, potential risk factors, and lifecycle strategies to maintain assets in a condition that meets service standards.

Over time, infrastructure assets naturally deteriorate due to factors like environmental conditions, usage levels, maintenance history, and physical characteristics. This decline in asset condition often leads to increased costs, service disruption, and elevated risks to safety and performance. Effective lifecycle management strategies are essential to address these challenges and reduce the total cost of ownership.

PSD Citywide will collaborate with municipal staff to document existing lifecycle management practices, including current approaches to asset maintenance, rehabilitation, and replacement. We'll assess how these strategies impact asset performance, lifecycle costs, and community service levels, identifying potential enhancements to improve asset life. Although we won't create formal lifecycle models at this stage, we'll document recommended lifecycle activities, such as:

- **Preventative Maintenance:** Routine actions that help delay asset deterioration, such as cleaning, lubricating, or minor repairs. These low-cost interventions can significantly extend asset life.
- **Rehabilitation:** More substantial repairs or modifications that restore an asset's function and condition closer to its original state. Rehabilitation can delay the need for costly replacements.
- **Replacement:** Full asset replacement at the end of its useful life to maintain service continuity.

Where applicable, we may illustrate how these strategies impact asset condition over time, with examples showing the potential to slow or mitigate deterioration. This documentation will provide a

foundation for more in-depth lifecycle modeling if required, enabling the municipality to refine lifecycle management practices continually.

2. Risk Analysis

Municipalities own, manage, and maintain a broad portfolio of infrastructure assets that deliver services to their communities. An important asset management objective is to manage infrastructure risks and by doing so enhance the service delivered by infrastructure assets to the community. There are two types of risk: **Qualitative and Quantitative Risk**.

Risk is defined as the effect of uncertainty on objectives. Inherent in the management of infrastructure assets is the assumption of risks. Often, asset risks are specific and measurable. Sometimes, however, risks are impractical to quantify, but are recognized for the threats they pose to assets and their ability to provide their intended service. These are qualitative risks. Asset risks may also be specific and measurable against an asset based on attribute features like condition, material, and the cost to replace. When risk can be quantified against an asset it is a quantitative risk.

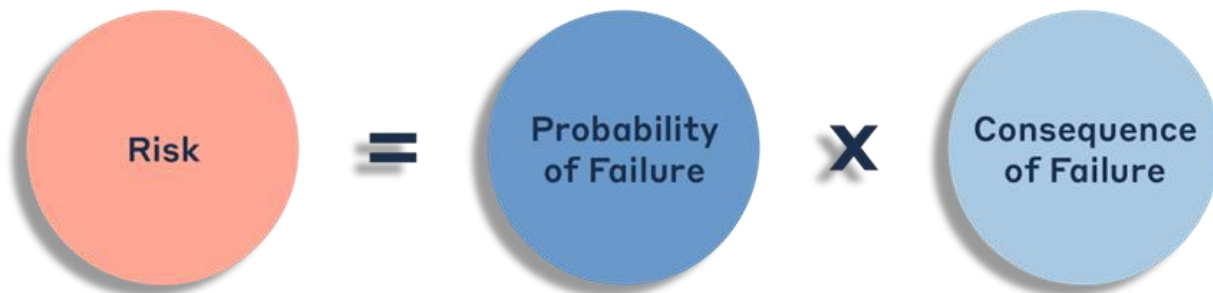
The risk assessment will include:

1. Qualitative Risk (Corporate-Level Risks): Broader risks to infrastructure that impact the municipality's strategic goals, regulatory compliance, and financial sustainability. Qualitative risks can indicate key trends, challenges, and risks to service delivery that the municipalities face. Several qualitative risks can be identified as applicable to municipal assets. Examples of qualitative risks and common markers of them are identified below.

Risk	Common Risk Markers
Fiscal Capacity	<ul style="list-style-type: none"> • Significant dependency on grants or external funding sources. Risk of not receiving the required funding, not receiving it for the work that is most critical, and/or when needed. • Taxation and/or user-fee based revenue sources are insufficient based on expected capital requirements; rate payers and council may not accept required taxation increases furthering funding gap. • Potential for deferral of capital projects and/or investment in low priority but grant eligible projects.
Data Confidence	<ul style="list-style-type: none"> • Lack of confidence in available inventory data and condition data. • Potential for inaccurate forecasting due to lack of data. • Lack of trust in financial plans, asset management plans, capital plans, etc. due to data accuracy.

Risk	Common Risk Markers
Aging Infrastructure	<ul style="list-style-type: none"> • A significant volume of capital replacements and rehabilitations required in a short term due to many assets approaching end of life. • Insufficient capital funds (often no or limited reserve funds), and/or insufficient staff resources available to complete the work when required.
Climate Change & Extreme Weather Events	<ul style="list-style-type: none"> • Asset deterioration acceleration due to extreme weather (e.g., increase in freeze-thaw cycles, ice jams, and surface flooding). • May increase the number of unexpected infrastructure failures with resultant potential to challenge the execution of long-term infrastructure planning. • Accelerated asset deterioration may reduce asset performance
Demographic Change	<ul style="list-style-type: none"> • Significant demographic change (i.e., population increase or decreases) impacting demand for infrastructure overall, or type of infrastructure and/or ability to fund it (i.e., population loss equals taxation loss) • Significant growth has potential to decrease the lifecycle of certain assets (i.e., due to increased use), and/or asset suitability for the population serviced (i.e., lacking age friendly design).
Socio-Political Expectations	<ul style="list-style-type: none"> • Increased (typically) public expectations surrounding the performance of assets and a low tolerance for risks held. • No corresponding increase in funding and/or staffing resources to meet the increased public expectations. • Often limited public willingness to increase funding to meet increased expectation for assets under ownership
Organizational Cognizance/ Capacity	<ul style="list-style-type: none"> • Limited staff resources to support regular data collection, update, and/or review, including condition assessments. • Constrained resources to complete appropriate asset management program development and planning. • Asset inventory information may be limited in scope, poor in quality and/or comprehensiveness, and/or underutilized to effectively inform decisions and long-term planning.

2. Quantitative Risk (Network-Level Risks): Risks specific to each asset category (e.g., roads, water systems, facilities, etc.), informed by asset-specific condition data, environment, and utilization patterns.



Quantitative risk is a product of two variables: the probability that an asset will fail, and the resulting consequences of that failure event. To calculate risk, the probability and consequence of failure are each scored from 1 to 5, producing a minimum risk rating of one (1) for the lowest risk assets, and a maximum risk rating of 25 for the highest risk assets.

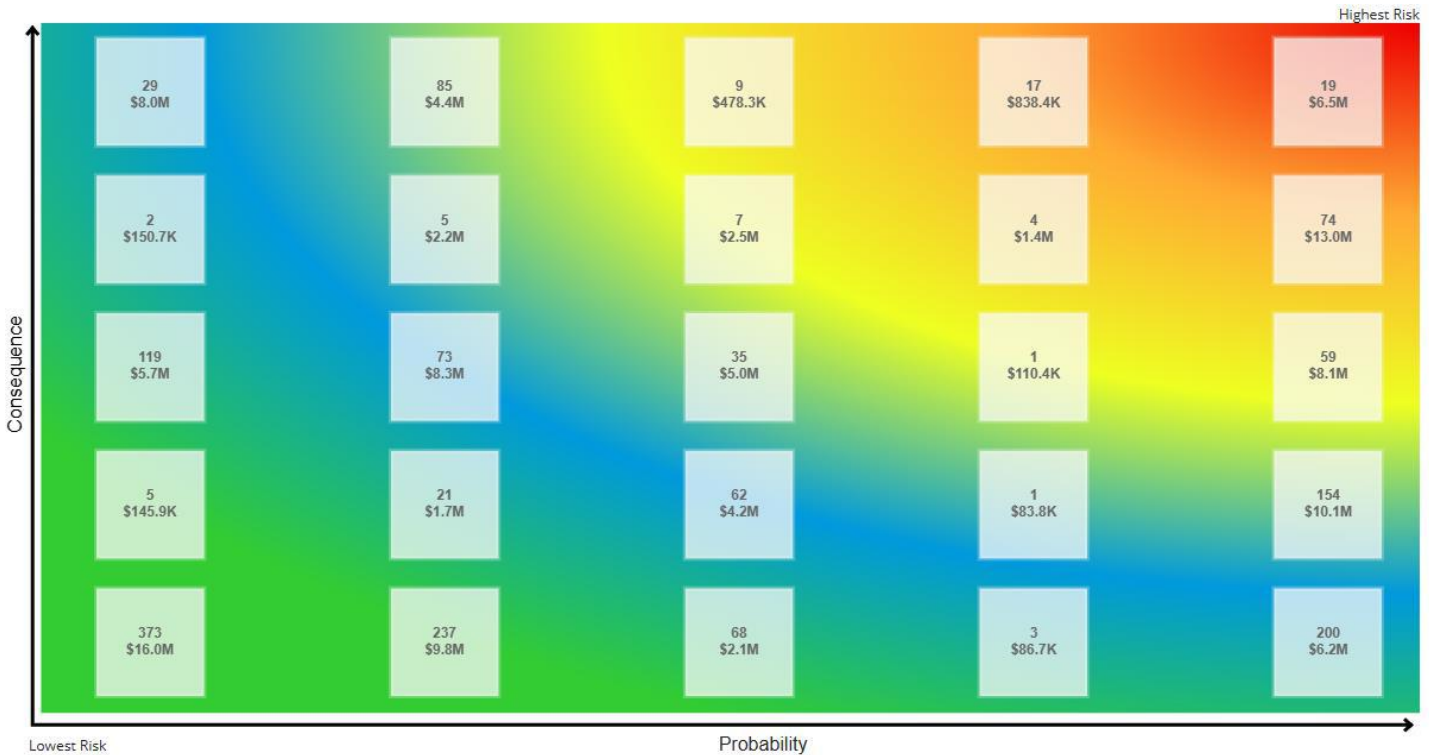
Various parameters may be used to estimate the probability or likelihood of an asset's failure. Typically, a model is selected for a group of similar assets (e.g., all roads, water distribution system etc.). Often parameters for estimating probability of failure include asset condition, service life remaining, and/or asset material.

Probability of Failure	Consequence of Failure	Risk Rating
1 - Very Low	1 - Insignificant	1 - Lowest
2 - Low	2 - Minor	4 - Low
3 - Moderate	3 - Moderate	9 - Medium
4 - High	4 - Major	16 - High
5 - Almost Certain	5 - Severe	25 - Highest

Consequence of Failure Score						
Impact Area & Risk Scoring Criteria		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
	Economic	Insignificant impact on current budget. Addressed through normal operational budget.	Minor financial impact on current budget. Addressed through normal operational budget.	Moderate financial impact on current budget. Notable change to redistribute operational budget required.	Major financial impact on current budget. Additional funding required.	Severe financial impact affecting current and future budgets. Additional funding required.
	Environmental	Insignificant or no environmental impact.	Minor recoverable environmental impact.	Moderate environmental damage, short term effect.	Medium to long-term environmental damage requiring immediate intervention.	Severe environmental damage with long term effects.
	Operational	Insignificant or no impact on the normal operations of the municipality. No staff reassignment.	Minor impact on the normal operations of the municipality. Some minor staff reassignments	Moderate impact on the normal operations of the municipality. Some moderate staff reassignments.	Major impact on the normal operations of the municipality. Significant staff reassignment within one department.	Severe impact on the normal operations of the municipality. Significant staff reassignment across multiple departments.
	Health & Safety	Insignificant or no impacts on health & safety of operations staff and/or members of the community. No injuries.	Minor impacts on health & safety of operations staff and/or members of the community. Potential for minor injuries	Moderate impacts on health & safety of operations staff and/or members of the community. Potential for moderate injuries	Major impacts on health & safety of operations staff and/or members of the community. Potential for serious injuries.	Severe impacts on health & safety of operations staff and/or members of the community. Potential loss of life.
	Social	Insignificant or no service impact. Insignificant or no negative impact on municipal reputation. No media coverage.	Minor service impact, some people adversely affected. Minor negative impact on municipal reputation. Minimal local media coverage.	Moderate service impact, notable number of people adversely impacted. Moderate negative impact on municipal reputation. Widespread local media coverage.	Major service impact, significant number of people adversely affected. Major negative impact on municipal reputation. National media coverage.	Severe service impact, many people adversely affected. Severe negative impact on municipal reputation. International media coverage.
	Strategic	Insignificant impact to future strategic planning objectives.	Minor impact to future strategic planning objectives.	Moderate impact to future strategic planning objectives.	Major impact to future strategic planning objectives.	Severe impact to future strategic planning objectives.

PSD Citywide will document a risk matrix for each asset class to provide a visual overview of asset risks. This matrix will support the municipality in identifying high-priority assets, guiding decisions on inspection, maintenance, and replacement activities, and optimizing budget planning. Risk-based prioritization allows the municipality to:

- Allocate funds effectively to address the most critical assets at the right time.
- Improve inspection schedules and condition assessment programs.
- Streamline operations and maintenance efforts for maximum cost-benefit.
- Structure capital budget allocations to balance risk reduction and asset renewal.



This analysis of risk, alongside documented lifecycle strategies, equips the municipality with a holistic view of asset health, lifecycle costs, and potential risks. Together, these insights support a data-informed approach to asset management that enhances resilience, improves service delivery, and ensures sustainable asset performance.

3. Growth Assumptions

As municipalities evolve, their infrastructure needs must adapt to support changing demographics, economic activity, and community priorities. The Growth Assumptions section of the AMP will address these dynamics, helping the municipality understand how anticipated growth and demand shifts impact asset requirements. By examining these growth factors, we ensure that both new infrastructure investments and adjustments to existing assets align with future community needs and service expectations.

Key Growth Drivers and Demand

PSD Citywide will work closely with the municipality to document the assumptions that drive growth projections, identifying the factors expected to influence infrastructure needs over the coming years. Growth considerations include population trends, economic development initiatives, land use planning, and shifts in community needs. These factors shape not only the quantity of infrastructure required but also the type and scale of assets needed to deliver essential services.

Key areas of focus include:

- **Population Growth:** Anticipated increases (or decreases) in population affect demands on infrastructure, from water and sewer systems to transportation networks and recreational facilities.
- **Economic Development:** New businesses, commercial hubs, or industrial developments can create significant demand for expanded or upgraded infrastructure, especially in transportation, utilities, and public services.
- **Service Area Expansion:** As the municipality's boundaries or service area expands, so does the infrastructure footprint, necessitating careful planning for asset expansion or redevelopment.
- **Technological and Environmental Shifts:** Adoption of new technologies, sustainability goals, and environmental considerations can influence asset design, lifespan, and operational requirements.

By integrating these growth assumptions into asset planning, the municipality can more effectively align capital investments with long-term goals, ensuring that infrastructure development remains flexible and responsive to community change. This proactive planning will enhance service delivery, resource allocation, and infrastructure sustainability over time.

Stage 4: Levels of Service

Levels of Service Scenarios

Effective asset management prioritizes delivering high-quality services to the community, with municipal assets supporting essential services—from safe roads and reliable utilities to recreational facilities and public safety infrastructure. Defining Levels of Service (LOS) is essential to align these services with organizational objectives and community expectations.

Purpose and Importance of Levels of Service

Levels of Service standards are foundational to asset management planning. These standards are developed through community consultation, strategic planning, and alignment with the municipality's goals. Establishing LOS standards allows the municipality to:

- Inform the public of the type and quality of services offered.
- Clarify the cost-benefit trade-offs of services provided.
- Assess the suitability, affordability, and equity of service offerings.
- Establish benchmarks for evaluating the effectiveness of the Asset Management Plan (AMP).

The AMP evaluates LOS in two scenarios:

1. **Current Level of Service:** Establishes a baseline for services the municipality can currently provide.
2. **Proposed Level of Service:** Outlines future service goals the municipality aims to reach over time.

Both scenarios will be assessed using Key Performance Indicators (KPIs) that enable consistent tracking of performance across service areas. Regular evaluation of these KPIs will help the municipality refine its strategies to meet evolving community expectations and strategic priorities.

Current Levels of Service

The Current Level of Service reflects the baseline service level presently delivered to the community. This scenario provides a realistic view of existing municipal capacity and informs immediate needs for maintenance and investment. Key elements include:

1. Community Level of Service (Current)

- High-level descriptions of service quality from the community's perspective, answering, "How well are we currently serving the community?"
- Metrics focus on resident feedback, service satisfaction, and accessibility, helping to gauge the effectiveness of current services.
- Community LOS indicators might include:
 - Satisfaction surveys on road quality, waste management, or park facilities.
 - Qualitative assessments of accessibility and reliability for core services like water and waste management.

2. Technical Level of Service (Current)

- Quantitative metrics that provide insight into asset performance and maintenance schedules.
- Technical indicators help maintain accountability by tracking measurable service levels based on asset data.
- Key Technical LOS metrics may include:
 - Asset condition ratings (e.g., road surface conditions, facility maintenance needs).
 - Frequency and response times of maintenance or repairs for core infrastructure.
 - Percentage of assets meeting performance standards, such as water quality compliance or timely waste collection.

The **Current LOS** scenario allows the municipality to identify existing service gaps and risks. By assessing community perceptions alongside technical performance, this baseline approach ensures that resources are allocated to sustain current service levels and manage immediate infrastructure needs.

Proposed Levels of Service

The **Proposed Levels of Service** scenario presents aspirational goals for enhanced service quality. This approach supports long-term strategic planning by focusing on how the municipality can improve or expand services in response to community needs and anticipated growth. Key elements include:

1. Community Level of Service (Proposed)

- High-level descriptions of intended service quality, addressing the question, “How well do we want to serve the community in the future?”
- Metrics in this scenario focus on target outcomes, aiming to enhance resident satisfaction and ensure equitable access.
- Proposed community LOS metrics may include:
 - Increased satisfaction levels in resident surveys regarding service responsiveness and quality.
 - Broadened accessibility standards for public facilities and infrastructure, ensuring greater inclusion.
 - Enhanced reliability measures for services such as transportation and utilities.

2. Technical Level of Service (Proposed)

- Quantitative metrics aimed at achieving higher performance targets, including more frequent maintenance, improved response times, and better asset condition.
- Proposed Technical LOS indicators may include:
 - Higher asset condition ratings achieved through proactive maintenance and timely upgrades.
 - Improved response times for infrastructure repairs and enhanced operational efficiency.
 - Investment in newer technology or materials to extend asset lifespans and reduce long-term costs.

The **Proposed LOS** scenario allows the municipality to align its asset management with forward-looking goals, facilitating strategic investment in higher service standards over time. By comparing Current and Proposed LOS, the AMP can provide recommendations for gradually transitioning to enhanced service levels, ensuring alignment with budgetary, operational, and community priorities.

Defining Key Performance Indicators (KPIs)

PSD Citywide will collaborate with the municipality to establish KPIs for both Community and Technical Levels of Service across current and proposed scenarios. These indicators will include essential performance metrics such as asset conditions, maintenance schedules, response times, resident satisfaction, and perceived service quality.

Planning for Future Service Standards

Monitoring and evaluating these Levels of Service allows the AMP to ensure that the municipality’s infrastructure is positioned to support effective, equitable, and sustainable service delivery both now and into the future. The AMP will include phased recommendations for moving from the Current to the Proposed LOS where feasible, balancing service improvements with fiscal and operational realities.

By establishing and tracking these Levels of Service, the AMP will equip the municipality with the insight needed to make informed decisions, improve asset performance, and respond to community expectations with resilience and foresight.

Stage 5: Financial Strategy

Multi-Year Financial Strategy Overview

To support sustainable municipal asset management, our multi-year financial strategy presents two scenarios. This approach allows for strategic flexibility based on the municipality's needs and readiness in defining levels of service (LOS). Both scenarios include a ten-year capital forecast to guide long-term planning.

Financial Strategy Incorporating Proposed Levels of Service (LOS) Targets

This scenario incorporates proposed LOS targets, enabling the municipality to align funding with specific service outcomes. By integrating these targets, the strategy offers a structured approach to managing and funding infrastructure based on detailed service expectations, including lifecycle management and service delivery metrics.

Components of the Multi-Year Financial Strategy

1: Financial Data Collection and Analysis

To inform both scenarios, our team will conduct an in-depth review and analysis of financial data, including:

- Revenue Streams
- Reserve Balances
- Debt Obligations
- Capital and Project Costs

Historical financial data over the past three years will be analyzed to identify funding trends and sustainable revenue sources. Our Financial Data Analysts will also conduct a gap analysis, ensuring that all data collected is accurate and relevant for guiding multi-year planning.

2: Ten-Year Capital Forecast

Supported by a ten-year capital forecast, which provides a comprehensive view of the municipality's long-term infrastructure needs. The forecast includes:

- Capital Requirements for Each Asset Category: Estimation of necessary capital expenditures based on asset condition and remaining lifecycle.
- Priority Projects: Identification of high-priority projects, ranked by urgency, risk impact, and alignment with municipal objectives.
- Annual Capital Budget Projections: Projected capital budgets for each year, balancing anticipated funding sources with expected capital needs.

This ten-year forecast will serve as the foundation for strategic decision-making, helping to identify potential funding gaps and opportunities to improve investment in core infrastructure.

Financial Strategy with Defined Levels of Service (LOS) Targets

Proposed LOS targets are integrated into the financial strategy, providing a more structured approach to lifecycle management, capital planning, and funding alignment. Key components include:

1. Targeted Lifecycle Management

- Lifecycle management activities are structured to achieve specific LOS targets, with detailed plans for maintenance, rehabilitation, and replacement based on service expectations.
- Funding allocation is prioritized based on LOS objectives, ensuring that resources are directed toward meeting targeted outcomes in asset performance, reliability, and service delivery.

2. Capital Planning Aligned with LOS Targets

- Capital forecasts incorporate LOS targets, including additional capital requirements needed to achieve desired service levels.
- Ten-year capital projections will reflect the cost of lifecycle activities necessary to meet LOS goals for each asset category, with clear distinctions between standard maintenance and enhanced service initiatives.

3. Funding Sufficiency and Shortfall Analysis

- Comparison of projected funding levels against the cost of achieving LOS targets, allowing the municipality to evaluate funding sufficiency and identify any shortfalls.
- Development of alternative funding strategies to address any shortfalls, including prioritization of high-impact lifecycle activities and phased implementation of service improvements.

4. Service and Financial Metrics

- Establishment of service and financial metrics to track progress toward LOS targets over the ten-year period. Key performance indicators (KPIs) may include asset condition, operating efficiency, and cost-effectiveness.
- Metrics will provide data-driven insights into the impact of asset management activities on service outcomes, supporting ongoing adjustments to the strategy as needed.

Risk Mitigation and Financial Resilience

Both scenarios include a comprehensive risk management framework, ensuring that financial planning considers potential funding risks and other uncertainties. Key elements include:

- **Funding Risks:** Identification of funding sources and strategies to address potential shortfalls, with flexibility to adapt to changing fiscal conditions or unexpected capital needs.
- **Implementation Risks:** Analysis of external factors that could impact the financial strategy, such as economic fluctuations and demand changes, and the development of contingency plans for each scenario.
- **Adaptability:** Built-in flexibility to shift priorities in response to new information, ensuring the municipality can respond effectively to emerging challenges or opportunities.

Through this dual-scenario approach, the municipality will be equipped with a flexible, sustainable financial strategy that addresses both immediate asset needs and long-term service goals, supported by a ten-year capital forecast to guide investment decisions. This structure enables informed decision-making, financial resilience, and the alignment of asset management with municipal objectives for service delivery and infrastructure sustainability.

Stage 6: AMP Draft Review Process and Document Finalization

The development and approval of a comprehensive Asset Management Plan (AMP) is a significant undertaking that requires meticulous attention to detail and collaboration among all relevant internal stakeholders. Given the complexity and multifaceted nature of the AMP document, we have established a structured approach to ensure that it is thoroughly vetted before project close-out.

1. Draft 1 Submission

Once all necessary data has been collected and analyzed, PSD Citywide will provide the Project Lead with the first full draft of the asset management plan. This initial draft will encompass all critical components of the AMP and will serve as the foundation for subsequent revisions.

2. Client Review of Draft 1

Upon submission of Draft 1, the Project Lead will decide whether to circulate the document to all internal stakeholders for their review and feedback. To streamline this process and enhance efficiency, we require that all feedback be consolidated by the Project Lead before it is forwarded to PSD Citywide for revisions.

3. Revisions to Draft 1

Based on the consolidated feedback received, PSD Citywide will make the necessary revisions to Draft 1. The revised document, now referred to as Draft 2, will be submitted back to the Project Lead for further evaluation.

4. Client Review of Draft 2

After the submission of Draft 2, the Project Lead will again have the discretion to circulate the updated AMP to all relevant internal stakeholders for their review and input. As with Draft 1, any further feedback must be compiled by the Project Lead prior to submission to PSD Citywide for additional revisions.

5. Document Finalization

Upon receiving the consolidated feedback on Draft 2, PSD Citywide will make final adjustments to the document. The revised AMP will then be finalized and prepared for submission to the Project Lead, ensuring that all stakeholder inputs have been addressed and that the document meets the required standards for approval.

Project Budget Breakdown

Professional Services	
Service	Amount
State of the Infrastructure Report	\$58,800.00
Proposed Levels of Service	
O. Reg 588/17 Compliant 2024 Asset Management Plan	
O. Reg 588/17 Compliant 2025 Asset Management Plan	
Value Added Services	N/A
Total Professional Services	\$58,800.00

Value Added Services

The following table itemizes additional services added not within scope of the Asset Management Plan project deliverables as defined above:

Deliverables	Scope	Description of Work	Budget
AODA	✓ AODA Document Service	<ul style="list-style-type: none"> Review and produce an AODA compliant document for website publication. \$2,500 up to 150 pages Over 150 pages additional charges per page will apply. 	\$2,500.00
Council Engagement	✓ Engagement Survey	<ul style="list-style-type: none"> A tailored council engagement survey will be provided for the municipality to administrate. Survey results will be documented and used for consideration when defining proposed LoS 	TBD
	✓ Council Workshop	<ul style="list-style-type: none"> Workshop to review council and community feedback 	TBD



Proposal

Asset Management Plan Update

Prepared for:
Township of Southwold

SUBMITTED:

July 09, 2025

Watson & Associates Economists Ltd.
Peter Simcisko
905-301-7249
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July 09, 2025

Michele Lant
Director of Corporate Services/Treasurer
Township of Southwold
35663 Fingal Line
Fingal, ON
N0L 1K0

Dear Michele Lant:

Re: Asset Management Plan Update

Watson & Associates Economists Ltd. (Watson) is pleased to submit this proposal to conduct an update of the Township of Southwold's (Township) 2022 Asset Management Plan (AMP).

Our firm has maintained a long-standing relationship with the Township through engagements on various municipal finance related projects. Most notably, our firm is currently assisting the Township with the development of its 2025 Development Charges Background Study and has previously assisted the Township with the development of its 2020 Development Charges Background Study, 2020 Water and Wastewater Rate Study, and 2021 Official Plan Review (in partnership with Dillon Consulting). This experience, combined with our team's experience assisting numerous municipalities in Ontario develop their AMPs and our detailed understanding of *Ontario Regulation 588/17* (O. Reg. 588/17), makes our team highly qualified to meet the Township's asset management needs.

We look forward to the opportunity of assisting the Township with the preparation of an asset management plan that will guide its asset management practices and enable sustainable service delivery through informed infrastructure investment decision-making.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

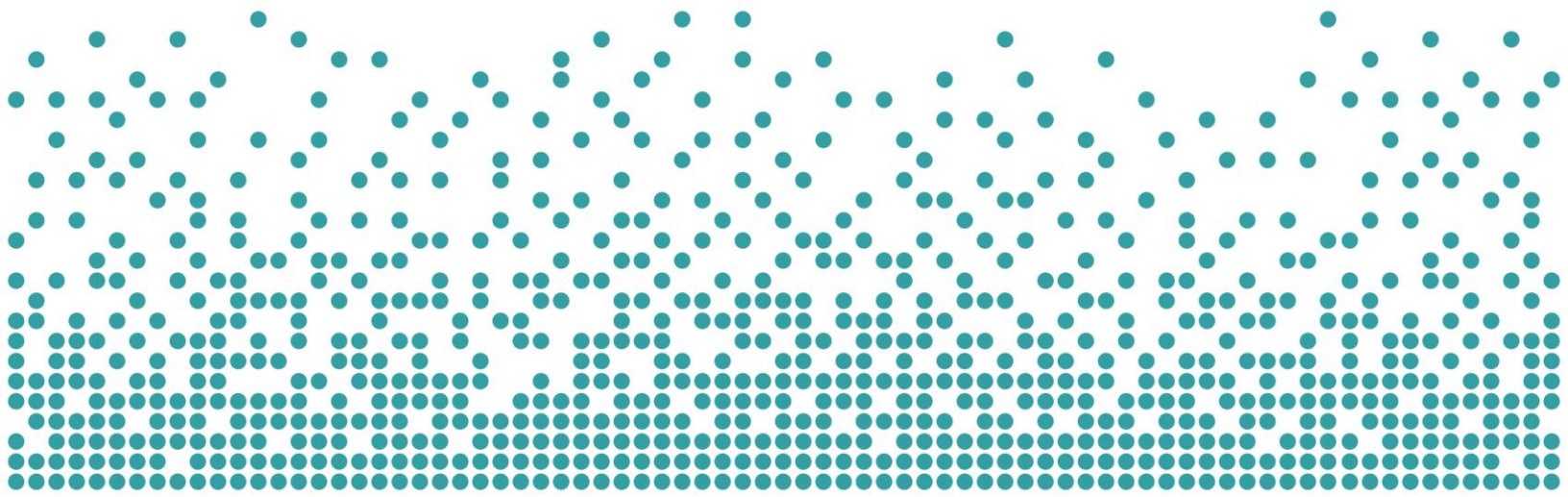


Peter Simcisko, BA (Hons.), MBE
Managing Partner



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Chapter 1

Project Understanding

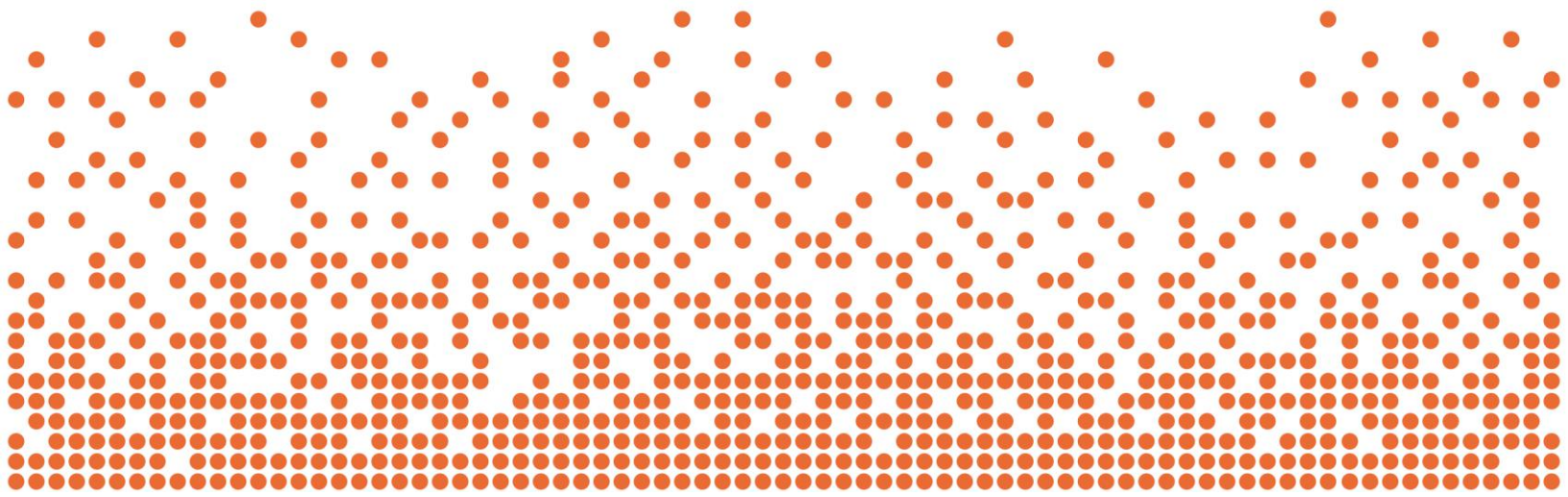


1. Project Understanding

The Township of Southwold (Township) is seeking assistance with updating its 2022 Asset Management Plan. The updated asset management plan must comply with all current requirements of *Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure* (O. Reg. 588/17) and cover all of the Township's tangible capital assets. Presented in this document is our firm's proposal to undertake the required work, including a detailed work plan (see Chapter 2), qualifications of our firm and the proposed consulting team as they would relate to this assignment (see Chapter 3), and a project timeline as well as an upset budget estimate (see Chapter 4).

Vital components of the asset management plan will include a well-defined Level of Service framework that sets performance targets, robust Lifecycle Activity Models that support levels of service targets, and a Financial Strategy that will outline how the Township can continue to deliver services in a financially sustainable manner while achieving its levels of service targets over a 10-year forecast horizon.

Watson will utilize the Township's existing asset inventories as a starting point for the preparation of the asset management plan. This information will be further refined through thorough reviews of background documents related to the Township's infrastructure assets (e.g., studies, condition assessments, master plans, etc.). To the extent possible, Watson will leverage the use of PSD Citywide, the Township's existing asset management software, and other tools already available to the Township to develop lifecycle activity models which are a critical input to the financial strategy. If the Township would like to make enhancements to the models that are not supported by existing software and tools, Watson will present the Township with alternative approaches. Any incremental costs associated with these alternative approaches will be discussed with the Township as needed. All modelling outputs will be provided to the Township in Excel and formatted for ease of use in capital budgeting and to ensure compatibility with the Township's existing systems and software.



Chapter 2

Work Plan



2. Work Plan

In preparing this proposal, we recognize that the primary objective of this assignment is to assist the Township with the development of an updated asset management plan that responds to its unique needs and objectives. The asset management plan needs to identify sustainable funding levels for all of the Township's infrastructure assets, inform capital planning over a 10-year forecast horizon, and ensure compliance with the requirements of O. Reg. 588/17. Based on our review of the Township's 2022 Asset Management Plan, we understand that the Township has completed state of local infrastructure analyses for all asset categories, identified the levels of services that assets are currently assisting in providing, identified the lifecycle management strategies that are currently being employed, and conducted analyses of the financial impacts associated with maintaining the current service levels.

The work plan outlined in this chapter has been uniquely tailored to build upon the work that the Township has already completed and enable it to take the next step in its asset management journey. This will initially involve addressing any existing asset data gaps, refreshing and refining state of local infrastructure analyses, reviewing the Township's current levels of service frameworks and assessing the appropriateness of included levels of service measures in the setting of targets, and reviewing the viability of existing lifecycle management strategies with respect to the Township's evolving asset management environment. Through engagements with Township staff and Council, our consulting team will assist the Township with setting proposed levels of service for each asset category. Relative to these targets, the asset management plan will identify appropriate lifecycle management strategies and a financial strategy that will allow the Township to achieve and sustain its proposed levels of service targets.

In order to ensure that the asset management plan appropriately addresses financial sustainability and affordability concerns, the financial strategy will consider multiple scenarios related to levels of service targets which will be determined in consultation with the Township's project team. Financial impacts associated with each scenario will be assessed and, in consultation with Council, a preferred scenario will be chosen for inclusion in the asset management plan. Impacts of significant operating pressures and growth-related expenditures will also be assessed and incorporated into the financial strategy model. The result will be a fully-financed asset management plan that balances levels of service with their respective financial impacts.



2.1 Project Initiation

At the project's outset, Watson will hold an initial meeting with the Township's project lead to discuss project scope, expectations, and to review project management processes. Watson will work with the Township's project lead to identify other Township staff who will be providing input to the development of the asset management plan and will thus be part of the Township's project team. Timelines and schedules will be examined, including setting dates for meetings and key deliverables.

After the initial meeting with the Township's project lead, Watson will hold a formal project initiation meeting with the Township's project team. The goal of the project initiation meeting is to ensure that all participants understand the overall goals of the project, the nature of the engagements that are planned, and relevant asset management principles. To prepare for Watson's review of the Township's asset management related documents, the meeting will conclude with a discussion of the Township's various data sources, reports, studies, and plans that may inform development of the asset management plan. This will also include a discussion of any financial policies and constraints that may influence the financial strategy. Following the project initiation meeting, Watson will follow up with an information request for the documents that were identified.

2.2 Discovery and Data Review

Watson will utilize the Township's existing asset inventories housed in PSD Citywide as a starting point for the preparation of the asset management plan. This information will be updated and refined through thorough reviews of studies, condition assessments, master plans, and other background information that the Township has compiled since the inventories were last updated. The components of the asset inventory updates will include:

- Updates to asset attributes such as quantity, size, age, and useful service life expectancies;
- Updates to replacement cost valuations utilizing the Township's most recent procurement data and, where necessary, applicable inflationary indices; and
- Updates to the current condition of assets utilizing a combination of staff input, existing background reports and studies, and age-based condition analysis.



Once updated, Watson will submit the revised inventory files in a format acceptable to the Township. If the Township would like to update its inventories in PSD Citywide as the project progresses, we would be happy to submit the inventory files in a format that facilitates ease of importing the data into PSD Citywide.

Our review of the Township's asset information will conclude with an assessment of data completeness and identification of existing data gaps. If data gaps are found, Watson will, in consultation with the Township, determine their potential impacts and present treatment options. The adequacy of asset data for lifecycle activity modelling will also be reviewed and, if deficiencies are found, Watson will suggest modifications (e.g. breaking single assets into componentized assets to better align with lifecycle management activities).

This portion of the work plan will culminate in the completion of updated state of local infrastructure summaries for all of the Township's infrastructure assets.

2.3 Levels of Service

Existing levels of service frameworks for each asset category will be reviewed to ensure alignment with the Township's expectations with respect to asset performance and service delivery outputs. The three components of a levels of service framework, along with an illustrative example for facilities, are shown in Table 2-1.

Table 2-1: Components of Levels of Service Framework

Component	Definition	Example
Service attributes	Aspects or characteristics of a service	Quality, quantity, reliability, accessibility, capacity, safety, etc.
Community levels of service	The Township's service delivery objectives, described from the perspective of end users	The Township strives to align the capacity of its facilities with the service demands of its community
Technical levels of service	Quantitative measures, for both internal and external audiences	Gross floor area (sq.ft.) of Recreation facilities per capita



Watson will hold a series of workshops with staff to review and update levels of service frameworks for each asset category and set initial performance targets (i.e., proposed levels of service). During the workshops, Watson will facilitate discussions to set levels of service targets for up to three scenarios for each asset category. Typically, levels of service scenarios are developed that assess financial impacts associated with maintaining current levels of service, providing lower levels of service, and providing higher levels of service. Watson will discuss with the Township's project team the scenarios that are most appropriate for the Township. As part of the workshops, Watson will also discuss data requirements to support the levels of service frameworks and processes for periodic updates to aid in performance measurement relative to the levels of service performance targets.

Following the workshops, Watson will evaluate the Township's asset information from all available data sources to ensure sufficient information is available to report on levels of service performance measures identified in the framework. Any data gaps will be documented and a timeline for addressing the gaps will be discussed with the Township's project team. Levels of service performance measures for which data gaps cannot be addressed prior to the completion of this asset management plan will be listed as "data-deferred measures" in the asset management plan report and the Township's approach to data collection to address gaps will be described. Watson will produce a levels of service register in Excel that will assist the Township with managing its levels of service data going forward.

2.4 Lifecycle Management Strategies

Lifecycle management strategies form a vital part of asset management because they represent a plan for how to manage activities related to an asset over its full lifecycle. Developing lifecycle management strategies entails determining which lifecycle activities need to be planned for and performed on assets in order to optimize multiple factors including sustenance of adequate levels of service, extension of asset service life, reduction of overall lifecycle costs, mitigation of risk, and achievement of other objectives such as environmental and community goals. The Township's lifecycle management strategies will work hand-in-hand with the levels of service framework to balance asset rehabilitation, replacement, and growth-related needs with its spending capacity.



The lifecycle activities associated with an asset category, along with their frequency/timing and cost, are documented in a lifecycle model. The asset performance/condition at which lifecycle activities are undertaken and the increase in performance/condition following the lifecycle activity will be included where available. The types of lifecycle activities typically considered in the development of the lifecycle management strategies include, but are not limited to:

- Non-Infrastructure Solutions
- Major Maintenance Activities
- Rehabilitation/Renewal Activities
- Replacement Programs
- Disposal/Abandoning Policies
- Service Expansion Programs (including planning for growth)

As part of the workshops described in Section 2.3, the necessary amendments to existing lifecycle management strategies for each asset category required to support the levels of service scenario will be determined in consultation with staff. Options for managing assets will be evaluated to identify approaches for achieving levels of service targets while minimizing the overall lifecycle costs of assets for each scenario. Cost estimates of each lifecycle activity will also be updated utilizing the Township's most recent procurement data and inflationary indexes where necessary.

Following the workshops, 10-year forecasts of lifecycle activities and the capital and significant operating expenditures associated with each level of service scenario will be developed in consultation with the Township's project team. If desired, Watson would be available to assist the Township with generating the forecasts within PSD Citywide. Alternatively, our team would also be able to generate the forecasts outside of PSD Citywide and provide them in a format that allows for ease of use in capital budgeting. The level of sustainable annual funding required to support each levels of service scenario will also be derived through the lifecycle activity model, considering the full lifecycle of assets.

2.5 Financial Strategy

Financial strategies that outline the proposed financing approaches and expected impacts on taxpayers will be developed for each level of service scenario. Each financial strategy will include:



- A 10-year forecast of capital and operating expenditures, broken down by asset category/service area;
- A 10-year forecast of capital and operating revenues, broken down by source;
- A discussion of key assumptions;
- Identification of funding shortfalls by asset category; and
- Impacts on the tax levy and estimated impact on tax bills.

This component of the work plan will involve developing a financial strategy model, which will include budgetary estimates that form the basis of the operating forecasts. The model will also account for any significant operating pressures and growth-related expenditures the Township anticipates over the 10-year forecast horizon.

The financial strategy model will subsequently be utilized to develop financial forecasts for each levels of service scenario that identify the specific asset rehabilitation and renewal activities required over the 10-year forecast horizon. The forecasts will also identify available capital funding and shortfalls through the calculation of infrastructure funding gaps. Affordability impacts associated with eliminating the infrastructure funding gaps will be assessed by benchmarking resulting tax bills to those in comparable municipalities, taking into account differences in median after-tax incomes of residents. Options relating to the use of various financing options (e.g., debt, reserve/reserve funds, user fees, transfer payments, grants, taxation, etc.) will be assessed to analyze impacts on affordability of different financing strategies. The asset management plan report will specify all key assumptions used in the development of the financial strategy model (e.g., capital and operating inflation assumptions, assessment base growth assumptions, assumptions related to annual interest earned on reserves/reserve funds, etc.).

Watson will hold a meeting with the Township's project team to present the financial forecasts for each levels of service scenario and their respective impacts on tax bills. Any revisions recommended by the Township's project team will be implemented prior to engaging with Council to seek direction on Council's preferred level of service for each asset category/service area.

2.6 Council Engagement

As part of the municipal asset management planning process, it is important to recognize the central role of Council in establishing targets for service delivery



outcomes for the community. The July 1, 2025 deadline requirements of O. Reg. 588/17 stipulate that municipalities must provide an explanation of why their chosen levels of service targets are appropriate for the municipality. Ultimately, guidance from Council on whether the chosen levels of service targets effectively represent the needs and expectations of the community is key in establishing their defensibility and determining service-level risks.

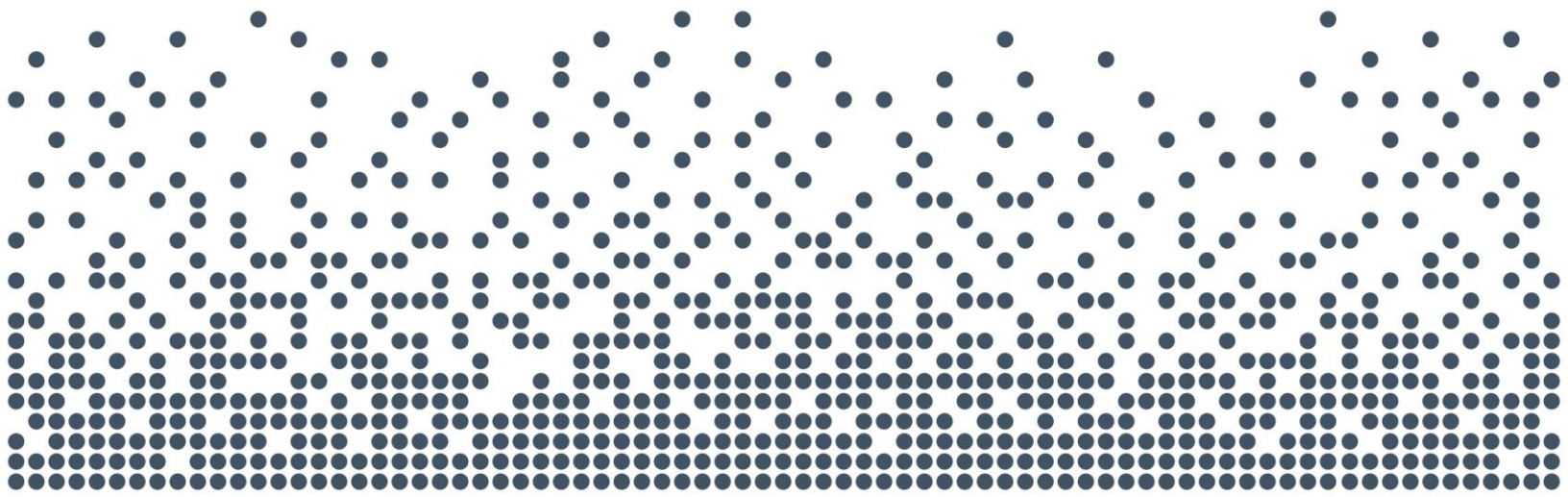
Following the formalization of the financial forecasts associated with each levels of service scenario, Watson will engage with Council through a workshop setting to seek direction on Council's preferred level of service for each asset category. This will involve the presentation of financial impacts associated with each levels of service scenario, as determined through the financial strategy model, to facilitate the setting of levels of service targets that are financially sustainable and affordable. The financial strategy model will be developed with sufficient flexibility to allow for assessments of financial impacts if lifecycle management strategies from different scenarios are utilized in combination (e.g., utilizing a higher levels of service target for roadways while maintaining current levels of service for parks).

Following Council's direction on its preferred levels of service, the levels of service targets, lifecycle activities, and financial strategies associated with the Township's preferred levels of service scenario will be included in the final asset management plan report. Included within the timeline and budget presented in this proposal is one virtual workshop with Council to seek input into the setting of levels of service targets. Additional engagements with Council can be arranged at the request of the Township and would be billed at the hourly rates identified in the Table 4-1 plus any applicable travel costs.

2.7 Final Report and Council Presentation

Following the completion of the preceding work, Watson will submit a draft of the asset management plan and present the draft findings to staff. Our consulting team will ensure that any comments and questions from staff are addressed in a timely manner. Watson will subsequently prepare a final draft of the asset management plan and present it virtually to Council for adoption.

Once all comments from Council have been addressed, Watson will submit a final A.O.D.A. compliant version of the asset management plan to the Township.



Chapter 3

Experience and Qualification



3. Experience and Qualification

3.1 Watson & Associates Economists Ltd.

Watson is a firm of municipal economists, planners, and accountants that has been in operation since 1982. Watson is owned and operated by the firm's senior management group, comprised of one Principal and five Managing Partners. With a municipal client base of more than 250 Ontario municipalities and utility commissions, and 47 school boards, many of which are long-term repeat clients, the firm is recognized as a leader in the municipal finance/local government field. The firm has a committed 37-person staff, many of whom have worked together for many years. The firm's principals have participated extensively as expert witnesses on municipal finance matters at the Ontario Municipal Board (now known as the Local Planning Appeal Tribunal) for over 40 years.

Our unique and dynamic team of specialists has demonstrated financial capability and stability through successfully assisting our clients, which also include private industry and senior levels of government, to frame their financial and economic strategies. Watson is widely recognized as a leading authority on the fiscal aspects of the municipal government sector. The firm has earned its reputation for quality of analysis, as well as pragmatic and insightful interpretation of the issues we manage. We are well known for achieving results that translate into successful outcomes for our clients.

A feature of many studies completed by the firm includes the development of a solid information basis, and then working closely with staff and politicians to develop consensus around controversial issues. Further, many of our studies involve public participation, presenting key information to the public in an understandable format, and seeking public input in developing recommendations and future directions as part of a study process.

Our work has involved many aspects of municipal finance and economics, including assisting municipalities across the Province with asset management and fiscal impact related services. Our firm also specializes in development charges studies, public sector accounting (PSAB), community benefits charge strategies, parkland dedication studies, financial policy studies, full-cost recovery user fee pricing models (i.e., water and wastewater rate studies), financial feasibility assessments, capital and operating impacts of municipal servicing, demographic forecasting studies, local government



restructuring and governance reviews, service master planning, and local economy impact assessments.

With respect to PSAB, Watson specializes in both PSAB 3150 (tangible capital asset) compliance as well as PSAB 1200 (financial reporting) compliance. Assistance has been provided to various municipalities in Ontario with respect to initial compliance and ongoing annual updates in these areas. All assistance has passed various auditor reviews.

Asset Management

In recent years, Watson has assisted more than 110 municipalities with preparation of asset management policies, municipal action plans, asset management software implementations, and preparation of comprehensive AMPs. Watson continues to provide advisory services to a number of these municipalities, undertaking periodic updates and enhancements of the original AMPs. Watson is also currently assisting a number of municipalities with implementation of asset management software. A comprehensive list of our asset management clients can be found in Appendix A.

Watson completed work with 49 municipalities through MFOA's AMP it Up 2.0 program in 2021 and is now providing support to municipalities through the next iteration of the program, AMP it Up 3.0. Watson is providing hands-on support to 21 municipalities in a variety of areas, including setting proposed levels-of-service targets and defining lifecycle management strategies. Watson is also facilitating a cohort-based working group focusing on asset management with 20 municipal participants.

Watson has been committed to advancing best practices in municipal finance and asset management for many years. In response to the release of the draft version of O. Reg. 588/17, Watson hosted a series of workshops in July 2017. The workshops were developed to discuss the draft regulation with municipal representatives, including potential approaches for municipalities to achieve compliance. The workshops attracted approximately 170 representatives from more than 75 Ontario municipalities.

Watson has developed and facilitated asset management training sessions, workshops, and presentations on behalf of municipal organizations. A selection of speaking engagements from the past few years includes the following:



1. Municipal Finance Officers' Association (MFOA) Conference, Huntsville, September 2024 – **Asset Management Workshop – Proposed Levels of Service** (two half-day workshops). Presented by Peter Simcisko and Suday Jain.
2. MFOA AM303.4 (part of MFOA's Asset Management Roadmap 2.0) - **Developing a Finance Strategy Part 5: Financial Strategy Metrics** webinar, June 2024. Presented by Peter Simcisko.
3. MFOA Municipal Finance 101: A Fundamentals Course, April 2024, Brampton – **Asset Management Module**. Presented by Peter Simcisko.
4. AMCTO/MFOA Municipal Finance Forum, February 2024 – **Asset Management Planning for Municipal Infrastructure: 2025 and Beyond**. Presented by Peter Simcisko.
5. MFOA AM303.1 (part of MFOA's Asset Management Roadmap 2.0) - **Developing a Finance Strategy Part 2: Sources of Funding Analysis** webinar, February 2024. Presented by Peter Simcisko.
6. **Asset Management for Libraries** webinar, January 2024 – hosted by Federation of Ontario Public Libraries. Presented by Peter Simcisko.
7. MFOA AM302 (part of MFOA's Asset Management Roadmap 2.0) – **Establishing Proposed Levels of Service (Part 2)** webinar, January 2024. Presented by Peter Simcisko.
8. MFOA Municipal Finance 101: A Fundamentals Course, Webinar, February and November 2022 – **Asset Management Module**. Presented by Peter Simcisko.
9. Municipal Finance Officers' Association (MFOA) Conference, Blue Mountain, September 2022 – **Building Resilience Through Asset Management Planning: Capital Project Prioritization** (two half-day workshops). Presented by Peter Simcisko.
10. MFOA AM201 (part of MFOA's Asset Management Roadmap 2.0) - **Levels of Service for Other Assets (Part 1)** workshop, April 2022. Presented by Peter Simcisko and Stephen Monrad.
11. MFOA AM301 (part of MFOA's Asset Management Roadmap 2.0) – **Developing a Financing Strategy – An Overview (Part 2)**, webinar, March 2022. Presented by Peter Simcisko.
12. MFOA AM202 (part of MFOA's Asset Management Roadmap 2.0) – AMP Foundations and Lifecycle Analysis for Other Assets – Part 2: Recreation, Improvements to Land, and Natural Assets, webinar, November 2021. Presented by Peter Simcisko.



13. MFOA AM201 (part of MFOA's Asset Management Roadmap 2.0) – **Building an AM Decision-making Framework**, webinar, June 2021. Presented by Peter Simcisko.
14. MFOA AM106 (part of MFOA's Asset Management Roadmap 2.0) – **Case Studies in Current Level of Service of Core Assets**, virtual workshop, May 2021. Panel discussion moderated by Peter Simcisko.
15. MFOA Workshops – **Levels of Service for Core Assets**, November 2019 – February 2021 (six virtual workshops, each delivered in two half-day sessions). Developed and facilitated by Peter Simcisko and Stephen Monrad.

3.2 Consulting Team

The consulting team assembled for this assignment has demonstrated municipal asset management and long-term financial planning experience. Watson staff work in multiple internal departments to ensure transferable skills sets and task flexibility in order to get any job completed on time and on budget. Furthermore, Watson staff is well-versed in operational applications such as Microsoft Word, Excel and PowerPoint, and have strong analytical skills relating to model development and implementation, spatial and statistical analysis, etc. Watson has also implemented monthly corporate workshops designed to keep employees up to date on the methodologies and applications used in various departments as well as current clients and projects.

Peter Simcisko, BA (Hons.), MBE, Managing Partner, will act as Project Advisor for this assignment and provide assistance with asset-related analyses, levels of service scenario development, the financial strategy model, stakeholder and Council engagement, and lead QA/QC. Since joining the firm in 2013, Peter has led or contributed to the preparation of numerous asset management plans, development charges background studies, water and wastewater rate studies, long-term financial plans, and stormwater funding assessments (including implementation of dedicated stormwater funding mechanisms and rate structures). Through this work, he has led municipal staff through complex technical analyses and presented information in understandable formats to municipal Councils, development industry stakeholders, and the general public. Peter leads the firm's asset management practice and has overseen all asset management projects completed by the firm over the past five years, including asset management software implementations. He is currently a member of the firm's senior management group, which develops interpretations of legislative requirements, as well as methodologies and formats, and determines alternative policy strategies for



all facets of corporate assignments. Of note is that over the past three years alone, Peter has designed and delivered 15 conference presentations and educational workshops related to asset management.

Suday Jain, B.Econ. (Hons.), Senior Project Coordinator, will act as Project Manager and be responsible for all facets of the study. Suday will lead workshops and analyses of asset-related data, provide insights into data gaps, and create drafts of documents and presentations. Suday will also lead the review of the Township's financial data, the development of lifecycle activity and financial strategy models, and will prepare the draft of the financial strategy chapter. Suday supports Watson in the areas of municipal finance, asset management planning, development charges, long-term financial planning, water and wastewater rate studies, water financial plans, and fiscal impact assessments. Suday's background has provided him with expertise in financial planning & analysis, statistical analysis, and data modelling. Prior to joining Watson, Suday was the General Manager of Financial Services & Treasurer for the Township of South Glengarry. He has also previously held progressively more senior treasury roles for the City of Cornwall. Suday's experience has allowed him to gain a deep understanding of the barriers and opportunities that municipalities face, which he brings to each of his client engagements.

Saleh Ali, BBA, Analyst, will assist with the technical aspects of this assignment, including collecting and reviewing data, developing lifecycle activity and financial strategy models, creating data visualizations, and assisting with the drafting of report chapters. Saleh joined Watson's municipal finance group in 2024 and provides support in the areas of asset management, development charges, development application fees studies, stormwater rate studies, water and wastewater rate studies. Prior to joining Watson, Saleh worked as Operations Analyst for the Municipality of Lakeshore where he gained hands-on experience with asset management planning, levels of service, creating reports to Council for the water and wastewater department, writing procurement documents such as RFPs and RFTs, and improving maintenance management protocols. Saleh has also previously worked at S&P Global, a Fortune 500 company, where he progressed from his initial role as a Data Analyst to Assistant Operations Manager, focusing on attention to detail, project management, and providing clients with high-quality data analyses.

A curriculum vitae for each of the above individuals has been included in Appendix A.



3.3 References

While any of our clients may be contacted, we have included three references with particular relevance to the scope of this assignment.

Reference 1: Village of Sundridge

Project: Asset Management Plan (2023)

Developed a comprehensive AMP covering all assets. Created and consolidated asset inventory, determined levels of service, created condition/risk/criticality measures, developed lifecycle management models, generated capital forecasts and identified funding requirements, developed comprehensive financial strategy.

Project budget: \$57,400

Contact:

Christine Hickey
Deputy Clerk

📞 (705) 384-5316
✉️ chickey@sundridge.ca

Reference 2: Township of Adelaide Metcalfe

Project: Asset Management Plan (2022)

Developed a comprehensive AMP covering all assets. Created and consolidated asset inventory, determined levels of service, created condition/risk/criticality measures, developed lifecycle management models, generated capital forecasts and identified funding requirements, developed comprehensive financial strategy.

Project budget: \$37,000

Contact:

Johnny Pereira
Treasurer

📞 519.247.3687 Ext. 8205
✉️ jpereira@adelaidemetcalfe.on.ca



Reference 3: Township of Strong

Project: Asset Management Plan (2021)

Developed a comprehensive AMP covering all assets. Created and consolidated asset inventory, determined levels of service, created condition/risk/criticality measures, developed lifecycle management models, generated capital forecasts and identified funding requirements, developed comprehensive financial strategy.

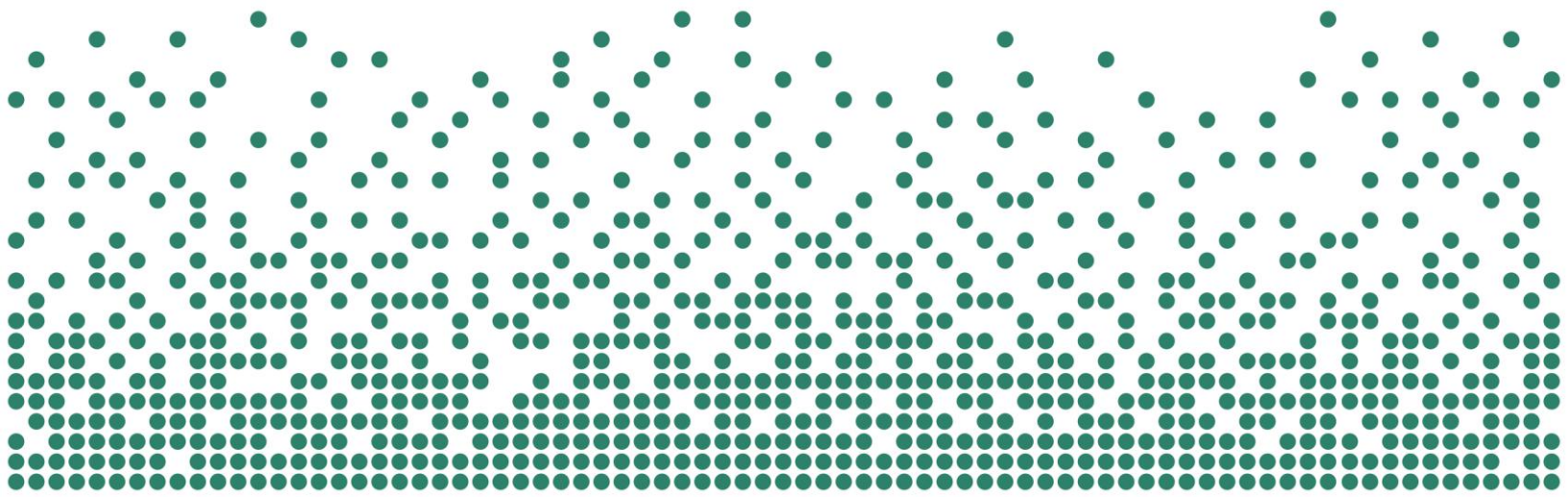
Project budget: \$52,350

Contact:

Caitlyn Haggart
Clerk Administrator

📞 705.384.5819 Ext. 207

✉ clerk@strongtownship.com



Chapter 4

Proposed Timeline and Budget



4. Proposed Timeline and Budget

4.1 Project Timeline

Our team has developed a preliminary timeline for the completion of the proposed work plan commencing in the second half of July 2025 with the final presentation to Council planned for November 2025. This timeline is expected to be further refined over the course of the project. The approximate timing and duration of each task are shown in Figure 4-1.

We would be pleased to discuss this timeline further with the Township as needed.



Figure 4-1: Project Timeline

Work Plan Task	Jul-25		Aug-25					Sep-25				Oct-25				Nov-25	
	20	27	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9
Project Management																	
Kick-off meeting with Township's project lead	SM																
Facilitate project initiation meeting	SM																
Conduct reviews of background documents identified in project initiation meeting																	
Ongoing project management																	
Discovery & Data Review																	
Conduct review of asset data, identify and address potential data gaps in consultation with staff																	
Finalize asset inventory analysis and update state of local infrastructure analyses for all asset categories																	
Levels of Service & Lifecycle Management Strategies																	
Facilitate proposed levels of service and lifecycle management strategies workshops					SM												
Gather and compile data for technical levels of service reporting for each scenario																	
Gather and compile data on costs and other lifecycle assumptions																	
Prepare 10-year capital plans for each levels of service scenario in consultation with Township project team																	
Formalize 10-year capital plans following staff review																	
Financial Strategy																	
Gather and analyze financial data																	
Meet with financial staff to review interpretation of financial data					SM												
Develop financial strategy models for each levels of service scenario																	
Present financial strategy models to staff								SM									
Formalize financial strategies following staff review																	
Council Engagement																	
Present levels of service scenarios, 10-year capital plans, and financial strategies to Council (virtually); identify preferred scenario																	
Formalize levels of service framework, 10-year capital plans, and financial strategies for preferred scenario following Council review																	
Final Report and Council Presentation																	
Prepare draft report																	
Present draft report to staff																	
Prepare final report incorporating revisions from staff review																	
Present to Council (virtually)																	CP

SM - Staff Meeting CP - Council Presentation



4.2 Project Budget

A summary of our proposed project budget, based on the items outlined in our work plan, is shown in Table 4-1. Billings will be prepared on a monthly basis for work completed in the previous month with payment anticipated within 30 days.

Based on the work plan, our upset budget estimate is \$45,512 (exclusive of applicable taxes). Out-of-pocket disbursements for travel, courier, copying, and related costs will be invoiced at cost. Additional meetings can be arranged at the Township's request (cost based on the hourly rates shown in Table 4-1).

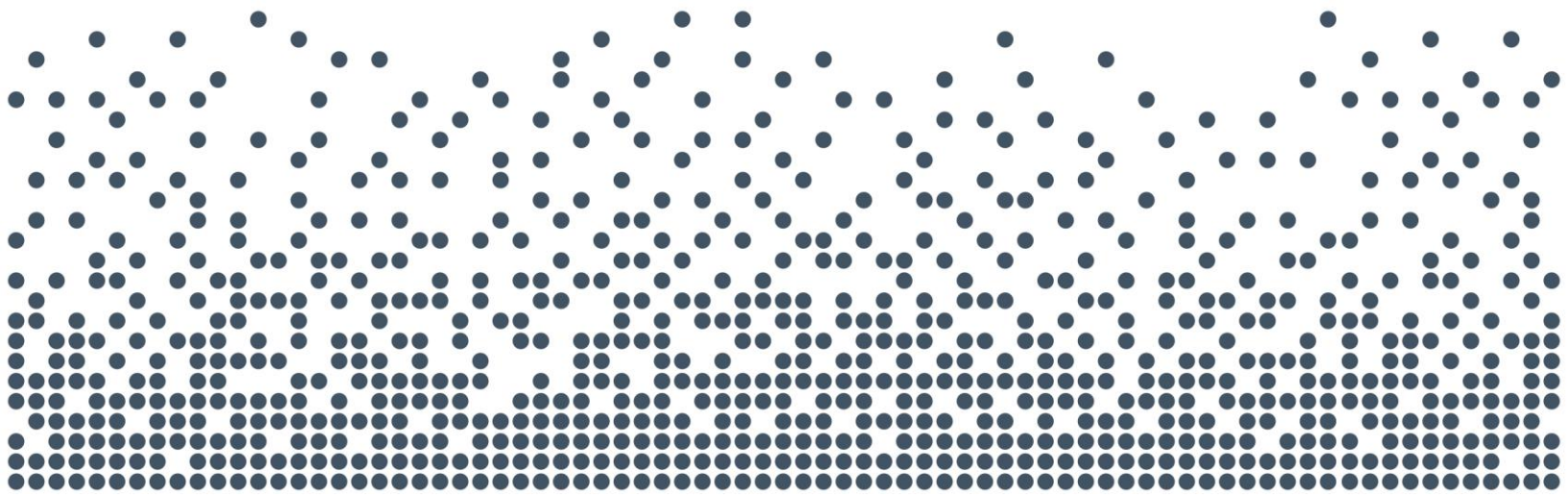
Township staff will be expected to attend the meetings identified in the work plan, to compile any requested background information, and to review and provide feedback on any draft documents being prepared as part of the project. The proposed budget is based on all meeting with staff and Council being held virtually. If the Township would like to hold any meetings in-person, Watson will identify the incremental costs and provide an updated project budget.

If the level of effort and/or budget exceeds the expectations of the Township, we would be pleased to discuss the work plan in more detail.



Table 4-1: Proposed Budget

Work Plan Task	Peter Simcisko Managing Partner	Suday Jain Senior Project Coordinator	Saleh Ali Analyst	Total Budget
<i>Hourly Billing Rate</i>	\$ 336	\$ 226	\$ 152	
Project Management				
Kick-off meeting with Township's project lead	1.0	-	-	\$ 336
Facilitate project initiation meeting	2.0	2.0	-	\$ 1,124
Conduct reviews of background documents identified in project initiation meeting	-	2.0	6.0	\$ 1,364
Ongoing project management	-	10.0	-	\$ 2,260
Discovery & Data Review				
Conduct review of asset data, identify and address potential data gaps in consultation with Township project team	-	4.0	8.0	\$ 2,120
Finalize asset inventory analysis and update state of local infrastructure analyses for all asset categories	1.0	2.0	4.0	\$ 1,396
Levels of Service & Lifecycle Management Strategies				
Facilitate proposed levels of service and lifecycle management strategies workshops	-	8.0	8.0	\$ 3,024
Gather and compile data for technical levels of service reporting for each scenario	-	2.0	2.0	\$ 756
Gather and compile data on costs and other lifecycle assumptions	-	4.0	4.0	\$ 1,512
Prepare 10-year capital plans for each levels of service scenario in consultation with Township project team	1.0	4.0	8.0	\$ 2,456
Formalize 10-year capital plans following staff review	1.0	2.0	4.0	\$ 1,396
Financial Strategy				
Gather and analyze financial data	2.0	4.0	8.0	\$ 2,792
Meet with financial staff to review interpretation of financial data	1.0	1.0	-	\$ 562
Develop financial strategy models for each levels of service scenario	2.0	10.0	16.0	\$ 5,364
Present financial strategy models to staff	1.0	1.0	-	\$ 562
Formalize financial strategies following staff review	4.0	8.0	8.0	\$ 4,368
Council Engagement				
Present levels of service scenarios, 10-year capital plans, and financial strategies to Council (virtually); identify preferred scenario	2.0	-	-	\$ 672
Formalize levels of service framework, 10-year capital plans, and financial strategies for preferred scenario following Council review	2.0	4.0	4.0	\$ 2,184
Final Report and Council Presentation				
Prepare draft report	4.0	12.0	12.0	\$ 5,880
Present draft report to staff	2.0	2.0	-	\$ 1,124
Prepare final report incorporating revisions from staff review	3.0	8.0	4.0	\$ 3,424
Present to Council (virtually)	1.0	-	-	\$ 336
Sub-total (excl. value added elements, disbursements, and HST)	30.0	90.0	96.0	\$ 45,012
Disbursements				\$ 500
Total (excl. HST)				\$ 45,512



Appendices



Appendix A

Corporate Materials and Curricula Vitae

CORPORATE PROFILE

Watson & Associates Economists Ltd. (Watson) is one of Canada's leading economic consulting firms. Established in 1982, we offer a comprehensive range of fiscal planning and policy services to clients in government and the private sector throughout Ontario and beyond.

Our unique and dynamic team of specialists has assisted clients from over 250 municipalities, utilities and school boards, as well as private industry, and senior levels of government, to frame their financial and economic strategies.

Watson is widely recognized as a leading authority on the fiscal aspects of the municipal government sector. The firm has earned its reputation for quality of analysis, as well as pragmatic and insightful interpretation of the issues we manage. We are well known for achieving results that translate into successful outcomes for our clients.

“We are well known for achieving results that translate into successful outcomes for our clients.”

OUR PHILOSOPHY

At Watson, we firmly believe that professional expertise, wide experience with local issues and the provincial legislative environment, and an understanding of client expectations are the basic fundamentals for analyzing issues and securing the desired results.

With every assignment, we strive to identify the strategies that are best suited to meeting the challenges facing our clients. Since 1982, our integrated team of financial and economic specialists has provided quality research and analytical expertise to clients. In that time, we have built long-term relationships with a broad range of municipal, provincial and school board clients, who value our judgment and advice.

Also, Watson has numerous working relationships with major law firms, planning and engineering companies, with whom we also work on multi-disciplinary assignments.

“We strive to identify the strategies that are best suited to meeting the challenges facing our clients.”



OUR SERVICES

We offer our clients a broad range of economic forecasting and financial planning services to help them plan for their future. Our main areas of specialization include:

MUNICIPAL, SCHOOL BOARD, CONSERVATION AUTHORITY, AND UTILITY FINANCIAL POLICY STUDIES

- Financial and economic impact assessment for major projects and new development areas
- Municipal capital and operating budget policy
- User rate studies (e.g. water, wastewater, stormwater, solid waste, recreation, licensing)
- Development application processing fees (e.g., planning applications, building permits, development engineering fees)
- Long range planning for school accommodation
- Asset management and PSAB
- Water and wastewater financial plans (O. Reg. 453/07)

DEVELOPMENT-RELATED CAPITAL FUNDING STUDIES

- Development charge studies – municipal, utility, and boards of education, including research and calculation of the charge, by-law adoption process, expert witness testimony, front-end financing, subdivision agreement links and implementation matters
- Community benefits charge strategies
- Parkland dedication reviews

DEVELOPMENT MARKET AND DEMOGRAPHIC FORECASTING STUDIES

- Forecasts, feasibility studies and land needs assessment for a variety of land uses
- Population, household, non-residential space and employment forecasts
- Growth management studies

SERVICE MASTERPLANNING AND ECONOMIC ASSESSMENT

- Assessment of long-term service needs
- Present value costing and financial affordability evaluation for major undertakings
- Property value impact and compensation policy
- Business, employment and other economic impacts

LOCAL GOVERNMENT RESTRUCTURING AND GOVERNANCE

- Assessment of options and strategies
- Service evaluation and financial impact analysis
- Benchmarking and performance measurement
- Asset and liability distribution
- Ward boundary reviews

Our goal is to do the very best for our clients. We are determined to produce outstanding results by taking advantage of the most appropriate computer modelling, analytical techniques and up-to-date databases and research available. At Watson, our vision is to continue to strive for excellence. We endeavour to go beyond our clients' expectations of service and establish ourselves as the leading provider of top-quality economic consulting services in our selected markets.



Municipal Asset Management

Background

Municipalities own and maintain a substantial inventory of assets, including:

- linear assets (roads, water mains and sewer systems);
- land and facilities (arenas, fire stations, administrative buildings); and
- equipment and vehicles (trucks, plows and ambulances).

It is estimated that the level of investment per property ranges from \$70,000 for small urban/rural municipalities, to more than \$100,000 per property for large urban centres.

Since the early 1950s, Ontario municipalities have made significant investments in acquiring and constructing municipal assets. Today, many of these assets need further investment to extend their utility or be replaced.



Expertise

Watson has assisted numerous municipalities in developing long-term asset management plans. These plans address the capital expenditure planning, financing and tax/rate implications for asset renewal and replacement.

Financial plans are normally developed over a minimum 10-year (but often 20+ year) planning horizon to moderate the impacts on taxpayers over time.

A well-developed asset management plan, based on solid research and expert analysis, provides staff and Council with the information they need to make effective annual reserve fund and investment decisions.

Team

Our asset management specialists include:

- Peter Simcisko, Managing Partner
- Sean-Michael Stephen, Managing Partner
- Daryl Abbs, Managing Partner
- Nancy Neale, Manager
- Byron Tan, Manager
- Navreet Bains, Senior Project Coordinator
- Suday Jain, Senior Project Coordinator
- Tina Chitsinde, Senior Consultant
- Matt Bouroukis, Senior Consultant
- Sara Lourenco, Consultant
- Tayler Murphy, Consultant
- Saleh Ali, Analyst
- Catherine Li, Analyst

Asset Management Client List 2009 to 2025

Post-Implementation of the Infrastructure for Jobs and Prosperity Act, 2005 and O. Reg. 588/17 (2018 to 2025)

Asset Management Plans

- Algonquin Highlands*
- Asphodel-Norwood
- Barrie (Transit – Financing Strategy)
- Bradford West Gwillimbury
- Beckwith
- Brampton
- Burk's Falls
- Cobourg – Stormwater
- Conservation Halton
- Dysart et al
- Frontenac Islands
- Gauthier
- Kawartha Lakes
- Kincardine (Financing Strategy)
- King*
- Kingsville
- Larder Lake
- Leeds and Grenville (Financing Strategy)
- Malahide*
- Mapleton*
- McNab/Braeside
- Merrickville-Wolford*
- Middlesex Centre*
- Minden Hills
- Mississippi Mills
- Moncton, New Brunswick (Roads)*
- Muskoka District*
- Oakville
- Orillia
- Prince Edward County
- South Stormont*
- Sundridge
- Wellesley

*** where Assetic Predictor Asset Management Optimization software was used in its development.**

Asset Management Advisory

- Oshawa Asset Management Roadmap
- Oshawa Asset Management Support: Lifecycle Costing Analyses and Modelling (in progress)
- Port Hope Levels of Service Framework and Lifecycle Management Strategies (in progress)
- Trent Hills Levels of Service Framework for Core Assets (in progress)



Strategic Asset Management Policy

- Frontenac Islands
- Malahide
- Mapleton
- Mississippi Mills
- Moncton (Peer Review)
- Petawawa
- Prince Edward County
- Sault Ste. Marie
- West Elgin

Asset Management Plans Under the Provincial Municipal Infrastructure Strategy (Building Together) (2013 to 2017)

- Aylmer
- Aylmer Secondary Water Supply System
- Bancroft (Water and Wastewater)
- Belleville
- Brooke-Alvinston
- Centre Wellington
- Central Elgin
- Cobourg
- Collingwood
- Cornwall
- Erin
- Gravenhurst (Tax-supported Assets)
- Grimsby (Facilities)
- Kawartha Lakes
- Malahide
- Mapleton
- Middlesex Centre
- Milton (Assets – Financing Strategy)
- Mono
- Muskoka District
- Perth (Town)
- Petawawa
- Pickering
- Port Burwell Area Secondary Water Supply System
- Southgate
- St. Thomas
- Smiths Falls
- Timmins
- Woolwich

Asset Management Plans Pre-Provincial Municipal Infrastructure Strategy (2009 to 2013)

- Bayham
- Brantford
- Clarence-Rockland
- Collingwood
- Kawartha Lakes (Transportation and Fleet)
- Kearney
- Lincoln (Facilities)
- Malahide
- South Huron



Asset Management Software Implementation (Assetic)

- Guelph
- Halton Hills (in progress)
- London
- Meaford
- Moncton
- Muskoka (in progress)

Other

- MFOA AMP it Up 1.0 (24 municipalities)
- MFOA AMP it Up 1.0 Refresh (7 municipalities)
- MFOA AMP it Up 2.0 (42 municipalities)
- MFOA AMP it Up 3.0 (29 municipalities)
- MFOA Asset Management Framework
- MFOA Levels of Service Workshops (6 workshops, 40+ participants)

Peter Simcisko, BA (Hons), MBE, PLE

Managing Partner



Peter regularly leads and contributes to the preparation of development charges background studies, asset management plans, water and wastewater rate studies, development application fee reviews, and stormwater funding assessments.

He is also a member of the senior management group, which develops interpretations of legislative requirements, methodologies and alternative policy strategies for corporate assignments related to municipal finance.

Peter's education and professional background equip him with economics experience and strong analytical and data modelling skills.

EDUCATION

2017, International Association for Public Participation (IAP2)

Foundations in Public Participation Program

- Planning for Effective Public Participation
- Techniques for Effective Public Participation

2014, Brock University

Master of Business Economics

- Recipient of the Distinguished Graduate Student Award (2015)

2012, Brock University

Bachelor of Arts (Honours), Economics

- Graduated with first-class standing

EMPLOYMENT HISTORY

Current

Managing Partner, Watson & Associates Economists Ltd.

- Participates in development charge studies, development application approval process user fee studies, and asset management plans.



EMPLOYMENT HISTORY CONT'D

2011-2013

Research Assistant to Dr. Mohammed H.I. Dore, Brock University, Department of Economics

- Contributed to various research projects in the field of municipal water treatment by collecting data and performing statistical analyses.
- Co-authored a published literature review of climate change projections for Canada.

PROFESSIONAL CERTIFICATIONS

- Professional Land Economist (PLE), Association of Ontario Land Economists

PUBLICATIONS

- Dore M.H.I., Simcisko P. (2013) Projecting Future Climate Scenarios for Canada Using General Circulation Models: An Integrated Review. In: Younos T., Grady C. (eds) Climate Change and Water Resources. The Handbook of Environmental Chemistry, vol 25. Springer, Berlin, Heidelberg.

EXPERTISE

- Asset management/PSAB
- Development application fees
- Development charges
- Development/cost sharing
- Economic impact of development
- Feasibility/business case studies
- Municipal competitiveness
- Municipal financial planning and policy
- Municipal service master planning and EAs
- Water and sewer rate studies

AREAS OF SPECIALIZATION

Mr. Simcisko's work experience has been concentrated in the following areas:

Development Charges

Since joining Watson & Associates Economists Ltd. in 2013, Peter has led and contributed to the preparation of numerous development charges background studies, including by-law adoption process and implementation matters. As part of these assignments, Peter has led



municipal staff through technical analysis and presented information in understandable formats to municipal Councils, development industry stakeholders, and the general public.

Development Charge By-law Work Completed for Municipalities:

Cities	Municipalities	Towns	Townships
Belleville	Brighton	Deep River	Asphodel-Norwood
Kingston	Casselman	Orangeville	Mapleton
Ottawa	Middlesex Centre	Perth	Melancthon
Sault Ste. Marie	Mississippi Mills	Petawawa	Russell
Burlington	North Grenville	Shelburne	Selwyn
	Port Hope	Whitchurch-Stouffville	
Counties			
Norfolk			

Asset Management

Peter leads the asset management practice at Watson & Associates Economists Ltd. and has overseen all asset management projects completed by the firm since 2019. He has assisted more than 50 municipalities with preparation of asset management policies, municipal action plans, asset management software implementations, and preparation of comprehensive asset management plans. Peter often leads conference presentations and educational workshops related to asset management.

Water, Wastewater, and Stormwater Rates

Peter has led the preparation of numerous water and wastewater rate studies, successfully providing municipalities with full cost recovery water and wastewater financial plans. Additionally, Peter has assisted several municipalities with undertaking stormwater funding assessments, including implementation of dedicated stormwater funding mechanisms and rate structures.

Development Application Approvals Process (DAAP) User Fees

Peter has assisted numerous municipalities across Ontario with the adoption of full-cost building permit, planning application, and development engineering application user fees. This work is often carried out in the context of multiple pieces of legislation (Planning Act, Building Code Act, Municipal Act) and allows municipalities to better account for the costs of services across multiple departments and to reduce unintended tax base subsidization of development review services. Peter has undertaken development application fee reviews for municipalities including the cities of Brampton, Burlington, St. Catharines, Welland, and others.

Suday Jain, B.Econ. (Hons)

Senior Project Coordinator



Suday works primarily in the areas of municipal finance, asset management planning, development charges, long-term financial planning, water and wastewater rate studies, water financial plans, and fiscal impact assessments. Suday's background has provided him with expertise in financial planning and analysis, statistical analysis, and data modelling.

Prior to joining Watson, Suday was the General Manager of Financial Services & Treasurer for the Township of South Glengarry. He previously held progressively more senior treasury roles for the City of Cornwall. Through his experience, Suday has gained a deep understanding of the challenges and opportunities municipalities and government agencies face, which he brings to each of his client engagements.

EDUCATION

2020, Carleton University
Bachelor of Economics (Honours)

EMPLOYMENT HISTORY

Current

Senior Project Coordinator, Watson & Associates Economists Ltd.

- Focused on municipal finance, asset management planning, development charges, long-term financial planning, water and wastewater rate studies, water financial plans, and fiscal impact assessments.

2022-2023

General Manager of Financial Services & Treasurer, The Corporation of the Township of South Glengarry

- Led the development, administration, and overall management of the Township's capital and operating budgets.
- Assisted in the areas of asset management, reserve and reserve fund planning, service delivery reviews, departmental master plans, and other long-term planning studies.



EMPLOYMENT HISTORY cont'd

2022-2023

Board Treasurer, Cornwall – Summerstown Regional Airport Commission

- Led the development, administration, and overall management of the Commission's capital and operating budgets.
- Led the completion of a \$1.2 M capital project funded through the federal government's RATI Grant.

2021-2022

Financial Services Team Lead, The Corporation of the City of Cornwall

- Assisted in the preparation, finalization, and submission of the City's capital and operating budgets.
- Assisted in the development of the City's i) 2022 Asset Management Plan Update, ii) Water Conservation and Servicing Master Plan, and iii) 2022 Development Charges Background Study and By-Law.
- Assisted in the implementation of a new accounting software (Microsoft Dynamics GP) and led the implementation of a new risk management software (ClearRisk).

2021

Accounting/Risk Management Coordinator, The Corporation of the City of Cornwall

- Conducted detailed analyses for provincial and federal reporting, completed complicated financial reconciliations, created and implemented risk management strategies, sourced insurance coverages, and assessed business financial risk.

EXPERTISE

- Asset management/PSAB
- Development charges
- Feasibility and business case studies
- Fiscal and economic impact assessments
- Financial and capital planning
- Municipal financial planning and policy
- Water and wastewater rate studies
- Water Financial Plans (O. Reg. 453/07)

Saleh Ali, BBA

Analyst



Saleh joined Watson's Municipal Finance group in 2024 with a strong background in data analysis and research, and experience with various aspects of asset management planning.

His capabilities and experience make him a valuable team member at Watson in the areas of asset management policy, strategy, plans, linear infrastructure assets, water treatment and distribution operations, and municipal budget planning.

EDUCATION

2024-Present, Northern Lakes College (Authorized by PEMAC Asset Management Association of Canada)

Asset Management Professional

2023, Walkerton Clean Water Centre

Certification in Safe Drinking Water Act, Water Treatment Process and Distribution System

2022, University of Toronto, School of Continuing Studies

Micro-Credential in Business Analysis Essentials

2017, COMSATS University, Pakistan

Bachelor of Business Administration, Finance

EMPLOYMENT HISTORY

Current

Analyst, Watson & Associates Economists Ltd.

- Supports the areas of asset management, development charges, stormwater, water, and wastewater rate studies.

2023-2024

Operations Analyst – Water Management, Municipality of Lakeshore

- Led the development of asset management plans and levels of service in water and wastewater departments to be in compliance with Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure.



EMPLOYMENT HISTORY (Cont'd)

- Collaborated with IT to enable the migration of water treatment work order system from legacy software to Cityworks platform.
- Coordinated with Project Manager in writing and evaluating Request For Proposals (RFPs) regarding asset management and water infrastructure replacement projects.
- Implemented processes to automate repetitive and time-consuming tasks regarding budget planning to enhance operational efficiency.
- Queried asset inventory data from SQL databases, quantitative analysis on MS Excel, and presented the data via interactive dashboards on MS Power BI.

2022-2023

Assistant Operations Manager – Data, S&P Global

- Managed and allocated workload and project tasks to team members ensuring balanced resource management to achieve project deadlines and service levels.
- Led and/or participated in internal/external projects with project managers and sponsors to improve data quality and service level delivery.
- Collaborated in setting performance measures and developing strategies aimed at efficiently managing workflow and achieving clients' five-day service level agreement
- Managed a team of 12 direct reports with focus on data quality, attention to detail, professional development, continuous improvement, and conflict management.

2017-2022

Data Analyst, S&P Global

- Specialized in auditing financial data, identifying inconsistencies, and implementing actions to ensure data quality and accuracy across financial datasets.
- Researching annual/quarterly financial reports of U.S. and Canadian companies to verify debt financing structures, common stock buybacks, and non-performing loans.
- Extracted and entered data from annual/quarterly financial reports into the in-house legacy software of S&P Global.

EXPERTISE

- Asset management/PSAB
- Development application fees
- Development charges
- Economic impact of development
- Feasibility and business case studies
- Municipal financial planning and policy
- Water and sewer rate studies



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: July 14, 2025

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent
Brent Clutterbuck, Drainage Superintendent
Mike Taylor, Manager of Environmental Services
Aaron VanOorspronk, Director of Infrastructure and Development Services

REPORT NO: IDS 2025-32

SUBJECT MATTER: Activity Report for Infrastructure and Development Team - June 2025

Recommendation:

1. None – For Council Information.

Purpose:

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

Development:

- Ongoing support for the Talbotville Fire Station, major fill work is completed, drainage work to be completed this week, restoration to follow. Hope to have the site complete by the end of July.
- Bi-weekly meetings for the Shedden Wastewater Treatment Plant (WWTP), ECA has been submitted for the Shedden WWTP, staff and the consultant are targeting an August 4th Tender Date.
- Bi-weekly and ongoing project management for the Union Road Sanitary Sewer construction. Work has progressed into Shedden property, we expect to be completed pipe installation by end of the month. The first phase of asphalt is scheduled for August to bring base asphalt up to the firehall.
- Coordination with the County for the Fingal Reconstruction design. The 90% drawing set has been submitted and sent back for review. The project team are targeting the same timeline as the WWTP, Shedden North Collection System and Shedden Forcemain.

- Iona Road Culvert documents were received review and filed. Project start expected the first week of August.
- Continued various land acquisition and disposal efforts. Legal is working on agreements for the shared SWM facility in Shedden, the Commercial Plaza, and the Old Firehall.
- Nearing EA completion for the Talbotville WWTP, final study completed for capacity concerns.
- Continued coordination on the new Public Works Building. The majority of the structure is erected, floor pour in the office was completed, shop floor pour planned for early July, several trades continue to work on the project.
- Received notification the Township, in partnership with the LTVCA was successful in our grant application for Flood Hazard Mapping, the Ministry is working with LTVCA to completed LIDAR surveys for a number of watersheds in SW Ontario.
- Ongoing work with the project team for the Talbotville Wastewater Facility expansion. The project management team has completed a financial analysis for the different build options, this report will come to Council in the near future.
- Continued with legal and surveyors to submit plans for land acquisition for park expansion, PRV chamber, and storm outlet on Thomas Road.
- Completed consent and planning application reviews.
- Completing draft agreements for 4431 Union Road, 4400 Thomas Road, and 35743 Horton Street.
- Awaiting agreement for Thomas Road subdivision, KCCA has submitted additional comments for the developer to address.
- Receipt of Change Order for the Horton Drain Realignment and replacement, report to Council July 14th. Reviewed with design team and staff, significant cost savings present due to existing project onsite, by eliminating a need to restore disturbed areas a second time.
- Reviewed Site Alteration Permit for the Horton Street Development in Shedden, comments returned.
- Awaiting update from the DC Study and Parks and Trails Master Plan consultants.
- Continued discussions with the Thames Valley District School Board regarding potential school locations. The board is working to get preliminary designs for a fall submission.
- Two permanent roads employees were onboarded we welcomed them to the team, and so far, they have been fitting in well.
- Received proposals for the design and admin of the Fingal SWM facility, Council to review for award this meeting.

- Completed overhaul of Water, Sewer and Stormwater Policies, moving towards implementation
- Attending training on new notification system
- Assisted with the major secondary board's planned water supply shutdown planned for July 11.
- Submission received for pre-tender Fingal Pump Station and forcemain drawings, reviewed and comments provided back to consultant.
- Shady Lane sidewalk was installed, connecting Shady Lane to the Meadows Subdivision.
- Pre-consultation completed on the former Teetzel lands.
- Grant application submitted through the provincial stream of the CHIF program.
- Onsite meeting to discuss concerns with the Clearing condo board about site conditions.



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

<u>Development Files</u>	<u>New this Month</u>	<u>Stage of Development Process</u>	<u>Settlement Area</u>
Talbotville Meadows Phase 1	Addressing the deficiencies in Phase 1 for assumption	Residential build out	Talbotville
The Clearing	Onsite meeting	Working towards assumption	Talbotville
Enclave Phase 1	Addressing Fencing and Deficiencies for assumption	Residential build out almost complete, working towards request for assumption	Talbotville
Florence Court		Residential build out, working towards request for assumption	Ferndale
Talbotville Meadows Phase 2	Contractor mobilized to site to complete preliminary site works for preliminary acceptance	Working towards preliminary acceptance	Talbotville
40134 Talbot Line		Site plan agreement	Talbotville
McBain Line		Draft plan, working towards engineering submission	Ferndale
35743 Horton Street (Stoss)	Submitted for site alteration permit, reviewed and returned comments.	Detailed Design	Shedden
4509 Union Road (Turville)	Advanced draft subdivision agreement	Working towards registration of subdivision	North Port Stanley
8068 Union Road		Studies, preparing for draft plan submission	Fingal
10247 Talbotville Gore Road		Studies, preparing for site plan	Talbotville

Talbotville Meadows Blocks 177 & 178	Applied for Condo Exemption	Pre-Consultation	Talbotville
4324 Thomas Road	Received comments from the Conservation Authority	Studies, preparing for draft plan submission	North Port Stanley
7882 Union Road	Received request for Pre-Consultation	Pre-Consultation	Fingal
11085 Sunset Road		Pre-Consultation	Talbotville
35556 Fingal Line		Background information	Fingal
North of 9877 Union Road		Pre-Consultation	Shedden
Teetzel Development	Completed Pre-Consultation	Background information	Shedden
8115 Union Road	Completed Pre-Consultation	Consultation	Fingal
Field north/east of John Street		Consultation	Shedden
11570 Wonderland Road (Marcel Equipment)	Completed construction, cleared the conditions of the SPA	Construction	Talbotville
11432 Sunset Road		Pre-Consultation	Talbotville
36391 Talbot Line	Construction started, water service installed	Construction	Shedden
7985 Church Street		Pre-Consultation	Fingal

Infrastructure:

a) Water and Sanitary:

- OCWA contract negotiations ongoing for water and wastewater operations. First proposal received.
- 75 locates were completed for various contractors and landowners in June. 472 locates received to date for 2025.
- Repair completed on existing mainline valve on Talbot Line (broken stem).
- Repair completed on drain chamber on Talbot Line.
- No water meters were replaced in June. 31 meters/assemblies replaced in 2025.
- Three remaining smart hydrants installed on June 10th. 2025. All five identified in 2025 capital now complete.
- Staff working on emptying equipment/materials from old water shop in Shedden. Temporary location of materials/equipment will be in building (old firehall) at main works yard.
- Final chemical room upgrades completed at Talbotville. Met with chemical supplier to review upgrades to make sure chemicals can be safely delivered to site in bulk. Some minor changes required to grading of driveway.
- Coordination and meetings ongoing for St. Thomas Secondary Waterline shutdown. Scheduled date is July 11/12. Staff are prepared and ready for the 11th and 12th.
- Sewer cleaning and inspection on Shady Lane and Green Park Drive. Staff currently reviewing documents and videos.
- New fire hydrant installed on Talbot Line as part of new development.
- New service installed for development on Talbot line.
- All water meters read for second quarter billing.
- Final Reads completed.
- Building meter assemblies for new connections and repairs.
- All water system dead-ends flushed in June.

b) Roads and Bridges:

- Gravel renewal program was completed.
- Dust control has been applied to all necessary roads

- Roadside grass mowing has begun with two units doing ditch banks and another unit brushing and cutting side slopes and behind guiderails
- Our two new employees have been hired, onboarded, and training has begun



2025 Capital Project Process:

2025	Budget	Actual	Status/Comment
Water and Sewer			
Shedden Wastewater Treatment Plant			Design is being Finalized, ECA Application Submitted
Talbotville Wastewater Treatment Plant			Colliers completed Financial Analysis of Construction Options
South Shedden Sanitary Sewers	\$3,663,048.41		Construction into the Village proper, approval for replacement of the Horton Drain given.
North Shedden Sanitary Sewers			Received 50% Submission
Roads			
Shady Lane Sidewalk	\$27,344.50	\$22,344.50	Completed

Edge Repairs – Scotch Line	\$50,000		Completed
Rehabilitation John Wise Line and Longhurst Line	\$900,000	\$817,658	Completed
Scotch Line Resurfacing	\$175,000		Awarded
Thomas Road Construction	\$2,060,000		90% Submission Review Complete, awaiting Tender Package
Bush Line Rehabilitation	\$150,000		Completed
Public Works Building	\$4,800,000		Steel structure up, floor poured, trade work underway
Bridges/Culverts			
Scotch Line Culvert Replacement	\$450,000		Detailed Design Underway
Lyle Bridge Rehabilitation	\$200,000		Deferred to 2026
Iona Road Culvert Replacement	\$199,000		Awarded, Construction Start August 2025

c) Drainage:

Drains Before Council:

Construction:

- **Gregory Drainage Works (2023):** Gregory Drain construction was completed on June 3rd.
- **Taylor Drain:** Robinson Farm Drainage awarded contract. The permit to work within the 401 right of way has been received from MTO. Construction is planned to start in a few weeks.
- **Ryan Drain (Sept 19):** We are now waiting for the completion certificate from the Developer's Engineer to confirm that the drain has been constructed

as designed. Once the certificate is received Council will finally pass the by-law

With the Engineer:

- **Best Drain (2024)** Meeting to review the proposal of the engineer was held April 16th. The Engineer was asked to look at some other options and provide costing to landowners
- **Bowlby Futcher Drain (2024)** Meeting to review the proposal of the engineer was held on June 3rd. The Engineer is working on a few alternatives and will be arranging a follow up meeting
- **Jones Drain (2024)**
- **Edison Drain (2024)**
For the other two above drains, meetings to review the proposal of the engineer will be arranged in the next few months.
- **Third Line – Magdala Drain (formerly Con 3, Lot 5 Drain): (June 12):**
Council returned to Engineer.
- **Bogart Drain Ext. (Dec 15):** The proponent has asked that this drain be put on hold for the time being.
- **Maintenance:** Work being assigned to contractors as requests coming in. Drainage Superintendent has been out in the field looking at maintenance requests, reviewing contractor work and fielding landowner questions.

Conference/Training:

2024 Capital Project Process:

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

Financial and Resource Implications:

None.

Strategic Plan Goals:

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

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

Respectfully Submitted by:

Infrastructure and Development
Services Team

Approved for submission by:

Jeff Carswell
CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: July 14, 2025

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

REPORT NO: IDS 2025-33

SUBJECT MATTER: Township Design Guidelines Update

Recommendations:

1. That Council approve and adopt the updated Design Guidelines Manual 2025 Edition, as attached as Appendix "A".

Purpose:

This report seeks Council's endorsement of various amendments to the existing Township Design Guidelines.

Background:

The Township, like many municipalities across Ontario, maintains a set of Design Standards to inform development and construction decisions, ensuring they meet operational and lifecycle expectations. These guidelines promote development that is both financially and environmentally sustainable. The guidelines specify a range of design standards, building off existing Provincial and National specifications for elements such as road component design and construction, sidewalks and paths, sewer construction materials and methods, stormwater management, open space and parks, plantings, and restoration considerations. The guideline document is viewed as a living document, undergoing regular review to ensure conformance with modern best practices and regulatory requirements.

The guidelines were originally passed in two parts: the first covering design specifications for hard infrastructure like sewers and roads, and the second addressing soft infrastructure like plantings, restoration, and open spaces. The completed design guidelines were adopted by Council at its meeting on April 11, 2023. Council approved an update to the guidelines in June of 2024 to align the guidelines with the Consolidated Environmental Compliance for the Township's linear infrastructure.

Comment/Analysis:

As we enter a period of growth in Shedden and Fingal staff believe it to be a good time to review and make minor adjustments to the guidelines based on lessons learned, updated regulatory requirements, and adopted best practices.

The changes made in this update can be briefly summarized by the following:

1. Added language to section 7.1.3 adding improved language to the landscaping of ponds to strengthen the desire for ponds to provide improved quality control, form a part of the natural environment, and aesthetic appeal.
2. Section 12.1 Improved sediment and erosion control notes, in line with best practices from the TRCA Guidelines
3. Section 12.1 Improved stockpile requirements to combat weed complaints and erosion issues
4. Section 13.2 Improved verbiage for Site Clearing
5. Section 13.6 Tightened language for all development applications
6. Section 13.9 Added requirement for a 3m buffer of native flower and grass mixes against Natural Heritage Areas
7. Section 13.10 Improved fencing requirements, that apply the appropriate style of fence for the intended purpose
8. Standard Details and Cross Sections – corrected measurements and elements to be consistent with standard practices. No material changes.

All the changes, made within the document aim to promote a healthy, friendly and sustainable community, while ensuring the significant investments made into public infrastructure are protected for the long term.

The updated Design Guidelines Manual 2025 Edition is attached as Appendix "A".

Financial and Resource Implications:

None

Strategic Plan Goals:

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

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

Respectfully submitted by:

Aaron VanOorspronk, LET.
Director of Infrastructure and
Development Services

Approved for submission by:

Jeff Carswell
CAO/Clerk



TOWNSHIP OF
Southwold

Design Guidelines Manual
2025 Edition

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1 INTRODUCTION

1.1 About the Township of Southwold

The Township of Southwold (the Township) is a lower tier Municipality within Elgin County located on the north shore of Lake Erie. The Township is the operating authority for all municipal owned roads, storm sewers, sanitary sewers and watermaines that are to be installed within all road allowances and registered easements within the Township of Southwold. The Township is also responsible for all parks and open space on municipally owned lands.

It is the Township's objective to collaborate with developers on site plans and subdivisions towards the end goal of creating private and public infrastructure and neighbourhoods.

1.2 Purpose of Design Criteria

The design criteria outlined in this guideline are intended to offer comprehensive guidance that extends beyond standard legislative and design practices specifically for use within the Township. **These guidelines shall be adhered to, and only with express written permission from the Director may any deviation be permitted.**

It is recognized that site-specific conditions may necessitate deviations from these guidelines, as it is neither feasible nor intended for the Township to foresee every possible scenario. Accordingly, the Township plans to periodically review and update these design guidelines to ensure they remain relevant and effective.

This document is to be used in conjunction with the Ontario Provincial Standard Specifications (OPSS), the Ontario Provincial Standard Drawings (OPSD), and the Ministry of the Environment, Conservation and Parks (MECP) Design Guidelines for Sewage Works.

Furthermore, additional considerations may be necessary to address the unique aspects of individual developments. Each property will be assessed independently and may require elements that go beyond the existing policies and design requirements, depending on the distinct characteristics of the site and the nature of the development.

The Township places a strong emphasis on sustainable development practices. This includes the use of naturalized landscaping, featuring native tree plantings, aqua plantings, and pollinator-friendly plantings. Such practices promote biodiversity, enhance ecosystem services, and contribute to environmental resilience. Additionally, developers shall incorporate active transportation options, such as pedestrian pathways and bicycle facilities, to foster a healthy, vibrant, and environmentally conscious community.

In situations where it is deemed appropriate or necessary, the provisions and procedures outlined in the Drainage Act legislation will be employed to facilitate the servicing of the development.

Submissions and circulation of planning applications and engineering drawings related to Planning Approvals are co-ordinated through the Township's Infrastructure and Development Services Department, directed to the Township's Planner (planning@southwold.ca).

Drawing approval must be obtained from the Infrastructure and Development Services Department prior to any work commencing on all sites.

2 GENERAL INFORMATION

2.1 List of Contacts

See the Township's list of contacts on the website link below:

<https://www.southwold.ca/contact/>

2.2 Definitions

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

"Contractor" means a person, partnership, or corporation who is contracted to undertake the execution of work commissioned by the Township to install or maintain sewers, private drain connections, maintenance holes, catch basins and other appurtenances.

"Complete Streets" means any transportation facilities that are designed for all ages, abilities, and modes of travel. On Complete Streets, safe and comfortable access for pedestrians, bicycles, transit users and the mobility-impaired is not an afterthought, but an integral planning feature.

"Developer" shall mean the Owner or party specifically named in a Development Agreement or in a Subdivision Agreement.

"Director" shall mean the Director of Infrastructure and Development Services for the Township of Southwold or their designate.

"Engineer" shall mean the Township Engineer or the Engineer's authorized representative.

"Inspector" means the person(s) authorized and supplied by the Township to see that the installation is executed according to the specifications and the approved plan(s) in a good workmanlike manner according to the latest Township practices and standards.

"Main or watermain" means every water pipe, except services and portions of private mains as herein defined, installed on the public road allowance or on any other land upon which the Township has obtained easements.

"Private Hydrant" means a hydrant connected to a watermain and installed on private property. (Fire Department has full rights of connection.)

"Private Watermain" means a pipe connected to a watermain and installed on private property and from which more than one service and/or hydrant lateral are connected.

"Service" means every water pipe installed from a connection on a watermain or private watermain to the meter location or, for a fire service, to the inside of the exterior wall of a structure.

"Service Extension" means the portion of a service from the property line to the meter location, or for a fire service to the inside of the exterior wall of a structure. (i.e.; an extension of a service stub)

"Service Stub" means the portion of a service from a watermain to the property line which will always include one control valve.

"Structure" means a building of any kind, including but not restricted to, apartments, condominiums, single-family homes, town housing, row housing, industrial, commercial, and institutional.

"Subdivider" means the Developer, Owner, or party specifically named in a Subdivision Agreement.

"OPSD" means Ontario Provincial Standard Drawings.

"Owner" shall include any person who or any firm or corporation that is the registered owner of the property under consideration or any agent thereof, a person entitled to a limited estate in land, a trustee in whom land is vested, a committee of the estate of a mentally incompetent person, an executor, an administrator and a guardian.

"OBC" means Ontario Building Code.

"ROW" means Right-of-way; the width of a road from property line to property line.

"Street Line" means limit of the right-of-way; property line

"PDC" means a private drain connection.

2.3 Acknowledgements of Sources

The Township of Southwold's design guidelines were created in compilation using the City of St. Thomas' design guidelines, the City of London's design specifications & requirements manual, and Dutton Dunwich's design and construction standards.

3 ENGINEERING REVIEW FOR DEVELOPMENT

3.1 Consultation Process

An applicant for a new development shall arrange for a consultation meeting with Township staff through the Township Planner or County planner depending on the application type, to discuss the development or planning application.

Plans shall be circulated to Township staff two weeks prior to the consultation.

Meetings are held at the Township administrative office or online, and the setting is meant to be informal. Township staff will comment on the proposed development and inform the applicant of the report and studies that are required for the specific development application.

The applicant will be required to provide the required studies, reports and drawings and other submission requirements as deemed necessary by the Township to support the development application.

The submission requirements will be broken out below for the subdivision and site plan drawing review process and include typical approval agencies.

3.2 Subdivisions

Subdivision submissions should include reports and engineering drawings that are prepared by the developer's consulting engineer. Depending on the nature of the application, the Township may request the first submission only include the focused design studies and reports to allow for a more complete review prior to the engineering drawing review. Submissions are reviewed by the Township Departments and consultants as required.

3.2.1 Design Submissions

Design submissions are to be accompanied by any supporting documentation required for the completeness of the design of the subdivision development. Such documentation may include but not limited to copies of the following reports:

- Geotechnical report
- Hydrogeological report
- Traffic Impacts Assessment Report
- Photometric Lighting Report (external works)
- Tree Preservation Report
- Environmental Assessment
- Natural Heritage Investigations
- Copies of reports submitted to the Conversation Authority
- Storm Water Management Report
- Noise Report
- Functional Servicing Report
- Vibration Report
- Archeological Report
- Legal Survey, including deed
- Planning Justification Report

3.2.2 Drawing Standards

The following AutoCAD Drawing Standards shall be used in new development submissions:

- The drawing scale for plan and profile drawings shall be in metric, using a scale of 1:250 horizontally and 1:50 vertically.
- Drawings shall be oriented such that North points up and/or to the right (or left if required).
- Dimensions and elevations shall be provided in metric units.
- Existing conditions should appear faded in comparison to the proposed work, and use a text size of 1.6mm of the final hard copy.
- The various utility lines should be identified and appear slightly darker than existing topography. Proposed work should appear heavier than existing conditions and use a text size of 2.0mm for notes, elevations and dimensions.
- All line work and text should be drawn using a by layer colour and line type to facilitate easy modifications.
- Drawings shall use colours and line types as prescribed by the City of St. Thomas Drawing Template.

3.2.3 Engineering Drawings

A complete set of Engineering Drawings, in addition to the reports required in section 3.1.1. Shall be comprised of the following in the order shown below:

- The approved draft plan
- The proposed plan for registration showing all lot and block numbering and dimensioning
- Cover sheet (should include the name of development, the owner/developer name, drawing index and key plan showing site location)
- Phasing drawing, if applicable
- General plan of services
- Plan and profile drawings
- Area and lot grading plan
- Sediment and erosion plan, including stockpile locations
- Storm drainage plans, including existing servicing in the area
- Storm sewer design sheets
- Storm water management facility
- Storm water management facility miscellaneous notes and details
- Sanitary drainage plans, including existing servicing in the area Sanitary sewer design sheets
- Water distribution plan, including all existing servicing in the area
- Landscape plan
- Park grading plan, if necessary
- Composite utility plan, including hydro distribution system and street lighting
- Photometric drawings, external works
- Street signage and traffic control plan
- All detail drawings other than the O.P.S. Detail Drawings
- All drawings pertinent to the design
- All other calculations necessary to check the design

3.2.3.1 General Plan of Services

The general plan of services will indicate the general overall scope of the project and the geographic relationship to surrounding lands. It shall include:

- North arrow
- A general plan of services or master plan drawing should be prepared for all developments at a scale not greater than 1:1000.
- When more than one general plan is required, the layout of the general plan shall reflect similar layout as the reference plan.
- The reference Geodetic Bench Mark and the site bench mark are to be used for construction and shall be identified on the general plan of services
- Road allowances, lots, blocks and easements are to be depicted in a similar fashion as the reference plan.
- All existing services and proposed services are to be shown if possible.
- All Township and utility infrastructure (road, sidewalk, curb, pedestals, sewers, maintenance holes, valves, hydrants, etc.) are to be shown and labelled properly.
- Registered plan number must be shown on the as-constructed general plan of services.
- All site information for parks, schools, churches, commercial and industrial development blocks must be shown.

3.2.3.2 Plan and Profile Drawings

Plan and profile drawings will provide the detailed information required for construction of roads and municipal services. The following are the requirements for the plan and profile drawings:

- North arrow.
- Consulting engineer must confirm with Township the proper layer style for the engineering drawing for plotting purposes prior to submitting for engineering design review.
- Scale shall be 1:250 horizontal, 1:50 vertical.
- Plan and Profile drawings are required for all roadways, blocks and easements within the development, for all outfalls beyond the development to the permanent outlet, for all boundary roadways abutting the development and for other areas where utilities are being installed below grade.
- Plan and profile drawings, as well as cross sections are required for rear yard catch basin leads.
- Geodetic benchmark monument location and information.
- All existing or future services, utilities and abutting properties are to be shown.
- All proposed services to be constructed are to be shown.
- The profile portion of the drawing shall be a vertical projection of the plan portion whenever possible.
- All road allowances, lots, blocks, easements and reserves are to be shown and are to be identified in the same manner as the Registered Plan. Lot and block frontages are to be shown.
- All curb and gutter and sidewalks shall be shown and dimensioned on the plan portion of the drawing.
- All storm and sanitary sewers and watermains shall be shown and dimensioned on the plan and shall also be plotted on the profile of the drawings. The sewers shall have a complete description on the plan and/or profile portion of the drawing including length, grade, diameter, flow direction arrow, material, class of pipe, and bedding requirements. The size of the pipe shall be plotted to full scale on the profile.

- All sewer maintenance holes shall be shown on the plan and on the profile portions of the drawing. The maintenance holes shall be identified number on the plan and on the profile portion of the drawing. All invert elevations shall be shown on the profile with each having reference to the north arrow.
- All catchbasins and catchbasin connections shall be shown. Catchbasins are to be identified by number.
- All rim and invert elevations for maintenance holes are to be shown. Catchbasins shall have rim elevations only.
- All sewer maintenance holes which have safety platforms are to be noted.
- All drop connections are to be noted and referred to the applicable O.P.S. specification, drawing or detail sheet.
- All watermains, hydrants, valves, blow-offs, etc. shall be shown, described and dimensioned on the plan portion of the drawing. In addition, the watermain shall be plotted to true scale size on the profile portion of the drawing and labelled with the pipe size, material and depth of cover.
- The location of all storm, water and sanitary service connections shall be shown on the plan portion of the drawing using different symbols, and line types for each service type. The connections to all blocks in the development shall be fully described and dimensioned (size, length, grade, invert elevations, material, class of pipe, bedding, etc.).
- The centreline of construction with 20 metre stations noted by a point or small cross shall be shown on the plan portion of the drawing.
- The original ground at centreline and the proposed centreline road grade shall be plotted on the profile. The proposed centreline and centreline grades shall be fully labeled including length, grade, P.I. stations and elevations, vertical and horizontal curve data, etc.
- Details of the gutter grades around all 90-degree bends, crescents and cul-de-sacs shall be provided on the plan portion of the drawing.
- Special notes necessary to detail construction procedures or requirements are to be shown.
- Chainages for the centreline of construction are to be shown on the profile portion of the drawing. The P.I., B.H.C., E.H.C., B.V.C., and, E.V.C. chainages shall also be noted.
- Any test pit or borehole locations and soil profile information shall be shown.



- The basement elevation of all existing dwellings on the streets where sewers are to be constructed shall be noted.
- All of the proposed services and features are to be shown on the plan portion of the drawing. Those services below grade that are critical to the new construction shall also be shown in the profile. Test holes may be required to determine actual elevation of these services.
- The curb radii at all intersections shall be shown on the plan portion of the drawing.
- Profiles of roadways shall be produced sufficiently beyond the limits of the proposed roads, to confirm the feasibility of possible future extensions.
- The location of all streetlights and transformers shall be clearly shown on the plan portion of the drawings

3.2.3.3 Area and Lot Grading Plans

The lot grading plan shall establish the final grade control for all lots and blocks within the development in accordance with the Township's current lot grading standards. Plans shall include:

- North arrow
- The Lot Grading Plan shall be prepared at a scale of 1:500 for single family, semi-detached areas and for multi-family areas.
- All lots and blocks within the subdivision are to be shown and are to be identified in the same manner as the Registered Plan.
- Geodetic benchmark monument location and information.
- Existing contours are to be shown at maximum 0.5 m intervals within the subdivision limits and 30 metres beyond the subdivision limits. Existing overland flow route.
- Proposed centreline road elevations are to be shown at 20 m stations along all roads within and abutting the subdivision. Elevations are to be shown for the 20 m stations in accordance with the chainage on the profile drawings.
- Proposed elevations are to be shown for all lot corners and intermediate points of grade change, building corner elevations. On larger blocks, a proposed elevation is to be shown at 15 m intervals along the frontage of the block and at reasonable intervals along the sides and rear of the block to clearly illustrate the grading of the block in relation to the surrounding lands and house type.



- The specified lot grade shall be shown at a location 6.0 m minimum from the street line. For “split” type drainage patterns, the specified rear house grade shall be shown. The specified minimum top of foundation elevation for each lot shall also be shown.
- The direction of the surface water runoff from the rear of all the lots shall be indicated by means of an arrow pointing in the direction of the runoff.
- All swales, other than the normal side yard swales, are to be shown along with the invert elevation of the swale at regular intervals (i.e. centreline of each lot for rear yard swales) and include slopes for all swales.
- All rear yard catch basins shall be shown along with the rim elevation of the catch basin grate and the invert elevation of the outlet pipe.
- All curbs, sidewalks, catch basins, valves, hydrants, streetlight poles, transformers, Canada Post community mailbox locations and easements shall be shown on the lot grading plans. Driveways must have a minimum 1.5 m clearance to these utilities.
- All 3:1 slopes (terracing) required shall be shown with the intermediate grades specified
- Existing elevations are to be shown on adjacent lands approximately 30 metres from the subdivision limit to enable assessment of the grading between the subdivision and the adjacent areas. The interval of those elevations shall be dependent upon the degree of development of the adjoining lands with the developed areas requiring the most information.
- For all design lots, the top of foundation wall shall be shown and labeled on the approved grading plan.
- For all design lots, the underside of footing shall be shown (if required).
- The grading along the limit of the subdivision shall be carefully controlled to avoid disturbance to the adjoining areas.
- Temporary silt fencing shall be installed along the limit of subdivision and maintained for the duration of the contract until such time as seeding or sodding takes place. This fencing shall be noted on the grading plan.
- All semi-detached lots shall be indicated with SD on all drawings.

- The lot grading plans shall show proposed locations for building envelopes, enveloped for private sewage disposal systems and private water supply systems for rural estate developments.
- All culverts shall be designed and shown on the lot grading plans identifying culvert diameter, gauge, minimum length, invert, and type.
- All typical grading details and specifications shall be shown on the Lot Grading Plan.
- Masked imaging of the Storm Drainage Areas shall be shown.
- Overland flow route(s) for the entire development
- Ponding limits for 100 year storm at catch basins, rear yard catch basins.

3.2.3.4 Detail Plan

A detail plan will be required when there is not sufficient space on the plan and profile drawings or other drawings to fully describe the necessary works. Including but not limited to:

- North arrow
- A typical road cross section shall be shown on the Detail Plan, illustrating R.O.W. dimensions, pavement structure, sewer and watermain locations, curb and sidewalk locations, and proposed utility locations.
- Horizontal separation between sewers and watermain.
- Details of special chambers, such as metering chambers shall be shown.
- Details of special structures, such as storm sewer inlets and outlets or retaining walls shall be shown.
- Details of special drainage features, including stormwater retention/detention ponds shall be shown.
- Pumping station details shall be shown.
- Any other details or notes as required shall be shown, such as drop structures in maintenance holes

3.2.3.5 Storm and Sanitary Drainage Plans

- A separate drainage area plan for storm and sanitary drainage shall be prepared and as follows:
- North arrow
- Scale to suit drawings but needs to be legible
- The street and lot layout of the subdivision, street names and property descriptions shall be shown on the Drainage Plans.
- All existing and proposed sewers, maintenance holes, catch basins shall be shown and labeled with identifying numbers, sizes, lengths, grades and direction of flow.
- All external areas shall be shown on the Drainage Plans. If the external areas are too large to be accommodated, a separate drawing for the external storm areas shall be included in the set.
- Storm drainage areas shall be delineated on an actual contributing drainage area and maintenance hole to maintenance hole basis.
- Sanitary drainage areas shall be delineated on a lot line by lot line and maintenance hole to maintenance hole basis.
- All drainage areas shall be numbered and shall include area in hectares, run-off coefficients for storm or population densities for sanitary.
- The design sheet shall be shown on the Drainage Plans. If the design sheet cannot be accommodated on the area plan, the design sheets can be shown on their own drawing.

3.3 Utility Plan

- The development will require a utility plan for utilities other than water and sewer, from the requirements of various public and private utility agencies. The utility plans shall also include detail layout for street lighting.
- North arrow
- Maximum drawing scale of 1:750.
- A legend using standard symbols shall be shown on the Utility Plan.
- The location of all existing and proposed utilities (Hydro, Telephone, Cable TV, Gas, Streetlight), including those in common trenches, shall be shown on the Utility Plan.
- The location of all existing and proposed utility structures and pedestals, including Canada Post community mailboxes shall be shown and labeled.
- Typical utility trench details and duct locations shall be shown.
- Any specific duct and trenches cross section details for road crossing shall be shown.
- Any other utility details or notes shall be shown on the Utility Plan.

3.4 Site Plan Control

To start the site plan process, the applicant must contact the Township planner to arrange a pre-consultation meeting to discuss the site plan objectives and submission requirements for the Township. Site plan submissions will include detailed reports and site plan drawings prepared by the developers consulting engineer.

3.4.1 Design Submissions

Design submissions are to be accompanied by any supporting documentation required for the completeness of the design of the site plan development. Such documentation may include but not limited to copies of the following reports:

- Geotechnical (soils) report
- Hydrogeological report
- Traffic Impacts Assessment Report
- Photometric Lighting Report (external works)
- Tree Preservation Report
- Natural Heritage Investigations
- Copies of reports submitted to the Conservation Authority
- Storm Water Management Report
- Noise Report
- Functional Servicing Report
- Vibration Report
- Archeological Report
- Legal Survey, including deed
- Planning Justification Report

3.4.2 Site Plan Drawings

A complete set of engineering and architectural drawings will be required for the site plan application. Engineer drawings that are required, but not limited to, can include the following:

- Site plan drawings
- Site grading and drainage
- Site services plan and profile
- Landscape plan
- Electrical services and utilities plan
- Lighting layout and distribution plan
- Building elevations plan
- External works plan, as required

3.5 Approval Agencies

Depending on the location of the development, the developer will be required to obtain Township approval and may be required to obtain approval from various other regulatory agencies which include but not limited to:

- The Department of Fisheries and Oceans (DFO)
- The Ministry of Environment, Conservation and Parks (MECP)
- The Ministry of Natural Resources (MNR)
- The Ministry of Transportation (MTO)
- The Ministry of Municipal Affairs and Housing (MMAH)
- The Ministry of Tourism, Culture and Sport (MTC)
- Elgin County
- Kettle Creek Conservation Authority
- Lower Thames Regional Conservation Authority
- Elgin St. Thomas Public Health
- Adjacent municipalities where appropriate

It is the responsibility of the developer to provide the Township with suitable written documentation of the approval from the regulatory agencies. The development will be subject to the requirements of all by-laws within the Township.

The developer shall be required to enter into a Development Agreement (i.e. Subdivision Agreement or Site Plan Agreement) with the Township and pay fees to the Township such as application fees for zoning and administration fees applicable to the development application.

4 ENGINEERING STANDARDS

4.1 Civil 3D Design

Computer-Aided Design (CAD) shall be used to generate all engineering drawings. ETRANSMIT "DWG" files shall be supplied to the Township. This data shall be supplied when "as-builts" are submitted for assumption. Storm sewer, sanitary sewer and watermain information must be on a separate layer.

4.2 Drawing Sizes

Full sized drawings to be ANSI D 22" x 34" (559mm x 864mm). Reduced drawings are to be 11" x 17" (279mm x 432 mm)

4.3 GIS/Asset Management Requirements

The Final Submission Requirements shall consist of one USB stick of digital submission (Preferred format is a SHP or Civil 3D .dwg file, which may include AutoCad). The developer's consulting engineer shall obtain from the Township asset data sheet(s), to be completed to the satisfaction of the Township. Asset Data Sheets can be obtained by email request to gis@southwold.ca.

4.4 As-Built Drawing Requirements

Prior to assumption, the applicant is required to provide a complete project package to the Township. This package should include the following:

- Digital "As Constructed Drawing Set" in an Adobe format (.pdf file), (complete with all required signatures);
- Digital "As Constructed Drawing Set" in Civil 3D format (.dwg file, which may include AutoCad)
 - provide all Paper Space Title Blocks and Plot Style Tables
 - all existing survey points are to be contained in the drawing
 - all proposed TIN's, grading models and/or contour lines are to be contained in the drawing
 - all line work must be in Model Space at 1:1 scale and unrotated in a World Coordinate System (WCS)
 - drawing units are to be in metric
 - purge all old or extra drawing layers
 - bind all XRef files (no external attachments upon submission)
 - georeferenced plans are preferred, but not mandatory for submission



- All digital "Project" support files which do not reside in AutoCAD such as stormwater calculations, technical reports, etc.
- The digital formats may be from industry standard software including Microsoft Office, Adobe, Synchro Traffic, etc.

4.5 Recording Service Connections

Once a private drain connection or water service is placed, a record of its location must be produced for as-constructed drawings and provided digitally to the Township. Water, Sanitary and Storm laterals are to be included on drawings, showing proper plan view which include bends and sweeps. Also, required is the pipe invert elevation at property line. Drawings standards page will have a sample building report required for recording service connections.

5 TRANSPORTATION

All roads shall be designed and constructed in accordance with the current edition of the Manual of Geometric Design Standards for Canadian Roads, as well as the standards within the National Association of City Transportation Officials. Road design shall incorporate a complete street approach, encouraging active transportation and emphasizing pedestrian safety to promote a healthy and safe community.

5.1 Road Design

5.1.1 Referenced Design Standards and Guidelines

Road design shall be in accordance with the following standards and guidelines, as amended or expanded upon within the Township of Southwold Design Guidelines. Road design shall be in accordance with the following standards and guidelines, as amended or expanded upon within the Township of Southwold Design Guidelines.

Transportation Association of Canada (TAC)

- Geometric Design Guide for Canadian Roads (TAC Standards)
- Manual of Uniform Traffic Control Devices for Canada (MUTCD)
- Guide for the Design of Roadway Lighting
- Pedestrian Crossing Control Manual
- Canadian Guide to Neighborhood Traffic Calming

Ministry of Transportation

- Geometric Design Standards for Ontario Highways, 1985 (latest revision)
- Ontario Traffic Manual (OTM) (latest edition)
- OTM Book 12 – Traffic Signal Design
- Ontario Provincial Standards (OPS) (latest edition)

Institute of Transportation Engineers (ITE)

- Trip Generation Manual
- Transportation and Land Development

5.1.2 Traffic Access and Impact Studies for Site Development – Recommended Practice Road Speed

Posted Speed (km/h)	Design Speed (km/h)
40	40
50	50
60	70
70	80
80	90
90	110

Design speeds for all local and minor collectors shall be 50km/h unless adjacent to schools or high pedestrian generators such as parks, where the design speed is 40km/h.

5.1.3 Road Classification

Road Type	General Function	Typical Right of Way Width	Pavement Width (m)
Local	Light volumes of resident traffic. Connect to collector roads that provide ingress and egress into a subdivision or Neighbourhood.	20m	6.7(0-44 units) 7.0 (45 units or greater) See Cross Section R-03B
Collector	Moderate volumes of resident traffic, primarily moving residents between points of origin and arterial roads	26m	9.0 (parking, no bike lanes) See Cross Section R-05
Arterial	Large to moderate volumes of traffic. Larger vehicle traffic.	30m	10 (no bike lanes) 14 (1.5m boulevard bike lane, 0.5m buffer)

Industrial	Larger vehicles with less pedestrian activity	26m	8.5
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Note: All development applications shall try to accommodate two public accesses. Where this cannot be accommodated, the Township may consider a secondary emergency access, and consultation with the Township Engineer will be required.

5.1.4 Centerline Radii

Centerline Radii shall be in accordance with TAC Design Guidelines. Bends of 90 degrees are only permitted on local streets. Local streets with bends of approximately 90 degrees are to have a minimum inside street-line radius of 10.0m

For reconstruction of existing roads, the centerline horizontal alignments shall be reviewed by the Township Staff on a site-specific basis.

5.1.5 Radii for Curb & Gutter

From:	To:		
	Arterial	Collector	Local
Arterial	13.5m	12m	10m
Collector	12m	7.5m	6.0m
Local	7.5m	6.0m	6.0m

Note: daylight triangles are required for any road type connection at intersections, and will be determined based on Township zoning by-law.

Design vehicles for the following road classification should be considered in the design of all projects and developments to provide the minimum radii appropriate for the specific road geometry. If the design vehicle results in a small curb radii, the smaller curb radii shall be used.

DL-23	Local and most collector roads
WB-20	Collector (near commercial and downtown) and arterial roads

5.1.6 Minimum Pavement Design

The minimum pavement design shall follow details provided under each of the Township's Standard ROW cross sections. Deviations from these minimum standards shall be based on the recommendations from a geotechnical report by a professional engineer.

5.1.7 Concrete Curb and Gutter

Concrete curb and gutter used in the Township of Southwold shall be OPSD 600.040 for all road types. Any deviation from this standard must be approved by the Director.

Concrete curb setbacks are required for all catch basins and the frame of the catch basin should be outside of the asphalt roadway.

5.1.8 Concrete Sidewalk

Concrete sidewalk in the Township of Southwold shall be 1.5 meter minimum width with a thickness of 125mm. Concrete sidewalk adjacent to curb shall only be considered in constrained road reconstruction project, with a minimum width of 2.0 meters.

The thickness of sidewalk at residential driveways shall be 150mm and at commercial/industrial driveways shall be 200mm.

All Township sidewalks are to have the contraction and dummy joints saw cut with expansion joints.

5.1.9 Maximum and Minimum Road Grades

Road Type	Maximum Grade (%)
Industrial	6
Arterial	6
Collector	6
Local	8

Note: The minimum road grades shall be 0.5%. Max grade across intersections 2%

Flat see-saw profiles (identical high and low points) will not be allowed in either road profile design or rear yard swale designs. See-saw profiles must flow in a cascade that allows major storm flows (Overland Flows) to drain along the road and lots to the acceptable Overland Flow Outlet.

Boulevard grades 2%-6%

Shoulder grades 6%

5.1.10 Vertical Alignment

Sag and crest curves shall be in accordance with TAC guidelines. Curves shall be required when the change in grade is greater than 1% as per the below equation:

$$\Delta\% = SS1 - SS2 > 1\%$$

Where: S1 = Slope 1

S2 = Slope 2

5.1.11 Utility Location

The location of all utilities within the road allowance shall be as detailed on the typical cross-section. Utility drawings shall be submitted to the Township Engineer or designate for approval. All new development utilities are to be constructed underground. Hydro transformers are to be housed in suitable enclosures and mounted on transformer pads installed at the final ground elevation. Bell telephone junction boxes may be mounted at the surface in approved standard enclosures.

5.1.12 Cul-de-sacs and Bulbs

Subdivision street pattern design shall avoid use of cul-de-sacs and bulbs. All street design shall promote connectivity within the new development.

5.1.13 Signage Posts

Regulatory sign posts shall be 100mm x 100mm pressure treated posts. The location and size of the sign will also dictate the required posts as per OTM book 5.

5.1.14 Road Sub-Drains

Sub-drains will be required on all developments within the Township of Southwold.

5.1.15 Snow Clearing/Snow Storage

Snow clearing operations will be carried out by the Township of Southwold after the roads have been fully assumed and the warranty period is passed. Depending on the development agreement, the Township may coordinate snow clearing at the developer's expense.

In general, all snow clearing for development is to be carried out at the developer's expense. For site plan control applications, snow storage areas shall be shown on the drawings.

5.1.16 Road Occupancy Permit

Any work required by a developer, utility company, or contractor working on Township's right of way is subject to obtaining a road occupancy permit. If the work is being completed on a County Road, the developer, utility company or contractor will require an Elgin County road occupancy permit.

Permission is required from the Township for any proposed detours and road closures. Details and/or road closures need to be submitted and reviewed by the Township prior to approval.

Where the proposed route utilizes roads that are not part of the Township's road system, approval from the appropriate road authority will also be necessary.

In all cases, a road closure notification shall be circulated to emergency services and other affected agencies a minimum of 48 hours prior to the road closure. All work will be done in accordance with ordinances, by-laws of the Township of Southwold and in accordance with OTM Book 7.

All disturbed areas shall be restored to their original conditions or better, including but not limited to roadway, sidewalks, traffic loops, etc.

5.1.17 Community Mailboxes

Community mailbox locations will be the responsibility of Canada Post. The consulting engineer for the developer is to ensure that no utility conflict exists with the proposed mailbox location. Location of the community mailbox shall be reviewed and approved by the Township.

5.2 Intersection Design

5.2.1 Road/Road Approach Grades

Designers are to refer to TAC – Geometric Design Guide for Canadian Roads (Figure 2.3.2.2).

5.2.2 Road Layout

When two streets connect at an intersection they shall connect at 90 degrees with a 10 meter straight section measured from the street line.

5.2.3 Curb Extensions

Curb extensions are the delineation of the parking lane, and are used to reduce the pedestrian walking distance at intersections. Tangent sections should be 15 meters with a minimum taper of 10 meters. Reduced radii are used on the inbound radius into a local street.

The designer should reference NACTO and TAC for additional guidance when designing curb extensions.

5.2.4 Intersection Geometric Design Improvements – Signalized

The basic configuration on MAIN ROAD approaches for proposed signal-controlled intersections must include directly opposing, dedicated Left turn lanes for 4-legged intersections or one dedicated Left turn lane at T intersections; regardless of actual volume demands or capacity analysis results.

The basic configuration on SIDEROAD approaches for proposed signal-controlled intersections should include directly opposing, dedicated Left turn lanes for 4-legged intersections; unless physical limitations make their implementation injudicious.

On SIDEROADS for T intersections, separate Left & Right turn lanes would be preferred, but may be governed by actual volume demands or capacity analysis.

Consideration may be given to the provision of a dedicated Right turn lane where peak hour turning traffic demands exceed 200 vph and Synchro capacity analysis of the thru lane produces results nearing or exceeding the threshold of acceptability.

Justification for a free-flow (uncontrolled) right turn channelization requires peak hour demands > 600 vph. The proper design to provide free-flow operation requires a parallel Right turn deceleration lane into the Channelization and, either a Right turn acceleration taper away (minimum) or a parallel lane away (preferred). If a Right turn channelization is justified, it should not be provided with a sub-standard geometric design necessitating Yield control.

5.2.5 Roundabouts

A roundabout is a raised island located in the center of an intersection, which required vehicles to travel through the intersection in a counter-clockwise direction around the island. The Township of Southwold will consider the installation of roundabout at the following locations:

- All Collector/Arterial Roads intersecting with other Collector/Arterial Roads should be considered for the installation of a roundabout.

All roundabouts are to be designed to TAC standards with signage as per OTM book standards.

For maintenance purposes, sanitary maintenance holes are not permitted to be located within the raised center island of the roundabout. The sanitary maintenance hole is to be located within the apron of the island. Storm maintenance holes may be located within the center island of the roundabout, provided the proposed landscaping does not hinder access to the maintenance hole.

5.3 Driveways

The maximum driveway width is 8.0 meters. The maximum driveway for commercial/industrial development is 9.0 meters.

All driveway approaches shall be hard surfaced (ie. Asphalt, concrete, paving stone) from the edge of road or back of curb to property line.

The minimum driveway grade is 2% with a maximum acceptable grade of 8%. The maximum grade is not recommended for new developments and only to be used for reconstruction projects due to constraints. The desired maximum in new developments should be 4%. All grades shall be directed towards the road and reverse fall driveways are not permitted.

Single Family Residential

- Asphalt – 75mm (two lifts) HL3 surface
- Granular base – 250mm of Granular 'A'

Commercial/Light Industrial

- Asphalt – 40mm HL3 surface and 50mm HL8 surface
- Granular base – 150mm of Granular 'A' and 300mm of Granular 'B' with type II gradation

Heavy Industrial

- Asphalt – 50mm HL3 surface and 75mm HL8 surface
- Granular base – 150mm of Granular 'A' and 300mm of Granular 'B' with type II gradation

5.4 Traffic Signals

Developments and projects where traffic signals are being considered will require a separate signal wiring plan and signalized intersection plan showing location of all poles and mounted hardware, hand wells, ducts/cables, the controller and the full lane configuration.

6 STORM SEWERS

6.0 General

This document outlines the minimum requirements for the design of a storm sewer system within the limits of the Township of Southwold. Storm sewer design shall also conform to the design principles as outlined in the most recent edition of the "Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under an Environmental Compliance Approval" by the Ministry of the Environment, Conservation, and Parks (MECP). These guidelines were written in general alignment with version 2.0 of the MECP criteria. In cases where these guidelines are in contradiction, the more stringent criteria shall govern.

The design of all new developments will incorporate a "treatment train" approach for stormwater design and management. This approach includes multiple, sequential treatment processes to improve water quality and manage water quantity effectively.

Existing storm infrastructure within the Township includes municipal drains, which are governed by the Drainage Act. All stormwater management and storm sewer design must account for and integrate with these existing municipal drainage systems. Only

Stormwater, drainage from foundations and roads, or LIDs shall be accepted or collected by Storm Sewers. Sanitary Sewage or combined Sewage shall not be accepted or collected by Storm Sewers or transmitted or directed to Stormwater works.

Storm sewers shall be designed, using the most recent rainfall intensity, duration, and frequency (IDF) curves available from the respective municipality for which the sewers are to be constructed. If the municipality does not have access to current IDF curves, adjacent jurisdictions shall be consulted for IDF curves, and the most stringent values shall be used in design.

In the design of conveyance drainage system, local climate data is to be used to establish design storm frequency criteria, at a 5-year return design storm or greater storm event can be used for minor system design.

Inlet times shall be calculated based upon the overland flow route modeled under fully developed system conditions as per the Official Plan.

Storm Sewer which are installed below seasonally high groundwater table shall be designed to minimize infiltration.

Storm Sewers design shall be verified (major system and minor system capacity analysis) accounting for the captured flows that enter the Storm Sewers (minor system) through inlets and the flow remaining at the surface (major system) at minimum under the following conditions;

1. No inlet capacity restriction; and
50% inlet capacity restriction at depressions and roadway sags.

Maximum depths of flows at the surface and maximum hydraulic grade lines in the Storm Sewers shall be verified for up to the 100-year design storm.

6.1 Storm Drainage Area Plans

Storm sewer design computations shall be completed on a standard Storm Sewer Design Sheet. A copy of the design sheet, together with a Storm Sewer Drainage Plan, showing the tributary areas shall be submitted as per the sample storm design sheet in this design guideline

In lieu of precise information on development on the whole or any part of a watershed area, the latest zoning by-law and Official Plan issued by Infrastructure and Development Services Department shall be used for all external areas in the design and to determine the specific areas to which these values apply.

The external drainage area plan shall be prepared and shall be submitted at the functional servicing report stage and prior to the commencement of the detailed storm sewer design.

In the case of large areas under single ownership of blocks requiring future site plan agreements, the design shall be prepared on the basis of the whole area being contributory to one maintenance hole in the abutting storm sewer unless more than one private storm connection is necessary to serve the property in which case the appropriate area tributary to each connection shall be clearly shown and taken into account in the storm sewer design.

6.2 Design Flows

6.2.1 Design Storm Frequency

The design storm frequency shall be a 5-year storm for residential, industrial and commercial lands to a sufficient outlet or to a storm water management facility which will control post development peak flows to pre-development flows including the 2,5-,25-,50- and 100-year storm events.

6.2.2 Runoff Computations

The Rational Formula is to be used to determine the quantity of storm runoff. The use of other empirical runoff formulae must be approved by the Township Engineer. The Rational Formula is as follows:

$$Q = 2.78 \times C \times i \times A$$

Where:

Q = peak flow in L/s

A = Area in hectares

i = average rainfall intensity in mm per hour for a duration equal to the time of concentration for a particular storm frequency

C = runoff coefficient

6.2.3 Rainfall Intensity

For rainfall intensity, the following equation shall be used for the Rational Formula:

$$i = AT^b$$

Where:

i = rainfall intensity (mm/hr)

a, b = rainfall parameters listed below

t = inlet time based off of time of concentration (hours)

Parameters for this equation are derived from the MTO's Intensity-Duration-Frequency (IDF) curve lookup tool that can be found here:

https://idfcurves.mto.gov.on.ca/results_out.shtml?coords=42.710904,-81.311721

RETURN PERIOD	2 YEAR	5 YEAR	10 YEAR	25 YEAR	50 YEAR	100 YEAR
A	23.5	31.0	35.9	42.1	46.7	51.3
B	-0.699	-0.699	-0.699	-0.699	-0.699	-0.699

Note:

1. 2 year IDF curve to be used in pre and post development controls
2. 5 year IDF curve to be used for storm sewer design

In addition, runoff from major storm events (100 year and larger regional storms) shall be accommodated by an overland flow route that has been designed assuming that all of the source controls and storm water conveyance systems for minor flows have failed.

A hydrologic and hydraulic simulation models can be used for systems to verify the capacity of the systems serving small or large areas or involving treatment and/or storage systems.

6.2.4 Time of Concentration

The time of concentration is the time required for flow to reach a particular point in the sewer from the most remote part of the drainage area. It includes not only the travel time in the sewers, but also the inlet time or time required to flow overland into the sewer system.

The inlet time for residential areas shall be 15 minutes. For all other areas, supporting calculations shall be submitted to the Township engineer for review.

Adjusted time of concentration shall be calculated using the formula:

$$T_{c-adj} = \frac{(T_{ct}Q_t) + (T_{cl}Q_l)}{(Q_t + Q_l)}$$

Where:

Tc-adj = adjusted time of concentration (min.)

Tct = time of concentration in the trunk sewer (min.)

Qt = design flow in the trunk sewer (l/s)

Tcl = time of concentration in the lateral sewer (min.)

Ql = design flow in the lateral sewer (l/s)

6.2.5 Runoff Coefficients

A licensed Professional Engineer (P.Eng) shall calculate appropriate runoff coefficients for use in stormwater infrastructure design. The following chart shall be used to determine an aggregate runoff coefficient for each storm area in the tributary area plan. This ensures that the design accurately reflects the hydrological characteristics of the specific area, contributing to effective and reliable stormwater management:

Land Use	C value
Asphalt, concrete, roof areas	0.90-1.00
Grassed areas, parkland	0.15-0.35
Brick Roads	0.7-0.85
Sandy Soil	0.05-0.25
Playgrounds	0.2-0.35
Gravel	0.6-0.7
Forest and dense wooded areas	0.10-0.25
Permeable pavements	0.15 to 0.25

No allowances for infiltration are required in storm sewer capacity determination.

6.3 Storm Sewer Pipe Design

6.3.1 Design Flow

The Manning Formula is used for calculating the sewer capacity and selecting pipe size. When determining the appropriate pipe size, designers shall upsize pipes when the capacity of the storm sewer approaches 90%.

$$Q = 1/n \times A \times R^{2/3} \times S^{1/2}$$

Where:

Q = Design flow capacity of the sewer (L/s)

A = Cross Sectional Area of Pipe (m²)

R = Hydraulic Radius of pipe (D/4) (m)

S = Sewer Slopes (m/m)

n = Manning roughness coefficient (unitless)

6.3.2 Manning Coefficient

A coefficient of 0.013 is to be used for all concrete and PVC pipes.

6.3.3 Flow Velocity

Velocity shall be calculated using the following formula:

$$V = Q/A$$

Where:

V = Flow Velocity (m/sec) Q = Design Flow (m³/s)

A = cross section area of flow (m²)

6.3.4 Minimum Velocity

The minimum velocity permitted in storm sewers is 0.75m/sec

6.3.5 Maximum Velocity

The maximum velocities permitted in storm sewers are:

- 4.5m/sec for 300mm to 825mm diameter sewers;
- 6.0m/sec for 900mm diameter and larger sewers

Additional protection against erosion, scouring, and pipe displacement must be provided by a Licensed Engineering Practitioner where flow velocities exceed 4.5 m/s as per MECP guidelines 5.5.2.

6.3.6 Minimum Pipe Sizes

- Storm Sewers = 300mm
- Catch Basin Leads = 250mm (street, park, or single inlet)
= 300mm (lot or twin inlet)
- Private Drain Connections = 150mm (residential – single family, semi-detached)
= 300mm (residential multi family block)
= 375mm (non-residential)
= 300mm (commercial)

Note: Actual sizes for PDC required for multifamily, commercial, institutional block will depend on flow.

6.3.7 Minimum Grades for Pipes

The minimum grade for a 300mm diameter storm sewer is 0.54% and all other sewer sizes minimum grades shall achieve the minimum velocity of 1.0m/sec.

6.3.8 Minimum Depth and Bedding Material

The minimum depth for all storm sewers is 1.5m from the finished ground above the top of the pipe. Bedding Material is as per OPSS.MUNI 401, the Elgin County Standard Contract Documents or as recommended in the Geotechnical Report.

6.4 Maintenance Hole Design

Changes to direction of flow greater than 90 degrees shall not be permitted in one maintenance hole.

Maintenance holes on sewers shall be located at every change in pipe size, grades, or direction of flow and shall not exceed the maximum spacing. Maintenance holes are to

be installed for storm PDC's 300mm in diameter for larger, unless the storm sewer size is 900mm or larger, in which case the PDC may be connected directly into the sewer.

Spacing for maintenance holes will be 100m for pipes up to and including 900mm. For pipes larger than 900mm in diameter, up to 150m spacing is allowable. A minimum of 300mm clearance is required between services within a maintenance hole. The locations of all maintenance holes are to be designed to be outside of the vehicles wheel path.

Allowances for bends in sewer alignments – fall through maintenance holes shall be calculated in accordance with the below:

- 45-degree bends – use $\frac{3}{4}$ of the losses for 90 degree bends
- For 22 $\frac{1}{2}$ degree bends – use $\frac{1}{2}$ of the losses for 90-degree bends

Safety grates as per OPSD 404.020.

- Maintenance hole depth between 5.0m and 10.0m, grate shall be placed at midpoint
- Maintenance hole depth between 10.0m and 15.0m, grate shall be placed at third points

All incoming pipes are to be below safety grates.

All maintenance hole chamber openings shall be located on the side of the maintenance hole parallel to the flow for straight run maintenance holes, or on the upstream side of the maintenance hole at all junctions.

The obvert of the inlet pipe(s) shall not be lower than the obvert of the outlet pipe. The minimum drops across maintenance holes are as follows:

- 0 degree change – 20mm drop
- 1 degree to 45 degree – 40mm drop
- 46 degree to 90 degree – 50mm drop

Where the difference in elevation between the invert of the inlet and obvert pipes exceeds 1.0m, a drop structure shall be placed on the inlet pipe, with the invert of the drop pipe located at the spring line of the outlet pipe. Design shall conform to OPSD's.

All sewers shall be benched as per OPSD 701.021.

6.5 Catch Basins

Catch Basins shall be located at a maximum interval of 90m between catch basins or 90m between a crest of a road to a catch basin.

All catch basins are to be set back off the roadway, as per OPSD's and shall be 1.5m clear of any driveway curb depression.

Curb inlet catch basins are to be used at all low points on a roadway, and curb inlet catch basins are to exclusively used on arterial roadways. Inlet grate capacity shall be designed by the consulting engineer to determine if catch basin spacing should be reduced.

Catch basins shall be spaced so that no ponding occurs during minor storm events (1:5 year storm event).

6.6 Allowable Ponding

No surface ponding is allowed to develop under a 5-year storm event. Ponding on major overland flow routes allows for 300mm on street catch basins and 450mm on rear yard catch basins. Consultants are to map the ponding area on grading design drawings for all new developments.

Major overland flow routes are to be continuous along roads and easements without flooding onto lots during a 100-year storm.

6.7 Cover

A minimum of 1.5m is required to the top outside edge of the pipe for all storm sewers.

6.8 Easements

A minimum sewer easement is to follow the Townships zoning by-law requirements. If not mentioned in the zoning by-law, the minimum easement for one service is 5.0m. These minimum easements widths will be increased depending on the depth and size of the sewer, and as dictated by the Township team.

6.9 Storm Private Drain Connection

All PDC's shall be installed to the property line for all new construction projects.

PDC's are not to be directly connected into a maintenance hole PDC's on private property of the town house complexes, row housing and apartments are to be

connected to a maintenance hole located on the R.O.W. PDC's for industry and commercial property are also to be connected to a maintenance hole located on the R.O.W.

All locations and elevations of the storm PDC shall be recorded on a Building Services Report along with As-built Drawings for the project, whether part of a reconstruction project or new development. See Section 15 for a sample Building Services Report.

7 STORMWATER MANAGEMENT

Storm sewer systems shall include stormwater management facilities and measures to address quality and quantity, aligning with the “treatment train” approach within the Ministry of Environment, Conservation and Parks Guidelines. For all new stormwater management facilities, the developer shall contact the Infrastructure and Development Services Department for further clarification and guidance on applicable requirements and standards that may affect the stormwater management (SWM) facility.

7.1 Stormwater Management Design

7.1.1 Peak Flow Control

The peak flows discharging from the site shall not increase as a result of the proposed development for the calculated 2 through 100-year storm events. All SWM measures shall provide an enhanced level of protection in accordance with MECP’s stormwater management and LID guidelines, to make sure the design accommodates climate change.

Extended detention and storage of SWM facilities should discharge over a 24–48-hour period to the 5-year storm even under predeveloped conditions. Storm water volume calculations shall be broken out into the following durations (t = minutes): 0, 10, 15, 30, 45, 60, 75, 90, 100, 120, 180, 240, 360, 480, 720, 1080, 1440.

7.1.2 Green Infrastructure and Low Impact Development

The Township promotes green infrastructure and low impact development (LID) with developments for SWM measures. Both natural and human made devices to assist in providing the treatment train approach. This can include parklands, street trees with enhanced soil characteristics, natural channels and flood plains, LID facilities, and naturalized end of pipe stormwater management systems.

All LID facilities shall have a design capacity that exceeds the existing conditions recharge volume by 15% as a factor of safety to account for aging, compaction and clogging. LID locations shall be strategic to mitigate against operational constraints and clogging.

During construction buildout, LID's shall be by-passed to avoid clogging.

Design of the LID system shall follow best municipal standards and MECP design guidelines for LID's.

7.1.3 Stormwater Design Requirements for Development

The following is a summary of the Storm Water Management requirements for development submissions. There may be additional information required depending on the site locations and constraints.

- Provide all SWM calculations to show the pre-development and post development flows. These flows shall be calculated using the Township's design guides as well as MECP guidelines.
- Provide SWM calculation for SWM facility sizing, orifice sizing, and any other relevant calculations completed for the design of the facility.
- Forebays and other quality controls should be used to minimize the amount of sediment that reaches the main cell of the SWM facility.
- Landscaping, plantings and trees shall be included in the design of SWM facility to improve the quality of the storm water as well as aesthetics for the development. Use of the Credit Valley Conservation Authority's Stormwater Planting Guidelines (<https://cvc.ca/document/cvc-stormwater-management-pond-planting-guidelines/>)
- Identify the major overland flow routes and provide volume calculations for the

routes at various cross sections to confirm that the major overland flow route will carry the major flow.

- Identify all levels of stormwater in the storage facility for the various rainfall events.
- Design storm sewer pipe system to 5-year storm return period for pipe flow conditions
- Keep development maximum outlet flows to pre-development values for the 2 through 100-year storm events.
- Detain the first 13mm or 24mm, as applicable of rainfall generated runoff from all development for a period of 24 to 48 hours for quality control.
- Oil grit separators are recommended for developments as a quality control measure as a quality control measure for sites less than 2 hectares. Site plans will typically require the installation of an oil grit separator as a quality control device
- Use of shallow grassy lined swales for storm water conveyance is recommended.
- Include all design detail, sizing calculations, sediment removal rate and floatable storage capacity for the unit, ensuring its design and installation will more than adequately suit the site plan development.
- SWM design will need to consider maintenance requirements for Township staff to maintain with ease.

8 SANITARY SEWERS

This document also outlines the minimum requirements for the design of sanitary sewer systems within the Township of Southwold. Sanitary system design shall adhere to the principles and specifications provided in the most recent edition of the "Design Criteria for Sanitary Sewers, Storm Sewers and Force mains for Alterations Authorized under an Environmental Compliance Approval" by the Ministry of the Environment, Conservation, and Parks (MECP). These guidelines were developed in general alignment with version 2.0 of the MECP criteria. In instances where these guidelines are in contradiction, the more stringent criteria govern.

All sanitary sewer design shall use the Township sanitary sewer design sheet, a copy of this sheet is provided in this design guidelines manual.

8.1 General Requirements

Sanitary sewers are not permitted to accept foundation or weeping tile drainage or roof drainage. Storm water is not permitted to enter the sanitary sewer system.

Sanitary sewers shall be designed in accordance with the design principles recommended in the most current edition of the Ministry of Environment, Conversation and Parks (MECP) guidelines for the design of sanitary sewers.

Minimum sanitary sewer diameter is 200mm and the minimum private drain connections (PDC) is 150mm.

The minimum velocity for a sanitary sewer system is 0.6 m/s and the maximum allowable velocity is 4.5 m/s.

8.2 Peak Flow Calculation

The Manning Formula is to be used for calculating sewer capacity and selecting pipe sizes and the roughness coefficient (n) of not less than 0.013 is to be used for smooth-wall pipe materials. This formula is to be used for gravity sewers and open channels.

The Manning Formula is as follows:

$$Q = 1/n \times A \times R^{2/3} \times S^{1/2}$$

Where:

Q = Flow capacity of sewer (m³/s)

A = cross sectional area of pipe (m²)

R = Hydraulic radius of pipe (D/4) (m)

S = Sewer Slope (m/m)

N = Mannings Roughness Coefficient (unitless)

Mannings Roughness Coefficients shall be as follows:

Pipe Material	Mannings 'n'
Concrete Pipe	0.013
P.V.C Pipe	0.013
H.D.P.E Pipe	0.013
Corrugated Metal Pipe – 12mm corrugations	0.024
Corrugated Metal Pipe – 50mm corrugations	0.035

Minimum slopes for Pipes are as follows:

Pipe Size	Slope
200mm	0.40%
250mm	0.28%
300mm	0.22%
375mm	0.15%
450mm	0.12%
525mm	0.10%
600mm	0.08%
675mm	0.07%
750mm	0.06%

8.2.1 Design Criteria

The following design values shall be used for all new development being modified where data is available.

- For new development, a value of 250 l/capita/day should be used for estimating flow rates
- Infiltration and inflow should be estimated at 8,640 l/ha/day (0.100 l/ha/second) for new development
- Continued use of available data for infiltration rates and sewage usage rates should be used for existing development
- Flow meter study studies to confirm existing capacity may be required for new development
- Population density equivalent for different types of development should be as follows:

Development Zoning	Population Density
Low density residential	44 persons/ha
Medium density residential	65 persons/ha
Institutional (schools, etc.)	53 persons/ha
Commercial	60 persons/ha
Industrial	150 persons/ha

Alternatively, population density can be calculated on a lot by lot basis using the following criteria:

- Single family = 3 people/unit
- Semi-detached = 6 people/unit

8.3 Peak Sanitary Sewage Flows

Peak sewage flows shall be calculated using the following equation:

Where:

$$Q(d) = P_q M + IA$$

$Q(d)$ = peak flow (L/s)

P = Design population in thousands

Q = average daily per capita flow (L/capita/d)

M = Peaking factor derived from Harmon Formula

I = Unit peak extraneous flow (L/s/ha)

A = Gross tributary area (ha)

Harmon Formula:

$$M = 1 + 14 / (4 + PP^{1/2})$$

Where:

M = Ratio of peak flow to average flow P = Tributary population in thousands

All sewer 600mm in diameter and larger shall be shown with two lines in the plan view.

All sewers shown within the road allowance should be 3m apart unless otherwise directed by Township Engineer.

Minimum elevation of new basements must be shown whenever the sanitary sewer in the street has less than 2.7m cover.

Bolt down covers are required where maintenance holes are in flood plains or overland flow routes.

No decrease of pipe size from a larger size upstream to a smaller size downstream will be allowed regardless of increase in grade.

No sewer pipe greater than 375mm may be turned at 90 degree.

8.4 Maintenance Hole Design

Changes of direction of flow greater than 90 degrees shall not be permitted in one maintenance hole. In sewers 750mm diameter and greater, changes in direction of flow greater than 45 degrees shall not be permitted in one maintenance hole. The locations of all maintenance holes are to be designed to be outside of the vehicles wheel path.

Maintenance holes on sewers shall be located at every change of size, grade, or direction of flow but shall in no case exceed the maximum spacing specified below:

- Pipes 900mm diameter and smaller – 110 metre spacing
- Pipes greater than 900mm diameter – 150 metre spacing

Safety grates are required at the mid-point depth of maintenance holes when the depth is between 5.0m and 10.0m. Additional safety grates are required at third-point depth when the maintenance hole is greater than 10.m in deep. All in coming pipes are to be below the safety gratings.

All sanitary maintenance holes in the vicinity of a low point (within 10 metres) shall be installed with a maintenance hole insert as specified within the Township's supplemental specifications.

All maintenance hole chamber openings shall be located on the side of the maintenance hole parallel to the flow for straight runs and on the upside side of the maintenance hole at all junctions.

The obvert of the inlet pipe shall not be lower than the obvert of the outlet pipe. The minimum drop across maintenance holes shall be as follows:

Change of Direction	Minimum Drop
0 degree	20mm
1 to 45 degree	40mm
46 to 90 degree	50mm

Where the difference in elevation between the invert of the inlet and overt of the outlet pipes exceeds 600mm in height, a drop structure shall be placed on the inlet pipe, with the design conforming to OPSD's.

8.5 Pump Stations

All sanitary sewers for development should be by gravity unless they are constraints within the sewage system and only if approved by the Township. Township Staff shall be consulted on design criteria, operational preferences, and other requirements during the pump station design. Stations shall have full backup power, SCADA connectivity, and flow monitoring. Any design of a pumping station shall take confined space entry into consideration. When a person needs to perform a confined space entry into the pumping station, there shall be no areas or points that a person shall have to unhook from the lifeline.

8.6 Sanitary Private Drain Connections (PDC's)

Each property shall be provided a sanitary PDC of a minimum diameter of 150mm having a minimum slope of 2% and a clean out.

In Industrial and Commercial areas, an inspection maintenance hole shall be located at property line of the service. The minimum diameter of sanitary PDC for institutional blocks are 200mm diameter at 2%.

Sanitary PDC's shall not be connected to sanitary maintenance holes.

8.7 Easements

All sewer easements must be a minimum of 5.0m wide for one service. These minimum values must be increased when the depth and diameter of services dictates a greater working area.

8.8 Infiltration/Exfiltration Testing

Infiltration and exfiltration testing shall be conducted on new sanitary sewers as per the requirements in OPSS 410.07.16.03 and 410.07.16.04.

8.9 Deflection Testing

Deflection testing is to be complete as per the Townships Supplemental Specifications.

8.10 Video Testing

Video (CCTV) testing is to be complete as per the Townships Supplemental Specifications.

9 SANITARY FORCEMAINS

Forcemains shall be designed to the current edition of the MECP's "Design Criteria for Sanitary Sewers, Storm Sewers and Forcemains for Alterations Authorized under an Environmental Compliance Approval."

10 WATERMAINS

The specifications within this section apply to all water services and watermains including appurtenances which are located within the Township's road allowance, or on property that will be transferred to the Township ownership. These specifications also apply to all water meter replacements.

The designer shall design to the Township specifications and make reference to the Ministry of the Environment, Conservation and Parks "Design Guidelines for Drinking-Water Systems" and to MECP's "Water Design Criteria for Future Alteration Authorized Under a Drinking Water Works Permit". If there is a discrepancy between the Township specifications and the MECP guidelines, the Infrastructure and Development Services Department shall be contacted to resolve the issue.

Any deviations from these specifications must be submitted to the Township Engineer.

These specifications shall apply to all services and private watermain and to all watermains up to 450mm diameter including appurtenances. For watermains larger than 450mm diameter and for any other water system installation, special specifications must be prepared for and approved by the Township Engineer.

The water distribution system is for the purpose of supply and distributing water but does not include plumbing or other works to which the Ontario Building Code applies.

A water distribution system may exist for the purpose of distributing potable or non-potable water; however, water distribution systems for potable and non-potable water may not be intermixed or cross-connected. Private supplies of potable water may not be cross connected to the municipal or public water distribution system.

10.1 Watermain Design

10.1.1 Pressure, Flow and Velocity Design Requirements

Watermains shall be sized to maintain the greater of:

- Maximum day demand plus fire flow at a pressure not less than 140kPa at all points in distribution system
- Maximum hourly demand at a pressure not less than 275kPa in residential areas and not less than 310kPa in industrial areas.
- Average day demand at a pressure not less than 275kPa.
- Maximum residential pressure not exceeding 690kPa and a minimum residual pressure (peak hour) shall not be below 275kPa.

Watermains shall be designed for velocity for normal rates will be between 0.6m/s and 1.5m/s. The minimum velocity for fire demand shall not exceed 3.0m/s. Fire flows shall be calculated on the standards of the Fire Underwriters Survey.

10.1.2 Design Water Demands

10.1.2.1 Domestic Water Demands

Average residential domestic unit demand is 270 L/d per capita. This demand varies with location and project future increased use.

Applicable demands and peaking factors should be obtained from Township engineer.

Water systems shall be designed to satisfy the greater of either of the following demands:

- Maximum day plus fire flow (max day = 3.5 x avg. day)
- Peak rate (maximum hourly demand) (Max hour = 7.8 x avg./day)

10.1.2.2 Commercial, Institutional and Industrial Water Demands

These demands vary greatly with the type of water using facilities or process present in the development. If the Developer (designer) does not know the required demand he should refer to Ontario Ministry of the Environment, Conservation and Parks (or the applicable environmental agency) "Guidelines for the Design of Water Distribution Systems". For industrial demands the Developer (designer) should discuss water requirements with the Township.

10.1.2.3 Fire Demand

To estimate the fire flow requirements for a particular structure or area of a Township, the designer should refer to the guide "Water Supply for Public Fire Protection - A Guide to Recommended Practice", (latest revision) prepared by Fire Underwriters Survey, Insurers Advisory Organization, 180 Dundas Street West, Toronto, Ontario M5G 1Z9, the Ontario Building Code and the Ontario Fire Code.

10.1.2.4 Friction Factors

The following Hazen-Williams "C" vales shall be used for design, regardless of the material:

Diameter	"C" Factor
100mm and 150mm	100
200mm and 250mm	110
300mm to 600mm	120
Over 600mm	130

10.1.3 Minimum Pipe Size

The minimum pipe size for any domestic water service is 25mm.

The minimum size for watermains shall be 50mm for supplying only domestic services or 150mm if fire protection is to be provided. Actual watermain pipe size requirements are to be confirmed by modeling methods.

Accepted pipe sizes are 25mm, 50mm, 100mm, 150mm, 200mm, 250mm, 300mm, 400mm, 450mm, and 600mm. For larger pipe sizes, the designer should consult with the Township Engineer. Consideration of future growth and expansion will also be required within the design.

10.1.4 Water Quality

Watermains and their networks shall be designed such that water shall not remain unused in the watermain for more than three (3) days under average day demand.

To demonstrate a three-day turnover, the designer shall provide a hydraulic analysis as outlined elsewhere in this document. The hydraulic analysis shall also provide calculations to determine if and where automatic flushing devices are required and determine the appropriate size of flushing device (25mm or 50mm).

The Township of Southwold has primary responsibility to ensure that the minimum chlorine residuals are maintained in the distribution system and therefore reserves the right to require watermain looping and/or automatic flushing devices and/or blow-offs to facilitate the maintenance of the chlorine residual.

On private property, where there is concern (When a three-day water turn-over cannot be achieved) that there may be degradation of the water quality in the private service, that has the potential to re-enter the municipal water system, the Township reserves the right to require premise isolation. This shall consist of appropriate backflow protection for the risk posed and shall be installed at the property line and at the owner's expense.

10.2 Watermain Layout

10.2.1 Location of Watermain in Road Allowance

Watermains shall be located in accordance with the Township of Southwold's Standard ROW Cross Sections. Deviation from the standard location must be approved by the Township Engineer.

The standard location must be used on straight streets. On bends, the main may deviate from the standard up to 1.0m closer to the street line but not closer to the curb and gutter as approved by the Infrastructure and Development Services Department. Maximum use may be made of pipe joint deflections so that a minimum number of bends are used on any curved laying line. PVC pipe will require more bends because the allowable joint deflection is smaller.

Refer to AWWA C600 for Ductile Iron Pipe, AWWA M23 for PVC pipe and supplier specifications for allowable joint deflection and pipe bending.

Watermains shall be terminated opposite street lines or property lines.

10.2.2 Depth of Watermain

Watermains shall have no less than 1.7m and a maximum cover of 2.0m from final surface grade above the watermain alignment. Variations from this cover may be made only if approved on plans or in writing by the Township Engineer. Depth of watermain shall be measured from installation location and not centerline of the road.

For unimproved roads with open ditches, watermains shall be laid 2.1m minimum below road grade or 1.5m below the bottom elevation of the ditch, whichever is greater.

Consideration shall be taken by the designer for the vertical alignment of the road and its impacts with the watermain resulting from future road improvements.

10.2.3 Pipe Insulation

Where joint deflections, offsets, or other issues arise that require the watermain to be laid with less than 1.7m of cover from final surface grade at watermain alignment location, insulation shall be placed to prevent freezing.

Insulation is also required between a watermain and storm sewer/culvert where there is less than 1.5m minimum separation. Please refer to the Township's Supplemental Specifications.

Compaction of gravel material above insulation shall be inspected by contract administrator to verify that the integrity of the insulation isn't impacted during construction.

10.2.4 Blow-offs and Dead Ends

Dead end watermains shall not be permitted unless unavoidable. All dead end watermains are to have an auto flusher or 50mm blow-off as approved by the Township.

Where a watermain ends in a cul-de-sac, a 50mm watermain loop shall be installed from the minimum 150mm watermain to last fire hydrant around the cul-de-sac, where the loop reconnects back to the watermain. The designer can contact the Infrastructure and Development Services Department for further details of the cul-de-sac watermain loop.

A hydrant and valve shall be installed at the end of a watermain on a street that is to be extended in the future. A 50mm blow off or automatic flusher may be substituted at the discretion of the Township Engineer.

10.2.5 Separation between Watermain and Sewers/Utilities

Designers should refer to the Ontario Ministry of Environment, Conservation and Parks (MECP) Guidelines regarding the location of watermains relative to sewers and to the Public Utilities Act of Ontario regarding the location of watermains relative to other utilities.

Sewers and watermains located parallel to each other should be constructed in separate trenches maintaining the maximum practical horizontal separation. Under normal conditions, watermains shall be laid with minimum 2.5m clear horizontal separation from any sewer or sewer maintenance hole; the distance shall be measured from the nearest edges.

10.2.6 Crossings

The designer shall refer to the Ministry of the Environment, Conservation and Parks Procedure F-6-1, Procedures to Govern the Separation of Sewers and Watermains.

Under normal conditions, watermains shall cross above sewers and Private Drain Connections (PDC) with a minimum vertical separation of 0.50m to allow for proper bedding and structural support of the watermain over the sewer or PDC.

Where it is not possible for the watermain to cross above the sewer or PDC, the watermain passing under a sewer or PDC shall be protected by providing:

- A vertical separation of at least 0.6m between the invert of the sewer or PDC and the crown of the watermain.
- That a minimum of 5.0m length of water pipe shall be centered at the point of crossing so that the joints will be equidistant and as far as possible from the sewer or PDC.
- Structural support is provided to prevent excessive joint deflection and settling.
- The crossing is not within 2.0m of a watermain joint (for watermains larger than 450mm diameter).

The same criteria shall be applied in new construction (i.e. subdivisions) and in conditions where an existing watermain is present. Also, the same criteria as noted above shall be applied if the watermain crosses above or below a sewer, PDC or other utility.

10.2.7 Watermain Looping

Water distribution systems shall be designed to exclude any dead-ended pipe. Water distribution systems shall be designed so that no more than sixty (60) units with individual water services and meters shall be serviced from a single source of supply. If the looped watermain is connected to a single watermain, a valve must be installed in the watermain to permit isolation of supplies.

A looped watermain connected to a public or private watermain(s) must be installed:

- when one water service will not supply the required flow for domestic use and fire protection or,
- for an apartment complex containing one or more structure and more than 300 dwelling units or,
- for a townhouse, condominium or similar complex having more than eighty (80) units with individual water services and meters.

The looped water servicing must be installed to service the private development from two sources. If the looped watermain is connected to one public watermain, an isolating splitter valve must be installed in the public watermain to permit isolation of supplies, at no cost to the Township.

10.3 Easements

Easements may be required to be assumed by the Township located outside a road allowance on private property.

Easement widths are determined by the depth of cover from the centerline of the road/round to the invert of the watermain or a minimum of 5.0m, assuming no other services are located within the easement. If additional services are located in the easement, adequate width of easement and separation of services for construction and future maintenance purposes shall be provided.

10.4 Location of Valves

10.4.1 Residential Developments

In residential developments, valves shall be located so that any section of watermain serving up to a maximum of 60 residential water services can be isolated by operating not more than four valves. Phasing of developments should be considered and valve

locations shall be logical (i.e., at intersections). In residential areas, valves shall be spaced no more than 250 m apart. Valves shall be located on at least 3 legs of watermain at an intersection. In high density residential, commercial, and industrial developments, valves shall be located no more than 150 m apart.

10.4.2 Looped Services/Private Watermains

Valves shall be installed on looped services or private watermains to isolate buildings or groups of buildings so that no more than eighty (80) individual water services or apartment complex containing 300 dwelling units, or more are on any one valved section. The Owner shall install a valve on the street watermain between connections to a looped private watermain if there is not an existing valve, at no expense to the Township.

10.4.3 Locations of Valves at Intersections

For street intersections, water valves shall be located at the extension of street lines in grassed boulevard. For intersections with roundabouts, water valves may be placed in the raised portion of the roundabout island if possible. However, if conflicts occur with other features of the roundabout (i.e. curb and gutter of the island), the valves may alternatively be placed in the boulevard clear of curb and gutter from approaching streets to the roundabout.

10.5 Fire Hydrants and Fire Department Connections

All fire hydrants located within the road allowance shall only be maintained and operated by the Township of Southwold.

10.5.1 Location and Spacing of Hydrants on Road Allowance

Hydrants shall be spaced no greater than 150m in residential areas and 105m in commercial and industrial areas, measured along the centerline of the watermain. In rural areas where new watermain is to be installed, designers shall add hydrants at each intersection. Hydrants shall be

1.5m away from any driveway or physical obstruction that would limit the operation and maintenance. Hydrants are to also be installed at property line boundaries.

10.5.2 Hydrants on Dead-end Streets

Hydrants shall not be located on dead-end streets unless such streets exceed 90m in length. Where located on dead-end streets the hydrant shall be located at 90m from the end and a smaller sized watermain (minimum 50mm) shall be used beyond the hydrant so that the water quality is maintained

10.5.3 Water Services, Fire Services, and Private Watermains

For the design and materials requirements all water service pipe and fire service mains on private property, the Ontario Building Code shall apply. It shall be noted that water quality requirements are not addressed in the Ontario Building Code. Where there is a concern that there may be a degradation of water quality in the private servicing that has the potential to enter the municipal water supply system, the Township reserves the right to require premise isolation. Premise isolation shall consist of appropriate backflow prevention measures to the risk posed and shall be installed at the property line at the owner's expense.

The following applies to the water services on public property up to the property line.

10.5.4 Size Required

The Developer will be responsible for private main and service sizing. The Township Engineer shall be consulted for available pressures and flows at the main under design conditions. If the results of hydrant flow tests are to be used, the Township Engineer shall be consulted for necessary adjustments since flow tests are not usually done at design conditions. The minimum size for services is 25mm diameter. Acceptable service sizes are 25mm, 40mm, 50mm, 100mm, 150mm, 200mm, 250mm, and 300mm diameter. 25mm diameter or larger services should be installed for estate lots, larger homes, deep setbacks or where automatic lawn sprinkler systems or fire sprinkler systems are to be used.

10.5.5 General Requirements

Each dwelling unit, including detached and semi-detached units, townhouses, multi-unit and row houses, must be serviced with a separate water meter and water service connected to a main or private main.

Each unit in a commercial or industrial mall must be serviced with a separate water meter and water service connected to a main or private main.

Swimming pool facilities and lawn sprinkler systems must be serviced by a connection to the metered side of a water service that is in use yearlong and is located in a frost-free structure.

Unless otherwise approved by the Township Engineer, all structures not noted above shall have one water meter and one water service connected to a main or private main.

When there are two watermains on a road allowance, the water service shall be laid from the structure to the watermain which, in the opinion of the Township Engineer, provides adequate flow and/or pressure.

Services to semi-detached housing must front the unit they serve.

Electrical systems of all new developments shall not be grounded to the water system. Refer to Ontario Hydro Electrical Safety Code (Section 10) for grounding requirements.

10.5.6 Looped Private Main/Service

A looped private main connected to a main or mains must be installed:

- When one main will not supply the required flow for domestic use and fire protection.
- For an apartment complex containing more than one structure and more than 300 dwelling units.
- For a townhouse, condominium, single family dwellings or similar complex having more than 60 units with individual services and meters.
- For a subdivision servicing more than 60 units.
- At the discretion of the Township Engineer within new subdivision developments

10.5.7 Location

The service pipe must be installed at right angles to the main and in a straight line from the main to the meter. The standard single unit residential or subdivision service stub will be normally located as per the standard servicing locations.

A private main to a complex of structures shall be located to serve all structures in the complex with the least number of bends possible.

Services off a private main are subject to the same requirements as services off a main.

The Developer should ensure that services and private mains are located so that "berm" or "mound" type landscaping will not cause excessive cover over pipes.

Any deviations to service stub locations must be approved by the Township Engineer.

All locations and elevations of the water services shall be recorded on an individual Building Services Report for each property and submitted to the Infrastructure and Development

Services Department along with As-built Drawings for the project, whether part of a reconstruction project or new development.

10.5.8 Non-Conforming Installation

If a service stub, a service or a private main is installed or extended that is not in accordance with these specifications or with the service drawing approved by the Township, such installation will be required to be removed and relocated to conform to the specifications or approved drawings.

All relocation work required shall be at the expense of the Developer or Contractor.

10.5.9 Fire Services

10.5.9.1 Fire Service Design

The determination of fire service requirements and the sizing of supply piping shall be the responsibility of the Designer. If a domestic service is combined with a fire supply service, the Designer is responsible to ensure that the supply pipe is large enough to carry the combined demand. The design and installation of sprinkler and standpipe systems and their supply services shall conform to the requirements of the Ontario Building Code, the Township Design Guidelines Manual, and the Fire Code and must be approved by the Township.

The designer shall obtain information from the Township Engineer regarding flows and pressures available for fire systems. If the flows and pressures required are in excess of the minimum design standards given in this manual and in excess of the actual capacity of the system, the Developer shall install booster pumps and/or storage to satisfy the required demand.

10.5.9.2 Fire Service Layout

Layout and installation of fire services to the structure including required valves and hydrants must be approved by the Township Engineer and the Township Fire Department. This requires a submission of plans as specified in Section 3.

A domestic sprinkler or standpipe service may each be installed as a separate service from the main. Sprinkler and standpipe services may be combined, or a domestic service may be combined with either or both, but the Developer is advised to obtain the approval of his Insurance Underwriter before combining them.

If combined, the domestic service can be connected to the fire service inside the building provided the complete system is designed as specified in this Section. If not combined, the domestic service must be installed separately from the main or private main.

All fire protection systems must have a backflow prevention device conforming to the Ontario Building Code, as amended. They must be ULC approved alarm check valves or ULC approved resilient seat check valves installed immediately downstream from its connection with the domestic service or immediately inside the building if the fire

service is not combined with the domestic service. Fire services are not metered with the exception of a sprinkler system in individually metered dwelling units.

10.5.10 Service to Blocks in Subdivisions

Where service stub size and/or location for any block cannot be determined prior to street construction, the Township Engineer will not approve installation of the service stub. The following policy administered by the Township Engineer will apply and the cost will be paid by the Developer of the block serviced. Where any water service connection is required to be made following construction of curb, gutter, concrete sidewalk and/or wearing surface coat of asphalt on any street in the new subdivision, such water service connection shall not be made using open cut methods but shall be made using drilling or boring techniques and in such a manner as to eliminate the possibility of settlement of such curb, gutter, concrete sidewalk or wearing surface coat of asphalt; it being understood that this policy shall apply except where, in the opinion of the Township Engineer, ground conditions are such that the use of drilling and boring methods become unreasonable or uneconomical.

For all water servicing on blocks in a subdivision, quality control is required until the service is connected to the future use. Automatic flushers are the preferred use if the water service is planned to be connected and the developers engineer will need to submit water quality report detailing the time requirement for flushing this service.

10.5.11 Backflow Prevention on Commercial/Industrial Services

New residential, commercial or industrial services must have a backflow prevention device conforming to the Ontario Building Code as amended.

10.5.12 Service and Private Main Valves

Services shall be located such that curb stops are not located in driveways. Main valves shall not be located in driveway entrances.

On services of 50mm diameter and smaller, a main or corporation stop shall be installed at the main and a curb stop shall be installed on the property line.

On services of 100mm diameter and larger where the main cannot be closed off for the service connection, a tapping sleeve and valve will be required at the main. Where the main can be closed off and a tee cut into it, or where a new main is being installed, an approved valve shall be installed on the property line.

Approved valves shall be installed on looped private mains to isolate buildings or groups of buildings so that no more than sixty (60) individual services are on any one valved section. The Developer shall install a valve on the street main between connections to a looped private main if there is no existing valve.

All service valves shall be installed with approved valve boxes. Curb stops shall be installed with approved valve boxes and operating rods. 38 mm or larger water services shall have a 50 mm square operating nut and 130 mm diameter screw type service box with "Bubba Base" and shall have a rod extension (as per Township supplemental specifications).

10.5.13 Meters

All domestic services must be metered. Fire services are not metered except sprinkler systems in individually metered dwelling units. The meter shall be installed immediately inside the first external wall (excluding cold storage rooms) at the point of service entry into the building. Any variation from this location must be approved in writing by the Township Engineer.

The Developer shall provide sufficient space for installation and maintenance of the meter. The Township's staff will supply and install the meter. The meter must be accessible for reading and maintenance and must be protected from freezing and other damage. The meter or piping shall not be installed above or below any electrical panel and no closer than one-meter horizontal distance. Meter pits are required where the meter is required to be more than 40m from the road allowance.

11 DEVELOPMENT GRADING

11.1 General

All development shall be graded in accordance with the following specifications. General and individual lot grading plans shall be prepared by a Professional Engineer and approved by the Township.

11.2 Lot Grading Details

The following minimum design details are to be considered during the lot grading design:

- Yard surfaces shall have a minimum 2% grade
- Drainage flows shall be directed away from houses
- Desirable drainage swale depth is to be 225mm and the maximum depth will be variable but dependent on location and design. Permitted minimum depth is 150mm
- Maximum distance from rear lot line to center of a swale is 1.5m
- Swales shall have a minimum grade of 1%, a 100mm diameter perforated subdrain shall be incorporated where swales have a gradient less than 1.5%.
- The maximum flow allowable in a side yard swale shall be that of four backyards
- The maximum length of a rear yard swale is 100m, out letting to a rear yard catch basin
- The maximum area contributing to the rear yard swale is 0.5 hectares
- No front yard catch basins are allowed
- Show flow arrows for direction of flow in swales and show at least one arrow at the rear of each lot
- Driveways:
 - Desirable grades: 2-4%
 - Maximum grade: 8%
- Maximum slope between houses in new development shall be 3:1



- Retaining walls are not to be used in new development. Unless explicitly permitted after review by the Township.
- Grading design shall be completed balancing cut/fill to minimize excess/imported material.

11.3 Boulevard Grading

All boulevard grading between the curb and property line shall be between 2-4%.

11.4 Area Grading

The development area grading shall have a self-contained grading design and a major/minor overland flow direction to a maximum depth of 300mm on the road and 450mm off the roadway, and acceptable public outlet.

12 SEDIMENT AND EROSION CONTROL

12.1 General

All sediment and erosion measures shall be installed prior to any construction taking place. The sediment and erosion control measures need to be continually monitored throughout construction and following rain events.

Sediment and erosion drawings shall be located on a separate drawing. All sediment and erosion control measures and notes shall follow the Erosion and Sediment Control Guide For Urban Construction prepared by the Toronto and Region Conservation Authority.

The following sediment control measures are to be shown on development and construction drawings that detail the sediment and erosion control measures.

Please note that the following sediment control measures are examples only and may vary to suit the individual development and project:

- Minimize disturbed area during construction
- Protect exposed surfaces using geotextile, riprap, hydro seed, etc.
- Control runoff during construction
- All erosion control measures are to be in place before starting construction and remain in place until restoration is complete
- All catchbasins are to use silt sacks to prevent debris from entering the storm sewer system
- Straw bale flow check dams (OPSD 219.180) installed along drainage routes and Fibre roll flow check dams (OPSD 219.191) are to be installed at all low areas
- Light duty silt fence barrier (OPSD 219.110) to be used in areas upstream of project area or development and heavy-duty silt fence barrier (OPSD 219.130) and fibre roll grade breaks (OPSD 219.160) are to be used in areas downstream of project area or development, near watercourses, around stockpiles and near woodlots
- All collected sediment required to be disposed of off-site, must be at an approved location.

- All catchbasin sumps are to be clean during construction and identified for regular maintenance
- Stockpile locations shall be shown on the erosion and sediment control plans, located away from existing development. Stockpiles that remain in a location for longer than 12 months shall be seeded with perennial grass or seeded annually with an annual oat or rye crop to control weeds.

13 PARKS, OPEN SPACE AND LANDSCAPING

13.1 General

When parkland dedication is required pursuant to the Planning Act or the Development Agreement, the areas so designated shall be identified on the development plans with sufficient details, notes and typical sections as may be required to identify lot grading, drainage, landscaping, access and other details as required.

With subdivision and site plans, the Township desired to facilitate connections between pedestrian pathways along storm water management easements and near storm water management facilities. Accessible multi-use pathways, sidewalks and other pedestrian connections should be created to promote and accent adjacent natural areas within the new development.

All plantings shall be completed in accordance with the Township of Southwold's Planting Guidelines which can be found on the Township's website on the [Consultant Resources](#) page.

13.2 Site Clearing

No topsoil shall be removed from the site. The parkland and open space areas shall be fenced or otherwise made secure during land development and house construction activities to prohibit the removal of topsoil and dumping of debris and unauthorized fill. Parkland sites shall be cleared of all refuse, structures, vehicles, non-organically occurring materials, invasive weeds and plants. Preservation of trees in accordance with the tree preservation study and plans.

13.3 Site Drainage

Park drainage plans shall be submitted to the Township at the same time as the servicing drawings and shall meet the following minimum standards.

- Drainage of parkland dedications shall be self-contained such that areas drain to channels or swales which outlet to catch basins and storm sewers or other suitable outlet, so that park drainage does not affect other properties.
- Swales should be gently sloping rather than steep ditching. The minimum grade for swales in Parks is 1.5% and the maximum side slope permitted is 4:1
- Maximum depth to bottom of swale shall be 1.0m and the minimum depth of

swale is 150mm

- Swales or open ditching shall not cross the entrance of the park

13.4 Site Grading

Park grading plans shall be submitted at same time as the servicing drawings and shall meet the following minimum standards:

- The minimum grade in grassed areas shall be 2%. However, areas to be developed for soccer fields or baseball facilities may have grades less than 2%. Subsurface drainage will be required
- All lands must be satisfactorily graded before the lands will be accepted by the Township for park purposes.
- Grading or natural contours which result in undrained areas are not acceptable. If overland drainage cannot be provided, catch basins and storm pipes will be required.
- The developer shall do all rough grading and filling where required under all landscaped areas, to establish the sub-grade parallel to the finished grades indicated on the grading plans, to allow sufficient topsoil depth. All soft and unstable areas below sub-grade, shall be excavated and filled with compacted select fill material
- All areas shall have uniform slopes between points for which finished grades are indicated on the plans or between such points and existing grades. Grades shall be smoothly rounded at top and toe of slope
- Sub-grade shall be scarified to minimum depth of 75mm to produce an even, loose textured surface free of all stones, roots, branches, etc. larger than 50mm in diameter
- Topsoil shall be loose textured and free of all stones, roots, branches, etc. larger than 50mm in diameter

13.5 Topsoil Requirements

Topsoil shall be a fertile, natural loam, capable of sustaining healthy growth, containing organic matter for clay loams and organic matter for sandy loam.

Topsoil shall be loose and friable, free of subsoil, clay lumps, stones, roots or any other deleterious material greater than 25mm diameter. Topsoil shall be free of all litter and toxic materials that may be harmful to plant growth. Topsoil containing sod clumps, crabgrass, couch grass or other noxious weeds is not acceptable. Topsoil shall not be delivered or placed in a frozen or excessively wet condition.

Where necessary and at the discretion of the Township of Southwold, the Owner shall be required to provide topsoil test recommendations to the Township confirming topsoil type (i.e. percentage of sand, clay and organic content), macro and micronutrient content and pH levels. The Owner shall ensure fertilizers and soil amendments are incorporated into the topsoil in accordance with topsoil test recommendations.

13.6 Landscaping and Tree Planting Plans

Landscaping plans are required for subdivision plans and site plan control applications, exemption to this requirement must be requested of and provided by the Township.

Tree planting plans for the boulevard trees are required for subdivision development applications. At a minimum one tree per street facing lot and two trees per corner lot are to be planted on Township property. Trees shall be of native species, meaning indigenous to Ontario, and have a minimum caliper of 35mm. Consideration of native tree species that benefit pollinators in the tree planting plan is encouraged. Use of coniferous trees within the road allowance is prohibited unless written permission is obtained from the Township.

All landscape and tree planting and preservation plans are to be completed by an Ontario Registered Professional Forester or a member of the Ontario Association of Landscape Architects in good standing, and in accordance with the Township of Southwold Planting Guidelines.

13.7 Roundabout/Cul-de-Sac Landscaping

Central islands are to be hard surfaced with stamped concrete for minimal maintenance.

13.8 Stormwater Management Facility Landscaping

All landscaping of the stormwater management facility shall be supplied and installed by the developer in accordance with the approved landscaping plan. Trees, shrubs, ground cover and aquatic plants are to be native species and are to be required as part of a minimal maintenance landscape design.

Any lands conveyed to the Township are to be complete with topsoil with organic material and seed. Seeding all exposed soil surfaces as soon as grading is complete. Seed used in stormwater management facilities shall be as per the Township's Planting Guideline or approved equivalent. Seed shall be hydraulically applied with a bonded fibre matrix and nurse crop of annual rye or oats as per supplier recommendations.

In addition to the above, slopes and a 1.5-meter buffer shall be planted with select native trees and plantings to aid in the establishment of a stable vegetated slope. At a minimum rate of 1 tree/planting per 50 square metres.

13.9 Open Spaces/Parks Landscaping

In passive areas of open spaces and parks, consideration shall be given to planting native wildflowers, meeting the Township's Planting Guidelines, along proposed fence lines and walking paths. The planting area(s) shall be of sufficient depth and length to support pollinator activity. Planted areas along proposed paths shall feature a 1.2m grass buffer strip from the edge of the path to the wildflowers. The Township reserves the right to review and designate areas for wildflower plantings. Seeding of these areas shall be completed an approved native wildflower mix, installed as per supplier directions.

Parkland and Open Spaces shall be at a minimum landscaped with an approved turf seed mix. Areas bordered Natural Heritage features shall include a 3-metre buffer planted with a native wildflower and grass mix in accordance with Township Planting Guidelines.

13.10 Fencing

Fencing required under these guidelines, in the development agreement or as a condition of development shall be constructed prior to development/or construction on the subject property.

Fencing shall be shown on detailed design drawings and constructed in the following locations, as applicable:

- **Exclusionary Fencing:** A 1.6 m high black vinyl chain-link fence shall be installed between residential lots and adjacent naturalized areas (e.g., ravines, parks, or where a lot abuts a trail).
- **Lots Adjacent to Municipal or County Roadways:** Rear and side yards that abut a municipal or County road shall be enclosed with a 1.8 m high board-on-board fence, constructed using pressure-treated lumber and supported by 6" x 6" pressure-treated posts.
- **Lots Adjacent to MTO Highways or Active Railways:** A sound-attenuating barrier shall be installed, designed by a qualified acoustical engineer, and subject to approval by the Township.
- **Fencing Between New and Existing Residential Properties:** Where new development abuts existing residential properties, a 1.8 m high board-on-board fence shall be constructed along shared rear and side yard boundaries. The fence shall be made of pressure-treated lumber and supported by 6" x 6" pressure-treated posts.

14 STREET LIGHTING

14.1 General

This section describes the standards to be followed for the design of street lighting in the Township of Southwold and is to be used in conjunction with IESNA RP-8-14 Standard Practice for Roadway Lighting and the TAC Guide for Design of Roadway Lighting.

The classification of roadways and their recommended luminance light levels are as per IESNA RP-8-14 and TAC 2006 Guide for the Design of Roadway Lighting.

Recommendations given herein are to be used for the specific cross section of road layout shown. Variations in cross section, road layout or pedestrian conflict levels must be dealt with on an individual design basis and a specific lighting design, and associated calculations submitted to the Township for review.

All street lighting design and construction is subject to ESA inspection and approval. All materials used for street lighting in the Township of Southwold must meet CSA specifications.

Energy efficient luminaires (i.e. LED lighting) shall be used in all new developments and roadway installations.

14.2 Township Lighting Policy

It is the policy of the Township that all street and sidewalk lighting design shall be based on ANSI / IESNA RP-8-14 as referred to above.

All lighting designs must be submitted to the Township for review with the necessary back-up material as required. Shop drawings, lighting design data, cross sections, etc. must be provided. Where the City's standards are not applicable, the designer shall submit the appropriate road cross section(s), the proposed road and pedestrian conflict classifications and lighting levels to the City for review. No design shall proceed without the Township's approval of the road and pedestrian conflict classifications.

In an effort to reduce light pollution, the Township requires that street lighting be designed and constructed to limit the amount of light directed towards the sky. This includes limiting both the amount of light used in an area and limiting uplight from luminaires. Since the impact of lighting differs in relative terms depending on the

surrounding area, "Lighting Zones" have been developed describing different ambient lighting conditions. The appropriate lighting level restrictions for each "Lighting Zone" are being finalized by IES. Refer to IES RP-33 Outdoor Environmental Lighting.

14.3 Pavement Classification

In general, the pavement classification to be used in luminance calculations shall be R3 which represents the average asphalt roadway surface in Ontario. Refer to Section 2.3 of RP-8-14.

14.4 Lighting Design

A photometric plan for exterior lighting shall be prepared by an electrical designer with engineering stamp submitted to the Township for review. Only external works require photometric plans. For site plans and subdivisions, the Township will require a letter from the electrical engineer stating that the proposed lighting design meets the Township's requirements.

14.5 Light Trespass

In general, the Township policy is that exterior lighting systems shall be designed such that the vertical illuminance level at property lines within the municipal right-of-way does not exceed a maximum of 3.0 lux for residential and 15 lux for dense urban developments (downtown/commercial) at a height of 1.5m above finished grade along the property line. If this level cannot be achieved approval must be obtained from the Township for a variation.

14.6 Material Specifications

14.6.1 New Development

All new developments shall use either Energy Efficient type Cobrahead or decorative style luminaires that are dark sky compliant subject to approval by the Township. All submissions to the Township must have photometric calculations submitted along with approval drawings for external works, and a letter from electrical engineer stating internal design meets Township design requirements.

Developers may submit an alternative decorative style luminaire to the Township for approval to be used throughout a new development. Alternative decorative luminaires need to meet all lighting criteria as described in this section prior to acceptance by the

Township. Developer must present a few luminaire alternatives if they are considering an alternative decorative luminaire LED Luminaire Specifications

The luminaire shall be of type designed for arm or pedant mount. The luminaire shall be cUL or CSA listed, have an IP 66 classified enclosure, and pass 3G vibration test. The enclosure shall be cast aluminum with integral weather tight LED driver compartments and high-performance heat sinks specifically designed for LED lighting applications.

The luminaire shall be of sufficient wattage to meet the minimum applicable requirements needed to meet RP-8-14, equipped with a built-in power driver, and shall be designed for operation on a 120-volt, 60 Hz, and shall operate normally in temperatures from -20 degrees Celsius to 50 degrees Celsius. The correlated color temperature (CCT) shall be 3000K. The Minimum Color Rendering Index (CRI) shall be 65. System efficacy must be no less than 70 lm/W.

All equipment shall be as specified herein or approved equal.

The luminaire shall contain a surge protection device (SPD) to protect all electrical components from harmful line transient voltage surges as a result of utility line switching, lightning strikes, or other electrical supply system disturbances. The SPD shall meet a 6kV, 3kA surge level and meet application and testing requirements as per ANSI/IEEE C.62.41.2 for Category C-Low operation and ANSI/IEEE C62.45. The SPD shall be mounted such that it is easily accessible and replaceable.

14.6.2 Photo-Electric Controllers

Photo-electric controllers shall be electronic twist lock photo controllers with:

- A filtered (human eye spectral response) silicon light sensor with infrared blocking filter
- MOV surge protection
- Rated for 120 volts
- Load rating: 1000 watts, 1800vA ballast
- Turn on level at 16 lux and turn off at 1.5 times turn on
- Operating temperature range from -40oC to 70oC

Photo-electric controllers must be manufactured using non-hazardous materials. All photo- electrical controllers must meet CSA specifications and are subject to ESA inspection and approval.

14.6.3 Guarantee

The Supplier shall guarantee the entire luminaire against defects of materials and parts, workmanship, and failure to operate properly in service for a period of ten (10) years after date of final delivery or ten (10) years after being placed in service, whichever occurs first. Guarantee shall cover operation of luminaire, luminaire shall be considered defective if any part of the luminaire fail, power driver is not performing correctly, lighting output has decreased by 30% of the initial delivered lumens, or lighting color has changed to outside the specified range.

Upon luminaire failure within the guaranteed term, the warranty shall include for complete luminaire replacement (exclusive of labour to remove and re-install) from the manufacturer. Individual component replacements in the field by the supplier (or their agents) will not be permitted.

14.6.4 Identification of Wattage and Labeling

On the housing of the luminaire there shall be an identification means permanently attached to allow for identification of the wattage. The means shall be visible to an observer standing at street level under the installed luminaire and shall be subject to approval at the time the sample is submitted. Identification means shall consist of a black number on a gold-colored square.

A label shall be included inside the luminaire. It shall have light output lumens, watts, lumens/watt (Efficacy), color rendering index (CRI), correlated color temperature (CCT) and IESNA LM-79-2008.

14.6.5 Shop Drawing Submission

The following information is to be submitted as part of the shop drawing approval package:

- Nominal line voltage
- Luminaire wattage
- Lamp type and ANSI designation
- Ballast type
- Optical system
- ANSI/IES luminaire classification and distribution type
- Photometric curve or test report number
- Shielding options
- Luminaire shop drawings with options supplied clearly shown
- Photometric calculations for roadway luminaires are to be installed

14.7 Poles

New luminaires are to be placed on existing poles wherever possible. Where no suitable existing pole is available, a new pole compatible with existing poles is to be installed.

For (urban) roadways with barrier curbs having 60 km/hr or less design speed, light poles shall be located a minimum of 1.0 meter behind the back of the curb.

For (rural) roadways (that is, with no curbs) with a design speed of 60km/hr or less the minimum pole setback shall be 3.0 m minimum subject to the guiding principles outlined below.

For rural roadways, poles shall be located behind the ditch on the same side of the street, preferably at common lot lines. Due to the variability that may occur in rural subdivision design, the location of the poles may vary between developments, and will need to follow clear zone requirements in the MTO roadside safety manual. However, the guiding principles for the pole location shall be;

- No closer than 1.0 m to the property line (frontage)

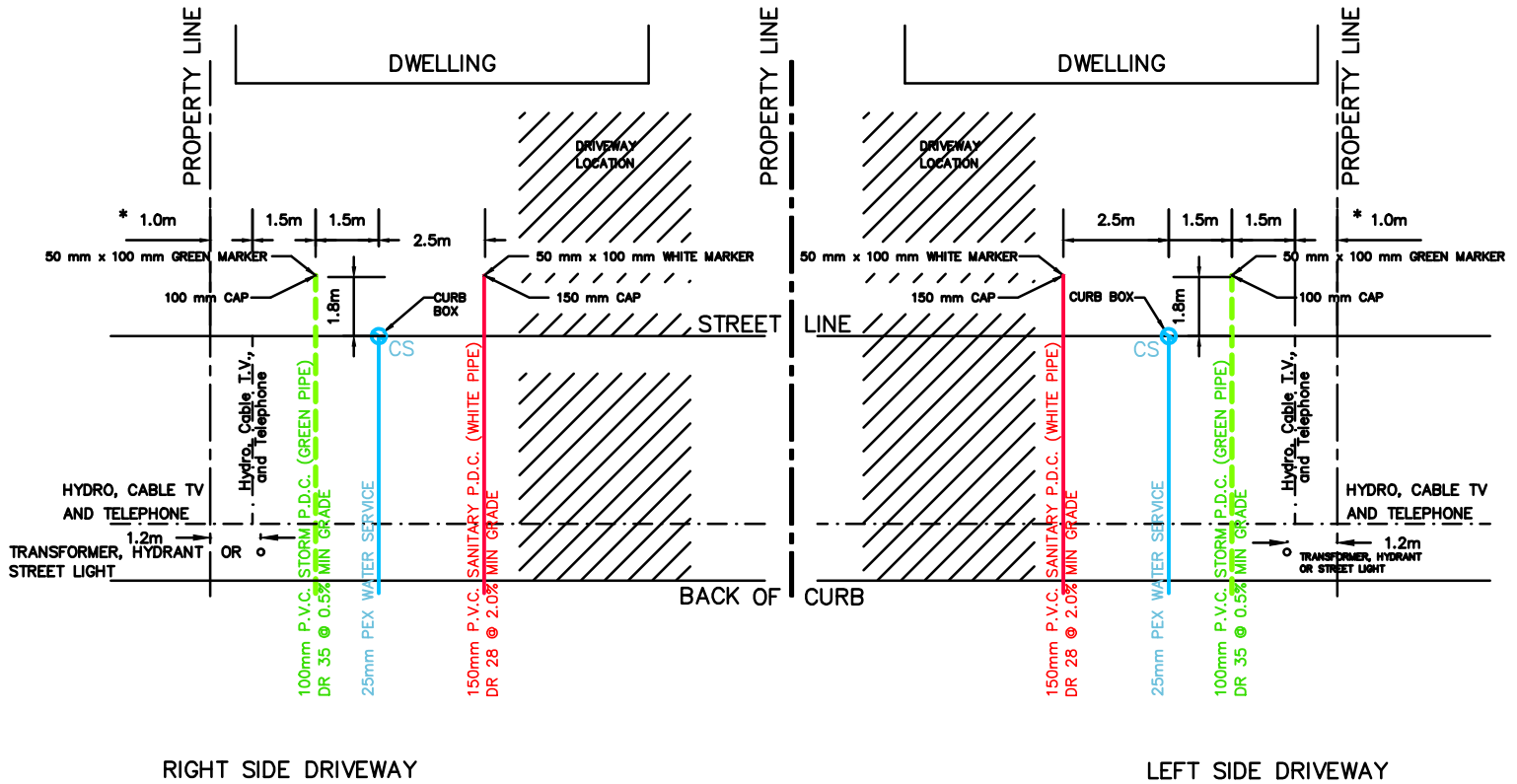
- In a consistent offset from the property line for each street
- A minimum of 1.0 m behind the top of the ditch
- At a location where the luminaire height is within the manufacturers and/or utility guidelines

For all roadways with design speeds greater than 60 km/hr, pole offsets shall be in accordance with TAC guidelines for clear zone requirements based on roadway design speed.

Light poles shall be located minimum 5 metres offset from large shade trees and minimum 3 metres offset from small ornamental trees.

The recommended light pole heights above ground are provided in the following table.

Roadway Classification	Lanes	Median	Pole Height
Local	2	N/A	7.5 m
Collector	2	N/A	9.1m
Arterial	2	N/A	9.1m



NOTES:

1. MINIMUM DEPTH OF SANITARY PDC AT PROPERTY LINE SHALL BE 2.4 m
2. MINIMUM DEPTH OF STORM PDC AT PROPERTY LINE SHALL BE 1.5m
3. PLACE SAND BACKFILL WITHIN 2m OF TRANSFORMERS ON STORM PDC'S
4. EXTEND STORM PDC'S 2m ON LOTS WHICH WILL HAVE UTILITY PEDESTALS
5. ANY SERVICES UNDER DRIVEWAY SHALL BE SAND BACKFILL
6. LOCATION OF TREES SHALL BE IN ACCORDANCE WITH THE STANDARD CROSS SECTIONS, AND PLANTED AS PER STANDARD DRAWING L-01 OF THE ELGIN COUNTY STANDARD CONTRACT DOCUMENTS - SUPPLEMENTAL SPECIFICATIONS
7. STORM AND SANITARY PRIVATE DRAIN CONNECTIONS TO EXTEND 1.8 m BEYOND STREET PROPERTY LINE. * INCREASE THIS DIMENSION TO 4.0 m ON CORNER LOTS

NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

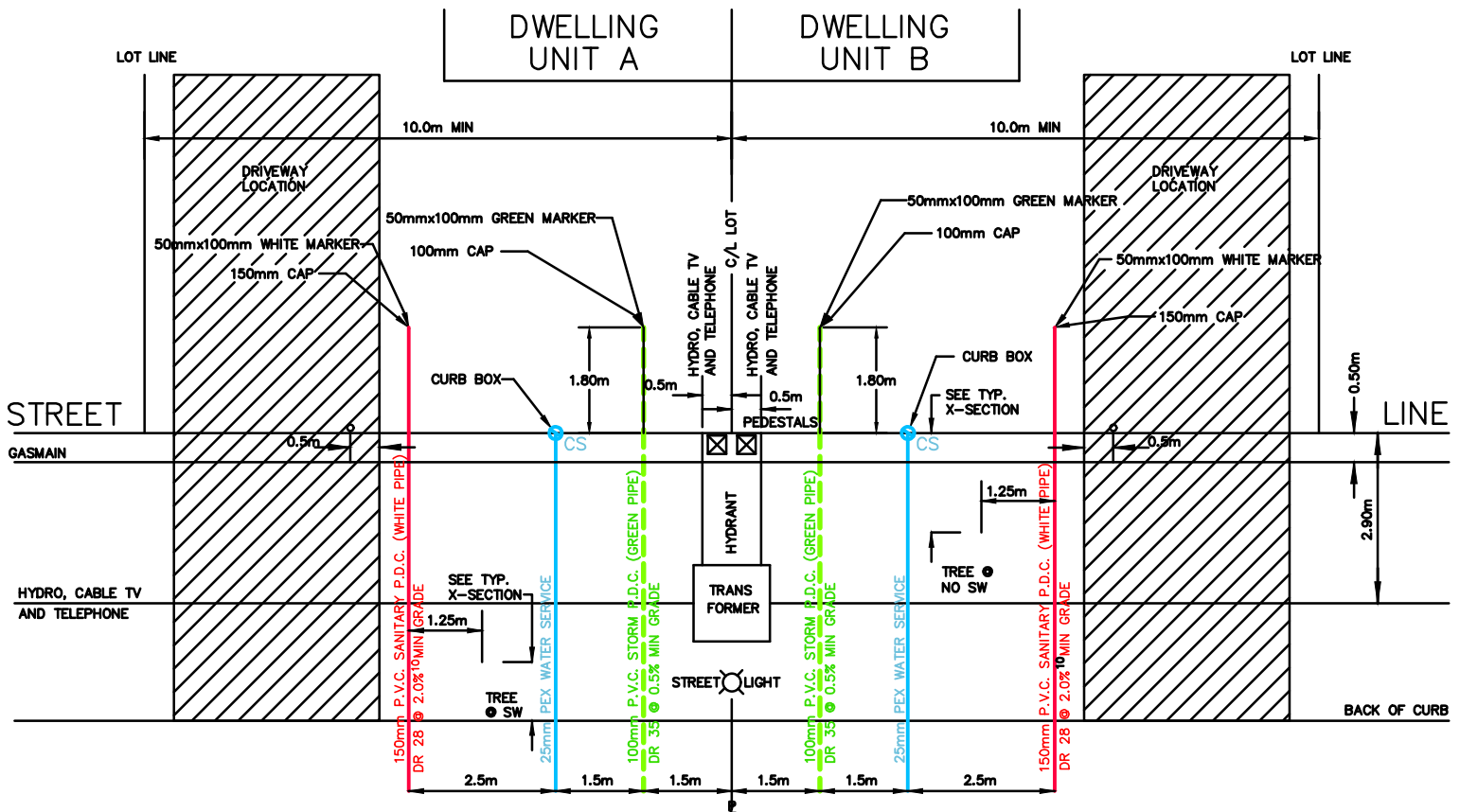
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

SERVICING LAYOUT SINGLE LOT

REVISION DATE: JULY, 2025

DRAWING #:

D-01



NOTES:

1. MINIMUM DEPTH OF SANITARY PDC AT PROPERTY LINE SHALL BE 2.4 m
2. MINIMUM DEPTH OF STORM PDC AT PROPERTY LINE SHALL BE 1.5m
3. 4-PLEX LAYOUT SHALL BE THE SAME AS SINGLE LOT EXCEPT, WATER SERVICE SHALL INCREASE TO 38 mm
4. PLACE SAND BACKFILL WITHIN 2m OF TRANSFORMERS ON STORM PDC'S
5. EXTEND STORM PDC'S 2m ON LOTS WHICH HAVE UTILITY PEDESTALS
6. LOCATION OF TREES SHALL BE IN ACCORDANCE WITH THE STANDARD CROSS SECTIONS, AND PLANTED AS PER STANDARD DRAWING L-01 OF THE ELGIN COUNTY STANDARD CONTRACT DOCUMENTS - SUPPLEMENTAL SPECIFICATIONS

NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

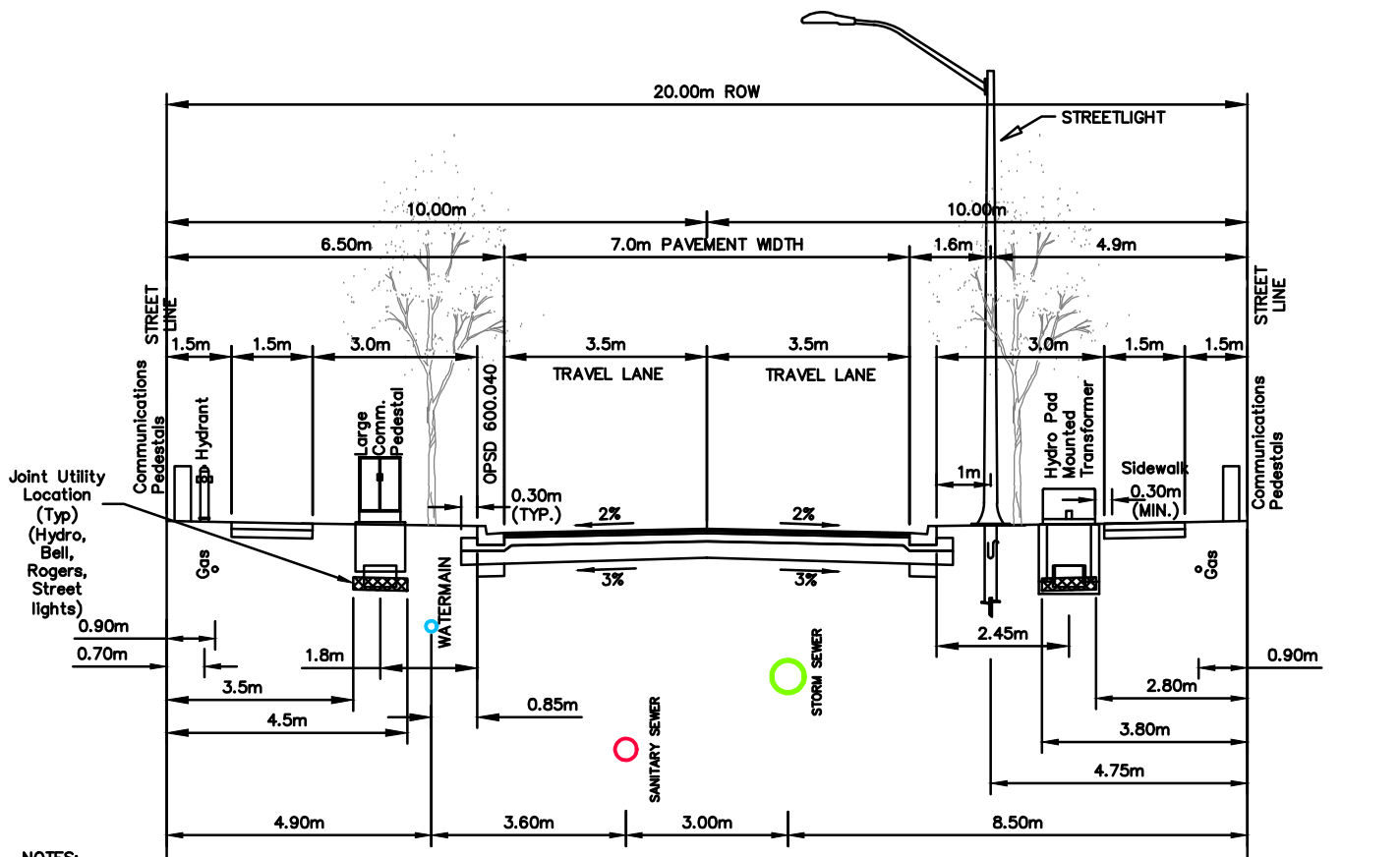
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

SERVICING LAYOUT SEMI-DETACHED LOT

REVISION DATE: JULY, 2025

DRAWING #:

D-02



NOTES:

1. LOCATION OF THE STREET PARKING SHALL BE NOTED ON ENGINEERING DRAWINGS.
2. SIDEWALK MAY BE INSTALLED IN FUTURE, IF REQUIRED FOR PEDESTRIAN CONNECTIVITY NEEDS.
3. THE PAVEMENT STRUCTURE IDENTIFIED ARE MINIMUM REQUIREMENTS. ACTUAL PAVEMENT STRUCTURE TO BE RECOMMENDED BY A QUALIFIED GEOTECHNICAL CONSULTANT.
4. BASE ASPHALT THICKNESS MAY BE INCREASED TO 80mm HL8 DEPENDING ON SUBSEQUENT SUBDIVISION PHASING.

MINIMUM PAVEMENT DESIGN

40mm	HL3
50mm	HL8
150mm	GRANULAR 'A'
300mm	GRANULAR 'B' (TYPE II GRADATION)

Utility	Min cover in Blvd	Min cover for Road crossing
Gas	0.9m	1.0m
Hydro	1.0m	1.0m
Comm.	0.75m	1.0m
Water	1.7m	1.7m
Storm	1.5m	1.5m
Sanitary	2.4m	3.0m

TYPICAL CROSS SECTION

NOT TO SCALE
ALL DIMENSIONS IN METERS UNLESS OTHERWISE NOTED

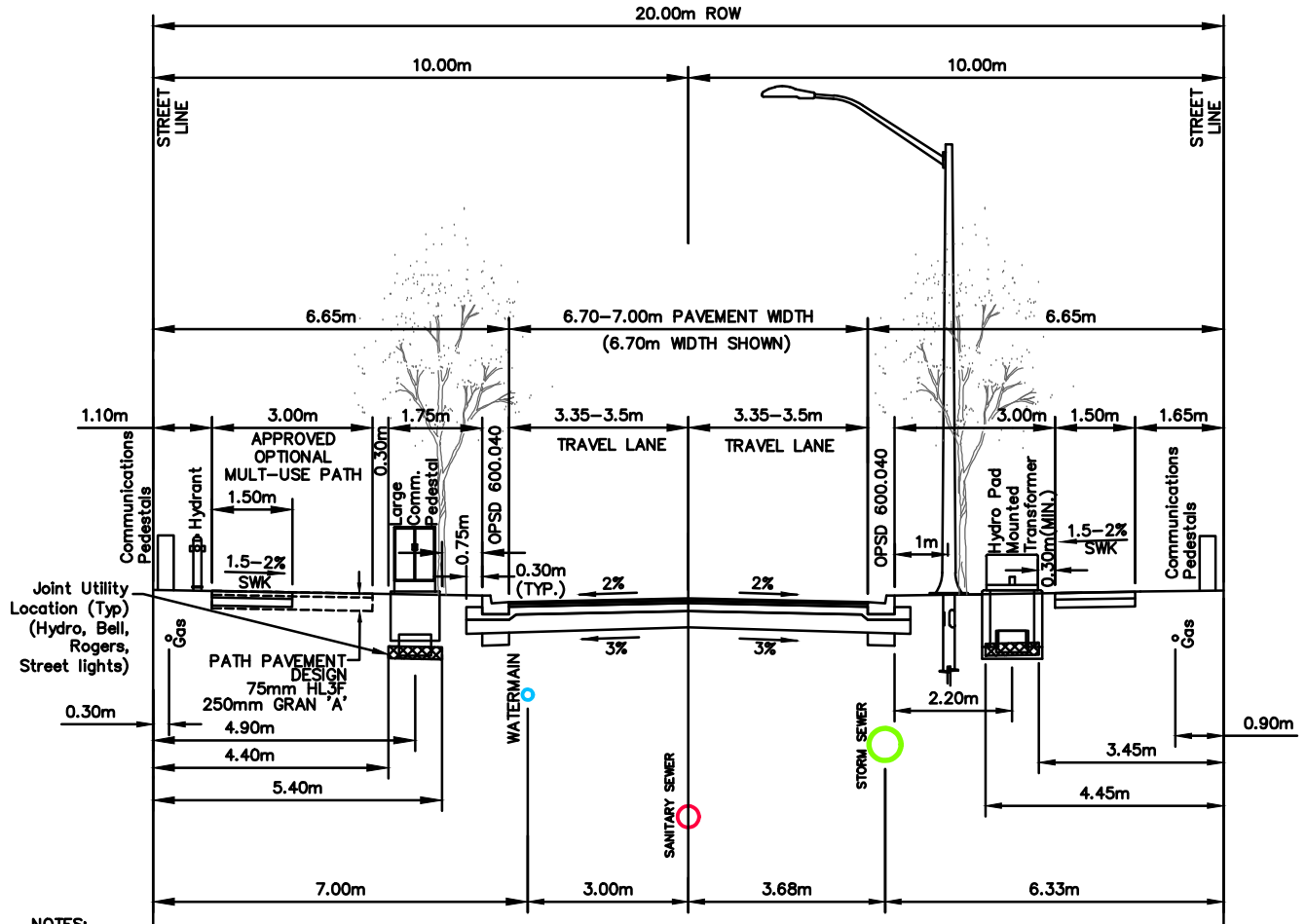
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

**URBAN LOCAL ROAD
CROSS-SECTION**

REVISION DATE: JULY, 2025

DRAWING #:

R-03



NOTES:

1. LOCATION OF THE STREET PARKING SHALL BE NOTED ON ENGINEERING DRAWINGS AND LIMITED TO ONE SIDE.
 2. SIDEWALK MAY BE INSTALLED IN FUTURE, IF REQUIRED FOR PEDESTRIAN CONNECTIVITY NEEDS.
 3. THE PAVEMENT STRUCTURE IDENTIFIED ARE MINIMUM REQUIREMENTS. ACTUAL PAVEMENT STRUCTURE TO BE RECOMMENDED BY A QUALIFIED GEOTECHNICAL CONSULTANT.
 4. BASE ASPHALT THICKNESS MAY BE INCREASED TO 80mm HL8 DEPENDING ON SUBSEQUENT SUBDIVISION PHASING
- THE DIRECTOR, AT THEIR DISCRETION, MAY EXERCISE THE OPTION FOR THE DEVELOPER TO INCORPORATE THE MULTI-USE PATH, TO PROMOTE ACTIVE TRANSPORTATION AND PROVIDE CONNECTIONS TO THE TOWNSHIP TRAIL NETWORK

Utility	Min cover in Blvd	Min cover for Road crossing
Gas	0.9m	1.0m
Hydro	1.0m	1.0m
Comm.	0.75m	1.0m
Water	1.7m	1.7m
Storm	1.5m	1.5m
Sanitary	2.4m	3.0m

MINIMUM ROAD PAVEMENT DESIGN	
40mm	HL3
50mm	HL8
150mm	GRANULAR 'A'
300mm	GRANULAR 'B' (TYPE II GRADATION)

TYPICAL CROSS SECTION WITH OPTIONAL PATH

NOT TO SCALE
ALL DIMENSIONS IN METERS UNLESS OTHERWISE NOTED

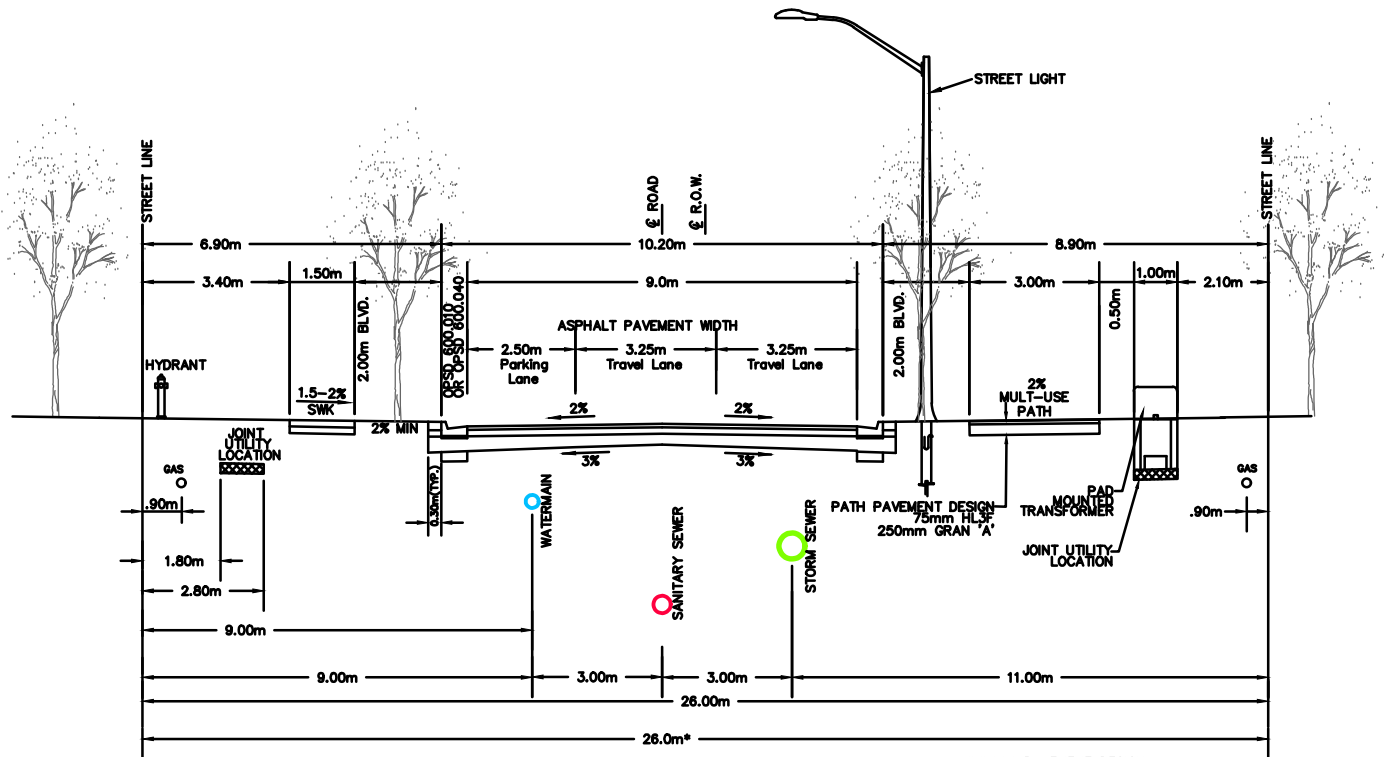
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

**URBAN LOCAL ROAD
CROSS-SECTION**

REVISION DATE: JULY, 2025

DRAWING #:

R-03B



NOTES:

1. STREET LIGHT, PRIMARY CABLES AND TRANSFORMERS TO BE ON OPPOSITE SIDE OF WATERMAIN.
2. SIDEWALK ON BOTH SIDES OF THE ROAD.
3. BASE ASPHALT THICKNESS MAY BE INCREASED TO 80mm HL3 DEPENDING ON SUBSEQUENT SUBDIVISION PHASING.
4. DURING SIDEWALK CONSTRUCTION, THE SIDEWALK FORMS ON THE JOINT UTILITY SIDE ARE TO BE HELD BY MEANS OTHER THAN STEEL STAKES.
5. THE URBAN COLLECTOR ROAD CROSS SECTION, SHALL BE USED WHERE A PROPOSED ROAD SERVES AS A CONNECTING LINK BETWEEN A COUNTY ROAD AND ONE OR MORE EXISTING, FUTURE OR POTENTIAL FUTURE DEVELOPMENTS.

MINIMUM PAVEMENT DESIGN	
40mm	HL3
80mm	HLB
150mm	GRANULAR 'A'
400mm	GRANULAR 'B' (TYPE II GRADATION)

TYPICAL CROSS SECTION

NOT TO SCALE
ALL DIMENSIONS IN METERS UNLESS OTHERWISE NOTED

TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

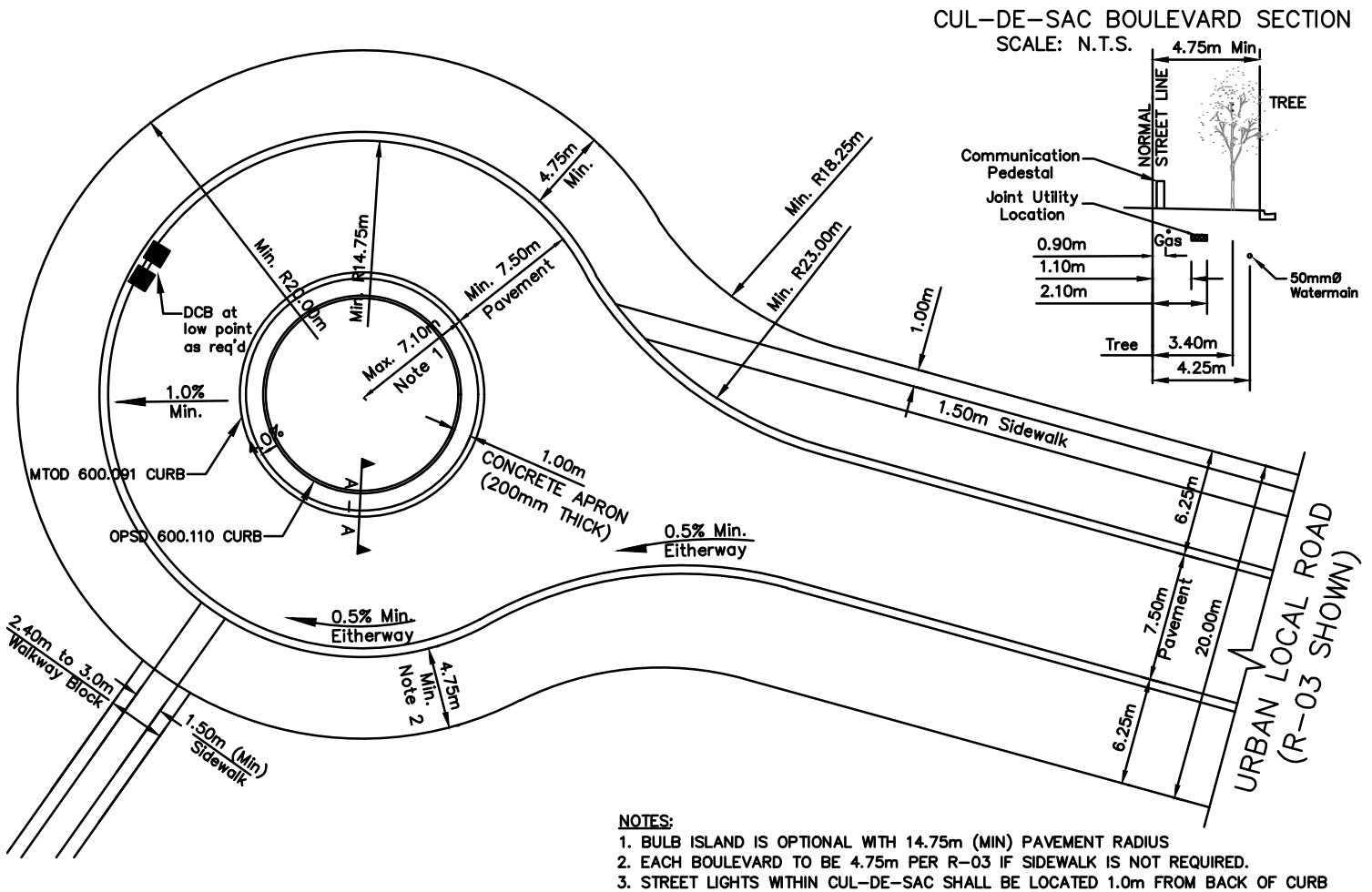
URBAN COLLECTOR ROAD CROSS-SECTION

REVISION DATE: JULY, 2025

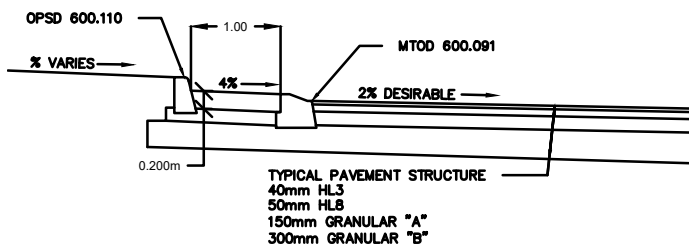
DRAWING #:

R-05

DESIGN GUIDELINES



SECTION A - A



NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

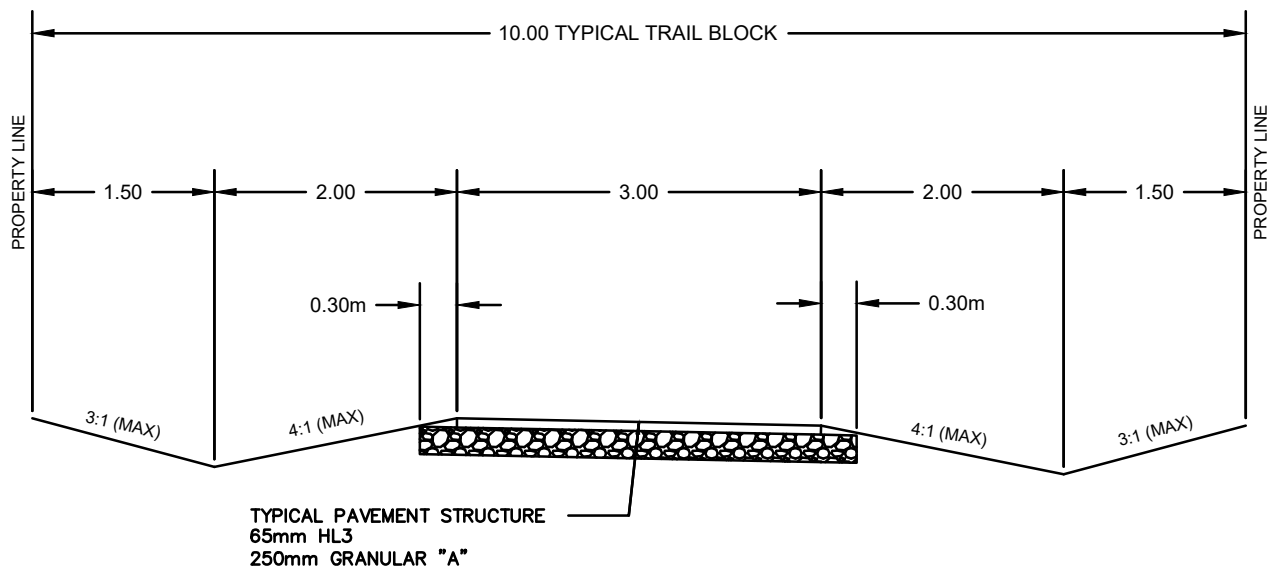
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

MINIMUM CUL-DE-SAC ON LOCAL ROAD

REVISION DATE: JULY, 2025

DRAWING #:

R-09



NOTES:

1. HARD SURFACE ROOT BARRIER, 60mm THICK, SHALL BE INSTALLED IN THE VICINITY OF ANY TREES
2. ALL DISTURBED AREAS SHALL BE RESTORED WITH 100mm TOPSOIL AND SOD OR HYDROSEED.
*OPTIONAL; NATIVE WILDFLOWER SEED MIX MAY BE UTILIZED IN LIEU OF HYDROSEED. WILDFLOWER SEED MIX SHALL BE AN APPROVED MIX FROM SOUTHWOLD PLANTING GUIDELINES

NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

TYPICAL MULTI-USE TRAIL

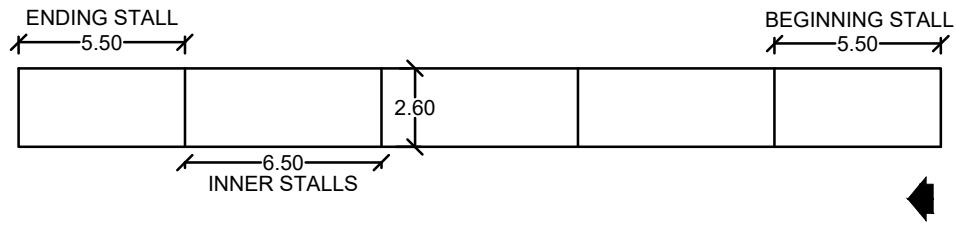
REVISION DATE: JULY, 2025

DRAWING #:

R-10

DESIGN GUIDELINES

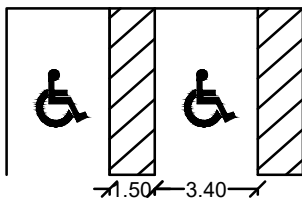
ON-STREET PARKING REQUIREMENTS



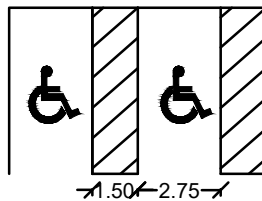
*NO PARKING IN FRONT OF OR WITHIN 1 METRE OF ANY LANE, DRIVEWAY OR ALLEY ENTRANCE

ACCESSIBLE PARKING REQUIREMENTS

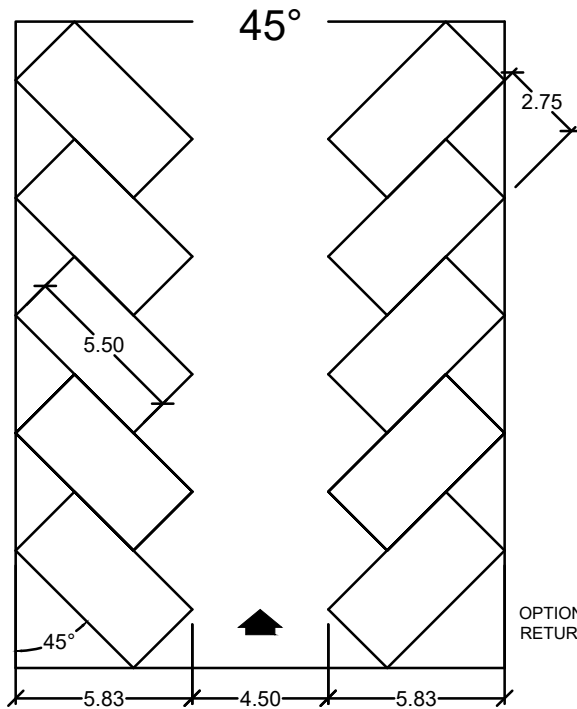
TYPE A - VAN ACCESSIBLE



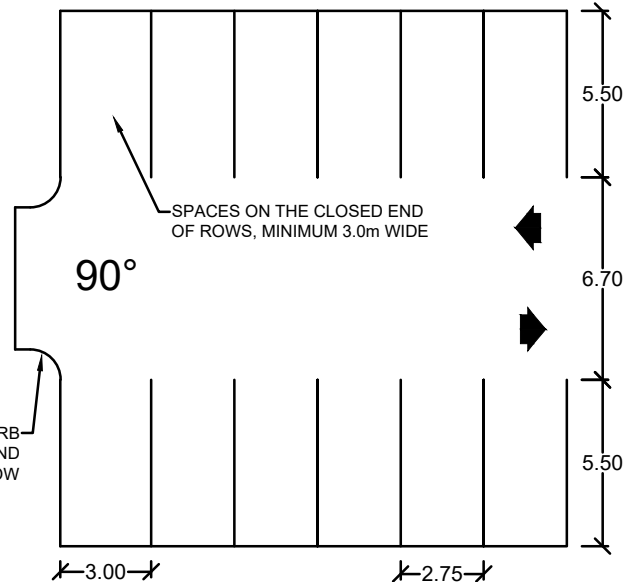
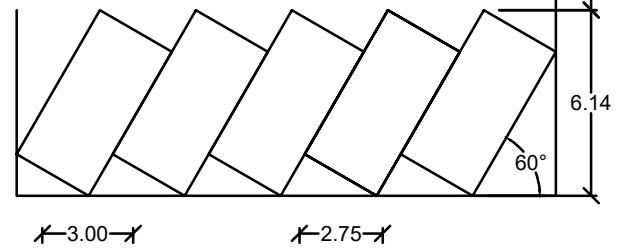
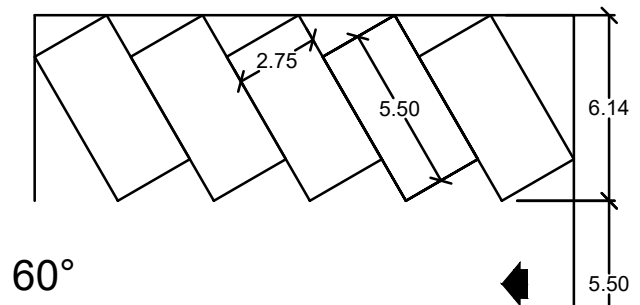
TYPE B - STANDARD



* REQUIRED SIGNING, NUMBER AND TYPE OF ACCESSIBLE SPACES SHALL BE AS PER APPLICABLE AODA, IASR AND O. REG. 191/11 OF THE INTEGRATED ACCESSIBILITY STANDARDS



NOTE: ALL DIMENSIONS PROVIDED ARE THE MINIMUMS REQUIRED



SCALE: 1:250

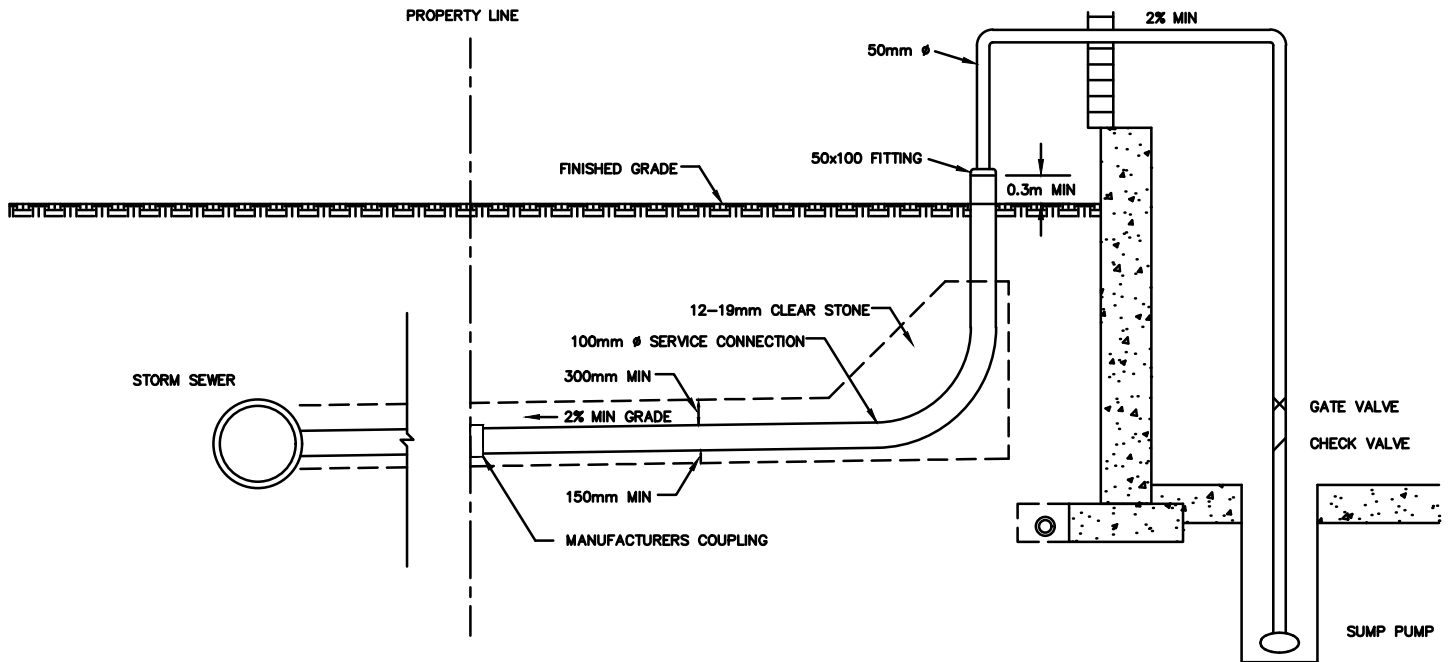
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

TYPICAL PARKING REQUIREMENTS

REVISION DATE: JULY, 2025

DRAWING #:

R-12



DRAIN CONTRACTOR

1. APPLY FOR INSPECTION PERMIT FROM BUILDING AND COMMUNITY SERVICES DEPARTMENT
2. INSTALL 100mm SERVICE CONNECTION PIPE TO GRADE COMPLETE WITH CAP
3. TO BE INSPECTED BY THE TOWNSHIP OF SOUTHWOLD PRIOR TO BACKFILLING FROM STREET TO PROPERTY LINE.
4. ALL PIPE SHALL BE BELL AND SPIGOT WITH APPROVED WATERTIGHT GASKETED JOINTS
5. MULTI-UNIT LOTS WILL HAVE 150 mm ϕ PDC CONNECTIONS

PLUMBER

1. REMOVE CAP
2. INSTALL 50mm x 100mm FITTING (MULTI-UNIT WILL BE 50 X 150)
3. CONNECT TO SUMP PUMP
4. TO BE INSPECTED BY THE BUILDING INSPECTOR (519-769-2010)

NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

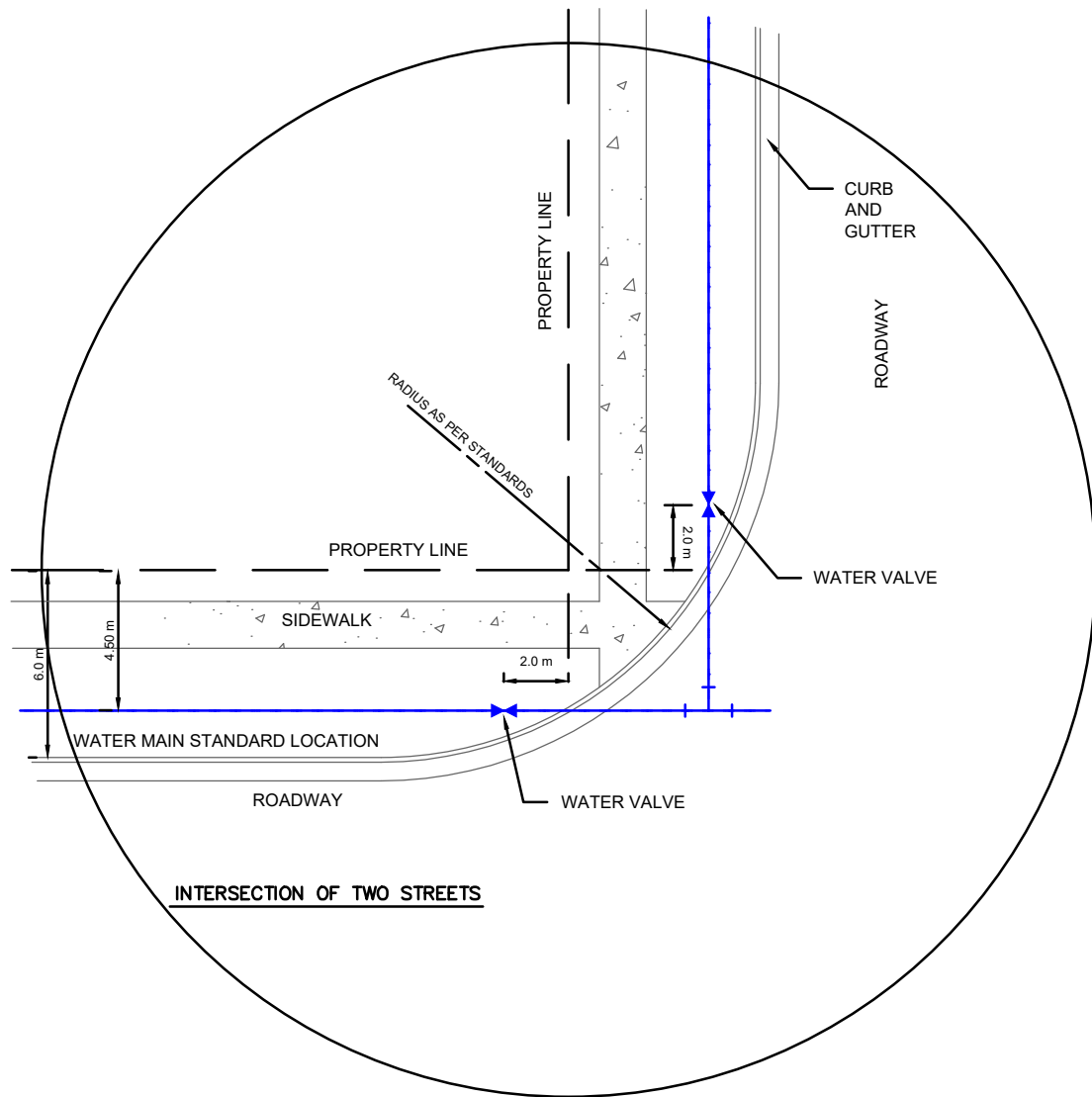
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

STORM SUMP DISCHARGE DETAIL

REVISION DATE: JULY, 2025

DRAWING #:

S-03



NOTE:

This standard may not apply for all road cross-sections. The objective is to prevent valves from being installed in the gutter. Where the intent of this detail cannot be met, the Township of Southwold will approve an alternative location.

NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

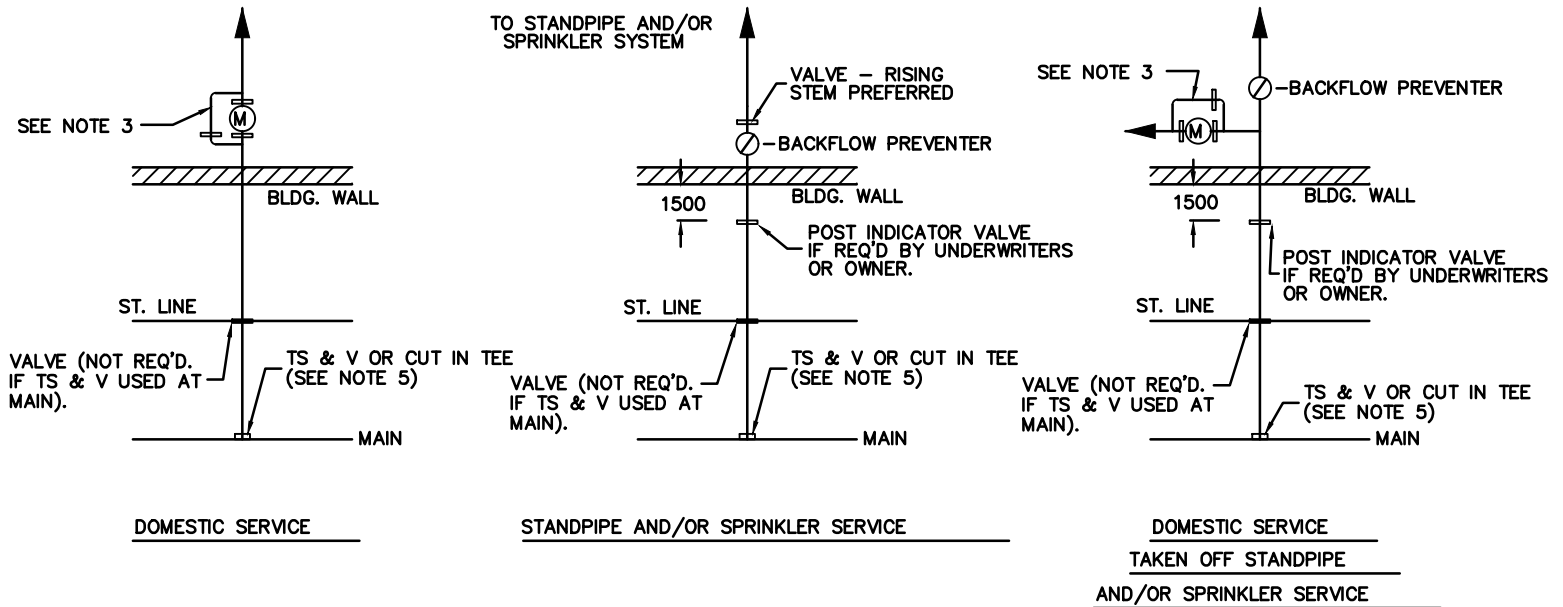
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

**STANDARD LOCATION OF WATER VALVES
FOR URBAN INTERSECTIONS**

REVISION DATE: JULY, 2025

DRAWING #:

W-05



NOTES:

1. All dimensions are in mm unless otherwise shown.
2. The domestic water may be taken from the sprinkler service and/or the standpipe service inside the building if approved by fire underwriters. If not, the domestic service shall be installed to the main as shown with a minimum of 300 mm separation from the fire service.
3. Domestic valves, meter and by-pass if required, shall be immediately inside the structure wall. Valves are preferred to be rising stem.
4. Control and check valves on fire services shall be as required by Ontario Building Code.
5. If the service is off a service main, a tapping sleeve and valve or a tee and valve shall be installed at the service main.
6. For backflow preventer requirements refer to Spec. Sec. 4.4 Ontario Building Code.
7. Ductile iron starts 1.5m from building front, into building and up through floor.

NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

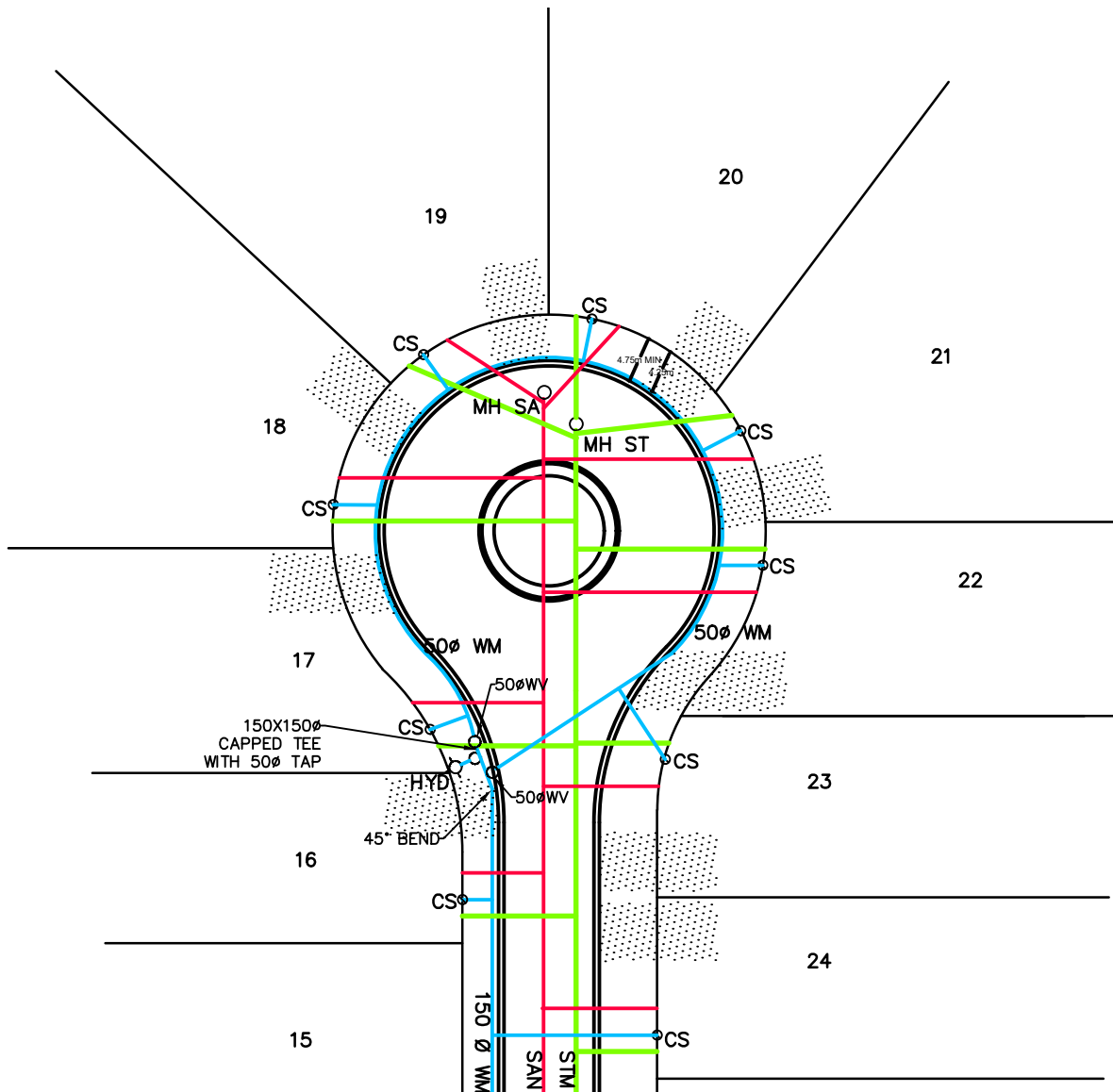
TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

**SCHEMATIC LAYOUT OF 100 mm & LARGER
SERVICE**

REVISION DATE: JULY, 2025

DRAWING #:

W-12



NOTES:

1. All dimensions are in mm unless shown otherwise.
2. All pipe joints are to be restrained on the 50 mm Ø watermain loop.
3. Pipe radius as per manufacturers specifications.
4. Acceptable 50 mm Ø products for use in cul-de-sacs include Crosslinked Polyethylene (PEX) Tubing.

NOT TO SCALE
ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED

TOWNSHIP OF SOUTHWOLD STANDARD DRAWING

**TYPICAL DETAIL OF 50 mm WATERMAIN
LOOP**

REVISION DATE: JULY, 2025

DRAWING #:

W-19

Corporation of the Township of Southwold



Designed by: _____
Date: _____

Using Harmon Formula=	Y	(Y or N)
From a Table=	N	
Value from table=	2.000	

Peak Extraneous Flow= 0.100 L/Ha.S

Mannings 'n' = 0.013

Total Area= -

[illegible]

Corporation of the Township of Southwold



Project Name:	E44-47-21
Project Limits:	
Project Number:	
Design Year Year Storm Event:	1 in 5
Intensity Option #	1

2) Intensity (i) = $a \cdot t^b$

3) Insert Intensity

Total Area (ha)=

[illegible]

Building Services Report

Sanitary/Storm/Watermain

Lot. No. _____ Date _____ File # _____

Municipal Address _____

	North

Sanitary	Storm	Water
Depth of Main _____m	Depth of Main _____m	Depth of Main _____m
Depth of PDC at P/L _____m	Depth of PDC at P/L _____m	Depth at P/L _____m
Depth at CL of Road _____m	Depth at CL of Road _____m	Depth at CL of Road _____m
PDC Size _____mm	PDC Size _____mm	Service Size _____mm
Main Size _____mm T or Y	Main Size _____mm T or Y	Main Size _____mm T or Y
Pipe Material	Pipe Material	Pipe Material
Comments	Comments	Comments

Inspector _____ Inspecting Foreman _____



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: July 14, 2025

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

REPORT NO: IDS 2025-34

SUBJECT MATTER: Fingal Regional Stormwater Facility Design Award

Recommendations:

1. THAT Council Award engineering services for the Regional Stormwater Facility in Fingal to _____ in the estimated amount of \$_____.
2. THAT Council direct staff to prepare requests to the Green Lane Trust Fund as outlined in the report.

Purpose:

This report seeks approval for the award of engineering services for the construction of a regional stormwater facility in the village of Fingal.

Background:

At its meeting on June 9, 2025, Council approved moving forward with a project to construct a regional stormwater management facility for the Village of Fingal (Report IDS 2025-29). The proposed facility will serve both existing and future developments in the village, while also enhancing the underutilized green space in the park.

The approved concept includes a two-stage pond, looping trails, connections to other park features, and naturalized landscaping. Following Council's direction to proceed, staff issued a request for proposals (RFP) to two consulting firms with in-depth knowledge of the area and relevant projects, to ensure efficient onboarding and timely delivery.

Comment/Analysis:

Proposals were requested from:

- AECOM, currently designing the Fingal Reconstruction Project (2026–2028).
- CJDL Ltd, lead consultant on two major local developments and designer of the regional facility concept plan.

Both firms submitted comprehensive proposals demonstrating the qualifications and capacity to successfully deliver the project. The summarized cost estimates are as follows:

Task	AECOM	CJDL
Design Services	\$113,540.35	\$50,900
Contract Admin & Inspection	\$63,609.98 – \$106,016.63	\$35,200
Geotechnical Allowance	Included	\$30,000
10% Contingency	Included	\$11,610
Total	\$177,150.33 – \$219,556.98	\$127,710

Note: CJDL's proposal did not include costs for legal survey, landscaping design, or geotechnical investigations. Staff applied appropriate allowances for comparison purposes.

AECOM's proposal includes potential cost savings—up to 40% on contract administration and inspection—if construction schedules between the stormwater facility and road reconstruction align. This is reflected in the cost range.

Consultant Evaluation:

AECOM

- Deep familiarity with Fingal's infrastructure design.
- Demonstrated ability to meet deadlines.
- Sole accountability to the Township.

- Potential for scheduling and cost efficiencies by integrating with the road reconstruction project.

CJDL Ltd

- Extensive involvement in early concept development and technical groundwork.
- Most cost-effective proposal.
- Strong understanding of the broader development context in Fingal.
- Delivered the conceptual plan reviewed by Council.

Both consultants have committed to working with local stakeholders, including the Conservation Authority and Communities in Bloom, to develop a cost-effective planting and landscape strategy. Should Council wish to pursue a more robust landscape design, additional fees would apply to retain a landscape architect.

Staff held internal discussions and met with both proponents and the County. County staff expressed a preference for AECOM, citing the benefit of consistent design data and timelines across the stormwater and road reconstruction projects.

Ultimately, both firms are capable of delivering the project successfully. The are pros and cons associated with both consultants, resulting in a relatively balanced evaluation. Staff recommend Council consider whether cost savings (CJDL) or integration and continuity with other municipal projects (AECOM) is the higher priority.

Financial and Resource Implications:

Financial:

Staff recommend a request to reallocate the previously approved \$80,000 from the Green Lane Trust Fund (initially intended to match a grant application for a trail in Corsley Park, which was unsuccessful). This funding would cover most of the design costs. Staff recommend the balance of the design costs, and the Township's share of construction costs be requested from the Trust Fund in 2026, during budget deliberations.

Future construction costs will be shared between the Township, developers, and the County. The Township will initially front development-related costs and recover them via a direct benefit by-law. The County will reimburse its portion post-construction.

Staffing:

Township staff involvement will be limited to coordination, providing background documentation, attending milestone meetings, and reviewing design progress. Staff will also prepare the cost-sharing model and draft by-law. The Director will lead the project, supported by the Manager of Environmental Services and the Drainage Superintendent.

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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: July 14, 2025

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2025-40

SUBJECT MATTER: CAO/Clerk Activity Report - June 2025

Recommendation(s):

1. None – For Council Information.

Purpose:

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

Meetings/Events:

Following are several highlights from June:

- Biweekly Senior Management and Staff Meetings
- Shedden Soccer Meeting
- OPP Cost Recover Model Review
- Cultivating Success 2025 EDC Networking Event
- Health & Safety Service Provider Meetings
- Various Development Meetings
- Talbotville WWTP meetings with Colliers, Stantec, MECP
- Elgin County Clerks Meeting
- Elgin County CAO Meeting
- County Planning Services – Monthly Check-in
- Watermain Shutdown – Coordination and Communication Meetings
- Voyent Alert! Setup and Training Meetings

Recruitment/Staffing:

Recruitment for the Public Works Superintendent and the Infrastructure and Development Technologist have been posted. In addition to the Township website, we have included job boards from municipal and trade organizations such as AORS,

OACETT, Municipal World, etc. The positions also get picked by job sites such as Indeed. Both positions close July 24, 2025.

Grant Application Progress and Updates:

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

- Community Emergency Management Preparedness Grant – New Generator and Portable Radios – *SUCCESSFUL – Funding of \$50,000.00*
- Fire Marshal's Public Fire Safety Council – New Smart Boards for Fire Halls – *SUCCESSFUL – Funding of \$1,950.03*
- Enabling Housing Water Systems Fund Grant – *SUCCESSFUL* – Signed Transfer Payment Agreement for \$27.8 Million for Shedden & Fingal Sanitary Servicing
- Fire Protection Grant – *SUCCESSFUL* – Transfer Payment Agreement on Agenda for January 13th meeting – *Funding of \$16,460.90.*
- Community Sport and Recreation Infrastructure Grant – Corsley Park Trails (additional, paving & amenities) – *UNSUCCESSFUL*
- Flood Hazard and Identification Mapping Program – *Application Submitted by LVTCA with Southwold support*
- Intact Municipal Climate Resiliency Grants Program – *Application Submitted – \$180,000 for Shedden and Fingal Stormwater Master Plans, Shared Stormwater Facility Design – UNSUCCESSFUL*
- Ontario Trillium Foundation – Fingal Park Trail Improvements – *Application Submitted – Waiting*
- Canada Housing Infrastructure Fund (CHIF) – Talbotville Wastewater Treatment Plant – *Application Submitted with assistance from Colliers*
- Municipal Housing Infrastructure Program – Health and Safety Water Stream (MHIP-HSWS) – Provincial CHIF Stream – Talbotville Wastewater Treatment Plant – *Application will be based on Federal CHIF – Application submitted with assistance from Colliers – budget was available from prior CHIF*
- Rural Ontario Development (ROD) – This is a new grant program for rural economic development. Staff are reviewing the program criteria and will be meeting with the County Economic Development to determine if there are options for a Southwold application and/or participation with the County on a joint application.

Shared Services

Planning services from the County of Elgin started at the end of April. County staff have been in the Fingal Office on Mondays, but residents can meet with them on other days at the County building. Staff are available to Southwold every day. To date, service delivery and the transition has been relatively smooth. We will continue to refine processes and address any issues that may arise to ensure a high service level. We have initiated a monthly check-in meeting with all involved in the planning process to address any issues and ensure consistent, high-quality service. This will also ensure we take time to discuss and plan upcoming planning initiatives and projects.

West Elgin had some questions about the building services agreement and proposed cost increase for 2025. We have reviewed the proposed rates and provided extensive information about rationale and justification. From our understanding, they are very pleased with the service provided. We have been advised that West Elgin has accepted the rate increase and approved the agreement.

Voyent Alert! Training and system setup has been completed. The initial rollout will be starting shortly and include posting on the website and social media. Inserts have also been included with the water bills going out the 2nd week of July. Since part of the focus for this system is people without internet or social media, we will utilize more hardcopy-based methods of communication such as bill inserts, posters, flyers, etc. Information about the service and instructions to sign up can be found at:

<https://www.southwold.ca/en/municipal-office/voyent-alert.aspx>

Policy Development

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

2025 Budget and Projects:

Staff are continuing to plan out and implement the various projects and programs approved in the 2025 budget. Several projects from 2024 remain in progress.

Project	Budget	Status/Comments
<i>Carried forward from 2024</i>		
Laserfiche Accounts Payable Workflow	\$20,000	The Workflow has been implemented and is in use. Minor tweaks and ongoing training is being completed.
HR / H&S Policy and Program Updates/Improvements	\$5,000	In progress with contracted external assistance. An initial audit and workplan to reach compliance is being completed. Funding the WSIB Rebate is being applied to this project.
<i>2025</i>		
Website Hosting – Forced Update	\$11,000	Existing website providing is indicating the need to upgrade to the newest platform – impact and alternatives being investigated
Council Chamber Renewal	\$20,000	Project scope and tasks to be determined

Strategic Plan Goals:

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

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

Respectfully Submitted by:

Jeff Carswell
CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: July 14, 2025

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2025-41

SUBJECT MATTER: Health and Safety Policy Statements

Recommendation:

1. The Council adopt the following policies:
 - a. HS-01-001 Health and Safety Policy
 - b. HS-02-001 Workplace Harassment Policy
 - c. HS-03-001 Workplace Violence Policy

Purpose:

To seek Council approval of the Health and Safety Policies that require annual review and approval.

Background:

In accordance with the Occupational Health & Safety Act, the Employer shall prepare and post policies for Health & Safety, Workplace Harassment and Workplace Violence and review those policies on an annual basis. These policies were last reviewed and approved by Council on July 8, 2024.

Discussion:

The Health & Safety Policy remains unchanged from the version approved last year. Based on input and suggestions from the Health & Safety Consultant Austin Pitman, the Workplace Harassment and Workplace Violence Policies have been updated to ensure they reflect all requirements of the OHSA and current best practices for these policies.

The policies are attached as follows:

- a. Appendix "A" - HS-01-001 Health and Safety Policy

- b. Appendix "B" - HS-02-001 Workplace Harassment Policy
- c. Appendix "C" - HS-03-001 Workplace Violence Policy

Financial and Resource Implications:

There are not any Financial or Resource Implications. Development and maintenance of the Health & Safety Program is an ongoing requirement that must be complied with. Engagement of the Health & Safety Consultant is providing additional support and resources to address needs in this area and get the H&S Program to the required level.

Strategic Plan Goals:

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

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

Respectfully Submitted by:

Jeff Carswell
CAO/Clerk



Township of Southwold Health and Safety Policy and Procedure Manual

Title: Health and Safety Policy Statement	
Number: HS-01-001	Type: Policy
Version: 03	Last Review Date: 2025-07-14
Effective Date: 2008-06-10	Confidentiality Level: Public
Approval: Council Resolution 2025-	Review Frequency: Annually
Applies to: All Employees	
Required by: OHSA Section 25(2)(j)	

1. Purpose:

To provide a Health and Safety Policy Statement as required by the Occupational Health and Safety Act, Section 25(2)(j) and to ensure that policy is reviewed at least annually.

2. Application:

This policy applies to all Employees of the Township of Southwold which includes but is not limited to regular, temporary and contract employees. This policy also applies to volunteers, students, and interns. For the purpose of this policy, collectively these classifications will be called "Employees". This policy also applies to elected officials. Individuals conducting business with the Township of Southwold and employees of contractors or other organizations providing services to the Township are also expected to work in compliance with this policy, as directed by Staff.

3. Policy:

All Township of Southwold Councillors, employees, volunteers, service partners and contractors hold a shared responsibility to create and maintain a healthy workplace culture by acting in compliance with this policy and any applicable laws.

The Township of Southwold believes in creating and maintaining a workplace culture dedicated to achieving the goal of zero workplace injuries and illnesses to help ensure a healthy, safe, and prosperous community. The Township, as an employer, is committed to promoting and protecting the physical and mental health of all employees.

With the support of Township Council, the CAO and Directors are delegated responsibility to continuously improve our healthy workplace culture by:

- maintaining a comprehensive Health and Safety Program that complies with the Occupational Health and Safety Act and other relevant legislation;
- setting ambitious shared targets and goals for improved health, safety, wellness, and return to work programs;
- learning from our own and other organizations' experiences; and,
- implementing innovative leading practices in health, safety, wellness, and return to work.

Managers and supervisors across the corporation are accountable for the health, safety and wellness of employees under their supervision. They must ensure:

- all workplace hazards are identified, controlled and monitored;
- employees work in compliance with applicable laws, safe work practices and procedures; and,
- all employees are provided with appropriate support, training, resources, tools, and personal protective equipment to safely complete their job.

Employees must protect their own and each other's health, safety, and wellness by reporting hazards, participating in training, working in compliance with the law and following safe work practices and procedures established by the Township of Southwold.

The Township will support all employees in meeting their responsibilities. Together, we will make every effort to provide the resources necessary to create a safe, healthy, and supportive work environment that meets or exceeds all applicable health and safety laws.

4. Revision History:

Version	Effective Date	Revision Notes
01	2008-06-10	Original Policy
02	2020-04-03	Reviewed by Council
03	2023-04-11	New version, approved by Council

5. Related Policies:

HS-02-001 Workplace Harassment Policy & Program

HS-03-001 Workplace Violence Policy & Program



Township of Southwold Health and Safety Policy and Procedure Manual

Title: Workplace Harassment Policy	
Number: HS-02-001	Type: Policy
Version: 03	Last Review Date: 2025-07-14
Effective Date: 2008-06-10	Confidentiality Level: Public
Approval: Council Resolution 2025-	Review Frequency: Annually
Applies to: Employees, Councillors, Committee Members, Contractors, Volunteers, Workplace Visitors	
Required by: OHSA Section 32.0.1(1)(b)	

1. Purpose:

To provide a Workplace Harassment Policy as required by the Occupational Health and Safety Act, Section 32.0.1(1)(b) and to ensure that policy is reviewed at least annually (32.0.1(1)(c)).

The Township of Southwold will be proactive to prevent harassment in the workplace by establishing and implementing a comprehensive Workplace Harassment prevention program to fulfill the requirements of relevant legislation including the:

- Occupational Health and Safety Act
- Criminal Code of Canada
- Ontario Human Rights Code
- Workplace Safety and Insurance Act

This policy defines Workplace Harassment and identifies the responsibilities of Employees and Management.

2. Application:

This policy applies to all Employees of the Township of Southwold which includes but is not limited to regular, temporary and contract employees. This policy also applies to

volunteers, students, and interns. For the purpose of this policy, collectively these classifications will be called “Employees”. This policy also applies to elected officials, committee members and volunteers.

Members of the general public, visitors to Township facilities, individuals conducting business with the Township of Southwold and employees of contractors or other organizations providing services to the Township are expected to refrain from harassment towards employees.

3. Policy Statement

The Township of Southwold is committed to providing a work environment where all individuals—whether staff, Council members, or members of the public—are treated with dignity and respect. Workplace harassment will not be tolerated by any person in the workplace, including coworkers, supervisors, elected officials, clients, or members of the public.

Council and Township staff are equally responsible for maintaining a respectful work environment. The Township will take all reasonable steps to protect individuals from workplace harassment as required under the Occupational Health and Safety Act *OHSA*, *R.S.O. 1990, c. O.1*.

4. Scope

This policy is intended to:

- Define workplace harassment
- Set out reporting and investigation procedures
- Ensure compliance with *OHSA* Sections 32.0.1, 32.0.6 to 32.0.8
- Foster a respectful and harassment-free municipal workplace

5. Definitions of Workplace Harassment and Workplace Sexual Harassment

“workplace harassment” means,

(a) engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, that is known or ought reasonably to be known to be unwelcome, or *OHSA*, *R.S.O. 1990, c. O.1, s. 1(1)*

“workplace sexual harassment” means,

(a) engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or

(b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome; *OHSA, R.S.O. 1990, c. O.1, s. 1(1)*

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment. *OHSA, R.S.O. 1990, c. O.1, s. 1(4)*

6. Roles and Responsibilities

Council and Senior Management

- Uphold and model appropriate workplace behaviour
- Ensure policy oversight, commitment, and annual review
- Treat all complaints seriously, with impartiality and confidentiality
- Ensure investigations are conducted appropriately
- Post and promote this policy across all municipal locations

Supervisors and Department Heads

- Encourage a respectful work environment
- Address complaints or conduct concerns promptly
- Cooperate with and participate in investigations

Employees and Volunteers

- Refrain from harassment
- Report any incidents promptly
- Cooperate in any investigation

Council Members

- Conduct themselves following this policy and the Council Code of Conduct
- Participate in harassment training
- Support a respectful workplace for staff and other Council members
- Address concerns or complaints as outlined in this policy

7. Reporting Workplace Harassment

Harassment concerns may be reported to:

- Immediate Supervisor
- Chief Administrative Officer/Clerk
- Health and Safety Consultant Austin Pitman, Pitman Safety Solutions 548-388-5464

If the report concerns a member of the Council, the complaint may be submitted to the Township Integrity Commissioner following the applicable procedures.

8. Investigation Procedures

All incidents or complaints will:

- Be acknowledged in writing
- Be investigated promptly and objectively
- Maintain confidentiality to the extent possible
- Result in written findings and recommended corrective action
- Be documented with records retained per legal requirements

When the complaint involves a Council member, the Integrity Commissioner may lead the investigation in line with the Municipal Act and applicable protocols.

If a worker needs assistance submitting a complaint or through the investigation process, the following resources may be of assistance:

- Union Representative (for CUPE Local 35.7 members)
- Health & Safety Representative
- Joint Health & Safety Committee
- Human Rights Legal Support Centre
- Employee and Family Assistance Plan

9. No Reprisal

No reprisals or retaliation will be tolerated against anyone who files a complaint or participates in an investigation. Any such behaviour will be considered a breach of this policy and subject to disciplinary action.

10. Training

All staff, Council and Committee Members, and Township volunteers shall receive training on:

- This policy and harassment definitions
- Their roles and responsibilities
- How to report concerns and engage in respectful behaviour
- Training will occur during onboarding and be refreshed regularly.

11. Policy Review

This policy will be reviewed annually by Council and Senior Management or as changes in legislation or best practices warrant.

12. Revision History:

Version	Effective Date	Revision Notes
01	2005	RITW Policy (Violence and Harassment)
02	2023-04-11	New version, approved by Council
03	2025-07-14	Updated version, approved by Council

13. Related Policies:

HS-01-001 Health & Safety Policy Statement

HS-03-001 Workplace Violence Policy



Township of Southwold Health and Safety Policy and Procedure Manual

Title: Workplace Violence Policy	
Number: HS-03-001	Type: Policy
Version: 02	Last Review Date: 2025-07-14
Effective Date: 2008-06-10	Confidentiality Level: Public
Approval: Council Resolution 2025-	Review Frequency: Annually
Applies to: Employees, Councillors, Committee Members, Contractors, Volunteers, Workplace Visitors	
Required by: OHSA Section 32.0.1(1)(a)	

1. Purpose:

To provide a Workplace Violence Policy as required by the Occupational Health and Safety Act, Section 32.0.1(1)(a) and to ensure that policy is reviewed at least annually (32.0.1(1)(c)).

The Township of Southwold will be proactive to prevent violence in the workplace by establishing and implementing a comprehensive Workplace Violence prevention program to fulfill the requirements of relevant legislation including the:

- Occupational Health and Safety Act
- Criminal Code of Canada
- Ontario Human Rights Code
- Workplace Safety and Insurance Act

This policy defines Workplace Violence Harassment and identifies the responsibilities of Employees and Management.

2. Application:

This policy applies to all Employees of the Township of Southwold which includes but is not limited to regular, temporary and contract employees. This policy also applies to

volunteers, students, and interns. For the purpose of this policy, collectively these classifications will be called “Employees”. This policy also applies to elected officials, committee members and volunteers.

Members of the general public, visitors to Township facilities, individuals conducting business with the Township of Southwold and employees of contractors or other organizations providing services to the Township are expected to refrain from violence towards employees.

3. Policy Statement

The Township of Southwold is committed to providing a safe and healthy work environment for all employees, elected officials, contractors, students, volunteers, and members of the public. Acts of workplace violence will not be tolerated. Every individual is entitled to a workplace free from actual, attempted, or threatened violence.

4. Scope

This policy is intended to:

- apply to all persons acting on behalf of or interacting with the Township of Southwold in a work-related capacity—whether on-site, off-site, or virtually
- Define workplace violence
- Set out roles and responsibilities
- Reporting and investigation procedures
- Ensure compliance with OHSA Sections 32.0.1, 32.0.2 to 32.0.5
- Foster a safe and violence-free municipal workplace

5. Definition of Workplace Violence

Workplace violence means:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. *OHSA, R.S.O. 1990, c. O.1, s. 1(1)*

Examples include, but are not limited to:

- Physical Assault (Hitting, shoving, or pushing)

- Threatening behaviour or gestures
- Verbal threats
- Use of weapons or objects as weapons
- Harassment that escalates into violence
- Domestic violence that enters the workplace
- Stalking or intimidation by coworkers, clients, others

6. Roles and Responsibilities

Employer (Township of Southwold):

- Develop and maintain this policy, along with related programs.
- Regularly assess workplace violence risks.
- Provide training and relevant information, including risk disclosures where required.
- Comply with all obligations under the Occupational Health and Safety Act.

Supervisors:

- Ensure awareness and compliance with this policy.
- Act promptly on reports of violence.
- Document and report all incidents accurately.

Workers:

- Report any incidents or threats immediately.
- Participate in required training and prevention efforts.
- Cooperate with investigations and follow established procedures.

7. Reporting Procedures

Depending on the nature and severity of the violence, initial reporting may warrant immediate police involvement and investigation of the matter.

Regardless, of whether police are called, reports or concerns about workplace violence or threats must be made without delay to:

- Your immediate Supervisor
- Chief Administrative Officer/Clerk
- Health and Safety Coordinator Austin Pitman, Pitman Safety Solutions 548-388-5464

Reports can be verbal or written. Anonymous reporting options will be made available through the reporting form.

If the report concerns a member of the Council, the complaint may be submitted to the Township Integrity Commissioner following the applicable procedures.

8. Investigation

Depending on the nature of the violence report, the Township may be required to advise the police of the matter. The Township will comply with all lawful requests from police, as required under the circumstances.

All reports will be treated seriously and investigated promptly, fairly, and with confidentiality. Disciplinary action, up to and including termination, may be taken in response to substantiated allegations.

If a worker needs assistance submitting a complaint or through the investigation process, the following resources may be of assistance:

- Union Representative (for CUPE Local 35.7 members)
- Health & Safety Representative
- Joint Health & Safety Committee
- Human Rights Legal Support Centre
- Employee and Family Assistance Plan

Depending on the nature and severity of the matter, the Township may

9. Domestic Violence

Employees experiencing domestic violence that could impact workplace safety are encouraged to seek support. The Township will take every reasonable precaution to protect affected individuals and their co-workers. Confidential referral services are available.

10. No Reprisal

There will be no retaliation against anyone who reports workplace violence or participates in an investigation into such incidents. Reprisals will be treated as serious policy violations.

11. Training

All Township employees will receive training on the following:

- This policy and related procedures

- How to recognize, report, and respond to workplace violence
- Training will be provided during onboarding and refreshed regularly to ensure ongoing support.

12. Review

This policy will be reviewed annually or as needed to reflect changes in legislation, risks, or operational practices.

13. Revision History:

Version	Effective Date	Revision Notes
01	2023-04-11	New version, approved by Council – replaces 2005 RITW Violence and Harassment Policy
02	2025-07-14	Updated version, approved by Council

14. Related Policies:

HS-01-001 Health & Safety Policy Statement

HS-02-001 Workplace Harassment Policy



Joint Annual Accessibility Status Report 2023/2024

A summary of Elgin County and its Local Municipal Partners accomplishments towards
inclusion and accessibility in 2023 and 2024

Elgin County and Local Municipal Partners Joint Annual Accessibility Status Report 2023 and 2024

Objectives and Purpose

This is the County of Elgin and its Local Municipal Partners (LMPs) Annual Accessibility Status Report update. In 2015, Elgin County released its second Multi-Year Accessibility Plan, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11). The plan outlined the County's strategy to prevent and remove barriers to accessibility, which includes how to meet requirements under the AODA.

In 2021, the County released its first Joint Multi-Year Accessibility Plan (MYAP), which includes the County of Elgin and its seven Local Municipal Partners' accessibility progress, goals and timelines for the next five years. As a result of the MYAP becoming a joint effort, it allowed the Annual Accessibility Status Reports to become streamlined and collaborative rather than requiring each LMP to create their own.

This Status Report includes the accessibility initiatives that were completed in 2023 and 2024 to implement the strategy outlined in the Joint Multi-Year Accessibility Plan.

The purpose of this Status Report is to make the public aware of Elgin County and its LMPs' progress with accessibility implementation and to prevent and remove barriers and meet requirements under the AODA and IASR.

Compliance Reporting

For the 2023 report, Elgin County was able to claim compliance and continues to work on maintaining web compliance and document accessibility. Any LMPs who claimed non-compliance are working with the Ministry for Seniors and Accessibility to ensure compliance is achieved.

Commitment Statement

The County of Elgin and its LMP's statement of commitment establishes the vision and goals for the Municipalities to meet the legislated accessibility requirements. The statement of commitment is publicly available on the County website, accessibility policy and Joint MYAP.

The County of Elgin and its LMPs are committed to identifying, eliminating and preventing barriers and improving accessibility for people with disabilities in a manner that respects dignity, independence, integration and equal opportunity.

The County of Elgin and its LMPs recognize the diverse needs of all of our residents and customers and will respond by striving to provide goods, services and facilities that are accessible to all.

The County of Elgin and its LMPs are committed to being responsive to the needs of all of our residents and employees. In order to meet the needs of people with disabilities the Municipalities will:

- Ensure policies address dignity, independence, integration and provide for equal opportunity for people with disabilities
- Allow people with disabilities to use their own personal devices to obtain, use or benefit from the services offered by the County and LMPs
- Accommodate the accessibility needs of people with disabilities to ensure they can obtain, use, or benefit from the County and LMPs goods, services, programs and facilities
- Communicate with people with disabilities in a manner that is considerate of the person's disability

The County of Elgin and its LMPs will promote accessibility by ensuring that compliance is met for all regulations made under the Accessibility for Ontarians with Disabilities Act, 2005. In order to ensure that timelines are met, The County and its LMPs will establish, implement and maintain a Joint Multi-Year Accessibility Plan. The plan will outline the County and its LMPs strategy to prevent and remove barriers to people with disabilities. The plan will be updated on an ongoing basis, as needed, to ensure it remains current and aligns with the IASR.

Continuous Achievements in Accessibility

- The County of Elgin and its LMPs focus on removing barriers which may exist in our buildings and facilities, while ensuring that new buildings, leases, and renovations do not create any new barriers
- Elgin County/Central Elgin Joint Accessibility Advisory Committee continues to meet and review accessibility initiatives
- The County of Elgin and its LMPs continue to comply with the requirements of the *Integrated Accessibility Standards Regulation* including continuing to train staff, volunteers and third parties who interact on behalf of the Municipalities on an ongoing basis
- All library branches continue to provide accessible materials and communication supports upon request. In addition, the libraries have several accessible materials and resources available including but not limited to: large print books, audio books, CELA Library loan access, electronic materials with zoom features, hand-held magnifiers as well as ZoomText with large print keyboards
- Continue to review customer feedback and take appropriate action
- The County of Elgin and its LMPs are continuously looking into new accommodation options for people with disabilities
- Use of technology such as eScribe to ensure that Council agendas and minutes are completely accessible as well as maintaining website compliance achieved
- Continue to explore and monitor potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility

Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart and Investing in Canada Infrastructure Program.

Highlights of 2023 and 2024

The County of Elgin accomplished the following in 2023/2024:

- Completed the County Administration Building elevator update that includes 2 new elevators compliant with all AODA requirements that provide access to all floor levels for staff, tenants and the public
- Completed the Terrace Lodge Redevelopment project that included designs to support accessibility requirements and likely exceeding those requirements
- Reviewed and provided recommendations for the accessible off-street parking in the back and front parking lots at the County Administration Building to ensure it is compliant with the IASR requirements for accessible parking spaces
- Obtained approval from Council for the Joint Diversity, Equity and Inclusion Plan 2024-2026
- Redeveloped the Elgin County website (including for Library, Tourism, Economic Development, and Homes) to ensure full compliance with the WCAG 2.0 Level AA requirements
- Updated the Accessibility Policy, Emergency Response Policy, and Accommodations Policy to meet best practices
- Plan for adoption of more accessible Library front-end catalogue software, with implementation in 2025.
- Received approval for projects under provincial Inclusive Community Grants Program to support the creation of accessible, age-friendly outdoor leisure and reading spaces at Straffordville Library, West Lorne Library, Elgin County Heritage Centre and Terrace Lodge, as well as accessible exterior book drops at Straffordville and Dutton Libraries.
- Launch of the library mobile service to long-term care residents and staff in Terrace Lodge and Elgin Manor.
- Hosted a Fireside Chat with London Deputy Mayor Shawn Lewis, London's first openly gay member of city council at the Belmont Library
- Libraries participate in the Indigenous Reads program annually and Dutton library staff led a reading in Dutton on September 30th as part of National Truth and Reconciliation Day.
- Participation in MI Understanding and MI Friends children's mental health support programs.
- Monthly visits and partnership with Oneida Friendship Resource Centre.
- Preparation of booklists, collection support resources and promotional materials for inclusive activities and events such as Black History month, International Women's Day, Alzheimer Awareness month,

National Seniors' month, Movember for Men's Health, and Pride months.

- Chair yoga at Springfield and Belmont libraries
- Dementia Friendly training through Alzheimer Society Southwest Partners – To all staff as part of staff development day and further training / public awareness sessions unfolding within each library branch
- Libraries hired a student to undertake an IDEA audit of the Library's physical collection through Young Canada Works. Project entails an audit of approximately a thousand published items to determine on-going suitability for the collection. Assessment criteria includes identification of the main character(s), author, and content, as well as the use of appropriate subject headings and as reviewed against several diversity measures.
- Development of "Healthy Brain Kits" collection to support all levels of brain health and in partnership with the Alzheimer Society Southwest Partners.
- Refresh and repackaging of the Library's Literacy collection. The Adult collection is complete, and the Juvenile collection is expected to be completed in early 2025.
- Continued ordering and purchasing of "Wonderbooks", Yoto Cards and Yoto Bundles, and decodable books to support children's learning to read and the joy of reading with these pedagogies.
- Launch of mural "Oneida Settlement Journey, 1840" at Elgin County Heritage Centre, June.
- County Council adoption of comprehensive revisions to the Museum's Collections Management Policy which formally affirms the Museum's commitment to diversity, equity, inclusion and Indigenous rights.
- St George Street – enhanced 3 crosswalks to confirm to AODA incl. tactile warning plates and line painting, separated existing sidewalk from roadway with 1.5m landscape boulevard to increase public safety perception and steel beam guiderail due to public concerns regarding safety
- East Road PXO – Awarded contract for the design and construction of a Level 2 – Type 'B' accessible crosswalk and new sidewalk to link NE Port Stanley with Downtown amenities to remove the need for a vehicle and promote active transportation

**Elgin County / Central Elgin Joint Accessibility Advisory Committee (JAAC)
reviewed and provided consultation on:**

- The updates made to the Accessibility Policy, Emergency Response Policy, and Accommodations Policy

- The updates to the Accessibility Content Style and Design Guide and Creating Accessible Documents Guide
- The updates made to the Town of Aylmer's Willow Run recreational trail, the Township of Malahide's reconstruction of the accessible ramp and additional parking spaces at the Municipal Building, and the Municipality of West Elgin's addition of on-street accessible parking spaces in Rodney
- The concern regarding snow removal in parking lots
- Recommendation made to ensure snow removed is not placed in accessible parking spaces and instead put in a non-accessible space or off-site
- The construction project for the East Road Multi-Use Pathway in Port Stanley
- The JAAC planned and co-hosted the AccessAbility Open House with the City of St. Thomas on September 28, 2023 at the Memorial Arena and again on June 1, 2024 at the Joe Thornton Community Centre.

The Municipality of Bayham accomplished the following in 2023/2024:

- Continued making changes to the municipal website to ensure compliance with the WCAG 2.0 Level AA requirements
- Tendering and start of construction on Marine Museum accessibility upgrades
- Design and permitting for accessible canoe/kayak launch

The Municipality of Central Elgin accomplished the following in 2023/2024:

- Joint Accessibility Advisory Committee (JAAC) reviewed the updated terms of reference in 2024
- Website provides accessibility function and has an accessibility feedback form
- Continue to promote e-transfer payment options for residence
- Provide accommodations on job postings, providing alternative meeting spaces to accommodate candidates and alternative work arrangement to accommodate employees
- Continue to maintain programs already established in External Pathways Recreational Trails, Play Spaces, Off-Street Parking and Rest Rooms
- Continue to look for and advance upon funding opportunities, re-applied to the Green Infrastructure Community Building Grant (GICB)
- Conducted building conditions assessment on Municipal owed building which included an accessibility component
- Continue to service residents and provide accommodations when requested

- Ensures that all Council materials receive an accessibility review via Adobe Pro before publishing Agendas.
- Continues to ensure closed captioning for all live-streamed meetings.
- Provides opportunities for community members to be heard and participate in decision-making processes, such as JAAC.
- Offer car-side Commissioner of Oaths for individuals who aren't able to easily access the municipal office.
- Recognize Truth and Reconciliation Day and encourage staff to participate in educational opportunities.

The Municipality of Dutton Dunwich accomplished the following in 2024:

- Accessible ramp and railing and new accessible entrance doors at town hall was completed in the spring.
- Completion of a new website with a citizen portal for residents to complete municipal business 24/7.
- Reapplied to the 2023-2024 Enabling Change Program Grant (small projects component) to fund an accessible service counter.
- Implemented a Diversity, Equity, and Inclusion Policy with education for all employees.
- Working with the County to create an additional accessible parking spot at the main accessible entrance on Currie Road (County owned road).
- Accessible counters, sinks, and faucets installed in the public washroom at the Municipal Office.
- Fully accessible Service Ontario service counter completed.
- Accessible staff lunchroom and kitchen completed.
- Successfully continue to digitize our TOMRMS filing system so employees can access any files should they need to work from home if an accommodation is required.
- Accessible sidewalks/tactile plates installed on: Mary Street from McIntyre Street to Nancy Street. Partial sidewalk replacement on Leitch Street at the intersection of Mary Street.
- Partial sidewalk replacement on Marsh Line. There are no tactile plates as no intersection is involved
- 2 Baseball Diamonds have accessible benches and access to fields, including on field that had accessible bleachers

The Town of Aylmer accomplished the following in 2023/2024:

- Reviewed recruitment/ candidate pool generation existing and best practices to increase diversity of job applicants and new staff hired.

- Provided opportunities for community members to be heard and participate in decision-making processes through public engagement aimed at engaging a diverse community. The goal to improve collaboration with diverse community members and organizations in Aylmer.
- Held Community Round Table on Old Town Hall, and 2025 Budget Process
- Established Old Town Hall Advisory Committee to leverage stakeholder insights on increasing the facilities usage.
- Establishment of a corporate communication policy (2021) to implement best practices, with the goal of engaging a diverse community.
- Continued growth of the Town's social media pages, including the addition of a community event calendar to the Town's website, and an associated this weekend in Aylmer events post.
- Encouraged opportunities for cross-training and job shadowing across the organization.
- Continued work with community organizational stakeholders to ensure that diverse populations are able to effectively and efficiently engage with Town programs and services. Part of this includes engaging diverse communities in a meaningful way.
- Town adopted Elgin County and the Local Municipal Partners DEI Plan, and utilized it in the process of considering applicants for the Police Services Board
- Monitored services to ensure they are accessible, inclusive and equitably provided
- Upgraded front service desk with tray for customers to complete paperwork, and set personal items
- Created more opportunities to engage youth and seniors.
- Provided opportunities to welcome newcomers to the municipality.
- Staff now delivering all new property owners an information package on Town services
- Staff have additionally prepared and now distribute a new business package, with a list of local supports.

The Township of Malahide accomplished the following in 2023/2024:

- Reviewing and updating the Corporate Procurement Policy to include a barrier-free purchasing perspective.
- Updated accessibility training modules onto an all-encompassing, online training platform with updated modules and accurate, automated record tracking
- Accessible format alternatives to documents upon request

- Staff training on creating accessible documents
- Continual review of website and social media platforms to ensure accessibility compliance.
- Update HR Policy B-4.3 Accommodating Special Needs to reflect industry best practices and IASR requirements
- Created Return to Work Process and Return to Work Plan for employees
- New engineered wood fibre placed at 4 playgrounds in the Township.
- Malahide Community Place, South Dorchester Hall, and Wonnacott Park have had materials added to enhance the existing surfaces, resulting in significant upgrades
- Removed the gravel surface at Mill Street Park and replaced it with engineered wood fibre.
- Created a Customer Service Connect, Supports & Engage portal to with fillable forms for multiple departments that customers may need assistance with.
- Continue to work with the County Accessibility monitoring potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program
- Accessibility AODA Online Training Module and Human Rights 101 Third Edition - all new employees and current employee complete online training.
- Customer Feedback Form - a mechanism for customers to file concerns regarding accessibility.
- Customer Service Policies - various accessible formats and supports - QR codes, website, print option, in person, by phone
- Recruitment - notice on each posting to include accessible options and accommodations.

The Township of Southwold has accomplished the following in 2023/2024:

- Reviewed and updated Accessibility Policy
- Implemented a Diversity, Equity and Inclusion Policy
- Continue to digitize our TOMROMs filing system so employees can access files should they need to work from home as an accommodation due to any issues.
- Continued training on accessibility to staff to ensure compliance(ongoing)
- Continued staff training regarding WCAG 2.0 Level AA compliance
- Continue to make changes to the Township website to ensure compliance with WCAG 2.0 Level AA requirements
- Continue to make changes to Township Facebook page to ensure compliance with the WCAG2.0 Level AA requirements
- Repainted and realigned accessibility parking spaces at Township facilities, including the municipal office and Southwold Keystone Complex and Library

- Added extra mulch to Township playgrounds to ensure firm playing surface.
- Purchased a new sidewalk plow to improve sidewalk and accessible walkway maintenance.
- Applied for Trillium Capital Grant funding for accessible trail in Fingal
- Applied for funding under the Community Sport and Recreation Infrastructure Grant for recreational trails between the Southwold Keystone Complex and Corsley Park.
- Installed new municipal gateway signage and village signs with reflectivity for easier wayfinding.
- Initiated construction on a New Fire Hall which includes accessible access points and washrooms
- Updated and adopted the Individual Accommodation policy in the Township's Personnel Policy Manual
- Updated and adopted the Loss of License policy in the Township's Personnel Policy Manual (includes job protection & requirement for accommodation for medically related license loss)

Availability of the Plan and Status Report

The Multi-Year Accessibility Plan and Annual Accessibility Status Reports can be accessed through Elgin County's website on the [Accessibility Page](https://www.elgincounty.ca/accessibility/):

<https://www.elgincounty.ca/accessibility/>

Contact Information

For more information contact – Elgin County's HR Manager Emily Waldick:

Phone 519-631-1460 ext 167

Fax 519-633-7785

Email ewaldick@elgin.ca

Mail Emily Waldick, HR Manager
County of Elgin, Human Resources Dept.
450 Sunset Drive,
St. Thomas, ON N5R 5X7

Accessible formats and/or communication support(s) are available upon request.



June 19, 2025

Delivered by Email

Member Municipalities
Elgin County
Middlesex County

Subject: Bill 5 and Bill 17

At its June 18, 2025 Full Authority meeting, Kettle Creek Conservation Authority reviewed correspondence from Conservation Ontario pertaining to Bill 5, the *Protect Ontario by Unleashing our Economy Act* and Bill 17, *Protect Ontario by Building Faster and Smarter Act* and associated regulations.

Members requested that Conservation Ontario's correspondence on these two Bills be forwarded to our member municipalities and neighbouring Counties to inform your own discussions and advocacy efforts.

Sincerely,

Elizabeth VanHooren
General Manager/Secretary Treasurer

Encl.

Conservation Ontario's comments on the "*Special Economic Zones Act*" May 17, 2025

Conservation Ontario's Comments on Bill 17, *Protect Ontario by Building Faster and Smarter Act* June 22, 2025



May 17, 2025

Via Email: specialeconomiczones@ontario.ca

Re: Conservation Ontario's comments on the "Special Economic Zones Act, 2025" (ERO#025-0391)

Bill 5, the *Protect Ontario by Unleashing our Economy Act, 2025* proposes to amend existing and enact new legislation, including the *Special Economic Zones Act, 2025*. Upon proclamation, the *Special Economic Zones Act* will provide regulation-making authorities to the Lieutenant Governor in Council (LGIC) and applicable Minister to make criteria for and to designate "special economic zones", "trusted proponents", and "designated projects".

Once established, designated projects undertaken by trusted proponents in special economic zones may receive exemptions or modifications to specified legislative or regulatory permitting, approvals, or other similar requirements. The proposed legislation may apply in any area of Ontario, and to any provincial Act, regulation or instrument, including municipal by-laws.

Conservation Ontario and the 36 Conservation Authorities (CAs) share the government's commitment to identify process improvements and provide timely approvals to support development priorities. We are committed to supporting a strong provincial economy, safe housing and critical infrastructure development, and safeguarding sources of municipal drinking water. CAs are dedicated to providing client service excellence for all development proponents.

Providing strong protections for people and property from risks related to natural hazards and existing and future sources of municipal drinking water are essential to support economic development and safe and prosperous communities. Conservation Ontario recommends that natural hazard permitting requirements under the *Conservation Authorities Act* and policies set out in the source protection plan under the *Clean Water Act* continue to apply in any designated special economic zones. The continued application of these regulations and policies will balance potential risks and further support safe and healthy communities.

Ontario's natural hazard regulatory framework is essential to protect housing, critical infrastructure, and the public from natural hazard impacts, including flooding and erosion. The success of Ontario's hazard management framework and the Conservation Authority

model is recognized for minimizing flood hazard risks to housing compared to other provinces, resulting in considerably lower insurable losses. This coordinated and hazard/risk-based framework is strongly supported by Ontario's Special Advisor on Flooding in their report "*An Independent Review of the 2019 Flood Events in Ontario*".

Conservation Authorities play a critical role in the protection of sources of municipal drinking water as Source Protection Authorities (SPAs) under the *Clean Water Act*. Lead SPAs are responsible for developing, updating and assisting in the coordination and implementation of the source protection plan(s) to protect existing and future sources of drinking water. All Source Protection Plans are approved by the Minister of Environment, Conservation and Parks.

The *Clean Water Act* appropriately establishes a high standard for the protection of drinking water quality and quantity and requires that in case of conflict between a provision of that Act and another Act or regulation, that the provision that provides the greatest protection to the quality and quantity of the water prevails. Maintaining this requirement under the *Clean Water Act* is necessary to ensure the strongest available legislative and regulatory protection is applied to safeguard drinking water quantity and quality. This multi-barrier approach to ensuring the safety of Ontario's drinking water was strongly supported by Commissioner O'Connor in the 2002 "*Report of the Walkerton Inquiry*".

Conservation Authority staff bring decades of specialized expertise balancing development pressures and finding local solutions to complex matters. Both Conservation Ontario and Ontario's 36 CAs welcome opportunities to strategically collaborate with provincial and municipal governments to ensure provincial development priorities are planned and implemented safely, supporting long-term economic prosperity and a healthy environment.

Thank you for the opportunity to review and provide comments on the "Special Economic Zones Act, 2025" (ERO#025-0391). We would be pleased to further discuss these comments at your convenience.

Sincerely,

Dave Barton

Dave Barton
Chair, Conservation Ontario

Angela Coleman

Angela Coleman
Chief Administrative Officer / General
Manager, Conservation Ontario

c.c. All CA CAOs/GMs



June 11, 2025

Ministry of Municipal Affairs and Housing Provincial Planning Branch
777 Bay Street, 13th Floor
Toronto, ON
M7A 2J3

Re: Conservation Ontario's comments on "Proposed Planning Act and City of Toronto Act, 2006 Changes (Schedules 3 and 7 of Bill 17 - Protect Ontario by Building Faster and Smarter Act, 2025)" (ERO#025-0461), "Proposed Regulations- Complete Application" (ERO#025-0462), and the "Proposed Regulation- As-of-right Variations from Setback Requirements" (ERO#025-0463).

Bill 17, *Protect Ontario by Building Faster and Smarter Act, 2025*, received Royal Assent on June 5, 2025, amending eight pieces of legislation, including the *Planning Act* and *City of Toronto Act, 2006*. The amendments alter or exempt certain planning requirements and approval processes related to minor variances and elementary schools, enable enhanced oversight for projects proceeding through a Minister's Zoning Order (MZO), and provide regulation-making authority to create rules regarding study requirements for complete applications.

Conservation Ontario is the voice of Ontario's 36 Conservation Authorities.

Conservation Ontario supports the government's commitment to timely and transparent planning and development approvals.

- We appreciate the provincial government's continued commitment to ensuring development does not occur on hazardous lands, as noted in ERO#025-0461.
- Strong natural hazard planning and regulatory frameworks are essential to protect housing, sensitive institutional uses such as schools, hospitals and care facilities, critical infrastructure, and the public from natural hazard impacts, including flooding and erosion.

Conservation Ontario is committed to the goals of:

- **Protecting people, property, and infrastructure from the impacts of natural hazards; and,**
- **Protecting sources of municipal drinking water.**

Conservation Ontario believes that achieving these goals requires informed planning supported by a comprehensive understanding of hazard areas and significant (drinking water) threat policies within municipal jurisdictions.

- Municipalities rely on Conservation Authorities¹ for mapping for hazardous lands and sites in municipal planning documents, including Official Plans and Zoning By-Laws.
- Working with Source Protection Authorities, municipal planning documents further incorporate significant drinking water threat policies that must be 'conformed with' and other policies that they 'have regard to' arising from their local Source Protection Plan.

Conservation Ontario provides the following comments on select aspects of these proposals. A summary is provided in Attachment 1. These comments are limited to changes implemented through Bill 17 and are not reflective of the full suite of proposed changes as outlined in the Province's Bill 17 Technical Briefing Deck.

1. Minor Variances (As-of-Right Variations from Setback Requirements)

- Bill 17 enables new regulation-making authority to allow variations to a municipal zoning by-law to be permitted "as of right" if a proposal is within a percentage of the required setback on specified lands (currently proposed to be 10%).
- These provisions would only apply to buildings or structures on urban residential lands outside of the Greenbelt Area and would further exclude any area that is within 120 m of certain hazardous lands (including shorelines) and lands within 300 m of most railways.

Conservation Ontario supports process improvements to facilitate safe housing and infrastructure development, while ensuring that development occurs outside of hazardous lands.

- Recent publications^{2,3,4} highlight limited municipal capacity to map and effectively manage flooding and other natural hazards, emphasizing the need for collaborative partnerships with Conservation Authorities to ensure hazardous areas are accurately reflected in municipal planning documents.

¹ Ontario Ministry of Municipal Affairs and Housing. (2024). *Provincial Planning Statement, 2024*. Policy 5.2. Government of Ontario.

² Office of the Auditor General of Ontario. (2022). *Value-for-Money Audit: Climate Change Adaptation: Reducing Urban Flood Risk*.

³ Office of the Auditor General of Ontario. (2024). *Follow-up on the 2022 Performance Audit: Climate Change Adaptation: Reducing Urban Flood Risk*.

⁴ McNeil, D. (2019). *Ontario's Special Advisor on Flooding Report to Government: An Independent Review of the 2019 Flood Events in Ontario*.

- To ensure “as-of-right” setback reductions do not have the effect of siting development in areas impacted by natural hazards, Conservation Authorities will continue to collaborate with municipal partners to ensure current hazard mapping is incorporated into municipal Official Plans and Zoning By-Laws.

2. Study Requirements and Certified Professionals

- Bill 17 enables new regulation-making authority to specify the type and topics of studies/reports that may be requested as part of a complete application under the *Planning Act* and limit complete application study/report requirements to what is currently outlined in Official Plans, unless otherwise approved by the Minister.
- Applications made under the *Planning Act* are often accompanied by municipally requested technical studies or reports to confirm site constraints, policy compliance, and assess impacts on infrastructure, municipal drinking water sources, and public health and safety.

Conservation Ontario recommends future regulations enable municipalities to require studies/reports used to confirm consistency with provincial policies related to natural hazards and applicable drinking water source protection policies as part of a complete application.

- Supporting studies and reports provide approval authorities with technical information to make informed decisions on development proposals.
- These studies ensure the proposed development does not negatively impact natural hazards, safeguard sources of municipal drinking water, and maintain a high standard of public safety.
- A list of potential study/report topics and types is provided in Attachment 2.

- Amendments further require municipalities to accept studies/reports prepared by “prescribed professionals” as “final” for the purpose of determining a complete application.
- It is anticipated that a range of professions / professional designations may be included in a future regulation, each with varying technical expertise to support the development of municipally-requested studies/reports.

Conservation Ontario recommends the regulation clarify the specific designations and expertise for “prescribed professionals”, specific to each report type, to ensure studies/reports are prepared by appropriate professionals.

3. Streamlined Planning Approval for Schools

- Bill 17 provides “as-of-right” permission to locate public elementary and high schools on urban lands zoned for residential uses. The Bill further exempts the placement of all portable classrooms at public schools from site plan control.

Conservation Ontario supports efforts to facilitate timely and safe development of institutional uses, such as schools and day-care facilities.

- As previously noted, we recommend municipal zoning resources be updated to ensure development is not situated in hazardous lands or sites, further to prohibitions in policy 5.2.6 (a) of the Provincial Planning Statement, 2024.
- Consideration should also be given to scoping “as-of-right” provisions to exclude areas subject to natural hazards and/or areas where safe access cannot be achieved.

Conservation Ontario recommends in lieu of the requirement for a Zoning By-Law Amendment, a streamlined review process to confirm that natural hazards do not pose a safety threat for the siting of schools and day-care facilities.

- Conservation Authorities are prepared to assist municipal partners with an expedited review to help facilitate timely and safe development.

4. Minister’s Zoning Orders

- Bill 17 provides the Minister with the ability to impose enforceable conditions on municipalities or proponents that must be met before a use permitted by a Minister’s Zoning Order comes into effect.

Conservation Ontario supports using this new authority to improve transparency and effective implementation of MZOs.

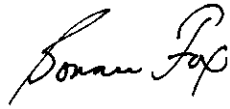
For example, conditions could be applied to request completion of satisfactory studies/reports, or inclusion of appropriate safeguards for drinking water sources or against the impacts of natural hazards (e.g., flooding and erosion).

Conservation Ontario requests that the Province, when considering a request for a Minister’s Zoning Order, consult with affected municipalities and Conservation Authorities on potential conditions.

Thank you for the opportunity to review and provide comments on “Proposed Planning Act and City of Toronto Act, 2006 Changes (Schedules 3 and 7 of Bill 17 - Protect Ontario by Building Faster and Smarter Act, 2025)” (ERO#025-0461), “Proposed Regulations– Complete

Application" (ERO#025-0462), and the "Proposed Regulation- As-of-right Variations from Setback Requirements" (ERO#025-0463). We would be pleased to further discuss these comments at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Bonnie Fox". The signature is fluid and cursive, with the first name "Bonnie" written in a larger, more prominent script than the last name "Fox".

Bonnie Fox
Policy and Planning Director

c.c. Conservation Authority CAOs/GMs

Attachment 1: Summary

1. Conservation Ontario supports the government's commitment to timely and transparent planning and development approvals.
2. Conservation Ontario is committed to the goals of:
 - a. Protecting people, property, and infrastructure from the impacts of natural hazards and
 - b. Protecting sources of municipal drinking water
3. Conservation Ontario believes that achieving these goals requires informed planning supported by a comprehensive understanding of hazard areas and significant (drinking water) threat policies within municipal jurisdictions.
4. Conservation Ontario supports process improvements to facilitate safe housing and infrastructure development, while ensuring that development occurs outside of hazardous lands.
5. Conservation Ontario recommends future regulations enable municipalities to require studies/reports used to confirm consistency with provincial policies related to natural hazards and applicable drinking water source protection policies as part of a complete application.
6. Conservation Ontario recommends future regulations clarify the specific designations and expertise for "prescribed professionals", specific to each report type, to ensure studies/reports are prepared by appropriate professionals.
7. Conservation Ontario supports efforts to facilitate timely and safe development of institutional uses, such as schools and day-care facilities.
 - a. Conservation Ontario recommends in lieu of the requirement for a Zoning By-Law Amendment, a streamlined review process to confirm that natural hazards do not pose a safety threat for the siting of schools and day-care facilities.
8. Conservation Ontario supports the use of new MZO authority to improve transparency and effective implementation of MZOs.
 - a. Conservation Ontario requests that the Province, when considering a request for a Minister's Zoning Order, consult with affected municipalities and Conservation Authorities on potential conditions.

Attachment 2: Potential Studies/Reports that Municipalities may request to support complete applications under the *Planning Act*

The following studies are examples of what may be required to support informed decisions on applications submitted under the *Planning Act*. These lists are not exhaustive. The specific proposal, geographic context, and applicable local policies will further scope necessary studies. Where study/report recommendations are put forward by Conservation Authorities through their mandatory plan review and input roles, CAs will work with municipal partners to scope study requirements to capture necessary details to support municipal decision-making.

1. Studies required by Source Protection Plan policies. Examples include, but are not limited to:

- a. Groundwater Impact Studies (in areas identified as significant Groundwater Recharge Areas).
- b. Hydrogeological analysis / risk assessment (where proposed development may pose risk to vulnerable aquifers).
- c. Water balance assessment.
- d. Intake / wellhead vulnerability mapping.
- e. Transport Pathway Vulnerability Assessment.

2. Studies required to assess consistency with provincial natural hazard policies (e.g., PPS, 2024) and conformity with natural hazard policies in provincial plans. Examples include, but are not limited to:

- a. Detailed site plan / site screening report.
- b. Studies/ reports to assess potential flooding hazards (*e.g., flood plain study reports, flood hazard assessments, hydraulic modelling, topographic report, grading plan, drainage catchment assessments, post-development drainage plans, etc.*)
- c. Studies / reports to assess potential erosion hazards (*e.g., geotechnical investigations / assessments, erosion hazards assessments [meander belts, slope stability, etc.], sediment and erosion control plans, etc.*)
- d. Studies / reports to assess potential shoreline/coastal hazards (*e.g., coastal hazard / engineering assessment, shoreline stability report, etc.*)
- e. Studies / reports to assess potential wetland hazards/impacts (*e.g., hydrological evaluations / water balance, wetland delineation study, scoped Environmental Impact Study, etc.*)
- f. Studies / reports to assess potential stormwater management needs (*e.g., stormwater management report, functional servicing report, etc.*)

THE HONOURABLE ROBERT BLACK
SENATOR – ONTARIO



L'HONORABLE ROBERT BLACK
SÉNATEUR – ONTARIO

SENATE | SÉNAT
CANADA

June 13, 2025

Mayor Grant Jones
Township of Southwold
General Delivery
35663 Fingal Line
Fingal Ontario N0L 1K0

Dear Mayor Jones,

I am writing you to raise an important issue impacting provinces, territories and municipalities across Canada that requires your immediate attention and action.

In June 2024, the Standing Senate Committee on Agriculture and Forestry (AGFO) tabled a report on soil health in Canada that was completed over an 18-month period. This report examined the state of soil health across Canada, the effects of soil pollution and contamination, as well as domestic and international practices in place to protect, preserve and conserve soil.

Our report found that soil is at risk. Canada, along with other countries around the world, are losing substantial amounts of healthy, useable soil that is needed to grow food to feed our nation. In addition, there are over 20 million contaminated sites around the world, and more than 30 per cent of the world's soil is already degraded, meaning it has significantly lost its ability to grow food, hold water or support plants and animals. The Food and Agriculture Organization of the United Nations (FAO-UN) estimates that 90 per cent of the world's soil will be degraded by 2050, if something is not done.

Climate change is causing extreme weather events and unpredictable weather that causes soil degradation. Farmers may not have the financial means or resources to use sustainable methods to preserve their soil and agricultural lands full of rich soil are being paved over to build infrastructure and housing. While the agriculture sector faces these issues, there is little being done to ensure that soil is being protected.

If Canada continues down this path and does not prioritize the protection of farmlands and the conservation of soil health, we will find ourselves lacking the agricultural land we need to sustain our ever-growing country. We will lose the ability to not only feed Canadians but the world!

The preservation of Canadian soil requires a whole of government approach. While many recommendations in the report specifically call on action by federal and provincial governments, municipal governments are equally as equipped to assist in this endeavor. With your support, we can work to keep this issue front of mind for all government officials, so that soil protection and conservation is taken seriously and met with meaningful action.

In April 2025, I had the pleasure of presenting our soil report and recommendations to the Township of Amaranth Council in Dufferin County. The response I received from this visit was tremendous, with the Council putting forward a resolution that supports all the recommendations outlined in the AGFO soil report. This initiative pushes us forward in the fight to save our soil and reiterates to all levels of government the urgency of this issue.

Subsequently, the Township of North Wellington Council passed a similar motion of support.

Enclosed, you will find a QR Code to access the AGFO soil report, and copies of the Township of Amaranth and Township of Wellington North resolutions. I implore you to read the report, the 25 recommendations on how to best protect, preserve and conserve our soils, the federal government's response, as well as the municipal resolutions put forward this spring. And hopefully you will consider supporting the resolution and pass a similar one at a future council meeting.

I am committed to continue advocating for soil health in the Red Chamber, and I hope that the agriculture sector has your support in this endeavor. It is important that we work together to ensure we will have the land we need to continue feeding our country now and for years to come.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Black', with a stylized flourish at the end.

The Hon. Robert Black, P. Ag. (Hon)
Senator (Ontario)

c.c.: All Municipal Councils across Ontario

Attachments (3)



374028 6TH LINE • AMARANTH ON • L9W 0M6

April 16, 2025

The Standing Senate Committee on Agriculture and Forestry
The Senate of Canada
Ottawa, Ontario K1A 0A4

**Re: Critical Ground: Why Soil is Essential to Canada's Economic,
Environmental, Human and Social Health**

Following a presentation and discussion from The Honourable Robert Black at the regular meeting of Council held on April 16, 2025, the Township of Amaranth Council passed the following motion:

Resolution #: 3

Moved by: G. Little **Seconded by:** A. Stirk

Whereas the Township of Amaranth 2023 Strategic Plan included a vision statement "To grow a strong, vibrant rural and agricultural community" and a goal to "Protect our agricultural land and promote the farming economy"

And Whereas the Standing Senate Committee on Agriculture and Forestry published a report in 2024 titled "Critical Ground: Why Soil is Essential to Canada's Economic, Environmental, Human and Social Health" that contained twenty five (25) recommendations in total for the federal government, two of which also provided recommended actions for provincial and territorial governments.

And Whereas, Recommendation 7 of Critical Ground stated that "The Government of Canada encourage provinces, territories, and municipalities to develop measures—as a form of land use planning—that best preserve and protect agricultural land in their jurisdictions."

Therefore be it resolved that the Township of Amaranth fully support all of the Recommendations included within Critical Ground and will consider how to implement the Recommendations contained within Critical Ground when completing a review of the Township of Amaranth Official Plan.

And further that the Township of Amaranth urge the Government of Canada and the Province of Ontario to implement all the recommendations contained within Critical Ground and commit to recognizing a sense of urgency and act accordingly in order to protect and conserve soil as per Recommendation 25.


And further that this motion be circulated to the following parties:

- *All local municipalities within the County of Dufferin*
- *MPP Hon. Sylvia Jones*
- *Hon. Todd McCarthy, Ministry of Environment, Conservation and Parks*
- *Hon. Trevor Jones, Minister of Agriculture, Food and Agribusiness*
- *Hon. Lisa Thompson, Minister of Rural Affairs*
- *MP Hon. Kyle Seebach*
- *Federal Ministry of Environment and Climate Change*
- *Federal Minister of Agriculture and Agri-Food and Rural Economic Development*
- *Rural Ontario Municipal Association*
- *Association of Municipalities of Ontario*
- *Federation of Canadian Municipalities*
- *Dufferin Federation of Agriculture*
- *Ontario Federation of Agriculture*
- *Senate Standing Committee on Agriculture and Forestry*
- *Premier of Ontario*
- *Prime Minister of Canada*

CARRIED

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,



Nicole Martin, Dipl. M.A.
CAO/Clerk



Township of Wellington North Council meeting of June 2, 2025

RESOLUTION

Whereas the Standing Senate Committee on Agriculture and Forestry published a report in 2024 titled "Critical Ground: Why Soil is Essential to Canada's Economic, Environmental, Human and Social Health" (the Report) that contained twenty five (25) recommendations in total for the federal government;

And whereas the work that Senator Black has done to bring not only the importance of soil to the forefront for the federal government, but Canadian agriculture - in specific Ontario agriculture, food security and how much the Ontario agricultural industry contributes to the federal and provincial Gross Domestic Product, is of critical significance to Wellington North - indeed all of Wellington County.

Therefore be it resolved that the Township of Wellington North fully supports all of the recommendations included in the Report;

And that the Township of Wellington North urge the Government of Canada and the Province of Ontario to implement all the recommendations contained within the Report and commit to recognizing a sense of urgency and act accordingly in order to protect and conserve soil as per Recommendation 25;

And further that this motion be circulated to the following parties:

- Rob Black, Senator
- John Nater, MP Perth Wellington
- Senate Standing Committee on Agriculture and Forestry
- All municipalities within the County of Wellington
- Wellington Federation of Agriculture
- Ontario Federation of Agriculture



ELGIN COUNTY DETACHMENT

2024 DETACHMENT BOARD ANNUAL REPORT



	GENERAL HEADQUARTERS		SATELLITE		400 Series Highway		Detachment Boundary		First Nation
	REGIONAL HEADQUARTERS		OPP ADMINISTERED FN		Provincial Highway		Township Boundary		Provincial Park
	DIVISION		OPP FN		Major Road		Non-OPP Policed		

2023-2025 STRATEGIC PLAN

Priorities and Commitments



PEOPLE

A healthy and resilient OPP

We will strive to support all members in achieving their professional and personal best.

WORK

A responsive and evolving OPP

We will empower our members to ensure the best possible policing services are delivered to Ontarians.

COMMUNITIES

A collaborative and progressive OPP

We will partner and build relationships with a shared vision for safety and well-being.

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Message from the Detachment Commander

I am pleased to present the Elgin County Detachment – 2024 OPP Detachment Board Annual Report. This report includes crime, traffic enforcement and community well-being data and highlights initiatives and successes from the past year. 2024 represents the midway point of the Elgin County Detachment 2023-2025 Action Plan and this report provides updates on our progress in meeting our Action Plan commitments.



I am proud of the work undertaken by our detachment. In 2024, we achieved many successes which include:

- Partnering with community-based organizations, including Victim Services, to better support victims by connecting them with local resources, which resulted in significant increases in referrals.
- Improvements to our partnerships with community mental health providers, municipal policing agencies and community stakeholders through the creation of the Community Safety and Well-being Integration Table.
- We maintained our commitment to traffic safety in alignment with the Provincial Traffic Safety Strategy by prioritizing commercial motor vehicle inspections, RIDE initiatives, impaired driving offences and distracted driving violations. This resulted in the following:
 - o Decreases in CMV related fatal collisions & CMV related personal injury collisions
 - o Reductions in distracted driving related collisions
 - o Increase in RIDE initiatives
 - o Increase in Impaired Driving related charges through targeted and specific enforcement
- We partnered with community-based organizations to develop/implement co-response models that enhance our ability to respond to mental health-related calls through the submission and anticipated successful receipt of new grant funding.

We continued to leverage technology, including In-Car Cameras, ALPR, etc. to support the collection of evidence, increase transparency and enhance public and officer safety. We eagerly await the implementation of body worn cameras that will add to the technology above.

In 2025, we will be working with the Elgin OPP Detachment Board to form the 2026-2029 Elgin County Detachment Action Plan. This work will include engaging with community members to ensure the needs of the communities we serve will be reflected in the commitments we make. Development of the 2026-2029 Elgin County Detachment Action Plan will coincide with the creation of the 2026-2029 OPP Strategic Plan to ensure organizational alignment and support.

The Elgin County Detachment – 2024 OPP Detachment Board Annual Report begins to bridge the gap between *Police Services Act* (PSA) and *Community Safety and Policing Act* (CSPA) reporting requirements. In collaboration with relevant OPP program areas, working groups and the Elgin OPP Detachment Board, this report will continue to develop in the years to come to include content from the OPP Detachment Board Chair(s) and additional data and updates from the OPP.

From detachment administrative staff to frontline uniform members to specialty units to supervisors, our members continue to serve with pride, professionalism and honour. As we anticipate future challenges and opportunities for policing and community safety, we remain dedicated to our mission of serving our communities by protecting citizens, upholding the law and preserving public safety.

A/Inspector Tyler HOLMES
Interim Detachment Commander
ELGIN COUNTY

Summary of Commitments

Through analysis and consultation, the following areas of focus were identified for the years 2023-2025.

Crime	Roadways, Waterways and Trails	Community Well-Being
<p>To minimize violent crime and reduce victimization in our communities.</p>	<p>To continuously monitor collision trends and causal factors and deploy commensurate resources for enforcement to promote collision reduction and eliminate risk.</p> <p>To engage with communities, stakeholders, and regional traffic teams to address specific waterway, trail, roadway safety and/or interdiction issues.</p>	<p>To promote the existing co-response model of Mental Crisis Response Team (MCRT) in Elgin County.</p> <p>To promote and execute a rapid OPP response to all missing persons, including those enrolled in Project Lifesaver.</p>

2024 Crime Progress Updates

Commitment	Progress Update
<p>To minimize violent crime and reduce victimization in our communities.</p>	<p>In-Progress - Elgin Detachment members, in partnership with the Crime Unit, continued to support victims of crime and increased referrals to Victim Services Elgin.</p> <p>Complex investigations continue to utilize large amounts of resources. Fulsome investigations continue to be the standard and charges are laid where applicable.</p> <p>Implementation of the DAI – Detachment Abuse Issues</p> <p>Investigator has bridged the gap between frontline investigations and supporting victims of abuse.</p> <p>Reductions in property related crime were noted in most areas.</p>

2024 Roadways, Waterways and Trails Progress Updates

Commitment	Progress Update
To continuously monitor collision trends and causal factors and deploy commensurate resources for enforcement to promote collision reduction and eliminate risk.	Members participated in provincial and regional traffic initiatives resulting in significant public interactions, education and enforcement. Continued monitoring of the fatal collision aspects within the county resulted in targeted approaches to roadway safety.
To engage with communities, stakeholders, and regional traffic teams to address specific waterway, trail, roadway safety and/or interdiction issues.	Partnerships with regional TIME team resulted in joint ATV & marine patrols. Significant decreases in off-road vehicle related collisions were observed. Robust social media campaigns and community engagement at events took place.

2024 Community Well-Being Progress Updates

Commitment	Progress Update
To promote the existing core response model of Mental Crisis Response Team (MCRT) in Elgin County.	Implementation of a dedicated MCRT officer to respond to Mental Health Act related calls for service has resulted in positive community feedback and resulted in increased public trust with community members seeking resources. Improvements in efficiency of response was also noted.
To promote and execute a rapid OPP response to all missing persons, including those enrolled in Project Lifesaver.	Project Life-Saver equipment was procured and existing community partnerships were leveraged to begin the implementation and launch of the program in Elgin County.

Calls for Service

Table 1.1

All CAD Events*	Immediate Police Response Required**
33,071	7,563

* This represents all Computer Aided Dispatch (CAD) event types created for each detachment area. Not all CAD events are dispatched to a frontline OPP detachment officer. Some events may have been actioned by another OPP member, diverted to another unit, or deemed a non-OPP event. This does not include officer or detachment generated events that have not been reported through the PCC, or any online reporting events.

** This represents the total number of CAD events prioritized for an immediate police response, indicating the potential for extreme danger, catastrophic circumstances, injury, the threat of injury, death, and/or crime in progress.

Crime and Clearance

Violent Crimes

Table 2.1

Offences	2022	2023	2024	Clearance Rate
01 - Homicide	1	0	2	100.00%
02 - Other Offences Causing Death	0	0	0	-
03 - Attempted Murder	0	0	0	-
04 - Sexual Offences	33	32	53	64.15%
05 - Assaults/Firearm Related Offences	133	134	168	82.74%
06 - Offences Resulting in the Deprivation of Freedom	0	2	4	100.00%
07 - Robbery	4	3	3	66.67%
08 - Other Offences Involving Violence or the Threat of Violence	73	79	96	59.38%
09 - Offences in Relation to Sexual Services	0	0	0	-
10 - Total	244	250	326	73.01%

Property Crimes

Table 2.2

Offences	2022	2023	2024	Clearance Rate
01 - Arson	1	4	1	0.00%
02 - Break and Enter	105	52	62	12.90%
03 - Theft Over \$5,000	131	113	87	4.60%
04 - Theft Under \$5,000	216	167	132	12.12%
05 - Have Stolen Goods	15	12	11	90.91%
06 - Fraud	192	174	193	6.74%
07 - Mischief	110	115	91	14.29%
08 - Total	770	637	577	11.09%

Other Criminal Code

Table 2.3

Offences	2022	2023	2024	Clearance Rate
01 - Gaming and Betting	0	1	0	-
02 - Offensive Weapons	12	11	13	38.46%
03 - Other Criminal Code Offences	110	126	119	63.03%
04 - Total	122	138	132	60.61%

Drugs

Table 2.4

Offences	2022	2023	2024	Clearance Rate
01 - Possession	9	7	10	80.00%
02 - Trafficking	14	22	25	44.00%
03 - Importation and Production	0	0	0	-
04 - Cannabis Possession	0	0	1	100.00%
05 - Cannabis Distribution	0	1	0	-
06 - Cannabis Sale	0	1	0	-
07 - Cannabis Importation and Exportation	0	0	0	-
08 - Cannabis Production	0	1	1	0.00%
09 - Other Cannabis Violations	0	0	0	-
10 - Total	23	32	37	54.05%

Federal Statutes**Table 2.5**

Offences	2022	2023	2024	Clearance Rate
Federal Statutes	22	83	26	100.00%

Traffic Violations**Table 2.6**

Offences	2022	2023	2024	Clearance Rate
01 - Dangerous Operation	7	10	7	85.71%
02 - Flight from Peace Officer	15	31	20	15.00%
03 - Operation while Impaired/Low Blood Drug Concentration Violations	75	100	109	98.17%
04 - Failure or Refusal to Comply with Demand	4	7	3	100.00%
05 - Failure to Stop after Accident	5	19	18	11.11%
06 - Operation while Prohibited	14	12	14	92.86%
07 - Total	120	179	171	78.36%

Youth Crime**Table 2.7**

Disposition Type	2022	2023	2024
Bail	0	0	0
Conviction	8	12	8
Diversion	0	0	12
Non-Conviction	23	37	14
Not Accepted	0	0	1
POA Ticket	3	3	2
NULL	4	10	19
Total	38	62	56

Victim Referrals**Table 2.8**

Offences	2022	2023	2024
Sum of Offered	624	757	1252
Sum of Accepted	189	194	360
Sum of Total	813	951	1612
Sum of % Accepted	23.25%	20.40%	22.33%

Traffic and Road Safety

Motor Vehicle Collisions (MVC) by Type

(Includes roadway, off-road and motorized snow vehicle collisions)

Table 3.1

Offences	2022	2023	2024
Fatal Injury Collisions	6	6	7
Non-Fatal Injury Collisions	170	154	163
Property Damage Only Collisions	1,027	918	1,093
Alcohol-Related Collisions	48	41	47
Animal-Related Collisions	489	390	506
Speed-Related Collisions	118	117	126
Inattentive-Related Collisions	211	111	100
Persons Killed	6	6	7
Persons Injured	292	233	251

Primary Causal Factors in Fatal MVCs on Roadways

Table 3.2

Offences	2022	2023	2024
Fatal Roadway Collisions where Causal is Speed Related	1	2	3
Fatal Roadway Collisions where Causal is Alcohol/Drug Related	0	1	0
Persons Killed in Fatal Roadway Collisions where lack of Seatbelt/Helmet use is a Factor	0	1	3
Fatal Roadway Collisions where Causal is Inattentive Related	3	1	3
Fatal Roadway Collisions where Causal is Animal Related	0	0	0

Fatalities in Detachment Area

Table 3.3

Fatality Type	Category	2022	2023	2024
Roadway	Fatal Incidents	6	5	7
Roadway	Persons Killed	6	5	7
Roadway	Alcohol/Drug Related Incidents	0	1	0
Marine	Fatal Incidents	1	0	0
Marine	Persons Killed	1	0	0
Marine	Alcohol/Drug Related Incidents	0	0	0
Off-Road Vehicle	Fatal Incidents	0	1	0
Off-Road Vehicle	Persons Killed	0	1	0
Off-Road Vehicle	Alcohol/Drug Related Incidents	0	0	0
Motorized Snow Vehicle	Fatal Incidents	0	0	0
Motorized Snow Vehicle	Persons Killed	0	0	0
Motorized Snow Vehicle	Alcohol/Drug Related Incidents	0	0	0

Big 4

Table 3.4

Offences	2022	2023	2024
Distracted (HTA 78.1)	47	49	37
Impaired (CCC 320.14 & 320.15)	117	168	195
Seatbelt (HTA 106)	68	78	106
Speeding (HTA 128)	4,230	5,833	5,546

Charges**Table 3.5**

Offences	2022	2023	2024
HTA	6,089	8,677	8,023
Criminal Code Traffic	162	229	239
Criminal Code Non-Traffic	614	715	789
LLCA	82	74	71
Controlled Drug and Substance Act	49	89	67
Federal Cannabis Act	1	1	7
Provincial Cannabis Act	32	39	45
Other	562	890	675

Policing Hours

The OPP has developed a Service Delivery Model (SDM) in response to several reviews and audit recommendations. The SDM is designed to:

- Promote officer wellness through balanced workloads
- Determine adequate staffing levels at each detachment
- Ensure the continued delivery of adequate and effective policing services in accordance with the Community Safety and Policing Act (CSPA).

To implement the SDM, the OPP has submitted a seven-year staffing strategy to address required increases in detachment personnel. This model supports the OPP’s ability to:

- Respond rapidly to increasing calls for service
- Maintain safe communities through proactive patrols and community engagement
- Address municipal concerns about reduced police visibility

To monitor progress and guide detachment-level planning, the OPP has established time allocation targets for provincial constables (figure 1). These targets reflect how time should ideally be distributed by the end of the seven-year strategy.

The targets are based on a provincial average and variations are expected between detachments due to differences in geography, operational structure, recruitment and other absences.

In the short term, detachments may face challenges in achieving these targets. Continued improvements in scheduling tools, data integrity, and strategic deployment will support progress toward these goals.

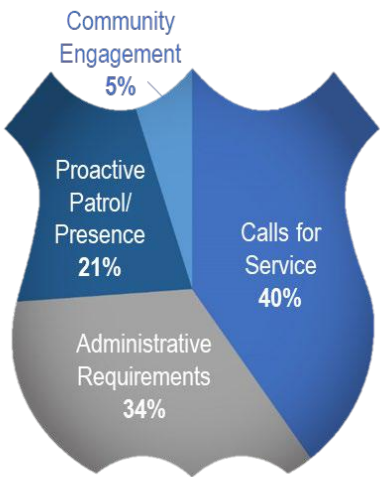


Figure 1: Service Delivery Model Provincial Target

Service Delivery Activity Allocations

Table 4.1

Calls for Service	Administrative Requirements	Proactive Patrol	Community Engagement
44.2%	36.8%	15.7%	3.3%

Hours (Field Personnel)

Table 4.2

	2022	2023	2024
TOTAL FRONTLINE HOURS	108,344	143,969	154,861

Endnotes

Tables 2.1, 2.2, 2.3, 2.4, 2.5, 2.6

Source: Niche Records Management System (RMS), (2025/04/23)

Note:

- Statistics Canada’s Uniform Crime Reporting Survey was designed to measure the incidence of crime in Canadian society and its characteristics.
- Actual counts (2022, 2023 and 2024) and Clearance Rate for 2024 included.
- The most serious violation methodology (MSV) is used, which is the same as Statistics Canada’s methodology. The MSV counts only the first of up to four offences per incident that occurred in the specific time range.
- First Nation population is not included.
- Statistics Canada Verified (green checkmark) only.

Table 2.1 Violent Crimes

Corresponding Violation Description

- 01 Murder 1st Degree, Murder 2nd Degree, Manslaughter, Infanticide
- 02 Criminal Negligence Causing Death, Other Related Offences Causing Death
- 03 Attempted Murder, Conspire to Commit Murder
- 04 Sexual offence which occurred prior to January 4, 1983, Sexual Assault, Level 3, Aggravated, Sexual Assault, Level 2, Weapon or Bodily Harm, Sexual Assault, Level 1, Sexual Interference, Invitation to Sexual Touching, Sexual Exploitation, Sexual Exploitation of a Person with a Disability, Incest, Corrupting Morals of a Child, Making Sexually Explicit Material Available to Children, Parent or Guardian Procuring Sexual Activity, Householder Permitting Sexual Activity, Luring a Child via Computer, Agreement or Arrangement - Sexual Offence Against a Child, Bestiality - Commits, Compels Another Person, Bestiality in, Presence of, or Incites, a Child, Voyeurism, Non-Consensual Distribution of Intimate Images
- 05 Assault Level 3, Aggravated, Assault Level 2, Weapon/Bodily Harm, Assault Level 1, Unlawfully Causing Bodily Harm, Discharge Firearm with Intent, Using firearm/Imitation of Firearm in the Commission of an Offence, Pointing a Firearm, Assault, Peace-Public Officer, Assault Against Peace Officer with a Weapon or Causing Bodily Harm, Criminal Negligence Causing Bodily, Harm, Trap Likely to or Causing Bodily Harm, Other Assaults
- 06 Kidnapping, Forcible Confinement, Hostage Taking, Trafficking in Persons, Abduction Under 14, Not Parent/Guardian, Abduction Under 16, Removal of Children from Canada, Abduction Under 14 Contravening a Custody Order, Abduction Under 15 by Parent/Guardian
- 07 Robbery, Robbery to Steal Firearm
- 08 Extortion, Intimidation of a Justice System Participant or a Journalist, Intimidation of a Non-justice System Participant, Criminal Harassment, Indecent/Harassing Communications, Utter Threats to Person, Explosives Causing Death/Bodily Harm, Arson - Disregard for Human Life, Other Violations Against the Person, Failure to Comply with Safeguards (MAID), Forging/Destruction of Documents (MAID)
- 09 Obtaining Sexual Services for Consideration, Obtaining Sexual Services for Consideration from Person Under the Age of 18 Years, Material Benefit from Sexual Services, Material Benefit from Sexual Services Provided by Person Under the Age of 18 Years, Procuring, Procuring a Person Under the Age of 18 Years, Advertising Sexual Services

Table 2.2 Property Crimes

Corresponding Violation Description

- 01 Arson
- 02 Break & Enter, Break & Enter to Steal a Firearm, Break & Enter a Motor Vehicle (Firearm)
- 03 Theft over \$5000, Theft over \$5000 from a Motor Vehicle, Shoplifting over \$5000, Motor Vehicle Theft
- 04 Theft \$5000 or Under, Theft under \$5000 from a Motor Vehicle, Shoplifting \$5000 or Under
- 05 Trafficking in Stolen Goods over \$5000, Possession of Stolen Goods over \$5000, Trafficking in Stolen Goods \$5000 and Under, Possession of Stolen Goods \$5000 and Under
- 06 Fraud, Identity Theft, Identity Fraud
- 07 Mischief, Mischief to Cultural Property, Hate-motivated mischief relating to property used by identifiable group, Mischief Relating to War Memorials, Altering/Destroying/Removing a Vehicle Identification Number (VIN)

Table 2.3 Other Criminal Code

Corresponding Violation Description

01 Betting House, Gaming House, Other Violations Related to Gaming and Betting

02 Offensive Weapons: Explosives, Weapons Trafficking, Possession and Distribution of Computer Data (Firearm), Altering Cartridge Magazine, Weapons Possession Contrary to Order, Possession of Weapons, Unauthorized Importing/Exporting of Weapons., Firearms Documentation/Administration, Unsafe Storage of Firearms

03 Failure to Comply with Order, Escape and being at large without excuse - escape from custody, Escape and being at large without excuse - Unlawfully at Large, Failure to Appear, Breach of Probation, Disturb the Peace, Child Pornography (Possessing or Accessing), Child Pornography (Making or Distributing), Public Communications to Sell Sexual Services, Offences Related to Impeding Traffic to Buy or Sell Sexual Services, Counterfeiting, Indecent Acts, Voyeurism (Expired), Corrupting Morals, Lure child via Computer (Expired), Obstruct Public/Peace Officer. Trespass at Night, Threatening/Harassing Phone Calls (Expired), Utter Threats Against Property or Animals, Advocating Genocide, Public Incitement of Hatred, Promoting or Advertising Conversion Therapy, Unauthorized Recording of a Movie/Purpose of Sale, Rental, Commercial, Distribution, Offences Against Public Order (Part II CC), Property or Services for Terrorist Activities, Freezing of Property, Disclosure, Audit, Participate in Activity of Terrorist Group, Facilitate Terrorist Activity, Instruction/Commission of Act of Terrorism, Hoax – Terrorism, Advocating/Promoting Terrorism, Firearms and Other Offensive Weapons (Part III CC), Leave Canada to Participate in Activity of a Terrorist Group, Leave Canada to Facilitate Terrorist Activity, Leave Canada to Commit Offence for Terrorist Group, Leave Canada to Commit Offence that is Terrorist Activity, Harbour/Conceal Terrorist (Max = Life), Harbour/Conceal Terrorist (Max Does Not = Life), Harbour/Conceal Person Likely to Carry Out Terrorist Activity, Offences Against the Administration of Law and Justice (Part IV CC). Sexual Offences, Public Morals and Disorderly Conduct (Part V CC), Invasion of Privacy (Part VI CC), Failure to Comply with Regulations / Obligations for Medical Assistance in Dying (MAID), Other Offences Against the Person and Reputation, Offences Against the Rights of Property (Part IX CC), Fraudulent Transactions, Relating to Contracts and Trade (Part X CC), Offences Related to Currency, Proceeds of Crime (Part XII.2 CC), Attempts, Conspiracies, Accessories, Instruct Offence for Criminal Organization, Commit Offence for Criminal Organization, Participate in Activities of Criminal Organization, Recruitment of Members by a Criminal Organization, All Other Criminal Code (includes Part XII.1 CC)

Table 2.4 Drugs

Corresponding Violation Description

01 Possession – Heroin, Possession – Cocaine, Possession - Other Controlled Drugs and Substances Act, Possession - Methamphetamine (Crystal Meth), Possession - Methylenedioxyamphetamine (Ecstasy), Possession – Opioid (other than heroin)

02 Trafficking – Heroin, Trafficking – Cocaine, Trafficking - Other Controlled Drugs and Substances Act, Trafficking - Methamphetamine (Crystal Meth), Trafficking - Methylenedioxyamphetamine (Ecstasy), Trafficking – Opioid (other than heroin)

03 Import / Export – Heroin, Import / Export – Cocaine, Import / Export - Other Controlled Drugs and Substances Act, Import / Export - Methamphetamines (Crystal Meth), Import / Export - Methylenedioxyamphetamine (Ecstasy), Import/Export – Opioid (other than heroin), Production – Heroin, Production – Cocaine, Production - Other Controlled Drugs & Substances Act, Production - Methamphetamines (Crystal Meth), Production - Methylenedioxyamphetamine (Ecstasy), Production – Opioid (other than heroin), Possession, sale, etc., for use in production of or trafficking in substance

04 Possession of illicit or over 30g dried cannabis (or equivalent) by adult, Possession of over 5g dried cannabis (or equivalent) by youth, Possession of budding or flowering plants, or more than four cannabis plants, Possession of cannabis by organization

05 Distribution of illicit, over 30g dried cannabis (or equivalent), or to an organization, by adult, Distribution of cannabis to youth, by adult, Distribution of over 5g dried cannabis (or equivalent), or to an organization, by youth, Distribution of budding or flowering plants, or more than four cannabis plants, Distribution of cannabis by organization, Possession of cannabis for purpose of distributing

06 Sale of cannabis to adult, Sale of cannabis to youth, Sale of cannabis to an organization, Possession of cannabis for purpose of selling

07 Importation and exportation of cannabis, Possession of cannabis for purpose of exportation

08 Obtain, offer to obtain, alter or offer to alter cannabis, Cultivate, propagate or harvest cannabis by adult, Cultivate, propagate or harvest cannabis by youth or organization

09 Possess, produce, sell, distribute or import anything for use in production or distribution of illicit cannabis, Use of young person in the commission of a cannabis offence, Other Cannabis Act

Table 2.5 Federal Statutes

Corresponding Violation Description

Bankruptcy Act, Income Tax Act, Canada Shipping Act, Canada Health Act, Customs Act , Competition Act, Excise Act, Youth Criminal Justice Act (YCJA), Immigration and Refugee Protection Act, Human Trafficking (involving the use of abduction, fraud, deception or use of threat), Human Smuggling fewer than 10 persons, Human Smuggling 10 persons or more, Firearms Act, National Defence Act, Emergencies Act, Quarantine Act, Other Federal Statutes

Table 2.6 Traffic Violations

Corresponding Violation Description

01 Dangerous Operation Causing Death, Dangerous Operation Causing Bodily Harm, Dangerous Operation

02 Flight from Peace Officer

03 Operation - low blood drug concentration, Operation while impaired causing death (alcohol), Operation while impaired causing death (alcohol and drugs), Operation while impaired causing death (drugs), Operation while impaired causing death (unspecified), Operation while impaired causing bodily harm (alcohol), Operation while impaired causing bodily harm (alcohol and drugs), Operation while impaired causing bodily harm (drugs), Operation while impaired causing bodily harm (unspecified), Operation while impaired (alcohol), Operation while impaired (alcohol and drugs), Operation while impaired (drugs), Operation while impaired (unspecified)

04 Failure or refusal to comply with demand (alcohol), Failure or refusal to comply with demand (alcohol and drugs), Failure or refusal to comply with demand (drugs), Failure or Refusal to Comply with Demand (unspecified), Failure or refusal to comply with demand, accident resulting in bodily harm (alcohol), Failure or refusal to comply with demand, accident resulting in bodily harm (alcohol and drugs), Failure or refusal to comply with demand, accident resulting in bodily harm (drugs), Failure or refusal to comply with demand, accident resulting in bodily harm (unspecified), Failure or refusal to comply with demand, accident resulting in death (alcohol), Failure or refusal to comply with demand, accident resulting in death (alcohol and drugs), Failure or refusal to comply with demand, accident resulting in death (drugs), Failure or refusal to comply with demand, accident resulting in death (unspecified)

05 Failure to stop after accident resulting in death, Failure to stop after accident resulting in bodily harm, Failure to stop after accident, Operation while prohibited

Table 2.7 Youth Crime

Source: Niche Records Management System (RMS), (2025/04/24)

Note:

- Youth Charges by Disposition Type
- Only charges that have had a disposition type recorded in the OPP Niche RMS application are included.
- Youth charges without a disposition type are not included which may result in under stating the actual youth charges.
- “NULL” represents blanks, or where officers did not indicate the Disposition Type, however charges were applied.

Table 2.8 Victim Referrals

Source: Niche Records Management System (RMS), (2025/04/24)

Note:

- Number of Referrals to Victim Service Agencies

Table 3.1 Motor Vehicle Collisions (MVC) by Type

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2025/02/21)

Note:

- Total Motor Vehicle Collisions (Fatal Injury, Non-Fatal Injury and Property Damage Only): Reportable Fatal Injury, Non-Fatal Injury and Property Damage Only Collisions entered into the eCRS for All Motorized Vehicles (MVC-Roadway, MSV- Snowmobile and ORV-Off Road Report Type) regardless of completion/approval status.
- Alcohol/Drug Related Collisions: Reportable MVC collisions where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.
- Animal Related Collisions: Reportable MVC collisions where Contributing Factor scored as Animal OR Wildlife Involved was an Animal OR Sequence of Events was an Animal.
- Speed Related Collisions: Reportable MVC collisions where Contributing Factor scored as Excessive Speed or Speed Too Fast For Conditions OR Driver Action reported as Exceeding Speed Limit or Speed Too Fast For Conditions.
- Inattentive Related Collisions: Reportable MVC collisions where Contributing Factor scored as Inattentive OR Driver Condition reported as Inattentive.
- Persons Killed or Injured: Number of Persons Injured or Killed in Reportable MVC collisions.

Table 3.2 Primary Causal Factors in Fatal MVCs on Roadways

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2025/02/21)

Note:

- Fatal Roadway Collisions where Causal is Speed Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Excessive Speed or Speed Too Fast For Conditions OR Driver Action reported as Exceeding Speed Limit or Speed Too Fast For Conditions.
- Fatal Roadway Collisions where Causal is Alcohol/Drug Related: Reportable Fatal Roadway Collisions where Contributing Factor where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.
- Persons Killed in Fatal Roadway Collisions where lack of Seatbelt/Helmet use is a Factor:
Persons Killed in Reportable Fatal Roadway Collisions where Victim is fatally injured AND a vehicle occupant AND where safety equipment reported to be not used but available.
- Fatal Roadway Collisions where Causal is Inattentive Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Inattentive OR Driver Condition reported as Inattentive.
- Fatal Roadway Collisions where Causal is Animal Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Animal OR Wildlife Involved was an Animal OR Sequence of Events was an Animal.

Table 3.3 Fatalities in Detachment Area

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2025/02/21)

Note:

- Fatal Incidents: Reportable Fatal Collisions by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle).
- Persons Killed: Number of Involved Persons where Injury is fatal by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle).
- Alcohol/Drug Related Incidents: Reportable Fatal Collisions by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle) where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.

Table 3.4 Big 4

Source: Niche Records Management System (RMS) & eTicket, (2025/02/21)

Note:

- Speeding (HTA 128): Charges are based on date charged. Speeding = HTA s.128 charges.
- Seatbelt (HTA 106): Charges are based on date charged. Seatbelt = HTA s.106 charges.
- Distracted (HTA 78.1): Charges are based on date charged. Distracted = HTA s.78.1 charges.
- Impaired (CCC 320.14 & 320.15): Charges are based on date charged. Impaired = CCC s.320.14 & 320.15 charges.

Table 3.5 Charges

Source: Niche Records Management System (RMS) & eTicket, (2025/02/21)

Note:

- HTA: Charges are based on date charged. Highway Traffic Act Statute charges.
- Criminal Code Traffic: Charges are based on date charged. Criminal Code Traffic (CCC s320.13, 320.14, 320.15, 320.16, 320.17 & 320.18) charges.
- Criminal Code Non-Traffic: Charges are based on date charged. All CCC charges not included in the Criminal Code Traffic section above.
- LLCA: Charges are based on date charged. Liquor Licence and Control Act charges.
- Federal Cannabis Act: Charges are based on date charged. Cannabis Act charges.
- Provincial Cannabis Act: Charges are based on date charged. Cannabis Control Act charges.
- Controlled Drug and Substance Act: Charges are based on date charged. Controlled Drug and Substance Act charges.
- Other: Charges are based on date charged. "Other" charges is comprised of CAIA, Other Provincial & Federal Offences not already captured in sections above.

Table 4.1 Service Delivery Activity Allocations

Source: Daily Activity Reporting (DAR) System

Date: April 17, 2025

Note: Activity allocation percentages are based on the total reported hours of detachment provincial constables performing duties within their home detachment location.

Table 4.2 Hours (Field Personnel)

Source: Daily Activity Reporting (DAR) System

Date: January 20, 2025

Note:

- Total reported hours, excluding paid duties.
- Includes Provincial Constable to Sergeant ranks only.
- Excludes First Nations badge numbers.
- Excludes administrative accounts and joint services accounts.
- Excludes incomplete DAR entries and those with errors.
- Excludes General Headquarters location codes.

CONTACT THE OPP

REACH THE OPP BY PHONE

- Know your location: Be ready to describe your surroundings. Look for addresses, landmarks and buildings that may help identify your location.
- Call 9-1-1 if there is immediate risk to someone's life or property.
- Don't hang up, stay on the line
- Call 1-888-310-1122 for non-life-threatening incidents that require police attention
- TTY 1-888-310-1133, or Agent 511 for registered subscribers (for the Deaf, Hard of Hearing and Speech Impaired)

PROVIDE AN ANONYMOUS TIP

- Call Crime Stoppers at 1-800-222-8477 (TIPS)
- Visit www.crimestoppers.ca

SPEAK WITH AN OFFICER FOR ALL OTHER MATTERS

To arrange to meet an officer at a detachment, go to www.opp.ca to use the Local Detachment Finder and follow the prompts.

REPORT AN INCIDENT ONLINE

You have the option to report select occurrences to police from the convenience of a computer.

Visit www.opp.ca/reporting to use the Citizen Self Reporting system. Specific incidents can be reported online without attending a detachment or waiting for an officer.

You can use this system to report:

- Theft Under \$5,000
- Mischief / Damage to Property Under \$5,000
- Mischief / Damage to Vehicle Under \$5,000
- Theft from Vehicle Under \$5,000
- Lost / Missing Property Under \$5,000 including a licence plate(s) or validation sticker(s)
- Theft of any type of gasoline from a gas station
- Driving Complaints
- Theft from Vehicle Under \$5,000
- Lost / Missing Property Under \$5,000 including a licence plate(s) or validation sticker(s)
- Theft of any type of gasoline from a gas station
- Driving Complaints

Do not use this system if this is an emergency! If it is, call 9-1-1.

9-1-1 is for police, fire or medical emergencies only.

Accidental, hang-up or abuse of 9-1-1 calls tie up emergency lines, communicators and officers which could result in the slower response to a real emergency, risking the safety of people who need urgent help.

#KnowWhenToCall

If you've dialed 9-1-1 in error, stay on the line. Your call will be connected to police. Answer all questions asked by the communicator. This eliminates a lengthy follow up process that may lead to officers attending your location to ensure your safety.

**DETACHMENT BOARD
ANNUAL REPORT**

2024



ELGIN COUNTY DETACHMENT

42696 John Wise Line
St. Thomas ,ON
N5P 3S9

Tel: 519-631-2920
Fax: 519-631-2923

Follow us on



-----Original Message-----

From: noreply@southwold.ca <noreply@southwold.ca>

Sent: Saturday, July 5, 2025 10:28 PM

To: Jeff Carswell <cao@southwold.ca>

Subject: Fireworks bylaw

Email Sent By:

Hello,

I would like to know when you plan on making a public rule about setting fireworks off outside of statutory holidays? There are residents in Shedden who are setting fireworks off on a regular basis. When are we going to match Central Elgins rule for fireworks? Family pets are terrified. I have lived in Shedden for 40 years and the last 3 years I have dealt with newer residents being utterly inconsiderate with setting off fireworks on a regular basis and I know from speaking with other neighbours, I am not the only one bothered. Do I need to get a petition started? What needs to be done in order for something to change? Thank you for taking the time to read my concern.

**Ministry of Municipal
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7100

**Ministère des Affaires
Municipales et du Logement**

Bureau du sous-ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7100



242-2025-4

June 19, 2025

Dear Sir/Madam,

I am writing to provide clarity regarding the authority of municipalities in setting building standards, particularly in light of the recently passed legislative changes under the *Protect Ontario by Building Faster and Smarter Act, 2025* (Bill 17).

As part of the government's commitment to accelerating housing development and ensuring consistency across Ontario, the amendment to the *Building Code Act, 1992*, in Schedule 1 of Bill 17 now provides greater clarification that municipalities do not have, and have never had, the authority to pass by-laws that establish construction or demolition standards. Municipalities cannot use provisions in the *Municipal Act*, *City of Toronto Act*, and *Planning Act*, including site plan control, to create and require construction or demolition standards for buildings. This includes, but is not limited to, local green building standards or green development standards as they pertain to the construction of a building, including any energy efficiency requirements for buildings.

The intent of this clarification is to:

- Ensure predictability and consistency for builders and developers across the province.
- Avoid duplication and any differences between municipal by-laws and provincial regulations.
- Support the timely delivery of housing and other buildings.
- Avoid the need for developers and designers to redesign their products for use in different municipal jurisdictions.

Municipalities play an important role in community planning and development, however, it is essential that all jurisdictions operate within the framework established by provincial legislation to ensure a streamlined and effective approach to building across Ontario.

As this clarification is reflected in municipal processes, the ministry has been directed to monitor outcomes to ensure actions are not taken to bypass this, which would erode efforts to ensure standardization of mandatory requirements across the province. If necessary, and considering economic conditions, the government is prepared to take additional legislative action to ensure municipalities are adhering to the provincial framework and reducing red tape in this space.

Should you have any questions or require further clarification, please contact David McLean, Assistant Deputy Minister, Housing Policy and Planning Division, MMAH.

Sincerely,

A solid black rectangular box used to redact the signature of Martha Greenberg.

Martha Greenberg
Deputy Minister, Ministry of Municipal Affairs and Housing

Cc: David McLean, Assistant Deputy Minister, Housing Policy and Planning Division,
MMAH

Dear Township of Southwold,

In response to your previous letter to the ministry on blue box services for small industrial, commercial and institutional (IC&I) locations, I wanted to inform you of the proposed amendments to the *Resource Recovery and Circular Economy Act, 2016*, which would strengthen Ontario's blue box program by improving transparency, cost disclosure, and collection of materials.

Maintaining blue box services for IC&I locations that previously received municipal services is an important part of this proposal.

We understand that some municipalities are taking steps this summer to plan for continued collection.

That is why on June 4, 2025, the Minister wrote to Producer Responsibility Organizations (PROs) requesting that they not wait until the proposed amendments are finalized, and that they begin to plan immediately for how they will continue to offer small IC&I service to municipalities in 2026 and beyond.

The Minister has directed PROs to prioritize providing offers for municipalities and small IC&I establishments that received services during the transition period. The Minister's expectation is that this should be in place as soon as possible to ensure there is no disruption in service for these locations upon full implementation in 2026.

The intent is that PROs and municipalities are able to discuss arrangements before legislative amendments are finalized so that local communities and businesses have more certainty as soon as possible.

PROs will be working on their response to the Minister's request this summer. We encourage municipalities to reach out to PROs if they are interested in having PROs continue small IC&I collection in their communities beyond 2026.

We appreciate your municipality's commitment to an effective and orderly transition to producer responsibility and welcome your feedback on the proposed changes. As a reminder, the comment period for proposed changes closes on July 21, 2025.

If you have any questions about the proposal, please contact Marc Peverini, Manager, Resource Recovery Policy Branch at marc.peverini@ontario.ca or (416) 908-1528.

Sincerely,

Charles O'Hara
Director, Resource Recovery Policy Branch
Environmental Policy Division
Ministry of the Environment, Conservation and Parks



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2025-46

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on July 14, 2025.

WHEREAS Section 5(3) of the Municipal Act, 2001, Chapter 25, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it has been expedient that from time to time, the Council of the Corporation of the Township of Southwold should enact by resolution or motion of Council;

AND WHEREAS it is deemed advisable that all such actions that have been adopted by a resolution or motion of Council only should be authorized by By-law;

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

1. That the actions of the Council of the Township of Southwold at the Regular Meeting of Council held on July 14, 2025; in respect to each report, motion, resolution or other action passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Township of Southwold to all such documents.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 14th DAY OF JULY 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell