



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday November 10, 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 October 27, 2025

5. DELEGATION

6. DRAINAGE

(a) Filing of the Report – Edison Drain 2025

7. PLANNING

(a) PLA 2025-30 PLC 2025-02 Part Lot Control Block 183 11M-266

(b) PLA 2025-31 Consent Applications E62-25 and E63-25, 8115 Union Road

8. REPORTS

(a) FIR 2025-10 Activity Report – September and October 2025

(b) IDS 2025-49 Activity Report – October 2025

(c) FIN 2025-28 2026 Ontario Municipal Partnership Fund (OMPF)

(d) CBO 2025-24 Activity Report – October 2025

(e) CAO 2025-60 Activity Report – October 2025

(f) CAO 2025-61 ROMA Conference Delegations

(g) CAO 2025-62 Group Benefits Consultant

9. CORRESPONDENCE

(a) Fingal – Shedden & District Optimist Club RE: Road Closure for 2026 Rosy Rhubarb Run

- (b) Elgin County RE: Media Advisory - New Livestream for Meetings
- (c) Elgin County Economic Development and Tourism Update – Fall 2025
- (d) KCCA - Government of Ontario Announces Conservation Authority Consolidation

10. BY-LAWS

- (a) By-law No. 2025-62, being a by-law to exempt from Part Lot Control, Block 183, Plan 11M-266, Talbotville Meadows Phase 2 Subdivision
- (b) By-law No. 2025-63, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on November 10, 2025

11. OTHER BUSINESS *(For Information Only)*

12. CLOSED SESSION

- (a) 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 (Fire Training Facility Proposal)
- (b) 239(2) (d) labour relations or employee negotiations; (Public Works Organization)
- (c) 239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board (Multiple properties)
- (d) 239(2) (b) personal matters about an identifiable individual, including municipal or local board employees (HR Matters)

13. ADJOURNMENT:

**SPECIAL MEETING OF COUNCIL –
Asset Management Workshop
Tuesday November 11, 2025 @7:00 p.m.
Council Chambers, Fingal/Via Video Link**

**NEXT REGULAR MEETING OF COUNCIL
Monday November 24, 2025 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link**



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday October 27, 2025
7:00 p.m. Council Chambers, Fingal, Shedden/Via Video Link

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

ALSO PRESENT: Jeff Carswell, CAO/Clerk
Michele Lant, Director of Corporate Services/Treasurer
Aaron Van Oorspronk, Director of Infrastructure and Development
Services (virtually)
Corey Pemberton, Director of Building and Community Services
(9:00p.m.)
June McLarty, Deputy Clerk

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

ADDENDUM TO AGENDA:

12. Closed Session

- (a) Section 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board – Property Matter

DISCLOSURES: None

ADOPTION OF MINUTES:

Council Minutes – Adopt

2025-301 Councillor Emons – Councillor Adzija

RESOLVED THAT the Minutes of the Regular Council Meeting of October 14th, 2025 are hereby adopted.

CARRIED

Committee Minutes – Review

2025-302 Councillor Adzija – Councillor Fellows

RESOLVED THAT Council had reviewed the draft Minutes of the Economic Development Committee Meeting of October 9, 2025 and the draft Minutes of the War Memorial Committee Meeting of October 21st, 2025.

CARRIED

DELEGATION:

Parks and Trails Master Plan

Council reviewed and discussed the estimated costs for the varies projects at each Township park through the Parks and Trails Master Plan. Council made recommendations on these projects.

STAFF DIRECTION

Staff was directed by Council to update the Parks and Trails Master Plan and present it to Council Committees for feedback. Council also directed staff to provide a report for a ten-year parks plan.

REPORTS:

IDS 2025-48 Development Charges By-law Amendment

2025-303 Councillor Emons – Councillor Fellows

RESOLVED THAT Council approve and pass By-Law No. 2025-58, a By-Law to Amend Development Charges By-Law No. 2020-70, As Amended for the Township of Southwold.

CARRIED

FIN 2025-23 2026 Ontario Community Infrastructure Fund

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

FIN 2025-24 Section 357 & Tax Incentive Approval Applications

2025-304 Councillor Fellows – Councillor Adzija

RESOLVED THAT Council approves the total adjustment of taxes for the 2025 tax year resulting from Municipal Act, Tax Incentive Approval adjustments as presented, in the amount of \$29,755.29.

CARRIED

DPC 2025-05 2026 Council Meeting Schedule

2025-305 Councillor Adzija – Deputy Mayor Pennings

RESOLVED THAT Council approves the 2026 Council meeting schedule as presented as Appendix 'A' to report DPC 2025-05; and,

THAT Special Council Meetings be scheduled if warranted.

CARRIED

Report from the Keystone Complex Committee

STAFF DIRECTION

Staff was directed by Council to prepare a report on the cost to upgrade the ball diamond in Shedden.

CORRESPONDENCE:

- Resolution from the Township of Edwardsburgh/Cardinal RE: Ontario Community Infrastructure Fund (OCIF)
- Resolution from the Town of Plympton-Wyoming RE: Conservation Authority Fee Freeze

Conservation Authority Fee Freeze

2025-306 Councillor Emons – Mayor Jones

RESOLVED THAT Council of the Township of Southwold hereby supports the attached resolution that was passed by Town of Plympton – Wyoming regarding the Conservation Authority Fee Freeze; and,

THAT a copy of this resolution be sent to the Premier of Ontario, Ministry of Natural Resources, Ministry of Infrastructure, the local MPP and the Town of Plympton-Wyoming.

CARRIED

BY-LAWS:

- By-law No. 2025-58, being a By-law to amend By-law No. 2020-70, Development Charges
- By-law No. 2025-59, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on October 27, 2025

By-law

2025-307 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT By-law No. 2025-58 be read a first and second time, considered read a third time and finally passed this 27th day of October, 2025.

CARRIED

OTHER BUSINESS

- Fingal Reconstruction Project – Notice of Construction

Council reviewed the item under Other Business

CLOSED SESSION:

2025-308 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **9:30 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- 239(2) (c) a proposed or pending acquisition or disposition of land by a municipality or local board – Property Matter

CARRIED

Adjournment of Closed Session

2025-309 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:53 p.m.**

CARRIED

Council was provided information on the item that was discussed in the Closed Session

Confirmation By-law

2025-310 Councillor Fellows - Deputy Mayor Pennings

RESOLVED THAT By-law No. 2025-59 be read a first and second time, considered read a third time and finally passed this 27th day of October, 2025.

CARRIED

ADJOURNMENT:

2025-311 Councillor Emons – Councillor Adzija

RESOLVED THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **9:54 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

EDISON DRAIN 2025
Township of Southwold



SPRIET
ASSOCIATES
ENGINEERS & ARCHITECTS
155 York Street
London, Ontario N6A 1A8
Tel. (519) 672-4100
Fax (519) 433-9351
Email: mail@spriet.on.ca
www.spriet.on.ca

EDISON DRAIN 2025

Township of Southwold

To the Mayor and Council of
The Township of Southwold

Mayor and Council:

We are pleased to present our report on the reconstruction of parts of the Edison Municipal Drain serving parts of Lot 6, Concessions 3 and 4, in the Township of Southwold. The total watershed area contains approximately 27.8 hectares.

AUTHORIZATION

This report was prepared pursuant to Section 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a request signed by the affected landowners.

HISTORY

The Edison Municipal Drain was originally constructed pursuant to a report submitted by A.J. Graham, P. Eng., dated July 6, 1967, and was a closed drain made up of a Main Drain, McKillop Branch, Middle Branch, East Branch, and two spurs. The Main Drain consists of 1,375 meters of 350mm to 125mm field tile from the outlet into the Sanders Drain at Highway 401, upstream southerly and westerly across Fourth Line, and 120 meters into the northwest part of Lot 6, Concession 4.

The Middle Branch consisted of 777 meters of 150mm to 125mm tile from the Main Drain, 20 meters upstream of the line between Lots 5 and 6, Concession 3, southerly and westerly across Fourth Line, and into the northwest part of Lot 6, Concession 4.

The McKillop Branch consists of 165 meters of 150mm to 125 mm tile from the Main Drain, 86 meters upstream of Fourth Line, south-easterly for 171 meters into the northwest part of Lot 6.

EXISTING DRAINAGE CONDITIONS

At a site meeting held with respect to the project and through later discussions the owners reported the following:

- that the drain was undersized and not providing proper drainage
- that the owners of the west part of Lot 6, Concession 4 (Roll No. 004-006) have three outlets into their property and requested that they be replaced and upgraded to today's standards



EXISTING DRAINAGE CONDITIONS (cont'd)

- that the owner of the residential property (Roll No. 004-005-01) reported that the surface culvert on the Main Drain under the Fourth Line is plugged
- that the owner of the northeast part of Lot 6, Concession 4 (Roll No 004-005) requested that the Main Drain and Middle Branch be replaced and upgraded to today's standards and that the Middle Branch be relocated around his farm buildings
- that the owners of Lot 5, Concession 3 (Roll No. 003-084) which is downstream of the Main Drain/Middle Branch junction, is satisfied with the functioning of the drain on their property. They requested that the new drain stop at their west property line and that an overflow structure be provided at that point for excess water to relieve onto the surface
- that no request was made to improve any of the remaining portions of the drain

A field investigation and survey were completed. Upon reviewing our findings we note the following:

- that the existing drains are considerably undersized by today's standards but in working condition
- that there is sufficient gradient on the Main Drain through Lot 6 and the Middle Branch to allow connection to the Main Drain at the line between Lots 5 and 6. This would require the installation of an overflow catchbasin at this location to allow any surcharge to overflow downstream into Lot 5
- that the East Branch and spurs, while undersized, are working adequately for the owners at this time

Preliminary design, cost estimates, and assessments were prepared and an informal public meeting was held to review the findings and preliminary proposals. Further input and the following request was provided by the affected owners at that time and at later dates.

- that the McKillop Branch be replaced and upgraded to today's standards

DESIGN CRITERIA AND CONSIDERATIONS

The Drainage Coefficient method contained in "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Agribusiness (OMAFRA) is typically used to design municipal drains. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient used to design this drain with respect to capacity was 38mm per 24 hours.

We would like to point out that there have been indications of sandy and unstable soil conditions. It should be noted that no formal soil investigation has been made, with this information being provided by the owners and Elgin County Soils mapping.

The proposed design and report have been generally completed using the "GUIDE FOR ENGINEERS WORKING UNDER THE DRAINAGE ACT IN ONTARIO" OMAFA Publication 852.



RECOMMENDATIONS

We are therefore recommending the following:

- that the existing Middle Branch, McKillop Branch, and the portion of the Main Drain from the Parisio property (Roll No. 004-006) downstream to the line between Lots 5 and 6, be replaced with a new 200mm to 450mm concrete tile and sewer pipe, including appurtenances, and that the existing tiles be destroyed where possible
- that an overflow catchbasin be constructed on the junction between the new and existing Main Drain at the line between Lots 5 and 6, to allow surcharge
- that the remaining existing portion of the Main Drain in the northwest part of Lot 6 (Roll No. 004-006) be officially abandoned as a municipal drain under Section 19 of the Drainage Act. The owners may maintain the intact portion as a private header tile if they so wish
- that the upper portion of the Middle Branch be relocated around the farm buildings on the north part of Lot 6, Concession 4 (Roll No. 004-005)
- that catchbasins be installed at various locations on the proposed drains to allow direct surface water entry into the tiles and thereby reduce surface flow and erosion
- that the existing surface pipes under Fourth Line, on both the Main Drain and Middle Branch, be cleaned out

Our design includes the wrapping of tile joints with geotextile to prevent the incursion of fine soil particles into the drain. If areas of poor soil are encountered at the time of construction, it may become necessary to install the tile on crushed stone bedding wrapped with geotextile or substitute plastic filter tile through such areas. The additional costs of such work would be an extra to the project. These areas are typically identified at the time of construction but may only become apparent after construction is completed. In this case, the extra costs for removal and reinstallation on stone bedding would be an extra to the project and if already billed become a supplementary billing.

In accordance with the principals of Section 14(2) of the Drainage Act, the existing surface waterway along the route of the tile drains shall be part of the drainage works for future maintenance. The width available for the waterway shall be equal to the maintenance working width as noted on the Contract Drawings.

It is recommended that basement, cellar, or crawlspace drains be directed to a sump and then discharged onto the ground surface well away from foundations and septic systems or should owners desire to connect these drains to the new outlet drain, then it is suggested that they not be directly connected to the drains. Rather it is suggested that such a connection be made by an indirect method such as by sump pump with an open-air connection such as a mini-catchbasin, crushed stone filled excavation connected to a storm P.D.C. and should include a check valve and be piped above foundation level. It is noted that there is still a risk of flooding even with indirect methods of connection and any/all responsibility shall be borne by the owner. Downspouts from eavestroughs should be directed onto the ground surface well away from foundations and septic systems and are **not** permitted to be connected to the Municipal Drain.



ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

Based on the information available, there are no significant wetlands, sensitive areas, or endangered species along the route of the drains. The proposed construction of the Edison Drain 2025 includes surface inlets which greatly help reduce the overland surface flows and any subsequent erosion.

SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 1,597 lineal meters of 200mm to 450mm concrete field tile and HDPE sewer pipe, including related appurtenances.

SCHEDULES

Three schedules are attached hereto and form part of this report, being Schedule 'A' - Allowances, Schedule 'B' - Cost Estimate, and Schedule 'C' - Assessment for Construction.

Schedule 'A' - Allowances. In accordance with Sections 29 and 30 of the Drainage Act, allowances are provided for right-of-way and damages to lands and crops along the route of the drain as defined below.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$236,100.00. This estimate includes engineering and administrative costs associated with this project.

Schedule 'C' - Assessment for Construction. This schedule outlines the distribution of the total estimated cost of construction over the roads and lands which are involved.

Drawing No.1, Job No. 224103 and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

ALLOWANCES

RIGHT-OF-WAY: Section 29 of the Drainage Act provides for an allowance to the owners whose land must be used for the construction, repair, or future maintenance of a drainage works.

For tile drains where the owners will be able to continue to use the land, the allowance provides for the right to enter upon such lands, and at various times for the purpose of inspecting such drain, removing obstructions, and making repairs. Also, the allowance provides for the restrictions imposed on those lands to protect the right-of-way from obstruction or derogation. The amounts granted for right-of-way on tile drains is based on a percentage of the value of the land designated for future maintenance. Therefore, the amount granted is based on \$9,000.00/ha. through cropped lands. This value is multiplied by the hectares derived from the width granted for future maintenance and the applicable lengths. No right-of-way was previously provided for any of the existing drains being replaced.

DAMAGES: Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain. The amount granted is based on \$5,500.00/ha for closed drains installed with a wheel machine. This base rate is multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.



ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These assessments are known as benefit, outlet liability and special benefit as set out under Sections 22 and 23 of the Act.

SECTION 22

Benefit as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair, or maintenance of a drainage works such as will result in a higher market value, increased crop production, improved appearance, better control of surface water, or any other advantages relating to the betterment of lands, roads, buildings, or other structures.

Special Benefit is assessed to lands for which some additional work or feature has been included in the construction repair or improvement of a drainage works. The costs of such work are separated and assessed independently from the regular work.

SECTION 23

Outlet liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse.

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

ASSESSMENT

A modified "Todgham Method" is typically used to calculate the assessments shown on Schedule 'C'- Assessment for Construction. This entails breaking down the costs of the drain into sections along its route, where warranted, and then extracting Special Assessments and Special Benefit Assessments from each section.

The remainder is then separated into Benefit and Outlet Assessments. The Benefit is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet is distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section and relative run-off rates. Due to their different relative run-off rates forested lands are assessed for outlet at lower rates than cleared lands. Also, roads and residential properties are assessed for outlet at higher rates than cleared farmlands.

The actual cost of the work involving this report, with the exception of Special Assessments, is to be assessed on a pro-rata basis against the lands and roads liable for assessment for benefit and outlet as shown in detail on Schedule 'C' - Assessment for Construction. The Special Assessments shall be levied as noted in the Section "Special Assessment".



SPECIAL ASSESSMENT

In accordance with Section 26 of the Drainage Act, Special Assessments have been made against the Township of Southwold being the increased cost to the drainage work for installing 250mm and 300mm diameter sewer pipe, respectively, across their road allowance on the Main Drain and Middle Branch, due to the construction and operation of Fourth Line. The Special Assessments shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessments are to be calculated as follows:

Drain	Cost of Work	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest, Contract Security, & Net H.S.T.	Special Assessment
Main Drain (250mm)	\$8,910.00	\$890.00	\$2,300.00	\$570.00	\$10,890.00
Middle Branch (300mm)	\$8,250.00	\$860.00	\$2,400.00	\$540.00	\$10,330.00

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against Enbridge Gas Inc. for the cost of locating and determining the elevation of their gasmain along Fourth Line on the Main Drain and Middle Branch, being the increased cost to the drainage works due to the construction and operation of their utilities. The Special Assessment shall be as shown on Schedule 'C'.

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against Eastlink for the cost of locating and determining the elevation of fibre optic cables along Fourth Line on the Main Drain and the Middle Branch, being the increased cost to the drainage works due to the construction and operation of their utilities. The Special Assessment shall be as shown on Schedule 'C'.

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Township of Southwold for the cost of locating and determining the elevation of their watermain along Fourth Line on the Main Drain and the Middle Branch, being the increased cost to the drainage works due to the construction and operation of their utilities and required larger upstream pipe size for the Middle Branch. The Special Assessment shall be as shown on Schedule 'C'.

If any additional work is required to the drainage works due to the existence of buried utilities such as gas/water/oil pipelines, communications cables, etc. or if any of the utilities require relocation or repair then the extra costs incurred shall be borne by the utility involved in accordance with the provisions of Section 26 of the Drainage Act.

GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments.



MAINTENANCE

Upon completion of construction all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain. This includes tree roots penetrating tiles from trees planted by owners or naturally occurring.

After completion, the Edison Drain 2025 shall be maintained by the Township of Southwold at the expense of all upstream lands and roads assessed in Schedule 'C' - Assessment for Construction and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

After completion, the remaining existing portions of the Edison Drain (Main Drain) downstream of Sta. 0+645 shall be maintained by the Township of Southwold with 28% of the cost as benefit to the property (Roll No. 003-084) and the remainder prorated over the outlet assessments on the Main Drain in this report.

The above existing portion of the drain shall be repaired/maintained in accordance with the grades and dimensions set out in the plans and specifications contained in the repaired July 6, 1967, report.

Special Assessments shall **not** be pro-rated for future maintenance purposes but shall be applied as an actual cost special if part of the maintenance.

Repairs or improvements to any road culvert or bridge or sub-surface road crossing shall be the responsibility of the applicable Road Authority, entirely at their cost.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

M.P. DeVos, P. Eng.



MPD:kj



SCHEDULE 'A' - ALLOWANCES

EDISON DRAIN 2025

Township of Southwold

In accordance with Sections 29 and 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CON.	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
MAIN DRAIN					
3	S½ 5	003-084(Eldekci Farm Property Holdings)	\$ 40.00	\$ 50.00	\$ 90.00
3	S½ 6	003-087(Union Gem Inc.)	3,750.00	4,590.00	8,340.00
4	Pt.N½&S½6	004-005(J & G Luyks Farms Inc.)	1,240.00	1,520.00	2,760.00
4	SW¼ 6	004-006(G.& R. Parisio)	50.00	70.00	120.00
Total Allowances			\$ 5,080.00	\$ 6,230.00	\$ 11,310.00
TOTAL ALLOWANCES ON THE MAIN DRAIN					\$ 11,310.00
MIDDLE BRANCH					
3	S½ 6	003-087(Union Gem Inc.)	\$ 2,520.00	\$ 3,080.00	\$ 5,600.00
4	Pt.N½&S½6	004-005(J & G Luyks Farms Inc.)	4,550.00	5,570.00	10,120.00
4	Pt. N½ 6	004-005-01(J. & D. Carder)	50.00	70.00	120.00
4	SW¼ 6	004-006(G.& R. Parisio)	50.00	70.00	120.00
Total Allowances			\$ 7,170.00	\$ 8,790.00	\$ 15,960.00
TOTAL ALLOWANCES ON THE MIDDLE BRANCH					\$ 15,960.00
McKILLOP BRANCH					
4	Pt.N½&S½6	004-005(J & G Luyks Farms Inc.)	\$ 1,490.00	\$ 1,820.00	\$ 3,310.00
4	SW¼ 6	004-006(G.& R. Parisio)	50.00	70.00	120.00
Total Allowances			\$ 1,540.00	\$ 1,890.00	\$ 3,430.00
TOTAL ALLOWANCES ON THE McKILLOP BRANCH					\$ 3,430.00
TOTAL ALLOWANCES ON THE EDISON DRAIN 2025					\$ 30,700.00

SCHEDULE 'B' - COST ESTIMATE

EDISON DRAIN 2025

Township of Southwold

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

MAIN DRAIN

Mobilization of equipment	\$	900.00
Installation of the following concrete field tile including supply & installation of geotextile around tile joints		
501 meters of 250mm dia. concrete tile	\$	12,610.00
41 meters of 350mm dia. concrete tile	\$	1,110.00
20 meters of 450mm dia. concrete tile	\$	600.00
Supply of the above listed tile/pipe	\$	11,720.00
Supply & Installation of the following sewer pipe (with rubber gaskets) past tree including supply, installation and compaction of bedding and backfill materials		
13 meters of 250mm dia. sewer pipe	\$	650.00
Supply of the above listed sewer pipe	\$	440.00
Contingency amount for increased cost due to poor soil conditions:		
Installation of tile on crushed stone bedding with excavator (80 meters)	\$	3,000.00
Supply & delivery of 19mm crushed (Approx. 40 tonnes req'd)	\$	1,100.00
Contingency Allowance to install the new tile immediately adjacent to the existing tile and destroying the existing tile with a rubber tired backhoe afterwards (See General Notes on Drawings) (Approx. 566 meters)	\$	2,260.00
Strip, stockpile and releve topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 566m)	\$	3,400.00
20.0 meters of 250mm HDPE sewer pipe		
Supply (with rubber gaskets)	\$	660.00
Installation under Fourth Line by open cut	\$	7,500.00
Supply and install one 600mm x 600mm ditch inlet catchbasins with berm and Turfmat overflow chute and three 600mm x 600mm standard catchbasins, including grates, connection to new & exist. tiles, removal and disposal of existing catchbasins	\$	14,700.00
Clean through existing C.S.P. surface culvert under Fourth Line	\$	750.00
Clearing and grubbing	\$	300.00
Exposing and locating existing tile drains	\$	1,200.00
Exposing and locating existing utilities (report)	\$	470.00
(construction)	\$	450.00

SCHEDULE 'B' - COST ESTIMATE (cont'd)

**EDISON DRAIN 2025
Township of Southwold****MAIN DRAIN (cont'd)**

Tile connections as noted on plan including fittings	\$	900.00
Contract security financing	\$	970.00
Tile connections and contingencies	\$	2,600.00
Allowances under Sections 29 & 30 of the Drainage Act	\$	11,310.00

MIDDLE BRANCH

Mobilization of equipment	\$	900.00
Installation of the following concrete field tile including supply & installation of geotextile around tile joints		
722 meters of 250mm dia. concrete tile	\$	18,180.00
48 meters of 300mm dia. concrete tile	\$	1,250.00
34 meters of 350mm dia. concrete tile	\$	920.00
Supply of the above listed tile	\$	16,140.00
Contingency amount for increased cost due to poor soil conditions:		
Installation of tile on crushed stone bedding with excavator (80 meters)	\$	3,000.00
Supply & delivery of 19mm crushed (Approx. 40 tonnes req'd)	\$	1,100.00
Contingency Allowance to install the new tile immediately adjacent to the existing tile and destroying the existing tile with a rubber tired backhoe afterwards (See General Notes on Drawings) (Approx. 570 meters)	\$	2,000.00
Strip, stockpile and relevel topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 805m)	\$	4,700.00
18.0 meters of 300mm sewer pipe		
Supply	\$	750.00
Installation under Fourth Line by open cut	\$	6,750.00
9.0 meters of 250mm sewer pipe		
Supply	\$	300.00
Installation under laneway by open cut	\$	2,930.00
Supply and install two 600mm x 600mm ditch inlet catchbasins with berms and Turfmat overflow chutes as specified on drawing and two 600mm x 600mm standard catchbasins, including grates, connection to new & exist. tiles, removal and disposal of existing catchbasin	\$	14,300.00
Clean through existing C.S.P. culvert under Fourth Line	\$	750.00

SCHEDULE 'B' - COST ESTIMATE (cont'd)

**EDISON DRAIN 2025
Township of Southwold****MIDDLE BRANCH (cont'd)**

Exposing and locating existing tile drains	(report)	\$	1,220.00
Exposing and locating existing utilities	(report)	\$	470.00
	(construction)	\$	450.00
Tile connections and fittings as noted on plan		\$	1,000.00
Contract security financing		\$	1,160.00
Tile connections and contingencies		\$	3,000.00
Allowances under Sections 29 & 30 of the Drainage Act		\$	15,960.00

McKILLOP BRANCH

Mobilization of equipment		\$	200.00
Installation of the following concrete field tile including supply & installation of geotextile around tile joints			
171 meters of 200mm dia. concrete tile		\$	4,170.00
Supply of the above listed tile		\$	3,130.00
Supply and install one 600mm x 600mm ditch inlet catchbasin with berm and Turfmat overflow chute as specified on drawing including grate & connection to tiles		\$	3,900.00
Exposing and locating existing tile drains		\$	340.00
Tile connections and fittings as noted on plan		\$	100.00
Contract security financing		\$	180.00
Tile connections and contingencies		\$	400.00
Allowances under Sections 29 & 30 of the Drainage Act		\$	3,430.00

ADMINISTRATION

Conservation Authority Review Fee		\$	300.00
Interest and Net Harmonized Sales Tax		\$	6,923.00
Survey, Plan and Final Report		\$	28,043.00
Expenses		\$	1,654.00
Supervision and Final Inspection		\$	<u>6,500.00</u>

TOTAL ESTIMATED COST **\$ 236,100.00**

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (Cont'd)

EDISON DRAIN 2025**Township of Southwold**

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MIDDLE BRANCH						
3	S½ 6	2.4	003-087(Union Gem Inc.)	\$ 17,990.00	\$ 3,446.00	\$ 21,436.00
4	Pt.N½&S½6	7.1	004-005(J & G Luyks Farms Inc.)	36,070.00	28,905.00	64,975.00
* 4	Pt. N½ 6	0.2	004-005-01(J. & D. Carder)	400.00	526.00	926.00
4	SW¼ 6	2.3	004-006(G. & R. Parisio)	1,800.00	11,007.00	12,807.00
TOTAL ASSESSMENT ON LANDS				\$ 56,260.00	\$ 43,884.00	\$ 100,144.00
=====						
Fourth Line		0.5	Township of Southwold	\$ 4,450.00	\$ 2,871.00	\$ 7,321.00
TOTAL ASSESSMENT ON ROADS				\$ 4,450.00	\$ 2,871.00	\$ 7,321.00
=====						
SPECIAL ASSESSMENT against the Township of Southwold for the increased cost of constructing a 300mm sewer pipe under Fourth Line by open cut						\$ 10,330.00
SPECIAL ASSESSMENT against Eastlink for the increased cost of locating and exposing their fibre optic cable on Fourth Line						\$ 765.00
SPECIAL ASSESSMENT against the Township of Southwold for the increased cost of locating and exposing their watermain on Fourth Line and increasing the size of the upstream tile						\$ 1,240.00
TOTAL ASSESSMENT ON THE MIDDLE BRANCH						\$ <u>119,800.00</u>
McKILLOP BRANCH						
4	Pt.N½&S½6	1.3	004-005(J & G Luyks Farms Inc.)	\$ 9,560.00	\$ 1,974.00	\$ 11,534.00
4	SW¼ 6	1.8	004-006(G. & R. Parisio)	1,590.00	5,466.00	7,056.00
TOTAL ASSESSMENT ON LANDS				\$ 11,150.00	\$ 7,440.00	\$ 18,590.00
=====						
TOTAL ASSESSMENT ON McKILLOP BRANCH						\$ <u>18,590.00</u>
TOTAL ASSESSMENT ON THE EDISON DRAIN 2025						\$ <u>236,100.00</u>

SCHEDULE OF NET ASSESSMENT

EDISON DRAIN 2025

Township of Southwold

Job No. 224103

September 19, 2025

* = *Non-agricultural*

ROLL NUMBER (OWNER)	TOTAL GRANTABLE ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
003-084(Eldekci Farm Property Holdings)	\$	\$	\$ 90.00	\$ -90.00
003-087(Union Gem Inc.)	57,703.00	19,234.00	13,940.00	24,529.00
004-005(J & G Luyks Farms Inc.)	96,177.00	32,059.00	16,190.00	47,928.00
* 004-005-01(J. & D. Carder)	1,632.00		120.00	1,512.00
004-006(G. & R. Parisio)	38,928.00	12,976.00	360.00	25,592.00
* Fourth Line	\$ 16,140.00	\$	\$	\$ 16,140.00
<u>Non-Proratable Special Assessments</u>				
* Fourth Line - Road Crossings	21,220.00			21,220.00
* Enbridge Gas Inc.	765.00			765.00
* Eastlink	1,530.00			1,530.00
* Southwold - Watermain	2,005.00			2,005.00
	\$ 236,100.00	\$ 64,269.00	\$ 30,700.00	\$ 141,131.00

SPECIFICATIONS FOR CONSTRUCTION OF MUNICIPAL DRAINAGE WORKS

G E N E R A L I N D E X

SECTION A	General Work	Pages 1 to 6
SECTION B	Open Drain	Pages 7 to 9
SECTION C	Tile Drain	Pages 10 to 15
STANDARD DETAILED DRAWINGS		SDD-01 to SDD-05



SECTION A - GENERAL WORK

I N D E X

<u>SECTION NUMBER</u>	<u>PAGE NO.</u>
A.1 COMMENCEMENT AND COMPLETION OF WORK.....	1
A.2 WORKING AREA AND ACCESS.....	1
A.3 ROAD CROSSINGS.....	1
A.4 SURPLUS EXCAVATED MATERIAL AND GRAVEL.....	3
A.5 FENCES.....	3
A.6 LIVESTOCK.....	4
A.7 STANDING CROPS.....	4
A.8 RAILWAYS, HIGHWAYS, UTILITIES.....	4
A.9 LOCATION OF UTILITIES.....	4
A.10 IRON BARS.....	4
A.11 STAKES.....	4
A.12 RIP-RAP.....	5
A.13 GABION BASKETS.....	5
A.14 RESTORATION OF LAWNS.....	5
A.15 RESTORATION OF ROADS AND LANEWAYS.....	6

SECTION A

GENERAL WORK

A.1 COMMENCEMENT AND COMPLETION OF WORK

The work must commence immediately after the Contractor is notified of the acceptance of his tender or at a later date, if set out as a condition of the tender. If weather creates poor ground or working conditions the Contractor may be required, at the discretion of the Engineer, to postpone or halt work until conditions become acceptable.

As noted on the drawn, the contractor must first arrange for a preconstruction meeting to be held on the site with the Contractor and affected owners attending to review in detail the construction scheduling, access and other pertinent details. The Contractor's costs for attending this meeting shall be included in his lump sum tender price. If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Superintendent a minimum of twenty-four (24) hours' notice prior to returning to the project.

The work must be proceeded with in such a manner as to ensure its completion at the earliest possible date and within the time limit set out in the tender or in the contract documents.

A.2 WORKING AREA AND ACCESS

The working area available to the Contractor to construct the drain and related works including an access route to the drain shall be as specified on the drawings.

Should the specified widths become inadequate due to unusual conditions, the Contractor shall notify the Engineer immediately in order that negotiations with the affected owners can take place.

Where a Contractor exceeds the specified widths due to the nature of his operations and without authorization, he shall be held responsible for the costs of all additional damages and the amount shall be deducted from his contract price and paid to the affected owners by the Municipality.

A.3 ROAD CROSSINGS

.1 General

- .1 Scope: These specifications apply to all road crossings - Municipal, County, Regional, or Highway Roads. Where the word "Authority" is used, it shall be deemed to apply to the appropriate owning authority. These specifications in no way limit the Authority's Specifications and Regulations governing the construction of drains on their Road Allowance. The Authority will supply no labour, equipment or materials for the construction of the road crossing unless otherwise noted on the drawings.
- .2 Road Occupancy Permit: Where applicable the Contractor must submit an Application for a Road Occupancy Permit to the Authority and allow a minimum of 5 working days (exclusive of holidays) for its review and issuance.
- .3 Road Closure Request and Construction Notification: The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority/Public Works Manager and the Drainage Engineer or Superintendent for review and approval a minimum of five (5) working days (exclusive of holidays) prior to proceeding with any work on road allowance. It shall be the Road Authority's responsibility to notify all the applicable emergency services, schools, etc. of the road closure or construction taking place.
- .4 Traffic Control: Where the Contractor is permitted to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route to the satisfaction of the Road Authority. Otherwise, the Contractor shall keep the road open to traffic at all times. The Contractor shall provide, for the supply, erection and maintenance, suitable warning signs and/or flagmen in accordance with the Manual of Uniform Traffic Control Devices and to the satisfaction of the Road Authority to notify the motorists of work on the road ahead.



A.3 **ROAD CROSSINGS** (cont'd)

- .5 **Site Meeting/Inspection**: A site meeting shall be held with the affected parties to review in detail the crossing and/or its related works. The Authority's Inspector and/or the Drainage Engineer will inspect the work while in progress to ensure that the work is done in strict accordance with the specifications.
- .6 **Weather**: No construction shall take place during inclement weather or periods of poor visibility.
- .7 **Equipment**: No construction material and/or equipment is to be left within 3 meters of the edge of pavement overnight or during periods of inclement weather.

.2 **Jacking and Boring**

- .1 **Material**: The bore pipe shall consist of new, smooth wall steel pipe, meeting the requirements of H20 loading for road crossings and E80 loading for railway crossings. The minimum size, wall thickness and length shall be as shown on the drawings. Where welding is required, the entire circumference of any joint shall be welded using currently accepted welding practices.
- .2 **Site Preparation and Excavation**: Where necessary, fences shall be carefully taken down as specified in the General Conditions. Prior to any excavation taking place, all areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the bore operation, off the line of future tile placement and out of existing water runs or ditches. The bore pit shall be located at the upstream end of the bore unless otherwise specified or approved. Bore pits shall be kept back at least 1 meter from the edge of pavement and where bore pits are made in any portion of the shoulder, the excavated material shall be disposed of off the road allowance and the pit backfilled with thoroughly compacted Granular "A" for its entire depth.
- .3 **Installation**: The pipe shall be installed in specified line and grade by a combination of jacking and boring. Upon completion of the operations, both ends of the bore pipe shall be left uncovered until the elevation has been confirmed by the Engineer or Superintendent. The ends of the bore pipe shall be securely blocked off and the location marked by means of a stake extending from the pipe invert to 300mm above the surrounding ground surface.
- .4 **Unstable Soil or Rock**: The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered. Any bore pipe partially installed shall be left in place until alternative methods or techniques are determined by the Engineer after consultation with the Contractor, the Superintendent and the owning authority.
- .5 **Tile Connections**: Prior to commencement of backfilling, all tile encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for each connection will be made at the rate outlined in the Form of Tender and Agreement.
- .6 **Backfill**: Unless otherwise specified, the area below the proposed grade shall be backfilled with a crushed stone bedding. Bore pits and excavations outside of the shoulder area may be backfilled with native material compacted to a density of 95% Standard Proctor. All disturbed areas shall be neatly shaped, have the topsoil replaced and hand seeded. Surplus material from the boring operation shall be removed from the site at the Contractor's expense.
- .7 **Restoration**: The entire affected area shall be shaped and graded to original lines and grades, the topsoil replaced, and the area seeded down at the rate of 85 kg/per ha. unless otherwise specified or in accordance with the M.T.O. Encroachment Permit. Fences shall be restored to their original condition in accordance with the General Conditions.
- .8 **Acceptance**: All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

A.3 **ROAD CROSSINGS** (cont'd)

.3 **Open Cut**

- .1 **Material**: The culvert or sub-drain crossing pipe material shall be specified on the drawings.
- .2 **Site Preparation and Excavation**: Where necessary, fences shall be carefully taken down as specified in the general conditions. Prior to any excavation taking place, the areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the construction area.
- .3 **Installation**: The pipe shall be installed using bedding and cover material in accordance with Standard Detailed Drawing No. 2 or detail provided on drawings.
- .4 **Unstable Soil or Rock**: The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered.
- .5 **Tile Connections**: Prior to commencement of backfilling, all tiles encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for connections not shown on the drawings shall be an extra to the contract.
- .6 **Backfill**: Backfill from the top of the cover material up to the underside of road base shall meet the requirements for M.T.O. Granular "B". The backfill shall be placed in lifts not exceeding 300mm in thickness and each lift shall be thoroughly compacted to produce a density of 98% Standard Proctor. Granular "B" road base for County Roads and Highways shall be placed to a 450mm thickness and Granular "A" shall be placed to a thickness of 200mm, both meeting M.T.O. requirements. Granular road base materials shall be thoroughly compacted to produce a density of 100% Standard Proctor.

Where the road surface is paved, the Contractor shall be responsible for placing an HL-4 Hot Mix Asphalt patch of the same thickness as the existing pavement. The asphalt patch shall be flush with the existing roadway on each side and not overlap. If specified, the asphalt patch shall not be placed immediately over the road base and the Granular "A" shall be brought up flush with the existing asphalt and a liberal amount of calcium chloride shall be spread on the gravel surface. The asphalt patch must be completed within the time period set out on the drawing.

The excavated material from the trench beyond a point 2.5 meters from the travelled portion or beyond the outside edge of the gravel shoulder, may be used as backfill in the trench in the case of covered drains. This material should be compacted in layers not exceeding 600mm.

A.4 **SURPLUS EXCAVATED MATERIAL AND GRAVEL**

Excess excavated material from open cut installation through roads, railways, laneways and lawn/grass areas, shall be removed and disposed of off-site by the Contractor as part of their lump sum installation price. If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used in the construction of the works, the Contractor shall haul away such surplus gravel or stone unless otherwise approved.

A.5 **FENCES**

No earth shall be placed against fences and all fences removed by the Contractor are to be replaced by him in as good condition as found. In general, the Contractor will not be allowed to cut existing fences but shall disconnect existing fences at the nearest anchor post or other such fixed joint and shall carefully roll it back out of the way. Where the distance to the closest anchor post or fixed joint exceeds 50 meters, the Contractor will be allowed to cut and splice in accordance with accepted methods and to the satisfaction of the owner and the Engineer or Superintendent. Where existing fences are deteriorated to the extent that existing materials are not salvageable for replacement, the Contractor shall notify the Engineer or the Superintendent prior to dismantling. Fences damaged beyond salvaging by the Contractor's negligence shall be replaced with new materials, similar to those existing, at the Contractor's expense. The replacement of the fences shall be done to the satisfaction of the owner and the Engineer or Superintendent. The site examination should indicate to the Contractor such work, if any, and an allowance should be made in the tendered price.

The Contractor shall not leave any fence open when he is not at work in the immediate vicinity.

A.6 LIVESTOCK

The Contractor shall provide each property owner with 48 hours' notice prior to removing any fences along fields which could possibly contain livestock. Thereafter, the property owner shall be responsible to keep all livestock clear of the construction areas until further notified. Where necessary, the Contractor will be directed to erect temporary fences. The Contractor shall be held responsible for loss or injury to livestock or damage caused by livestock, where the injury or damage is caused by his failure to notify the property owner or through negligence or carelessness on the part of the Contractor.

The Contractor constructing a tile drain shall not be held responsible for damages or injury to livestock occasioned by leaving trenches open for inspection by the Engineer if he notifies the owner at least 48 hours prior to commencement of the work on that portion. The Contractor will be held liable for such damages or injury if the backfilling of such trenches is delayed more than 1 day after acceptance by the Engineer.

A.7 STANDING CROPS

The Contractor shall not be held responsible for damages to standing crops within the working area available and the access route provided if he notifies the owner thereof at least 48 hours prior to commencement of the work on that portion.

A.8 RAILWAYS, HIGHWAYS, UTILITIES

A minimum of forty-eight (48) hours' notice to Railways, Highways and Utilities, exclusive of Saturdays, Sundays and Holidays, shall be required by the Contractor prior to any work being performed and in the case of a pipe being installed by open cutting or boring under a Highway or Railway, a minimum of 72 hours' notice is required.

A.9 UTILITIES

The attention of the Contractor is drawn to the presence of utilities along the course of the drain. The Contractor will be responsible for determining the location of all utilities and will be held liable for any damage to all utilities caused by his operations. The Contractor shall co-operate with all authorities to ensure that all utilities are protected from damage during the performance of the work. The cost of any necessary relocation work shall be borne by the utility. No allowance or claims of any nature will be allowed on account for delays or inconveniences due to utilities relocation, or for inconveniences and delays caused by working around or with existing utilities not relocated.

A.10 IRON BARS

The Contractor shall be held liable for the cost of an Ontario Land Surveyor to replace any iron bars destroyed during the course of construction.

A.11 STAKES

At the time of the survey, stakes are set along the course of the drain at intervals of 50 meters. The Contractor shall ensure that the stakes are not disturbed unless approval is obtained from the Engineer. Any stakes removed by the Contractor without the authority of the Engineer, shall be replaced at the expense of the Contractor. At the request of the Contractor, any stakes which are removed or disturbed by others or by livestock, shall be replaced at the expense of the drain.



A.12 **RIP-RAP**

Rip-rap shall be specified on the drawings and shall conform to the following:

- .1 **Quarry Stone**: shall range in size from 150mm to 300mm evenly distributed and shall be placed to a 300mm thickness on a filter blanket at a 1.5 to 1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.
- .2 **Broken Concrete**: may be used in areas outside of regular flows if first broken in maximum 450mm sized pieces and mixed to blend with quarry stone as above. No exposed reinforcing steel shall be permitted.
- .3 **Shot Rock**: shall range in size from 150mm to 600mm placed to a depth of 450mm thickness on a filter blanket at a 1.5:1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.

A.13 **GABION BASKETS**

Supply and install gabion basket rip-rap protection as shown on the drawings.

Gabion baskets shall be as manufactured by Maccaferri Gabions of Canada Ltd. or approved equal and shall be assembled and installed in strict accordance with the manufacturer's recommendations.

The gabion fill material shall consist solely of fractured field stone or gabion stone graded in size from 100mm to 200mm (4" to 8") and shall be free of undersized fragments and unsuitable material.

A.14 **RESTORATION OF LAWNS**

- .1 **General**: Areas noted on the drawings to be restored with seeding or sodding shall conform to this specification, and the Contractor shall allow for all costs in his lump sum bid for the following works.
- .2 **Topsoil**: Prior to excavation, the working area shall be stripped of existing topsoil. The topsoil stockpile shall be located so as to prevent contamination with material excavated from the trench. Upon completion of backfilling operations, topsoil shall be spread over the working area to a depth equal to that which previously existed but not less than the following:
 - Seeding and sodding - minimum depth of 100mm
 - Gardens - minimum depth of 300mm

In all cases where a shortfall of topsoil occurs, whether due to lack of sufficient original depth or rejection of stockpiled material due to Contractor's operations, imported topsoil from acceptable sources shall be imported at the Contractor's expense to provide the specified depths. Topsoil shall be uniformly spread, graded, and cultivated prior to seeding or sodding. All clods or lumps shall be pulverized, and any roots or foreign matter shall be raked up and removed as directed.

.3 **Sodding**

- .1 **Materials**: Nursery sod to be supplied by the Contractor shall meet the current requirements of the Ontario Sod Growers Association for No. 1 Bluegrass Fescue Sod.
- .2 **Fertilizer**: Prior to sod placement, approved fertilizer shall be spread at the rate of 5kg/100m² of surface area and shall be incorporated into such surfaces by raking, discing or harrowing. All surfaces on which sod is to be placed shall be loose at the time of placing sod to a depth of 25mm.
- .3 **Placing Sod**: Sod shall be laid lengthwise across the face of slopes with ends close together. Sod shall be counter sunk along the joints between the existing grade and the new sodding to allow for the free flow of water across the joint. Joints in adjacent rows shall be staggered and all joints shall be pounded and rolled to a uniform surface.

On slopes steeper than 3 to 1, and in unstable areas, the Engineer may direct the Contractor to stake sod and/or provide an approved mesh to prevent slippages. In all cases where such additional work is required, it will be deemed an extra to the contract and shall be paid for in accordance with the General Conditions. No sod shall be laid when frozen nor upon frozen ground nor under any other condition not favourable to the growth of the sod. Upon completion of sod laying the Contractor shall thoroughly soak the area with water to a depth of 50mm. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

A.14 RESTORATION OF LAWNS (cont'd)

- .4 **Seeding:** Seed to be supplied by the Contractor shall be "high quality grass seed" harvested during the previous year, and shall be supplied to the project in the supplier's original bags on which a tag setting out the following information is affixed:

- Year or Harvest - recommended rate of application
- Type of Mixture - fertilizer requirements

Placement of seed shall be by means of an approved mechanical spreader. All areas on which seed is to be placed shall be loose at the time of placing seed, to a depth of 25mm. Seed and fertilizer shall be spread in accordance with the supplier's recommendations unless otherwise directed by the Engineer. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

- .5 **Settlement:** The Contractor shall be responsible during the one-year guarantee period for the necessary repair of restored areas due to trench settlement. Areas where settlement does not exceed 50mm may be repaired by top dressing with fine topsoil. In areas where settlement exceeds 50mm, the Contractor will be required to backfill the area with topsoil and restore with seeding and/or sodding as originally specified.

A.15 RESTORATION OF ROADS AND LANEWAYS

- .1 **Gravel:** Restoration shall be in accordance with the applicable standard detailed drawing or as shown on the drawings.
- .2 **Asphalt and Tar and Chip:** Prior to restoration all joints shall be neatly sawcut. Restoration shall be as a in gravel above with the addition of the following:
- .1 Roads shall have the finished grade of Granular 'A', allow two courses of hot-mix asphalt (M.T.O. 310), 80mm HL6 and 40mm HL3 or to such greater thickness as may be required to match the existing.
 - .2 Laneways shall have the finished grade of Granular 'A' allow one 50mm minimum course of hot-mix asphalt (HL3) or greater as may be required to match existing.



SECTION B - OPEN DRAIN

I N D E X

<u>SECTION NUMBER</u>		<u>PAGE NO.</u>
B.1	PROFILE.....	7
B.2	ALIGNMENT.....	7
B.3	CLEARING AND GRUBBING.....	7
B.4	EXCAVATION.....	7
B.5	EXCAVATED MATERIAL.....	7
B.6	EXCAVATION THROUGH BRIDGES AND CULVERTS.....	8
B.7	PIPE CULVERT.....	8
B.8	MOVING DRAINS OFF ROADS.....	8
B.9	TRIBUTARY OUTLETS.....	8
B.10	SEDIMENT BASINS AND TRAPS.....	9
B.11	SEEDING.....	9

SECTION B
OPEN DRAIN

B.1 PROFILE

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the ditch in meters and decimals of a meter and also the approximate depth of cuts from the existing bottom of the ditch to the elevation of the ditch bottom. These cuts are established for the convenience of the Contractor; however, benchmarks will govern the final elevation of the drain. Benchmarks have been established along the course of the drain and their locations and elevations are noted on the profile drawing. A uniform grade shall be maintained between stakes in accordance with the profile drawing.

B.2 ALIGNMENT

The drain shall be constructed in a straight line and shall follow the course of the present drain or water run unless otherwise noted on the drawings. Where it is necessary to straighten any bends or irregularities in alignment not noted on the drawings, the Contractor shall contact the Engineer or Superintendent before commencing the work.

B.3 CLEARING AND GRUBBING

Prior to commencement of work, all trees, scrub, fallen timber and debris shall be removed from the side slopes of the ditch and for such a distance on the working side so as to eliminate any interference with the construction of the drain or the spreading of the spoil. The side slopes shall be neatly cut and cleared flush with slope whether or not they are affected directly by the excavation. With the exception of large stumps causing damage to the drain, the side slope shall not be grubbed. All other cleared areas shall be grubbed and the stumps put into piles for disposal by the owner.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

B.4 EXCAVATION

The bottom width and the side slopes of the ditch shall be those shown on the profile drawing.

Unless otherwise specified on the drawings, only the existing ditch bottom is to be cleaned out and the side slopes are not to be disturbed. Where existing side slopes become unstable because of construction, the Contractor shall immediately contact the Engineer or Superintendent. Alternative methods of construction and/or methods of protection will then be determined, prior to continuing the work.

Where an existing drain is being relocated or where a new drain is being constructed, the Contractor shall, unless otherwise specified, strip the topsoil for the full width of the drain, including the location of the spoil pile. Upon completion of levelling, the topsoil shall be spread to an even depth across the full width of the spoil.

B.5 EXCAVATED MATERIAL

Excavated material shall be deposited on either or both sides of the drain as indicated on the drawings or as directed by the Engineer or Superintendent. A buffer strip of not less than 3 meters in width through farmed lands and 2 meters in width through bush areas shall be left along the top edges of the drain. The buffer strip shall be seeded and/or incorporated as specified on the drawings. The material shall be deposited beyond the specified buffer strip.

B.5 EXCAVATED MATERIAL (cont'd)

No excavated material shall be placed in tributary drains, depressions, or low areas which direct water into the ditch so that water will be trapped behind the spoil bank. The excavated material shall be placed and levelled to a minimum width to depth ratio of 50 to 1 unless instructed otherwise. The edge of the spoil bank away from the ditch shall be feathered down to the existing ground; the edge of the spoil bank nearest the ditch shall have a maximum slope of 2 to 1. The material shall be levelled such that it may be cultivated with ordinary farm equipment without causing undue hardship on machinery and personnel. No excavated material shall cover any logs, scrub, debris, etc. of any kind.

Where it is necessary to straighten any unnecessary bends or irregularities in the alignment of the ditch, the excavated material from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and the old ditch no extra compensation will be allowed for this work and must be included in the Contractor's lump sum price for the open work.

Any stones 150mm or larger left exposed on top of the levelled excavated material shall be removed and disposed of as an extra to the contract unless otherwise noted on plans.

B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS

The Contractor shall excavate the drain to the full specified depth and width under all bridges. Where the bridge or culvert pipe is located within a road allowance, the excavated material shall be levelled within the road allowance. Care shall be taken not to adversely affect existing drainage patterns. Temporary bridges may be carefully removed and left on the bank of the drain but shall be replaced by the Contractor when the excavation is completed unless otherwise specified. Permanent bridges must be left intact. All necessary care and precautions shall be taken to protect the structure. The Contractor shall notify the Engineer or Superintendent if excavation may cause the structure to undermine or collapse.

B.7 PIPE CULVERTS

Where specified on the drawings, the existing culvert shall be carefully removed, salvaged and either left at the site for the owner or reinstalled at a new grade or location. The value of any damage caused to the culvert due to the Contractor's negligence in salvage operation will be determined and deducted from the contract price.

All pipe culverts shall be installed in accordance with the standard detail drawings as noted on the drawings. If couplers are required, 5 corrugation couplers shall be used for up to and including 1200mm dia. pipe and 10 corrugation couplers for greater than 1200mm dia.

B.8 MOVING DRAINS OFF ROADS

Where an open drain is being removed from a road allowance, it must be reconstructed wholly on the adjacent lands with a minimum distance of 2.0 meters between the property line and the top of the bank, unless otherwise noted on the drawings. The excavated material shall be used to fill the existing open ditch and any excess excavated material shall be placed and levelled on the adjacent lands beyond the buffer strip, unless otherwise noted. Any work done on the road allowance, with respect to excavation, disposal of materials, installation of culverts, cleaning under bridges, etc., shall be to the satisfaction of the Road Authority and the Engineer.

B.9 TRIBUTARY OUTLETS

The Contractor shall guard against damaging the outlets of tributary drains. Prior to commencement of excavation on each property the Contractor shall contact the owner and request that all known outlet pipes be marked by the owner. All outlets so marked or visible or as noted on the profile, and subsequently damaged by the Contractor's operations will be repaired by the Contractor at his cost. All outlet pipes repaired by the Contractor under direction of the Drainage Superintendent or Engineer which were not part of the Contract shall be considered an extra to the contract price.

B.10 **SEDIMENT BASINS AND TRAPS**

The Contractor shall excavate sediment basins prior to commencement of upstream work as shown on the plan and profile. The dimension of the basin will be in a parabolic shape with a depth of 450mm below the proposed ditch bottom and the basin will extend along the drain for a minimum length of 15 meters.

A sediment trap 300mm deep and 5 meters long with silt fence placed across ditch bottom on the downstream end of the trap shall be constructed prior to and maintained during construction, to prevent silt from flushing downstream. The silt fence shall be removed and disposed of after construction.

B.11 **SEEDING**

- .1 **Delivery:** The materials shall be delivered to the site in the original unopened containers which shall bear the vendor's guarantee of analysis and seed will have a tag showing the year of harvest.
- .2 **Hydro Seeding:** Areas specified on drawings shall be hydro seeded and mulched upon completion of construction in accordance with O.P.S.S. 572 and with the following application rates:

Primary Seed (85 kg/ha.):	50% Creeping Red Fescue 40% Perennial Ryegrass 5% White Clover
Nurse Crop	Italian (Annual) Ryegrass at 25% of Total Weight
Fertilizer (300 kg/ha.)	8-32-16
Hydraulic Mulch (2000 kg/ha.)	Type "B"
Water (52,700 litres/ha.)	

Seeding shall not be completed after September 30.

- .3 **Hand Seeding:** Hand seeding shall be completed daily with the seed mixture and fertilizer and application rate shown under "Hydro Seeding" above. Placement of the seed shall be by means of an approved mechanical spreader. Seeding shall not be completed after September 30.



SECTION C - TILE DRAIN

I N D E X

<u>SECTION NUMBER</u>	<u>PAGE NO.</u>
C.1 PIPE MATERIALS.....	10
C.2 TESTING.....	10
C.3 LINE.....	10
C.4 CLEARING AND GRUBBING.....	11
C.5 PROFILE.....	11
C.6 GRADE.....	11
C.7 EXCAVATION.....	11
C.8 INSTALLATION.....	12
C.9 ROAD AND LANEWAY SUB-SURFACE CROSSINGS.....	12
C.10 BACKFILLING.....	13
C.11 UNSTABLE SOIL.....	13
C.12 ROCKS.....	13
C.13 BROKEN, DAMAGED, OR EXCESS TILE.....	13
C.14 TRIBUTARY DRAINS.....	13
C.15 OUTLET PIPES.....	14
C.16 CATCHBASINS AND JUNCTION BOXES.....	14
C.17 BLIND INLETS.....	15
C.18 GRASSED WATERWAY.....	15
C.19 BACKFILLING EXISTING DITCHES.....	15
C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM.....	15

SECTION C

TILE DRAIN

C.1 PIPE MATERIALS

- .1 **Concrete Tile:** All tile installed under these specifications shall be sound and of first quality and shall meet all A.S.T.M. Specifications current at the time of tendering. Concrete tile shall conform to Designation C412 "Extra Quality" except that the minimum compression strengths shall be increased by 25%. Heavy Duty tile shall conform to Designation C412 "Heavy Duty Extra Quality".
- .2 **Corrugated Steel Pipe:** Unless otherwise specified, all metal pipe shall be corrugated, riveted steel pipe or helical corrugated steel pipe with a minimum wall thickness of 1.6mm (16 gauge) and shall be fully galvanized.
- .3 **Plastic Tubing:** The plans will specify the type of tubing or pipe, such as non-perforated or perforated (with or without filter material).
 - i) Corrugated Plastic Drainage Tubing shall conform to the current O.F.D.A. Standards
 - ii) Heavy Duty Corrugated Plastic Pipe shall be "Boss 1000" manufactured by the Big 'O' Drain Tile Co. Ltd. or approved equal
- .4 **Concrete Sewer Pipe:** The Designations for concrete sewer pipe shall be C14 for concrete sewer pipe 450mm (18") diameter or less; and C76 for concrete sewer pipe greater than 450mm (18") diameter. Where closed joints are specified, joints shall conform to the A.S.T.M. Specification C443.

Where concrete sewer pipe "seconds" are permitted the pipe should exhibit no damages or cracks on the barrel section and shall be capable of satisfying the crushing strength requirements for No.1, Pipe Specifications (C14 or C76). The pipe may contain cracks or chips in the bell or spigot which could be serious enough to prevent the use of rubber gaskets, but which are not so severe that the joint could not be mortared conventionally.
- .5 **Plastic Sewer Pipe:** The plans will specify the type of sewer pipe, such as non-perforated or perforated (with or without filter material). All plastic sewer pipe and fittings shall be "Boss Poly-Tite", ULTRA-RIB", "Challenger 3000" or approved equal with a minimum stiffness of 320 kpa at 5% deflection.
- .6 **Plastic Fittings:** All plastic fittings shall be "Boss 2000" or "Challenger 2000" with split coupler joints or approved equal.

C.2 TESTING

The manufacturer shall provide specimens for testing if required. The random selection and testing procedures would follow the appropriate A.S.T.M. requirements for the material being supplied. The only variation is the number of tiles tested: 200mm to 525mm dia. - 5 tile tested, 600mm to 900mm dia. - 3 tile tested. The drain will be responsible for all testing costs for successful test results. Where specimens fail to meet the minimum test requirements, the manufacturer will be responsible for the costs of the unsuccessful tests. Alternately, the Engineer may accept materials on the basis of visual inspections and the receipt in writing from the Manufacturer of the results of daily production testing carried out by the Manufacturer for the types and sizes of the material being supplied.

C.3 LINE

Prior to stringing the tile, the Contractor shall contact the Superintendent or the Engineer in order to establish the course of the drain.

Where an existing drain is to be removed and replaced in the same trench by the new drain or where the new drain is to be installed parallel to an existing drain, the Contractor shall excavate test holes to locate the existing drain (including repairing drainage tile) at intervals along the course of the drain as directed by the Engineer and/or the Superintendent. The costs for this work shall be included in the tender price.

Where an existing drain is to be removed and replaced in the same trench by the new drain, all existing tiles shall be destroyed, and all broken tile shall be disposed of offsite.

C.3 **LINE** (cont'd)

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other water courses or at sharp corners, it shall run on a curve of at least a 15-meter radius. The new tile drain shall be constructed at an offset from and generally parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water. The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and the existing tile act together to provide the necessary capacity.

C.4 **CLEARING AND GRUBBING**

Prior to commencement of drain construction, all trees, scrub, fallen timber and debris shall be cleared and grubbed from the working area. Unless otherwise specified, the minimum width to be cleared and grubbed shall be 20 meters in all hardwood areas and 30 meters in all softwood areas (willow, poplar, etc.), the width being centred on the line of the drain.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

C.5 **PROFILE**

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the drain in meters and decimals of a meter. These cuts are established for the convenience of the Contractor; however, benchmarks will govern the final elevation of the drain. Benchmarks have been established along the course of the drain and their locations and elevations are noted on the profile drawing.

C.6 **GRADE**

The Contractor shall provide and maintain in good working condition, an approved system of establishing a grade sight line to ensure the completed works conform to the profile drawing. In order to confirm the condition of his system and to eliminate the possibility of minor errors on the drawings, he shall ensure his grade sight line has been confirmed to be correct between a minimum of two control points (bench marks) and shall spot check the actual cuts and compare with the plan cuts prior to commencement of tile installation. He shall continue this procedure from control point to control point as construction of the drain progresses. When installing a drain towards a fixed point such as a bore pipe, the Contractor shall uncover the pipe and confirm the elevation, using the sight line, a sufficient distance away from the pipe in order to allow for any necessary minor grade adjustments to be made in order to conform to the as built elevation of the bore pipe. All tile improperly installed due to the Contractor not following these procedures shall be removed and replaced entirely at the Contractor's cost.

When following the procedures and a significant variation is found, the Contractor shall immediately cease operations and advise the Engineer.

C.7 **EXCAVATION**

- .1 **Trench:** Unless otherwise specified, all trenching shall be done with a recognized farm tiling machine approved by the Engineer or Superintendent. The machine shall shape the bottom of the trench to conform to the outside diameter of the pipe for a minimum width of one-half of the outside diameter. The minimum trench width shall be equal to the outside diameter of the tile to be installed plus 100mm (4") on each side unless otherwise approved. The maximum trench width shall be equal to the outside diameter of the tile to be installed plus 250mm (10") on each side unless otherwise approved.

C.7 **EXCAVATION** (cont'd)

- .2 **Scalping**: Where the depths of cuts in isolated areas along the course of the drain as shown on the profile exceed the capacity of the Contractor's tiling machine, he shall lower the surface grade in order that the tiling machine may trench to the correct depth. Topsoil is to be stripped over a sufficient width that no subsoil will be deposited on top of topsoil. Subsoil will then be removed to the required depth and piled separately. Upon completion of backfilling, the topsoil will then be replaced to an even depth over the disturbed area. The cost for this work shall be included in his tender price.
- .3 **Excavator**: Where the Contractor's tiling machine consistently does not have the capacity to dig to the depths required or to excavate the minimum trench width required, he shall indicate in the appropriate place provided on the tender form his proposed methods of excavation.
- Where the use of an excavator is either specified on the drawings or approved as evidenced by the acceptance of his tender on which he has indicated the proposed use of a backhoe he shall conform to the following requirements:
- a) the topsoil shall be stripped and replaced in accordance with Section .2 "Scalping".
 - b) all tile shall be installed on a bed of 19mm crushed stone with a minimum depth of 150mm which has been shaped to conform to the lower segment of the tile.
 - c) the Contractor shall allow for the cost of the preceding requirements (including the supply of the crushed stone) in his lump sum tender price unless it is otherwise provided for in the contract documents.
- .4 **Backfilling Ditch**: Where the contract includes for a closed drain to replace an open drain and the ditch is to be backfilled, the Contractor shall install the tile and backfill the trench prior to backfilling the ditch unless otherwise noted. The distance the trench shall be located away from the ditch shall be as noted on the drawings, (beyond area required for stockpiling topsoil and backfilling). After tile installation is complete topsoil (if present) shall be stripped and stockpiled within the above limits prior to backfilling of ditch. Only tracked equipment shall be permitted to cross backfilled tile trench and must be at 90 degrees to line of tile.

C.8 **INSTALLATION**

The tile is to be laid with close fitting joints and in regular grade and alignment in accordance with the plan and profile drawings. The tiles are to be bevelled, if necessary, to ensure close joints (in particular around curves). Where, in heavy clay soils, the width of a joint exceeds 10mm the joint shall be wrapped with filter cloth as below. Where the width of a joint exceeds 12mm the tile shall first be removed and the joint bevelled to reduce the gap. The maximum deflection of one tile joint shall be 15 degrees. Where a drain connects to standard or ditch inlet catchbasins or junction box structures, the Contractor shall include in his tender price for the supply and installation of compacted Granular 'A' bedding under areas backfilled from the underside of the pipe to undisturbed soil. The connections will then be grouted.

Where a tile drain passes through a bore pit, the Tile Contractor shall include in his tender price for the supply and placement of compacted Granular "A" bedding from the underside of the pipe down to undisturbed soil within the limits of the bore pit.

As above and where soil conditions warrant, the Engineer may require (or as specified on the drawings) that each tile joint be wrapped with synthetic filter cloth. The width of the filter cloth shall be 300mm wide for tile sizes of 150mm to 300mm and 400mm wide for sizes of 350mm to 750mm. The filter cloth shall cover the full perimeter of the tile and overlap a minimum of 100mm or as specified on the drawings. The type of cloth shall be Mirafi 140NL for loam soils and 150N for sandy soil. Any such work not shown on the drawings shall be considered as an addition to the contract price unless specified on the drawings.

C.9 **ROAD AND LANEWAY SUB-SURFACE CROSSINGS**

All road and laneway crossings may be made with an open cut in accordance with standard detailed drawings in the specifications or on the drawings. The exact location of the crossing shall be verified and approved by the Road Authority and the Engineer and/or Superintendent.

C.10 BACKFILLING

As the laying of the tile progresses, blinding up to the springline including compaction by tamping (by hand) is to be made on both sides of the tile. No tile shall be backfilled until inspected by the Engineer or Drainage Superintendent unless otherwise approved by the Engineer.

The remainder of the trench shall be backfilled with special care being taken in backfilling up to a height approximately 150mm above the top of the tile to ensure that no tile breakage occurs. During the backfilling operation no equipment shall be operated in a way that would transfer loads onto the tile trench. Surplus material is to be mounded over the tile trench so that when settlement takes place the natural surface of the ground will be restored. Upon completion, a minimum cover of 600mm is required over all tile. Where stones larger than 150mm are present in the backfill material, they shall be separated from the material and disposed of by the Contractor.

Where a drain crosses a lawn area, the backfilling shall be carried out as above except that, unless otherwise specified, the backfill material shall be mechanically compacted to eliminate settlement.

C.11 UNSTABLE SOIL

The Contractor shall immediately contact the Engineer or Superintendent if quicksand is encountered, such that installation with a tiling machine is not possible. The Engineer shall, after consultation with the Superintendent and Contractor, determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation. Where directed by the Engineer, test holes are to be dug to determine the extent of the affected area. Cost of test holes shall be considered an addition to the contract price.

C.12 ROCKS

The Contractor shall immediately contact the Engineer or Superintendent if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a tiling machine. The Engineer or Superintendent may direct the Contractor to use some other method of excavating to install the drain. The basis of payment for this work shall be determined by the Engineer and Drainage Superintendent.

If only scattered large stones or boulders are removed on any project, the Contractor shall haul same to a nearby bush or fence line, or such other convenient location as approved by the Landowners(s).

C.13 BROKEN, DAMAGED TILE OR EXCESS TILE

The Contractor shall remove and dispose of off-site all broken (existing or new), damaged or excess tile or tiles. If the tile is supplied by the Municipality, the Contractor shall stockpile all excess tile in readily accessible locations for pickup by the Municipality upon the completion of the job.

C.14 TRIBUTARY DRAINS

Any tributary tile encountered in the course of the drain shall be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary tile drains encountered are clean or reasonably clean, they shall be connected into the new drain. Where existing drains are full of sediment, or contain pollutants, the decision to connect those drains to the new drain shall be left to the Engineer or Superintendent. Each tributary tile connection made by the Contractor shall be located and marked with a stake and no backfilling shall take place until the connection has been approved by the Engineer or Superintendent.

For tributary drains 150mm dia. or smaller connected to new tiles 250mm dia. or larger, and for 200mm dia. connected to 350mm dia. or larger, the Contractor shall neatly cut a hole in the middle of a tile length. The connections shall be made using a prefabricated adaptor. All other connections shall be made with prefabricated wyes or tees conforming to Boss 2000 split coupler or approved equal.

Where an open drain is being replaced by a new tile drain, existing tile outlets entering the ditch from the side opposite the new drain shall be extended to the new drain. All existing metal outlet pipes shall be carefully removed, salvaged, and left for the owner. Where the grade of the connection passes through the newly placed backfill in the ditch, the backfill material below the connection shall be thoroughly compacted and metal pipe of a size compatible with the tile outlet shall be installed so that a minimum length of 2 meters at each end is extending into undisturbed soil.

C.14 **TRIBUTARY DRAINS** (cont'd)

Where locations of tiles are shown on the drawings the Contractor shall include in his tender price, all costs for connecting those tiles to the new drain regardless of length.

Where tiles not shown on the drawings are encountered in the course of the drain, and are to be connected to the new drain, the Contractor shall be paid for each connection at the rate outlined in the Form of Tender and Agreement.

C.15 **OUTLET PIPES**

Corrugated steel pipe shall be used to protect the tile at its outlet. It shall have a hinged metal grate with a maximum spacing between bars of 40mm. The corrugated steel pipe shall be bevelled at the end to generally conform to the slope of the ditch bank and shall be of sufficient size that the tile can be inserted into it to provide a solid connection. The connection will then be grouted immediately.

The installation of the outlet pipe and the required rip-rap protection shall conform to the standard detailed drawing as noted on the drawing.

C.16 **CATCHBASINS AND JUNCTION BOXES**

- .1 **Catchbasins:** Unless otherwise noted or approved, catchbasins shall be in accordance with O.P.S.D. 705.010, 705.030. All catchbasins shall include two - 150mm riser sections for future adjustments. All ditch inlet catchbasins shall include one 150mm riser section for future adjustments. The catchbasin top shall be a "Bird Cage" type substantial steel grate, removable for cleaning and shall be inset into a recess provided around the top of the structure. The grate shall be fastened to the catchbasin with bolts into the concrete. Spacing of bars on grates for use on 600mmx600mm structures shall be 65mm centre to centre. Spacing of bars on grates for use on structures larger than 600mmx600mm shall be 90mm with a steel angle frame.

The exact location and elevation of catchbasins shall be approved by the Road Authority or the Engineer/Superintendent. Catchbasins offset from the drain shall have "Boss 2000" 200mm diameter leads or approved equal unless otherwise noted and the leads shall have a minimum of 600mm of cover. The leads shall be securely grouted at the structures and the drain.

- .2 **Junction Boxes:** Junction boxes shall be the precast type unless otherwise approved. Dimensions for precast junction boxes shall conform to those for catchbasins. The inside dimensions of the box shall be a minimum of 100mm larger than the outside diameter of the largest pipe being connected. The minimum cover over the junction box shall be 600mm. Benching to spring line shall be supplied with all junction boxes.
- .3 **Connections:** Catchbasins and junction boxes shall not be ordered until elevations of existing pipes being connected have been verified in the field as indicated on the drawings. All connections shall be securely grouted at both the inside and outside walls of the structure.
- .4 **Installation:** Where the native material is clay, all catchbasins shall be backfilled with an approved granular material placed and compacted to a minimum width of 300mm on all sides with the following exception. Where the native material is sandy or granular in nature it may be used as backfill. Filter cloth shall be placed between the riser sections of all catchbasins.

Where the Contractor has over excavated or where ground conditions warrant, the structure shall be installed on a compacted granular base.

The Contractor shall include in his tender price for the construction of a berm behind all ditch inlet structures. The berm shall be constructed of compacted clay keyed 300mm into undisturbed soil. Topsoil shall be distributed to a 65mm thickness and seeded unless otherwise specified. The Contractor shall also include for regrading, shaping and seeding of road ditches for a maximum of 15 meters each way from all catchbasins.



C.17 BLIND INLETS

Where specified, blind inlets shall be installed along the course of the drain in accordance with details on the drawings.

C.18 GRASSED WATERWAY

Topsoil to be stripped from construction area and stockpiled prior to construction of waterway. Waterway to be graded into a parabolic shape to the width shown on the drawings. Topsoil to be relevelled over the waterway and other areas disturbed by construction.

Waterway to be prepared for seeding by harrowing and then seeded by drilling followed by rolling. Seeding rate to be 85 Kg/Ha with the following mixture:

- 30% Canon Canada Bluegrass
- 25% Koket Chewings Fescue
- 30% Rebel Tall Fescue
- 15% Diplomat Perennial Rye
- Plus #125 Birdsfoot Trefoil (25% of Total Weight)

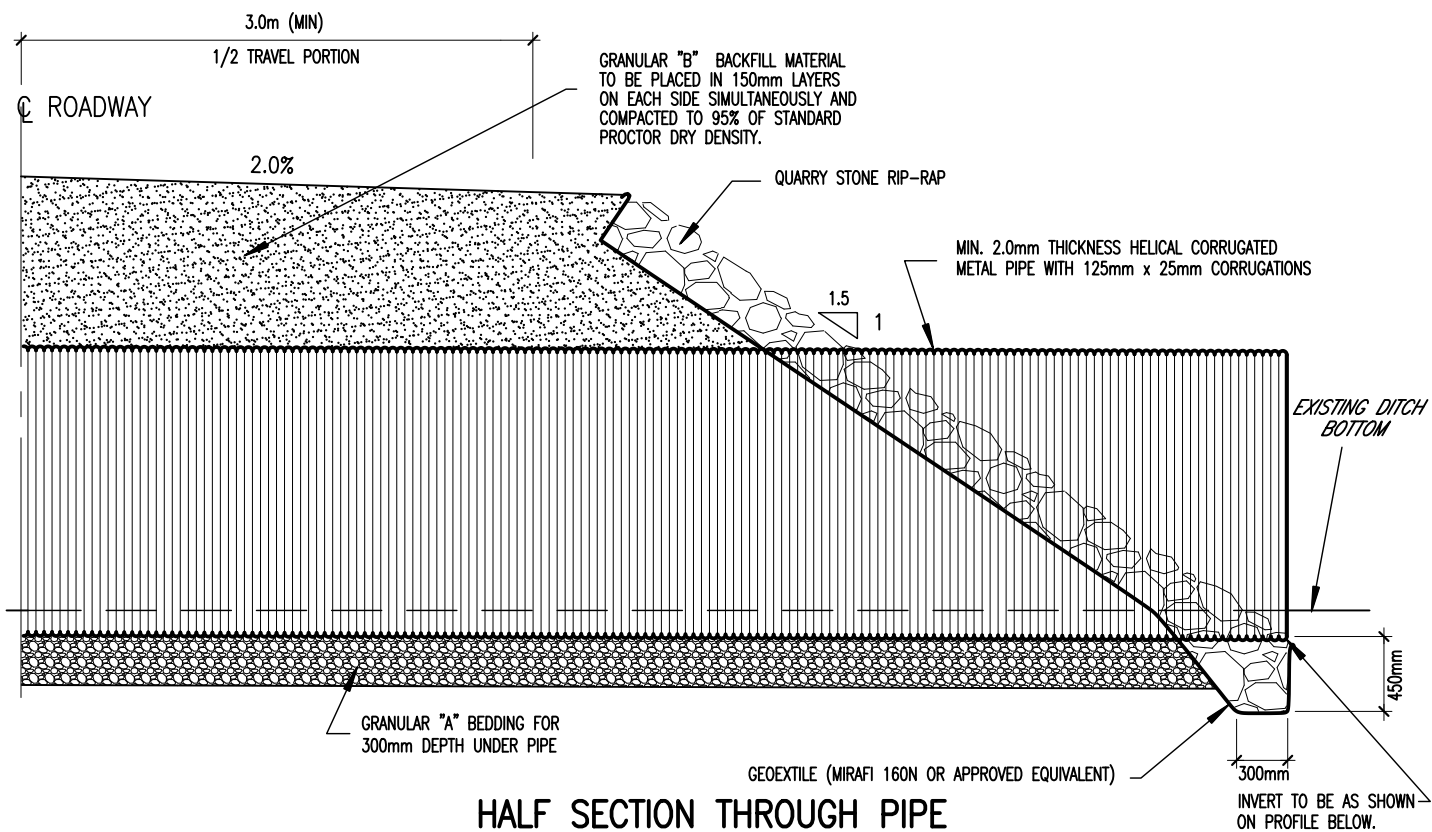
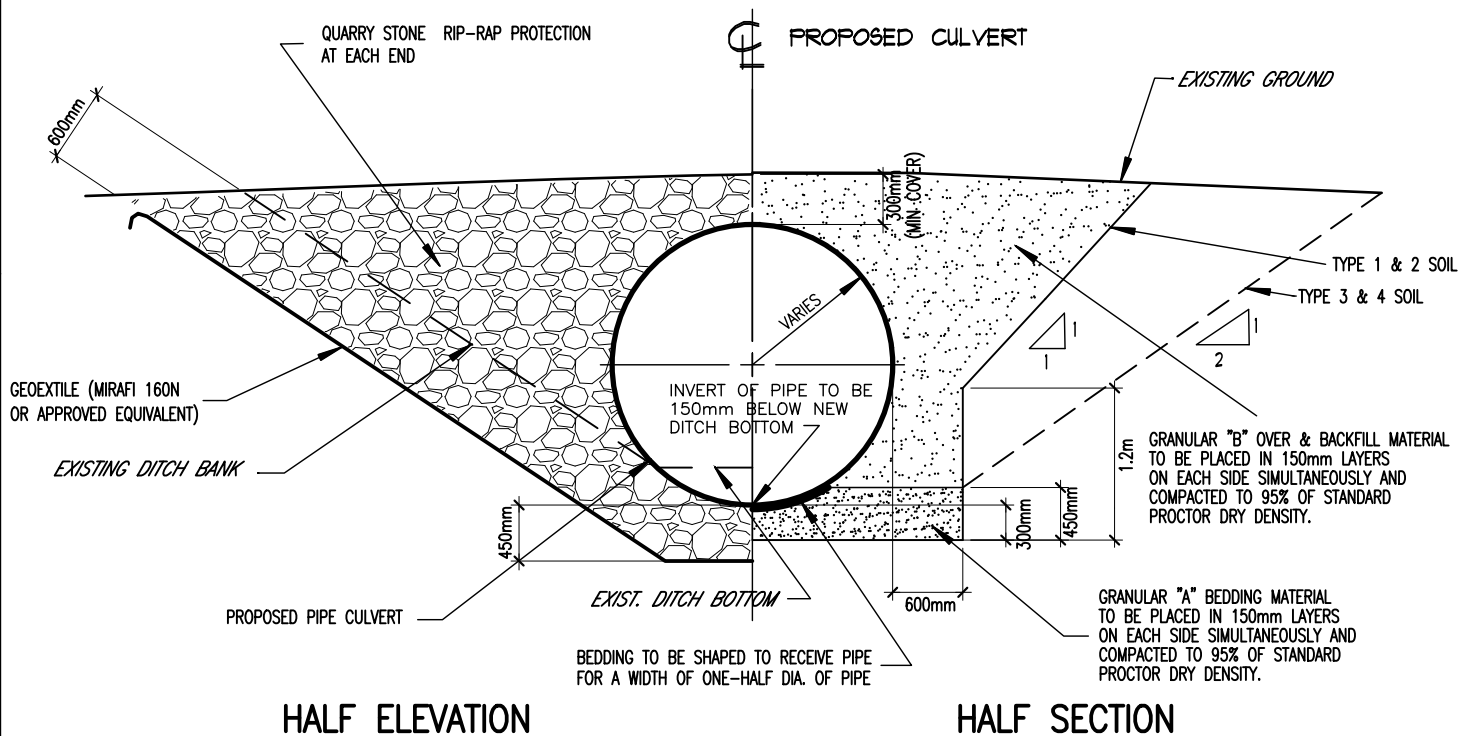
C.19 BACKFILLING EXISTING DITCHES

The Contractor shall backfill the ditch sufficiently for traversing by farm machinery. If sufficient material is not available from the old spoil banks to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled ditch unless otherwise specified on the contract drawings. The Contractor shall ensure sufficient compaction of the backfill and if required, repair excess settlement up to the end of the warranty period. The final grade of the backfilled ditch shall provide an outlet for surface water.

C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM

Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by other specifications of this contract.

The requirements of licensing of operators, etc. which apply to the installation of closed drains under the Tile Drainage Act shall also be applicable to this contract in full unless approval otherwise is given in advance by the Engineer.



NOTES

- 1) WHERE THE CULVERT IS TO BE INSTALLED IN POOR SOIL CONDITIONS, THE BEDDING MATERIAL SHALL BE 19mm CRUSHED STONE COMPLETELY WRAPPED IN GEOTEXTILE SUCH AS MIRAFI 160N OR APPROVED EQUIVALENT.

TYPICAL FARM CULVERT INSTALLATION DETAIL

Scale: N.T.S.

Approved by:

Date: January 1983

Drawn by: jk

M.P.D.

Revised: November 2000

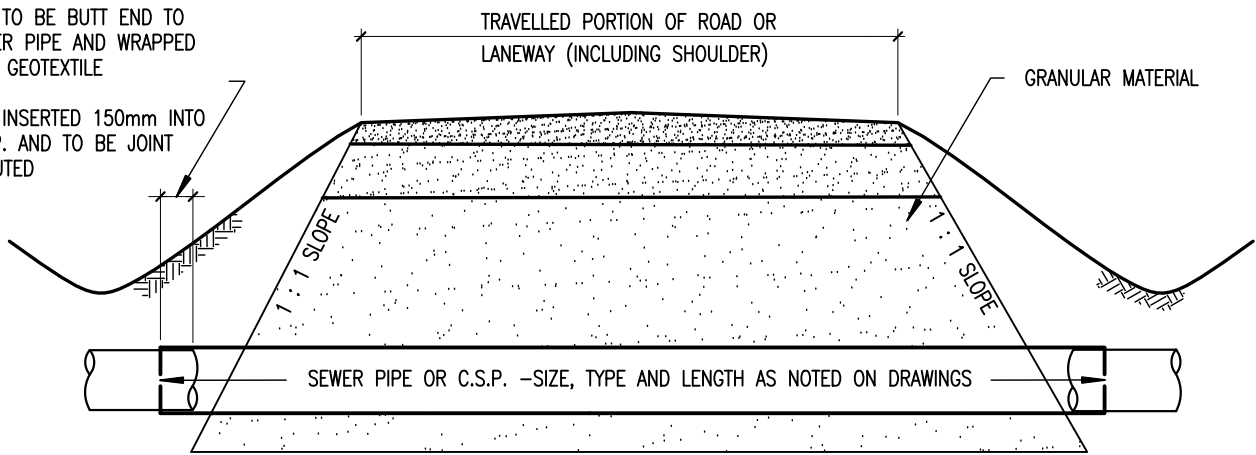
ELEVATION & SECTION



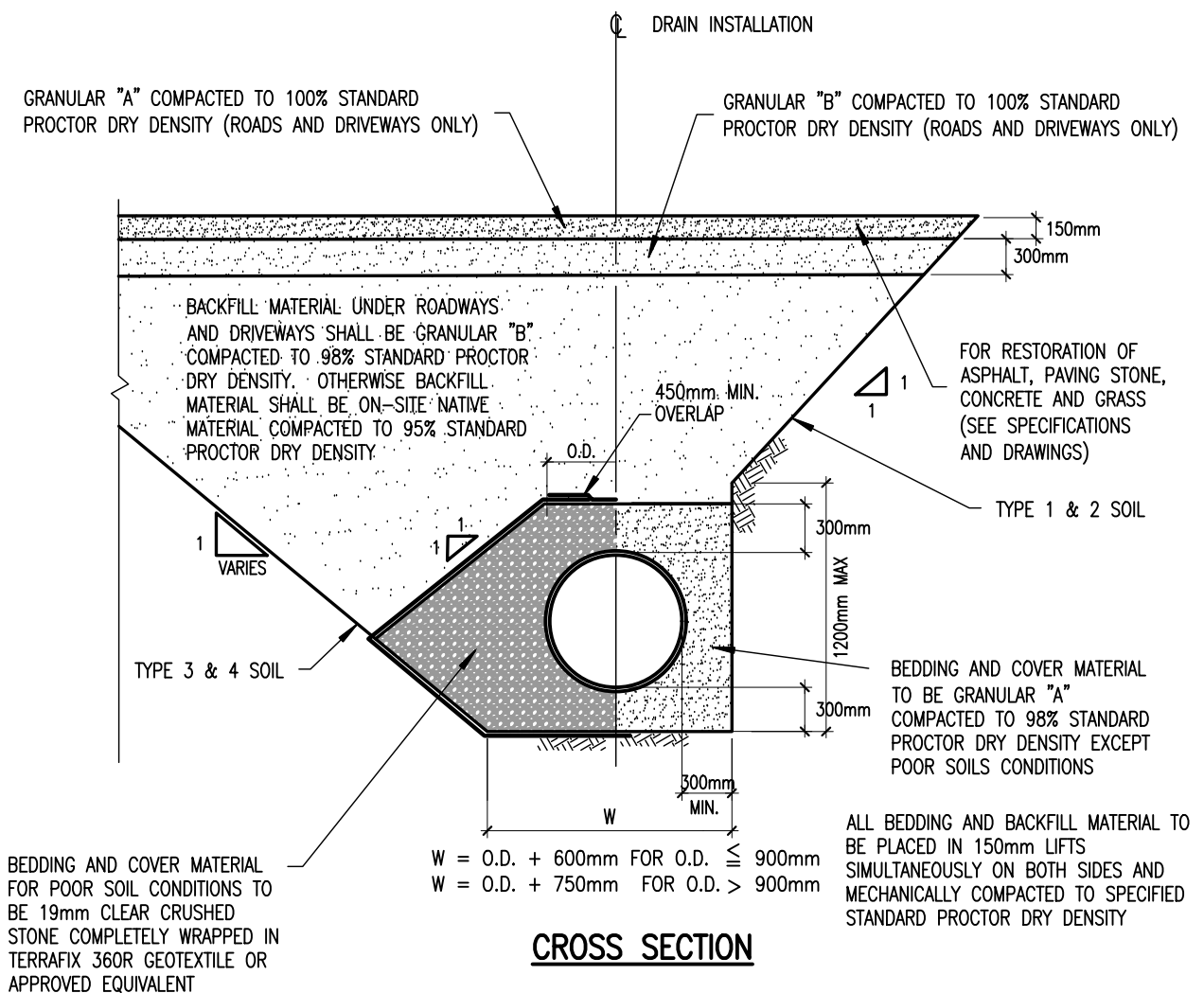
SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. 01

2. TILE INSERTED 150mm INTO C.S.P. AND TO BE JOINT GROUTED



SECTION THROUGH PIPE



CROSS SECTION

**TYPICAL INSTALLATION DETAIL FOR SEWER PIPE
UNDER DRIVEWAYS AND TRAVELLED PORTIONS OF ROADS**

Scale: N.T.S.

Approved by:

Date: January 1983

Drawn by: jk

M.P.D.

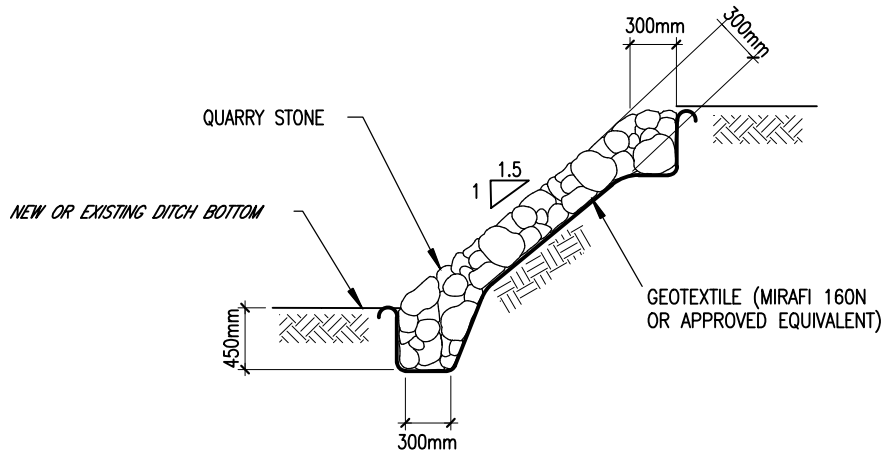
Revised: JULY 2018

ELEVATION & SECTION

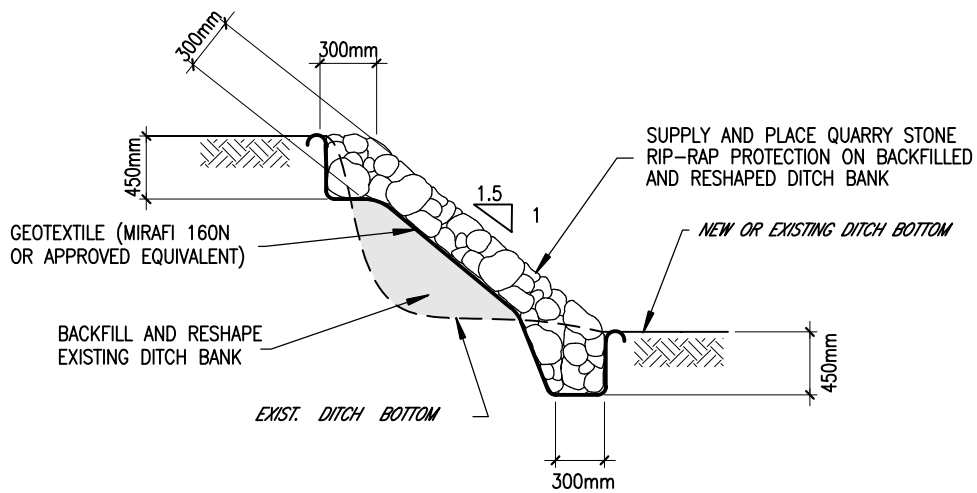


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. **02**



TYPICAL DITCH BANK RIP-RAP



**TYPICAL DITCH BANK RIP-RAP
WITH BACKFILLING OF WASHOUT**

TYPICAL DITCH BANK RIP-RAP DETAILS

Scale: N.T.S.

Approved by:

Date: July 2000

Drawn by: jk

M.P.D.

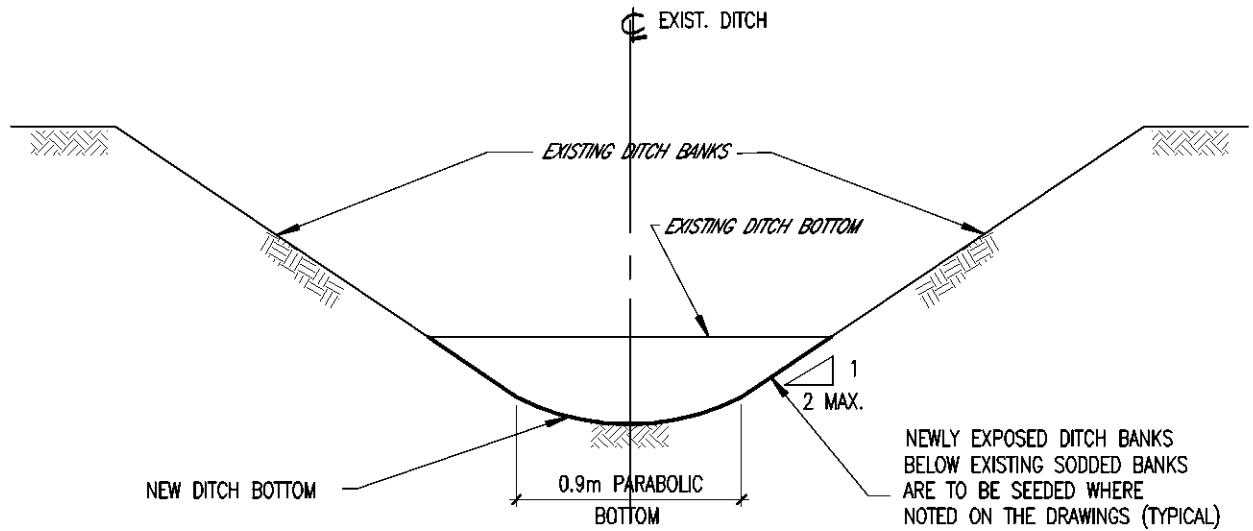
Revised: November 2000

SECTIONS

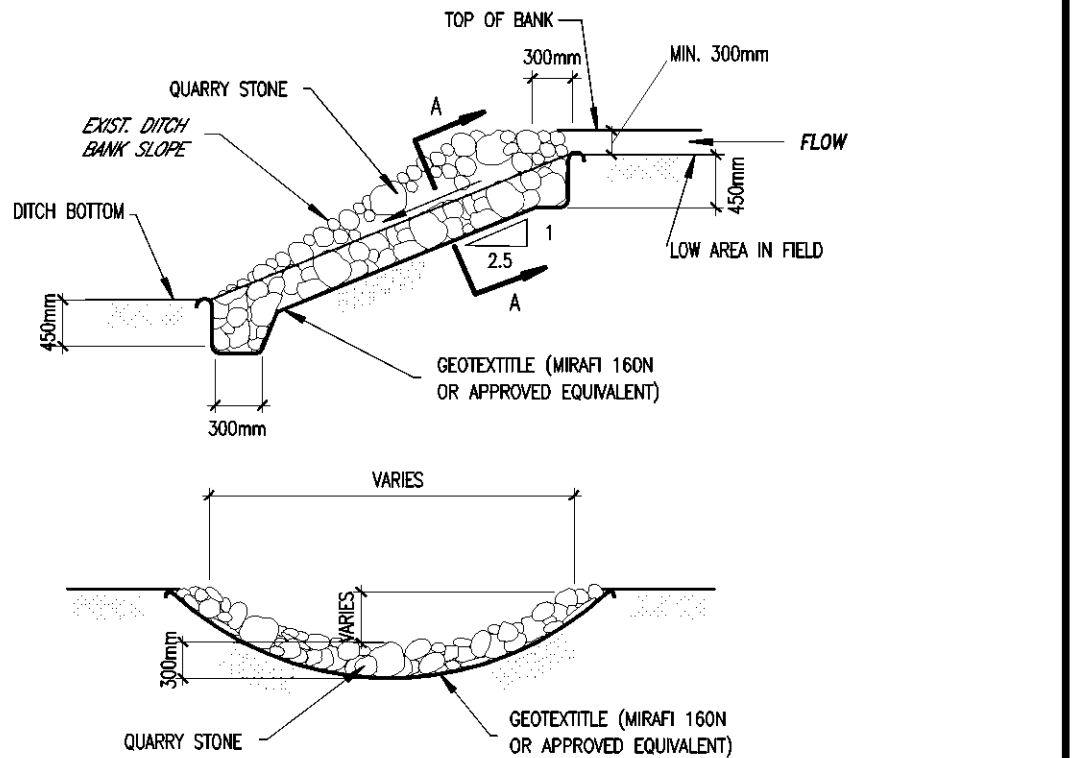


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. **04**



TYPICAL DITCH BOTTOM CLEANOUT



SECTION A-A

TYPICAL ROCK CHUTE

TYPICAL DITCH BOTTOM CLEANOUT TYPICAL ROCK CHUTE CONSTRUCTION

Scale: N.T.S.

Approved by:

Date: November 2000

Drawn by: jk

M.P.D.

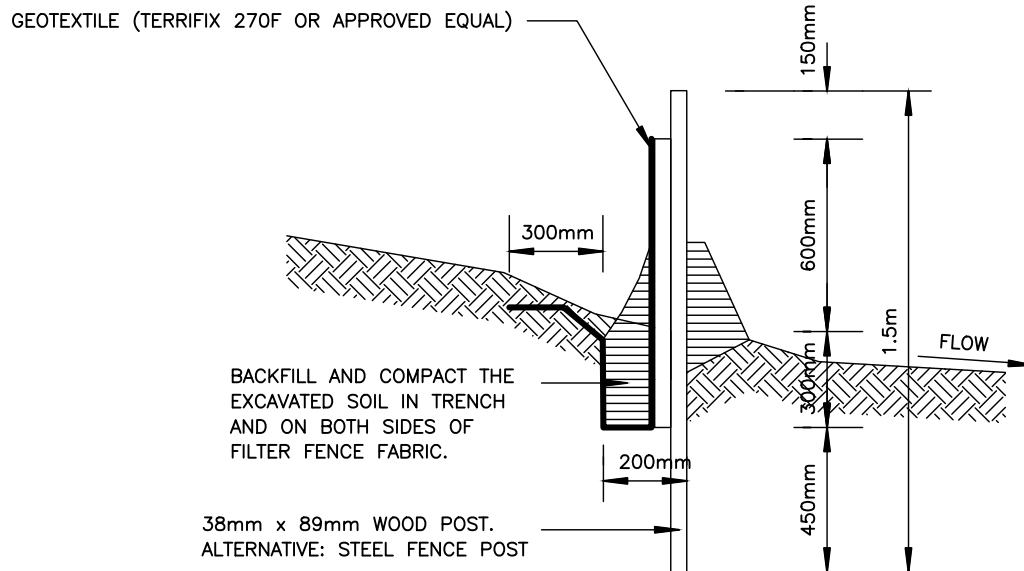
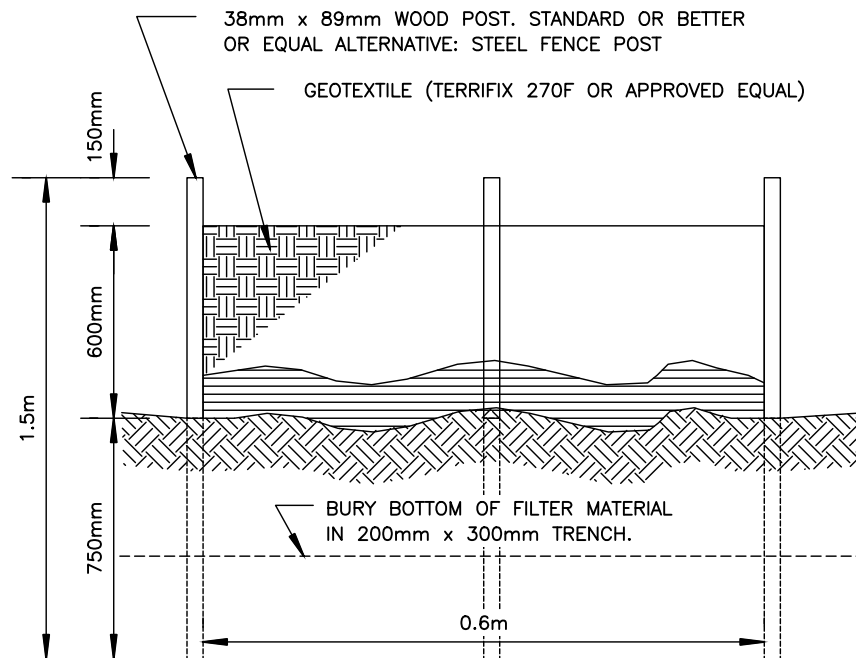
Revised:

SECTIONS



SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. 05



SILT FENCE DETAIL

Scale: N.T.S.

Approved by:

Date: February 2025

Drawn by: TF

M.P.D.

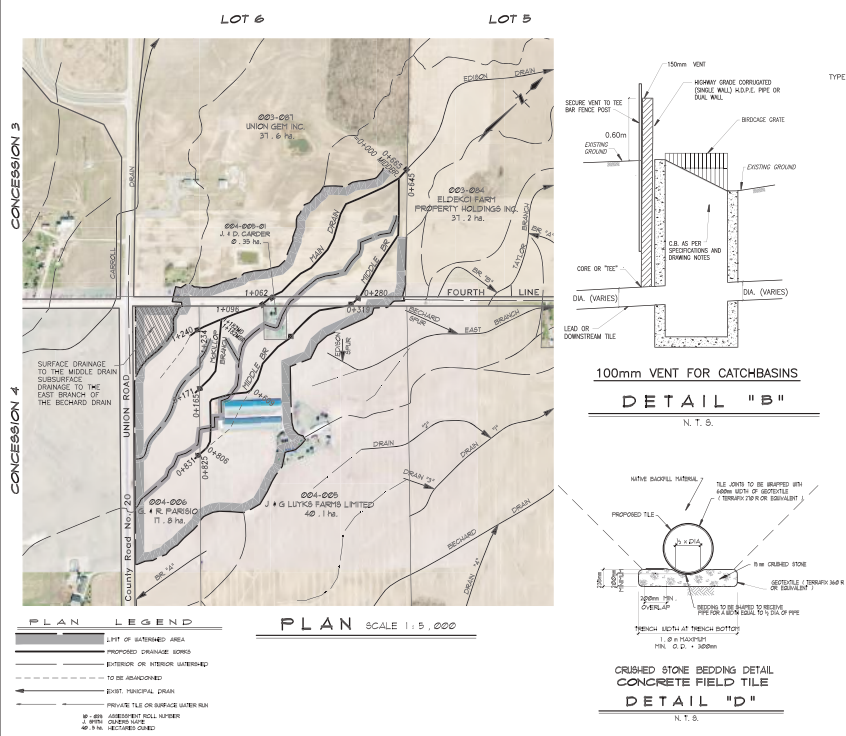
Revised:

SECTION



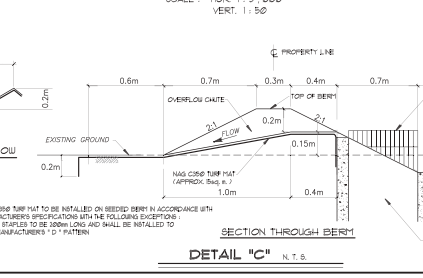
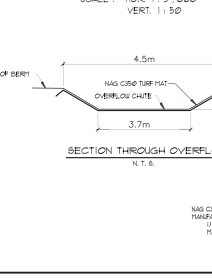
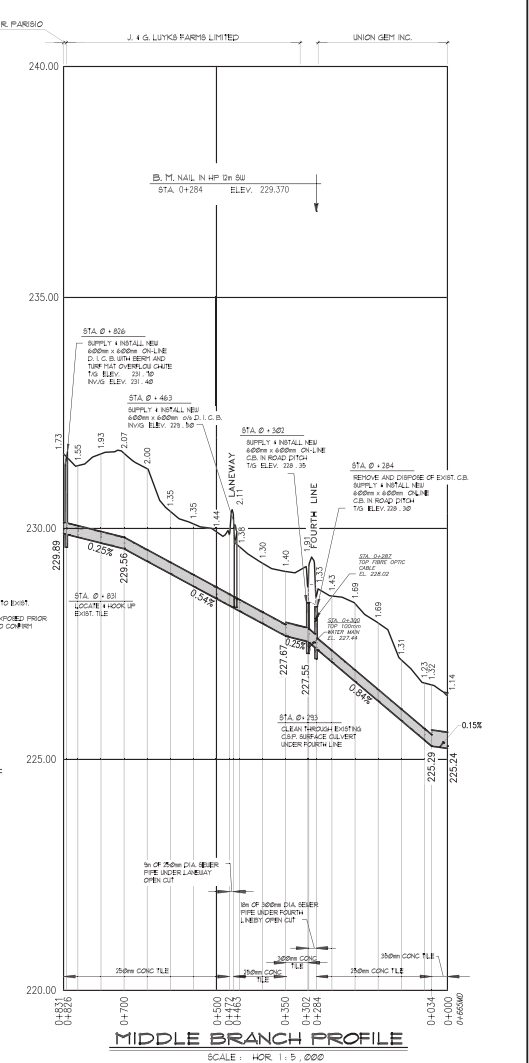
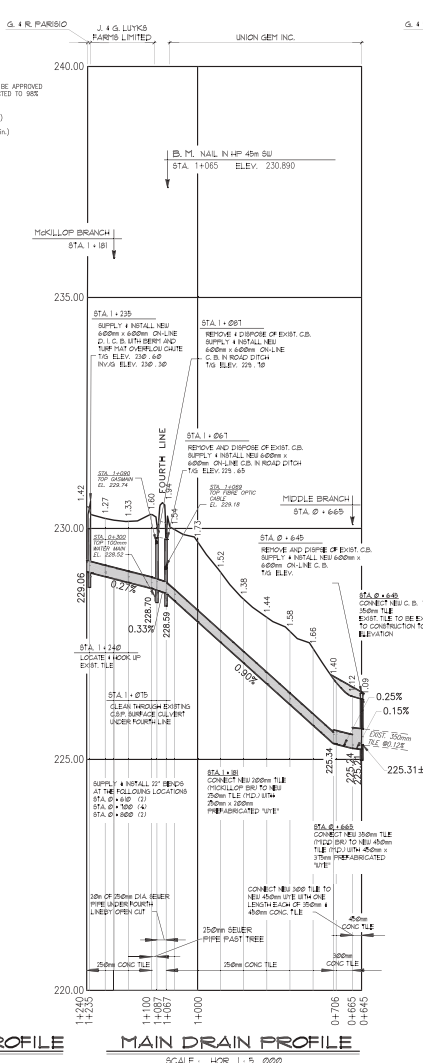
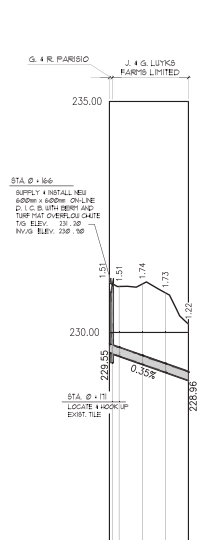
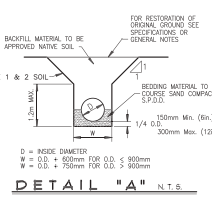
SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. 08



GENERAL NOTES

- 1/ OUR SPECIFICATIONS FOR THE CONSTRUCTION OF MUNICIPAL DRAINAGE WORKS, DATED JANUARY 2002, APPLY TO THIS PROJECT.
- 2/ THE WORKING UNITS AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINS SHALL CONSIST OF THOSE LISTS IMMEDIATELY ADJACENT TO THE DRAIN AND CONNECTIONS AND SHALL NOT EXCEED THE FOLLOWING AVERAGE WIDTHS:
CLOSED PORTIONS - 30 METERS
THE WORKING UNITS FOR PURPOSES OF FUTURE MAINTENANCE SHALL BE THE SAME AS ABOVE EXCEPT FOR CLOSED PORTIONS (NOT THROUGH BUSH) SHALL BE 10M.
- 3/ ALL OWNERS ALONG THE COURSE OF THE DRAIN SHALL MAKE AN ACCESS ROUTE FROM THE NEAREST ROAD TO THE DRAIN LOCATION AVAILABLE TO THE CONTRACTOR THE AVERAGE WIDTH OF THIS ROUTE SHALL NOT EXCEED 8 METERS. THE ACCESS ROUTE SHALL ALSO APPLY FOR FUTURE MAINTENANCE PURPOSES.
- 4/ ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW TILE GRADINGS CAN BE CONFIRMED. IF THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY, THE ENGINEER IS TO BE NOTIFIED IMMEDIATELY.
a) CONTRACTOR TO NOTIFY ALL UTILITIES 1 HOUR PRIOR TO HIS/HER SCHEDULED TIME FOR STARTING THE ABOVE WORK.
b) THE COST FOR THIS WORK SHALL BE INCLUDED IN THE ITEM ON THE BUDGET OF WORK AND NO EXTRA PAYMENT SHALL BE MADE TO THE CONTRACTOR, EXCEPT IF ROAD RESTORATION IS REQUIRED.
- 5/ ALL TREES, SCRUB, BUSH, ETC. TO BE CLEARED AND GRUBBED IN ACCORDANCE WITH SECTION B.3 AND C.4 SPECIFICATIONS.
- 6/ RIP-UP TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH SECTION A.12 IN THE SPECIFICATIONS.
- 7/ TIE REINFORCEMENT THAT SHALL BE "NORTH AMERICAN GREEN C 350" OR APPROVED EQUAL THAT SHALL BE INSTALLED ON REEDED BANK IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS WITH THE FOLLOWING EXCEPTIONS:
a) STAPLES TO BE 100MM LONG AND SHALL BE INSTALLED TO MANUFACTURER'S "D" PATTERN.
b) TIE TO BE KEPT 300MM BELOW BOTTOM 100MM TO BANK SLOPE AT SPREAD LIMIT AND SHALL BE STAPLED 200MM BELOW TIE OF BANK.
- 8/ CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERINTENDENT, AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 48 HOURS NOTICE TO THE MEETING.
- 9/ ALL CONCRETE AND PLASTIC TILE AND PIPE TO CONFORM TO SECTION C.1 IN THE SPECIFICATIONS.
a) SEWER PIPE TO BE CONCRETE, D.I.C.B. PLASTIC 300 KPA (REEL) & RIGID WITH RUBBER GASKETS, CONFORMING TO CAN 300 (S1), PVC 150 LBS OR PVC 100 LB 30.
b) CONCRETE TILE SHALL BE HEAVY DUTY UNLESS SPECIFIED 2000 D OR 2000 D ON PROFILE.
c) 300MM DIA PLASTIC PIPE PERFORATED WITH 100MM SHALL BE FLEXIBLE (COLLAR) DUAL WALL PLASTIC CONNECTED TO MAIN TILE WITH APPROVED FITTING.
(SEE DETAIL "B")
- 10/ ALL NON ROAD DITCH INLET CATCHBASINS TO HAVE BERRIS (CONSTRUCTED WITH SUBSOL) WITH OVERFLOW CHUTE PROTECTED WITH N.A.G. C350 TIE REINFORCEMENT THAT (SEE DETAIL "C")



EDISON DRAIN 2025
Township of Southwold

Drainage Superintendent: BRENT CLUTTERBUCK 919-769-2010	No. _____	REVISIONS	DATE
Drawn By: TF & LD	Field Book: GFB/MTS	JOB No.: 224103	Drawing No.: 1 of 1
Date: SEPT 16, 2025			

PLAN, PROFILES, & DETAIL

SPRIET ASSOCIATES
LONDON CONSULTING ENGINEERS
155 YORK STREET - LONDON (919) 872-4100 - FAX 1-888



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 10, 2025

PREPARED BY: Paul Clarke, Planner

REPORT NO: PLA 2025-30

SUBJECT MATTER: Part Lot Control Application PLC 2025-02 - Block 183 (21-29 Optimist Drive), Talbotville - Applicant/Owner: Farhi Holdings Corporation (Marcello Vecchio)

Recommendations:

1. That Council exempt the lands associated with a townhouse development of Farhi Holdings Corporation, located on the west side of Optimist Drive in Talbotville, from the part lot control provisions of the Planning Act.
2. That Council provide first, second, and third reading of Part Lot Control By-law No. 2025-62 and once adopted, direct administration to forward said by-law to Elgin County for final approval.

Purpose:

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

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

Township Council in December 2023 and received Draft Approval by Elgin County in January 2024. The development consists of 5 units with access to each unit provided from Optimist Drive. The proposed draft reference plan is attached to this report. Prior to final approval of the County, the applicant will need to provide a deposited reference plan.

Background:

Application No.	PLC 2025-02
Owners:	Farhi Holdings Inc.
Agent:	Farhi Holdings Inc. (c/o Marcello Vecchio)
Address:	21-29 Optimist Drive
Water Supply:	Municipal Water Service
Sewage Supply:	Municipal Sanitary Service
Buildings/Structures	5 Unit Townhouse Development
Elgin County Official Plan	Settlement Area
Settlement Area:	Talbotville
Official Plan Designation	Residential
Zoning By-law 2011-14 Block 183 (21-29 Optimist Drive)	Residential 3 Special Provision 5 (R3-5) Minimum Lot Area – 247.0m ² (2,659ft ²) Minimum Lot Frontage – 6.0m (20ft)/du Minimum Front Yard – 6.0m (20ft) Minimum Interior Side Yard – 3.0m (10ft) Minimum Rear Yard – 10.0m (33ft) Maximum Lot Coverage 41% Minimum Lot Frontage – 30.0m (98ft)

Key Map of Block 183 (21-29 Optimist Drive, Talbotville)**Planning Analysis:**

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

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

Conclusion:

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

Financial and Resource Implications:

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

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

Strategic Plan Goals:

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

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

Respectfully submitted by:

Paul Clarke
Planner

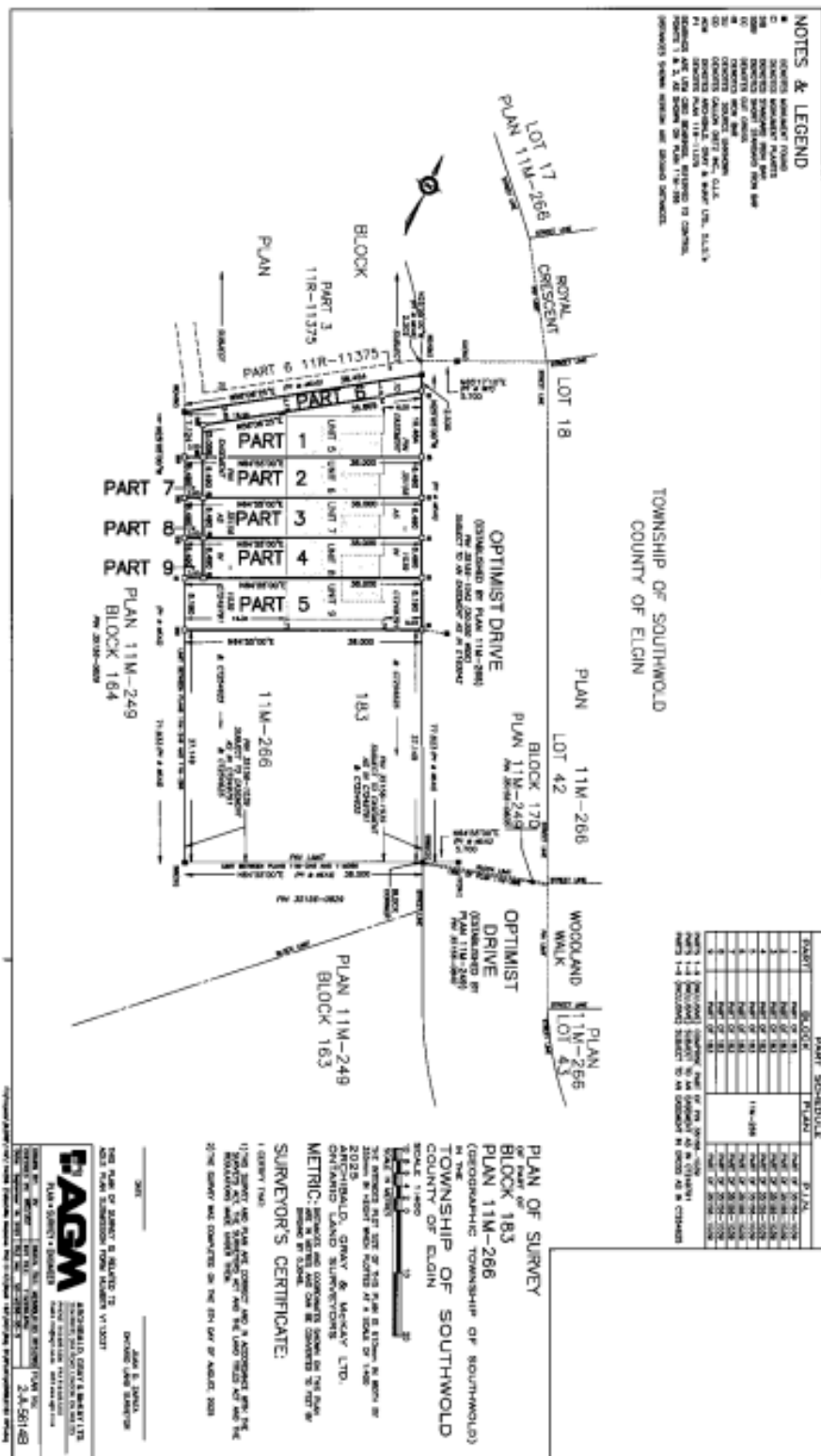
Reviewed by:

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

Approved for submission by:

Jeff Carswell
CAO/Clerk

Appendix 1 – Proposed Draft R-Plan – Parts 1-9 Block 183, 11M-266





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 10, 2025

PREPARED BY: Paul Clarke, Planner

REPORT NO: PLA 2025-31

SUBJECT MATTER: Consent Applications E62-25 & E 63-25

Recommendation:

1. That Council recommend approval to the Elgin County Land Division Committee for Consent Applications E62-25 and E63-25 subject to the recommended conditions provided in this report.

Purpose:

The applicant proposes to sever two (2) parcels, the first severed parcel (E 62-25) will have an area of 2,868m² and will be used for future subdivision development. The second parcel (E 63-25) will have an area of 973.8m² to construct a future single detached dwelling.

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

Consent Applications E 62-25 and E 63-25 have been submitted to Elgin County for lands located within the Township of Southwold. The subject property is legally described as Part Lot 98, Plan 31. The subject property is shown on the Key Map provided below.

Background:

Application No.	E62-25 / E 63-25
Owners:	John & Coleen Fangrad
Agent:	N/A
Address:	8115 Union Road
Water Supply:	Municipal Water Supply
Sewage Supply:	Municipal Sewer
Buildings/Structures	Existing single detached home and garage
Elgin County Official Plan	Tier 1 Settlement Area

Application No.	E62-25 / E 63-25
Settlement Area:	Fingal

Township Official Plan
Designation
Zoning By-law 2011-14

Residential

Residential 1 (R1) Zone

Minimum Lot Area – 1,858m²

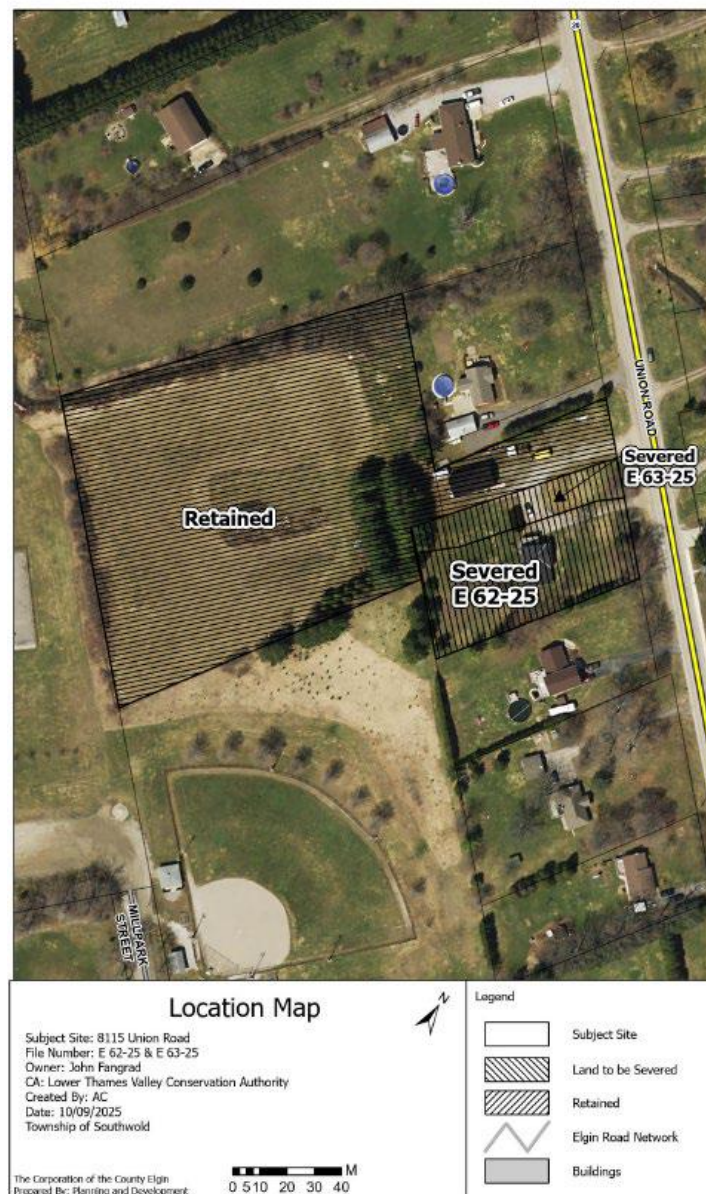
Minimum Lot Frontage – 15.0m

Minimum Front Yard – 6.0m

Minimum Interior Side Yard – 1.2m

Minimum Rear Yard – 8.0m 9.0m

Key Map



Planning Analysis:

Consent Applications E62-25 and E63-25 were submitted and declared complete by Elgin County. The application will be circulated to the public and prescribed bodies by the Elgin County Land Division Committee in November 2025. Elgin County is the Approval Authority for applications considered under Section 53 of the *Planning Act*. The Township of Southwold is a commenting agency and provides a recommendation to the Land Division Committee, including conditions of approval.

Consent Applications E62-25 and E63-25 were 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	2.2.1 Housing 2.3 Settlement Areas	- Municipalities should ensure a variety of densities and types of housing - New lot creation for residential development is permitted in Settlement Areas	The proposed severances will result in the creation of one lot for a single detached dwelling, and another for a future subdivision.
Elgin County Official Plan	6.0 Settlement Areas	Growth and development for residential uses is encouraged within settlement areas	Application is for future residential development within a settlement area
Township of Southwold Official Plan	5.2 Settlement Area Land Uses	Permitted uses in Settlement Areas include residential uses of a variety of densities.	Application is for future residential development
Township of Southwold Zoning Bylaw	8.2 Residential 1	Proposed land uses will comply with zone	Minor variance is required for Parcel B lot area

The Provincial Planning Statement, 2024, the Elgin County Official Plan, and the Township of Southwold Official Plan permit consent applications for the creation of easements and ROWs.

Consultation:

Consent Applications E62-25 and E63-25 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	Water and sanitary conditions and connection fees, as required.
Chief Administrative Officer	No comments
Building Department	No comments
Drainage	Reapportionment of Fowler and Fingal Drains Mutual Drain Agreement
Environmental Services	No comments
Planning	Application for minor variance required.

Conclusion:

Planning staff recommend support of Consent Applications E62-25 and E 63-25 for the property legally described as Part Lot 98, Plan 31, which would facilitate the creation of a building lot and future development parcel. This recommendation is subject to the conditions listed below to Planning Report PLA 2025-31. This report and recommended conditions of approval will be forwarded to the Elgin County Land Division Committee and should be considered in the decision-making process.

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

- 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.
- That the Applicant have a drainage reapportionment of the Fowler and Fingal Drains pursuant to the *Drainage Act*, to the satisfaction and clearance of the Township.
- That the Owner enter into a mutual drain agreement pursuant to the Drainage Act, to the satisfaction of the Municipality.
- That 911 addressing and signage be obtained and installed.
- That the Applicant successfully apply to the Township and obtain a minor variance to address the deficient lot area of Parcel "B".
- That the Applicant remove or relocate the existing shop, shed, and storage container, located on the proposed severed lot in compliance with the provisions of the Zoning By-law, including obtaining any necessary building or demolition permits.
- The severed parcels shall connect to municipal water service and private storm drain., the applicant shall pay all applicable fees.
- The retained and severed parcels shall connect to the sewer system, and pay the applicable fees.
- The applicant shall install the watermain service for the retained lands intended for development as a residential subdivision.

Financial and Resource Implications:

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

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

Strategic Plan Goals:

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

- ☒ Managed Growth
- ☒ Welcoming and Supportive Neighbourhoods
- ☐ Economic Opportunity

☒ Fiscal Responsibility and Accountability

Respectfully submitted by:

Paul Clarke
Planner

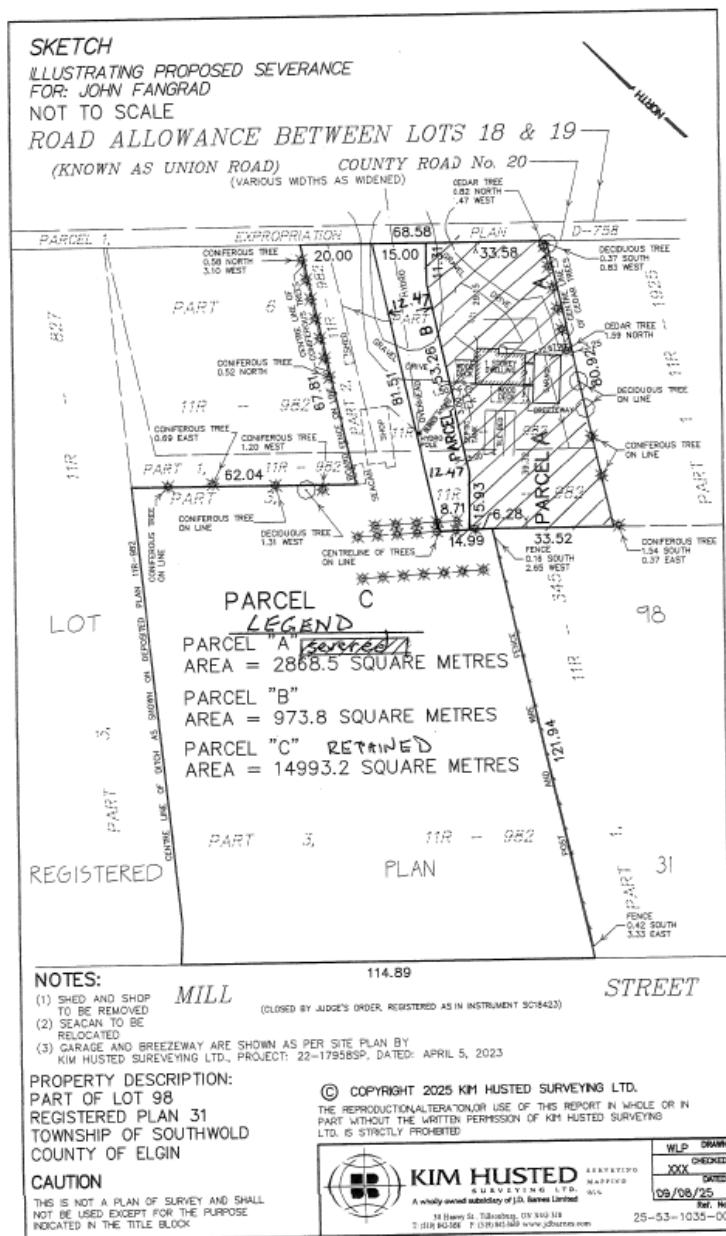
Reviewed by:

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

Approved for submission by:

Jeff Carswell
CAO/Clerk

Appendix 1 – Applicant provided sketch





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 10, 2025

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

REPORT NO: FIR 2025-10

**SUBJECT MATTER: Activity Report for Fire Chief,
September and October 2025**

Recommendation:

1. None – For Council Information.

Purpose:

To update Council on Fire Department Activities for September and October 2025.

Background:

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

- Calls for service* – a total of 55 incidents were responded to in the months of September and October, including 10 MVCs, 1 extrication, 3 fires, and 2 mutual aid assists.
- Meetings* – Fire Chief attended County Chiefs meetings, County Mutual Aid meeting, JHSC meetings.
– Talbotville Station hosted a County Mutual Aid and a Chief/Deputy Chief meeting.
- Inspections* – annual inspections and fire drills were held at Elgin Manor and Royal Oak.
- Public Education* – Southwold Public School Open House, Elgin County Plowing Match, Saved By The Beep Door to Door campaign.
- Public Relations* – Beef & Pork BBQ, Pumpkin Carving with Firefighters.
- Grants* – submission for Year 2 of the Provincial Fire Protection Grant was submitted, with the focus again on cancer prevention. Staff identified a bunker gear room for Shedden Station as the key project, along with washroom improvements.

A joint grant application along with Bayham and 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) was approved. The intent is for all Elgin County Departments to be accessed fully funded Mental Health Support programs through Warrior Health.

- g. *Talbotville Station Project* – a well attended Grand Opening was held, providing an opportunity to showcase the new facility to the community.
- h. *Apparatus & Equipment* – ongoing routine maintenance including MTO inspections and annual maintenance, and annual pump and ladder testing.

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 electric vehicle operations, search and rescue, hose management, and RIT.
- b. Members attended NFPA 1002 Pump Operations and NFPA 1006 Auto Extrication. Hazardous Materials and DZ training.
- c. Members received NFPA 1002 Pump Operations, NFPA 1006 Auto Ex, and NFPA 1031 Fire Inspector II Provincial Certification.
- d. A Training Division is being formed with members who have a key interest in training, to assist the Training Officer with training planning, identifying any training needs, and to ensure compliance with upcoming Certification.

Capital Project Progress :

2025	Budget	Status/Comments
SCBA	\$26,200	Complete
Bunker Gear	\$21,000	Completed
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	Complete

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: November 10, 2025

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

REPORT NO: IDS 2025-49

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

Development:

- Union Road Sanitary Sewers – Work completed final asphalt and minor restoration to be completed in Spring/Summer of 2026.
- North Shedden Sanitary Sewers and Pumping Station – pre-construction meeting is forth coming. Final adjustments to be made to the Issued for Construction Drawings.
- Fingal Pumping Station and Forcemain – Contract executed, pre-construction activities underway (shop drawing review, detour/traffic control planning etc.)
- Fingal Reconstruction – Pre-construction activities underway, traffic control and staging discussions, pre-construction meeting was held, contractor to utilize Fingal Ball Park for a laydown area, Stage 2 use of Township owned lot for laydown and staging area. Communications with local businesses for maintaining access. Advanced notice signs went up in October. Minimal disruption activities could start November 10th (mobilize, deliver materials etc.) Expected construction start November 16th.

- Shedden Wastewater Treatment Plant – Pre-construction meeting completed, executed contract completed, contractor plans to mobilize to the site mid-November, cost saving efforts are being reviewed by design team and contractor.
- Parks and Trails Master Plan – prepared estimates for proposed works based on previous construction costs, presented to Council, comments to be returned to the consultant for incorporation into the plan. Circulation to committees and public comment to follow.
- Attended the municipal working group meeting with the MTO for the twinning of Highway 3, work on the Talbotville bypass has started.
- Attended the Economic Development Meeting
- Continued Project Management of the Public Works Building.
- Planning meetings for various applications, review and comment on several applications
- Work on various legal agreements and agreements of purchase and sale
- Meeting with the Industrial Team and municipal partners for the shutdown of the secondary boards watermain for tie in at the pumping station, shutdown has been deferred to incorporate new booster station into the supply system
- Met with Colliers to further discuss Talbotville WWTP and implications of industrial commercial tax revenue
- Attended various Asset Management Workshops to comply with the next phase of mandated planning, including fleet management, infrastructure, water and sewer, parks, facilities.
- Met with legal to review the cost sharing agreement between the developments in Shedden for the shared/regional stormwater management facility
- Attended the County Development Information Group meeting, presented plans within the Township for development and infrastructure investments, outlined plans for streamlining/improving planning processes, and invited the group to provide feedback on improvements to those processes
- Completed recruitment to fill the open position in GIS and Asset Management, collaborated with West Elgin's director to complete that process
- Held kickoff meeting for the Flood Hazard Mapping project with LTVCA for Talbot Creek and tributaries from the western boundary of the Township to just upstream of Fingal and Shedden
- Discussions with West Elgin on partnerships for sanitary servicing, assist with bylaw and development review.
- Completion of budget reports
- Coordination with school bus providers for the 2025-2026 construction projects

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	Final Assumption walk through completed.	Residential build out	Talbotville
The Clearing	Conducted meeting with developer and condo board to resolve issues with the Site.	Working towards assumption	Talbotville
Enclave Phase 1		Residential build out almost complete, working towards request for assumption	Talbotville
Florence Court		Residential build out, working towards request for assumption	Ferndale
Talbotville Meadows Phase 2	Completed the majority of work required for preliminary acceptance. Staff to finalize review.	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)	Earth works completed, pre-servicing agreement with developer, met with design team to discuss SWM design and cost sharing agreement with Teetzel.	Detailed Design	Shedden
4509 Union Road (Turville)		Working towards registration of subdivision	North Port Stanley

8068 Union Road		Studies, preparing for draft plan submission	Fingal
10247 Talbotville Gore Road		Studies, preparing for site plan	Talbotville
Talbotville Meadows Blocks 177 & 178		Pre-Consultation	Talbotville
4324 Thomas Road	Discussed final touches to subdivision agreement. Developer to return for review.	Studies, preparing for draft plan submission	North Port Stanley
7882 Union Road		Pre-Consultation	Fingal
11085 Sunset Road		Pre-Consultation	Talbotville
35556 Fingal Line		Background information	Fingal
9925 Union Road	Completed Draft Plan Review, comments returned to developer for review.	Draft Plan Submission	Shedden
Teetzel Development		Background information	Shedden
8115 Union Road		Consultation	Fingal
Field north/east of John Street		Consultation	Shedden
11432 Sunset Road		Pre-Consultation	Talbotville
36391 Talbot Line		Construction	Shedden
7985 Church Street		Pre-Consultation	Fingal
11405 Wonderland Road	Met with KCCA and Developers Design Team to discuss flood mitigation.	Site Plan Approval	Talbotville

Infrastructure:**a) Water and Sanitary:**

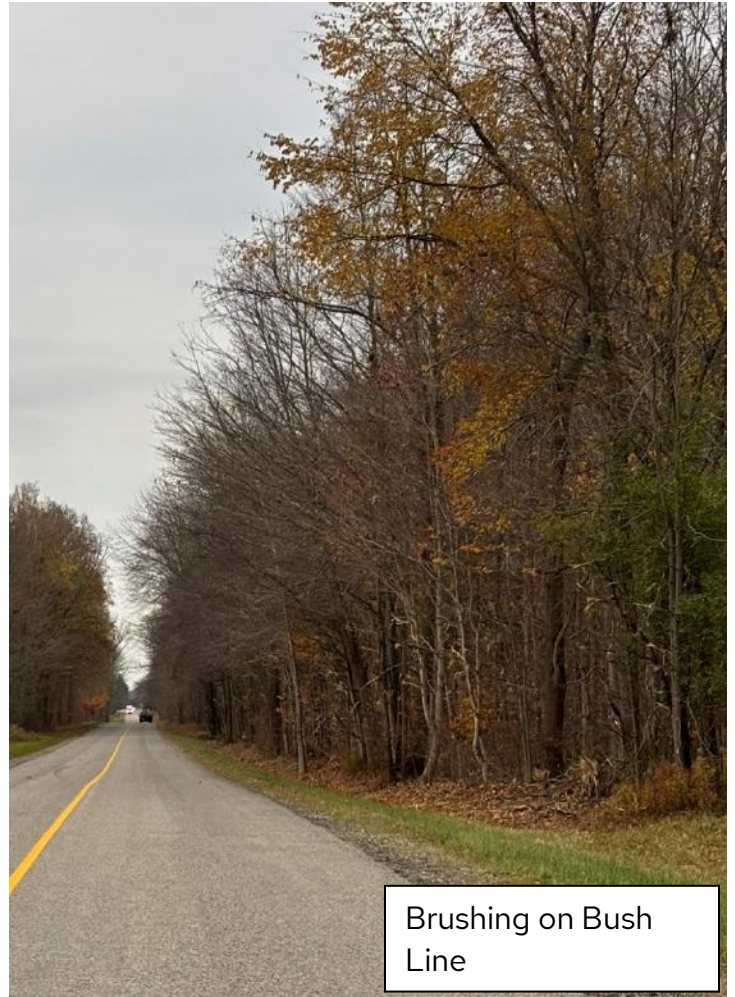
- Received final MECP inspection report on water system. 100%.
- OCWA contract negotiations ongoing for water and wastewater operations. Received updated Agreement template. Met with OCWA September 8th to review DRAFT template. Agreement shared with Township solicitor to review.
- 79 locates were completed for various contractors and landowners in October. 787 locates received to date for 2025.
- 1 water meter replaced in September. 45 meters/assemblies replaced in 2025. (meter replacements are generally due to customer driven complaints or meters have failed to register a reading.)
- Water sample station replaced on Second line.
- Water main crossing on Union Road completed in Fingal with Cassidy Construction, to service new Public Works Building.
- Water main crossing on Union Road completed in Shedden with PVEX, to service future subdivision.
- Fall hydrant flushing completed by OCWA. No community complaints received.
- Fireflow testing completed in Talbotville area. 57 hydrants in total.



- Received preliminary site plan drawing for relocating water service off the St. Thomas Secondary and on the Southwold Distribution System. Forms part of greater MTO by-pass construction project.
- New 1.5-inch water service and meter chamber installed on Scotch Line for farming operation.
- Meter pit installed for existing service on Oneida Road – to service a number of outbuildings.
- Upsized water service to 1.5 inch for new construction on Boxall Road.
- Final Reads completed.
- Building meter assemblies for new connections and repairs.
- All water system dead-ends flushed in October.

b) Roads and Bridges:

- Roadside mowing/brushing is in progress for the fall to help increase visibility for travellers.
- Patching is being completed throughout the township where needed.
- Hazardous trees and branches are being trimmed/removed throughout the township based on severity.
- Culvert replaced on Scotch Line north of Fingal Line and surrounding area rehabilitated.
- Numerous signs replaced throughout the township.
- Gravel roads are being graded and prepared for winter, with patching occurring where needed.
- Guiderail repairs being completed on a priority basis, starting with County roads.
- Plow trucks and sidewalk plows are being prepped for winter, and sand and salt orders are being delivered.



Brushing on Bush Line

- Winter Operations Training scheduled for November 21st



2025 Capital Project Process:

2025	Budget	Actual	Status/Comment
Water and Sewer			
Shedden Wastewater Treatment Plant	\$25 million		Construction Start Expected Mid-November
Talbotville Wastewater Treatment Plant			Colliers reviewing financial implications of industrial land development
South Shedden Sanitary Sewers	\$3,663,048.41		Major Works complete for 2025, surface asphalt and associated works Spring 2026
North Shedden Sanitary Sewers	\$5,364,151.12		Awarded.
Fingal Reconstruction	\$10,850,690.68		Tentative Start Nov. 16 th
Fingal Pumping Station and Forcemain	\$3,814,971.76		Tentative Start Nov. 16 th
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	\$74,411.12	Completed
Thomas Road Construction	\$2,060,000		Tendered, closing on Sept 11
Bush Line Rehabilitation	\$150,000		Completed
Public Works Building	\$4,800,000		Move in Expected Mid-November.
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		Completed

c) Drainage:

Drains Before Council:

Construction:

- **Gregory Drainage Works (2023):** Gregory drains construction was completed June 3rd.
- **Taylor Drain:** Robinson Farm Drainage has completed the construction of the Taylor Drain.
- **Ryan Drain (Sept 19):** We are now waiting for the completion certificate from the developers 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 Futchter Drain (2024)** Meeting to review the proposal of the engineer was held June 3rd, engineer is working on a few alternatives and will be arranging a follow up meeting
- **Jones Drain (2024)** a meeting to review the proposal of the engineer to be arranged for September.
- **Edison Drain (2024)** The report is being submitted to Council tonight for them to decide on whether to proceed
-
- **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: November 10, 2025

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

REPORT NO: FIN 2025-28

SUBJECT MATTER: 2026 OMPF

Recommendation:

1. None – For Council Information

Purpose:

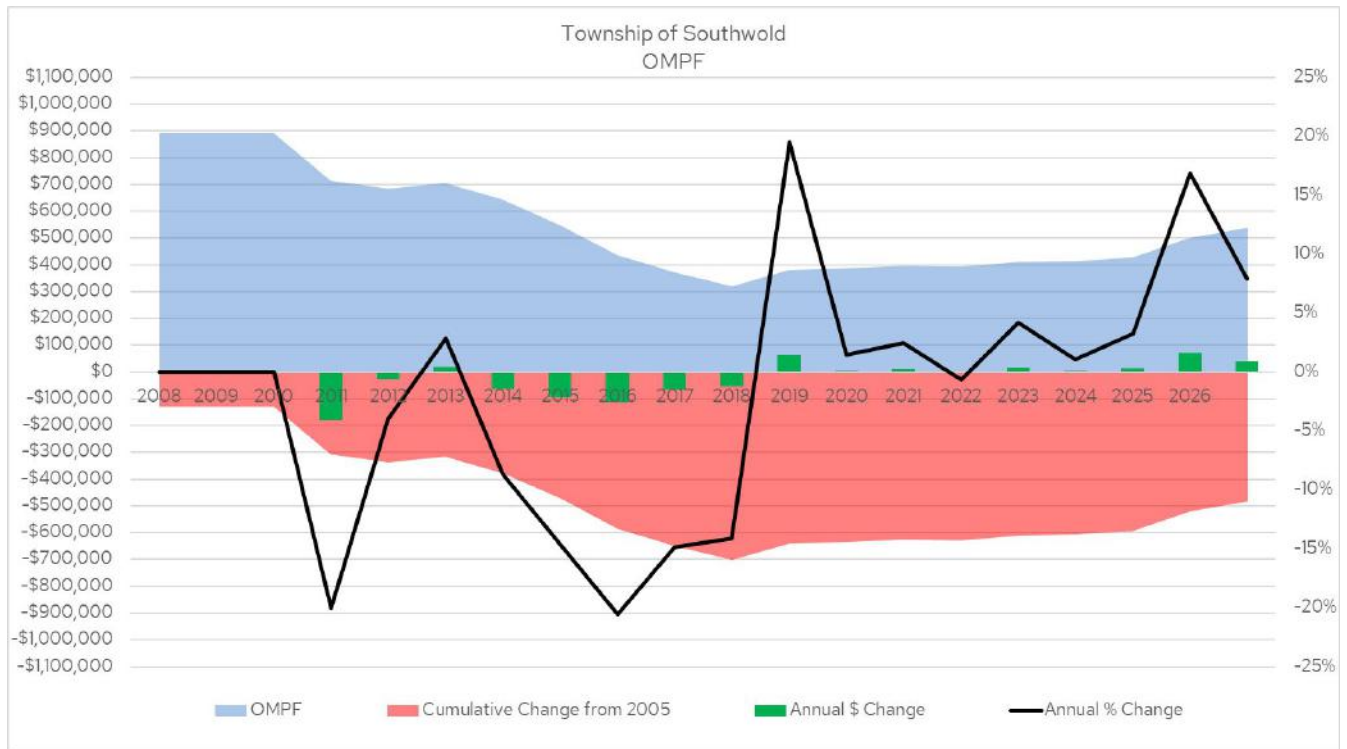
To provide Council with information on the 2026 Ontario Municipal Partnership Fund (OMPF).

Background:

The OMPF is the main source of unconditional Provincial funding for municipalities in Ontario. The program has been in existence since 2005 and replaced the Community Reinvestment Fund (CRF). The program has several elements which have evolved over the years to determine the amount of funding a municipality receives under the program. Letters from the Province and details for the 2026 allocation are attached as Appendix "A".

Comments/Analysis:

The 2026 OMPF Allocation is \$540,100. This is an increase of \$39,600 or 7.91% from the 2025 allocation of \$500,500. While the OMPF continues to be a significant source of funding for the Township, it has decreased dramatically since 2005 when the allocation was \$1,021,306. The following chart illustrates the change in OMPF since 2008.



Also included with this report is Appendix "B", which provides the details of the OMPF funding and Key OMPF Data Inputs for Southwold. Previously Key OMPF Data Inputs were available for all County of Elgin municipalities. Beginning in 2024, only Total OMPF funding for all County of Elgin municipalities is available.

Following are the highlights of the Township's OMPF allocation broken down by core grant components.

1. **Assessment Equalization Grant - \$0**

The Assessment Equalization Grant provides funding to eligible single- and lower-tier municipalities with limited property assessment due to lower property values and/or limited non-residential assessment.

To determine the grant amount, a total assessment differential (i.e., the total municipal assessment below the provincial median per-household threshold of \$307,000) is calculated for each municipality. Single- and lower-tier municipalities receive funding based on the total assessment differential. Funding provided through this grant increases the further a municipality's total weighted assessment per household is below the provincial median. Southwold's per-household weighted average assessment is \$696,871. The assessment calculation includes the landfill Payment-in-Lieu (PIL)

weighted as residential assessment. We do not receive any assessment equalization grant.

2. Rural Communities Grant - \$533,900

The Rural Communities Grant recognizes the unique challenges of rural municipalities and particularly those of rural farming communities. The Rural Communities Grant provides funding to single- and lower-tier municipalities across the province based on the proportion of their population residing in rural areas and/or small communities, as measured by the Rural and Small Community Measure (RSCM).

Municipalities with an RSCM of 75 per cent or more receive \$152 per household. Southwold's RSCM is 86.6% which results in the maximum allocation of \$152/household.

The RSCM is not 100% due to a small part of the Township not being considered rural or small community, based on the criteria from Statistics Canada. This would be the areas bordering St. Thomas.

Per-household funding provided through the Rural Communities Grant includes an enhancement for municipalities with the highest levels of farmland (i.e., where farmland represents more than 70 per cent of municipal land area), in recognition of their particular challenges. The Township's Farm Area Measure (FAM) is 84.8%.

Based on the RSCM and FAM, the Township's Rural Communities Grant is:

$$\begin{aligned} \text{Rural Communities Grant} &= \text{HH} \times (\text{RSCM} + \text{FAM}) \\ \$533,900 &= 2,059 \times (\$152.00 + \$107.30) \end{aligned}$$

3. Northern and Rural Municipal Fiscal Circumstances Grant - \$6,200

This grant is provided to municipalities eligible for funding through the Northern Communities Grant and/or Rural Communities Grant, both of which provide a fixed per-household funding amount to northern as well as single- and lower tier rural municipalities. In addition to these fixed per-household amounts, the Northern and Rural Fiscal Circumstances Grant provides targeted support in recognition that not all northern and rural municipalities have the same fiscal circumstances.

The Northern and Rural Fiscal Circumstances Grant provides targeted funding to eligible municipalities based on their relative fiscal circumstances, as measured by the Northern and Rural Municipal Fiscal Circumstances Index (MFCI).

The Township has a low MFCI of 0.3. This would indicate relatively positive circumstances. Southwold receives \$3.01 per household for the Northern and Rural Fiscal Circumstances component.

4. Transitional Assistance - \$0

Transitional Assistance is designed to assist municipalities in adjusting to year-over-year funding changes. This funding ensures that municipalities receive a guaranteed level of support based on their previous year's OMPF allocation. In 2026, the minimum funding guarantees for municipalities that are eligible for core grants have been set at 85 per cent for southern Ontario. The Township of Southwold's 2026 OMPF exceeds their guaranteed level. As a result, Transitional Assistance is not required.

Financial and Resource Implications:

The Township's allocation of \$540,100 will be included in the 2026 Budget in the Other Revenue section. There are no resource implications for this funding.

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



Minister of Finance | Ministre des Finances
PETER BETHLENFALVY

October 31, 2025

Dear Head of Council:

I am writing to provide you with an update on the 2026 Ontario Municipal Partnership Fund (OMPF).

We understand the importance of the Ontario Municipal Partnership Fund to communities across Ontario. The government is committed to supporting the economic vitality and sustainability of Ontario's small, northern, and rural municipalities.

To support these objectives, as announced in Fall 2024, the government will invest a further \$50 million into the OMPF for the payment cycle beginning in January 2026. This brings the two-year incremental investment to \$100 million, and increases the total funding envelope to \$600 million. This continued enhancement for 2026 will once again be targeted towards small, northern, and rural municipalities, as well as those with a limited property tax base. This funding will assist municipalities in providing critical services to people across the province.

With the further \$50 million enhancement to the OMPF, each of the program's core grant components will again increase in 2026. The program will remain responsive to changing circumstances of individual core grant recipient municipalities through annual data updates and related adjustments. Transitional assistance will also ensure that core grant recipient municipalities in northern Ontario receive at least 90 per cent of their 2025 OMPF allocation, while those in southern Ontario receive at least 85 per cent.

In addition, starting in 2026, municipalities who are ineligible for core grants will be gradually phased-out of Transitional Assistance over a five-year period. This adjustment will allow for further investment in municipalities with measurable challenges, through the OMPF's four core grant components.

The enhancement to the OMPF builds on the significant increases in support that the government is providing to municipalities, including:

- An additional \$1.6 billion investment through the Municipal Housing Infrastructure Program (MHIP), increasing the total investment to \$4 billion;

.../cont'd

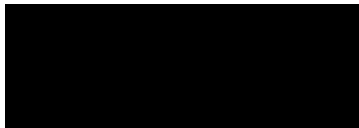
- A further \$1 billion investment through the Ontario Community Infrastructure Fund (OCIF) over five years, initiated in 2022; and
- An increase in annual funding for Connecting Links from \$30 million to \$45 million to support municipalities in addressing critical road and bridge improvement needs, extending the life cycle of their assets and advancing local development.

We have always been committed to working closely with our municipal partners and recognize how important the OMPF is for many municipalities. During consultations with municipalities over this past summer, the government heard perspectives and advice on municipal priorities for the program. We want to thank our municipal partners for their input on the future of the OMPF. In early 2026, the ministry will be engaging municipalities through a short survey to better understand how the OMPF is supporting local communities.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal treasurers and clerk-treasurers with further details on your 2026 OMPF allocation. Supporting materials on the 2026 program are available on the ministry's website at [Ontario.ca/document/2026-ontario-municipal-partnership-fund](https://ontario.ca/document/2026-ontario-municipal-partnership-fund).

As we continue to work together to build up our communities and move Ontario's economy forward, maintaining a close relationship with our municipal partners remains critical. I look forward to our continued collaboration in building a stronger future for our province.

Sincerely,



Peter Bethlenfalvy
Minister of Finance

c: The Honourable Rob Flack, Minister of Municipal Affairs and Housing
The Honourable Lisa M. Thompson, Minister of Rural Affairs

2026 Allocation Notice**Township of Southwold**

3424

County of Elgin

The Township of Southwold will receive \$540,100 through the OMPF in 2026, which represents an increase of \$39,600 compared to 2025.

A Total 2026 OMPF	\$540,100
--------------------------	------------------

1. Core Grant Components	\$540,100
---------------------------------	------------------

a. Assessment Equalization Grant Component	-
--	---

b. Northern Communities Grant Component	-
---	---

c. Rural Communities Grant Component	\$533,900
--------------------------------------	-----------

d. Northern and Rural Fiscal Circumstances Grant Component	\$6,200
--	---------

2. Transitional Assistance	n/a
-----------------------------------	------------

B Key OMPF Data Inputs

1. Households	2,059
---------------	-------

2. Total Weighted Assessment per Household	\$696,871
--	-----------

3. Rural and Small Community Measure (RSCM)	86.6%
---	-------

4. Farm Area Measure (FAM)	84.8%
----------------------------	-------

5. Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	0.3
---	-----

6. 2026 Guaranteed Level of Support	85.0%
-------------------------------------	-------

7. 2025 OMPF	\$500,500
--------------	-----------

Note: See line item descriptions on the following page.

2026 Allocation Notice

Township of Southwold

3424

County of Elgin

2026 OMPF Allocation Notice - Line Item Descriptions

A	Sum of 2026 OMPF core grant components and Transitional Assistance, which are described in the 2026 OMPF Technical Guide. This document can be accessed at: https://www.ontario.ca/document/2026-ontario-municipal-partnership-fund/technical-guide .
A2	If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding changes. See the enclosed Transitional Assistance Calculation Insert for further details.
B1	Based on the 2025 returned roll from the Municipal Property Assessment Corporation (MPAC), including applicable updates.
B2	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
B3	Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2026 OMPF Technical Guide, Appendix A.
B4	Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the enclosed Farm Area Measure Insert, and the 2026 OMPF Technical Guide, Appendix B.
B5	Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCI Insert, and the 2026 OMPF Technical Guide, Appendix D.
B6	Represents the guaranteed level of support the municipality will receive through the 2026 OMPF. For additional information, see the 2026 OMPF Technical Guide.
B7	Line A of 2025 OMPF Allocation Notice.

Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.

2026 Farm Area Measure Insert

Township of Southwold 3424
County of Elgin

A Farm Area Measure (Line B1 / Line B2)	84.8%
---	-------

The Farm Area Measure (FAM) represents the percentage of a municipality's land area comprised of farm land.

Farm Land Area

=

Farm Area Measure

Municipal Land Area

B Supporting Details

1. Farm Land Area	63,114 acres
2. Municipal Land Area	74,473 acres

The Rural Communities Grant includes a funding enhancement for municipalities with a Farm Area Measure of more than 70 per cent, based on a sliding scale. Eligible municipalities receive this funding as part of their Rural Communities Grant allocation. Additional details regarding the calculation of the Farm Area Measure are provided in the 2026 OMPF Technical Guide, as well as in the municipality's customized 2026 OMPF Workbook.

Note: See line item descriptions on the following page.

2026 Farm Area Measure Insert

Township of Southwold

3424

County of Elgin

2026 Farm Area Measure Insert - Line Item Descriptions

A	Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2026 OMPF Technical Guide, Appendix B.
B1	The number of acres of land for properties in the farm property tax class.
B2	The total number of acres of land in the municipality.

2026 Northern and Rural Municipal Fiscal Circumstances Index

Township of Southwold

3424

County of Elgin

A Northern and Rural Municipal Fiscal Circumstances Index (MFCI)**0.3**

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Township to the median for northern and rural municipalities.

B Northern and Rural MFCI - Indicators

Primary Indicators	Township of Southwold	Northern and Rural Median
1. Weighted Assessment per Household	\$696,871	\$294,000
2. Median Household Income	\$105,000	\$82,000
Secondary Indicators		
3. Average Annual Change in Assessment (New Construction)	11.3%	1.2%
4. Employment Rate	61.0%	53.0%
5. Ratio of Working Age to Dependent Population	164.0%	152.0%
6. Per cent of Population Above Low-Income Threshold	95.1%	88.0%

Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2026 OMPF Technical Guide, as well as in the customized 2026 Northern and Rural MFCI Workbook.

Note: See line item descriptions on the following page.

2026 Northern and Rural Municipal Fiscal Circumstances Index**Township of Southwold**

3424

County of Elgin

2026 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions

A	The municipality's 2026 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2026 Northern and Rural MFCI Workbook.
B1	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
B2	Statistics Canada's measure of median income for all private households in 2020.
B3	Measures the five-year (2020 - 2025) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.
B4	Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.
B5	Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).
B6	Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.

2026 Transitional Assistance Calculation Insert

Township of Southwold3424

County of Elgin

A 2026 OMPF Transitional Assistance (Line B2 - Line B1, if positive)	n/a
--	-----

As the municipality's 2026 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.

B Supporting Details	
1. Sum of 2026 OMPF Core Grant Components (excluding Transitional Assistance)	\$540,100
2. 2026 Guaranteed Support (Line B2a x Line B2b)	\$425,500
a. 2025 OMPF	\$500,500
b. 2026 Guaranteed Level of Support	85.0%

Note: See line item descriptions on the following page.

2026 Transitional Assistance Calculation Insert

Township of Southwold

3424

County of Elgin

2026 Transitional Assistance Calculation Insert - Line Item Descriptions

A	Transitional Assistance ensures that in 2026, southern municipalities will receive a minimum of 85 per cent of the support they received through the OMPF in 2025. The Township of Southwold's 2026 OMPF exceeds their guaranteed level. As a result, Transitional Assistance is not required.
B1	Line A1 of 2026 OMPF Allocation Notice, sum of the following OMPF core grant components: Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grant Components.
B2	Guaranteed amount of funding through the 2026 OMPF.
B2a	Line A of 2025 OMPF Allocation Notice.
B2b	Represents the guaranteed level of support the municipality will receive through the 2026 OMPF. For additional information, see the 2026 OMPF Technical Guide.

Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.

Staff Report FIN 2025-28 2026 OMPF - Appendix "B"

County of Elgin Municipalities - 2026 OMPF Comparison

	OMPF Components	Southwold	Aylmer	Bayham	Central Elgin	Dutton Dunwich	Malahide	West Elgin	Elgin County	
1	Assessment Equalization	\$0	\$0	\$0				\$0		
2	Rural Communities	\$533,900	\$0	\$0	\$0	\$0	\$0	\$0		
3	Northern and Rural Fiscal Circumstances Grant	\$6,200	\$0	\$0	\$0	\$0	\$0	\$0		
4	Phase-in/Transitional Assistance	\$0			\$0					\$0
	Total OMPF	\$540,100	\$1,715,400	\$1,066,700	\$668,200	\$570,300	\$1,035,600	\$2,223,900	\$189,920	
	Court Security and Prisoner Transportation Upload benefit	\$0								
	Total OMPF	\$540,100	\$1,715,400	\$1,066,700	\$668,200	\$570,300	\$1,035,600	\$2,223,900	\$189,920	\$8,010,120
	2025 OMPF	\$500,500	\$1,637,700	\$1,013,800	\$609,600	\$519,700	\$960,700	\$2,062,100	\$237,400	\$7,541,500
	\$ Change in funding from 2025	\$39,600	\$77,700	\$52,900	\$58,600	\$50,600	\$74,900	\$161,800	-\$47,480	\$468,620
	% Change in Funding from 2025	7.91%	4.74%	5.22%	9.61%	9.74%	7.80%	7.85%	-20.00%	6.21%
	Key OMPF Data Inputs									
	Households	2,059								
	Total Weighted Assessment per Household	\$696,871								
	Rural and Small Community Measure	0.00%								
	Farm Area Measure	84.80%								
	Northern and Rural Municipal Fiscal Circumstances Index	0.3								
	Guaranteed Level of Support	85.00%								
	Enhancement Based on PY OMPF Compared to Own Source Re	0								
	2024 OMPF	\$428,200	\$1,479,200	\$815,900	\$544,000	\$462,100	\$872,700	\$1,845,400	\$279,200	\$6,726,700

- 1 The Assessment Equalization Grant provides funding to single- and lower-tier municipalities with limited property assessment due to lower property values and/or limited non-residential assessment.
- 2 The Rural Communities Grant recognizes the unique challenges of rural municipalities and particularly those of rural farming communities. The Rural Communities Grant provides funding to single- and lower-tier municipalities across the province based on the proportion of their population residing in rural areas and/or small communities, as measured by the Rural and Small Community Measure (RSCM).
- 3 This grant is provided to municipalities eligible for funding through the Northern Communities Grant and/or Rural Communities Grant, both of which provide a fixed per-household funding amount to northern as well as single- and lower-tier rural municipalities. In addition to these fixed per-household amounts, the Northern and Rural Fiscal Circumstances Grant provides targeted support in recognition that not all northern and rural municipalities have the same fiscal circumstances.
- 4 Transitional Assistance is designed to assist municipalities in adjusting to year-over-year funding changes. This funding ensures that municipalities receive a guaranteed level of support based on their previous year's OMPF allocation.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 10, 2025

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

REPORT NO: CBO 2025-24

SUBJECT MATTER: Activity report for October 2025

Recommendation:

1. None – For Council Information.

Purpose:

The update Council on monthly activities since last report

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	\$2000.00	
Park benches	\$16,000.00	Ongoing
2025		
Township Office		
Security Upgrades	\$40, 000	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:

Appendix A attached to report CBO 2025-24, is the permit comparison report.

Finance 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

 TOWNSHIP OF Southwold				Township of Southwold			
				Permit Comparision Summary			
				Issued For Period October 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	16	5,329	882,500	Accessory structures	29	11,990	1,574,300
Agricultural	7	25,515	3,095,000	Agricultural	8	10,081	1,942,420
Change of Use	1	225	7,000	Change of Use			
Commercial	1	1,200	100,000	Commercial	2	56,822	4,736,042
Demolition	10	1,680	169,921	Demolition	3	1,100	31,000
Heating				Heating			
Industrial Building	3	1,520	349,999	Industrial Building	3	12,584	4,461,900
institutional Building				institutional Building	1	36,000	3,000,000
Miscellaneous	5	870	256,624	Miscellaneous	2	686	202,000
Plumbing	9	1,670	63,500	Plumbing	4	600	26,500
Pools	8	2,585	640,000	Pools	10	1,650	580,320
Residential Building	23	51,026	9,915,868	Residential Building	35	51,170	14,826,675
Sewage System	15	7,920	376,400	Sewage system	21	10,800	511,400
Signs	2	330	44,000	Signs	5	750	
Combined Use	1	6,855	840,000	Combined Use			
TOTAL	101	106,725	16,740,812	TOTAL	123	194,233	31,892,557

Current Year				Previous Year			
TOTAL PERMIT ISSUED		101			123		
TOTAL DWELLING UNITS CREATED		19			19		
TOTAL PERMIT VALUE		16,740,812			31,892,557		
TOTAL PERMIT FEE		106,725			194,233		
TOTAL INSPECTION COMPLETED(YTD)		1151			1340		

October 2024 Compared to October 2025							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	1	735	87,000	Accessory structures	1	1,200	100,000
Agricultural	1	660	60,000	Agricultural	1	561	302,000
Change of Use				Change of Use			
Commercial		1,200		Commercial	1	51,024	4,252,830
Demolition	1	180	1	Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous	1	180	13,728	Miscellaneous			
Plumbing	2	360	4,000	Plumbing			
Pools	1	680	100,000	Pools	3	450	233,320
Residential Building	2	7,133	1,025,000	Residential Building	8	9,649	3,010,000
Sewage System	2	1,020	32,000	Sewage System	1	500	15,000
Signs		180		Signs			
Combine Use				Combined Use			
TOTAL	11	12,328	1,321,729	TOTAL	15	63,384	7,913,150



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: November 10, 2025

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2025-60

SUBJECT MATTER: CAO/Clerk Activity Report – October 2025

Recommendation:

1. None – For Council Information.

Purpose:

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

Meetings/Events:

Following are several highlights for October:

- Senior Management and Staff Meetings
- Southwold Economic Development Committee Meeting
- Parks and Trails Master Plan Review Meetings
- Talbotville WWTP – Colliers
- Planning Pre-consultations
- Planning – Monthly Check-in with County
- JHSC
- Various meetings re: Burwell Road
- Committee Administration – Staff Training
- Asset Management Meetings
- Staff Budget Meetings
- Website Update Meeting with IT Services and Partner Municipalities
- Cultivating Success – Fall 2025 Elgin County Business Networking Event
- Western Ontario Municipal Conference
- Elgin County CAO Meeting

Recruitment/Staffing:

Paul VanVaerenbergh retired October 31 and Cassandra Loewen has taken on the Public Works Superintendent role. A couple of staff events took place to recognize Paul's retirement.

Due to the vacancy created by Cassandra's movement to the Public Works Superintendent position, the Township proceeded with a recruitment for the GIS & Asset Management Coordinator position. Matt Criel has accepted this position and will be starting with the Township on November 24th.

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 – SUCCESSFUL – Application Submitted by LTVCA with Southwold support. Township contribution from Green Lane \$67,500, LTVCA \$15,000, Grant \$82,500.
- Canada Housing Infrastructure Fund (CHIF) – WAITING – Talbotville Wastewater Treatment Plant – Application Submitted with assistance from Colliers
- Municipal Housing Infrastructure Program – WAITING – 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) – WAITING – Application for an updated Community Economic Development Plan was submitted by staff. Program guidelines indicate that funding decisions will be made within 3 months

(December 24th). There are additional intakes over 2026 and 2027 for the program.

- **2026-27 Seniors Community Grant Program** - The Seniors Community Grant (SCG) Program provides grants up to \$25,000 for projects that promote greater social inclusion, volunteerism and community engagement for older adults. Applications are accepted until Thursday, December 18th, 2026. The Deputy Clerk, in conjunction with the Young at Heart Committee will review this program and determine whether they can develop a project for an application.

Shared Services

Planning services from the County of Elgin continue to run smoothly. 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. 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.

Policy Development

Policies and procedures are at various stages of development and will be brought forward for approval when ready. The high level of activity with other projects has slowed work in this area. 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>		

Project	Budget	Status/Comments
Laserfiche Accounts Payable Workflow	\$20,000	The Workflow has been implemented and is in use.
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 from the WSIB Rebate is being applied to this project.
2025		
Website Hosting – Forced Update	\$15,000	Existing website provider is indicating the need to upgrade to the newest platform – impact and alternatives being investigated – moved to 2026 Budget
Council Chamber Renewal	\$20,000	Project scope and tasks to be determined. Concept for end wall circulated to Council.

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: November 10, 2025

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2025-61

SUBJECT MATTER: Recommended Delegations at the 2026 ROMA Conference

Recommendation:

1. That Council approve the recommended delegation requests for the 2026 ROMA Conference, as contained in Report CAO 2025-61 and that Council provide any feedback on additional delegations it would like to make with various Ministries.

Purpose:

To provide information to Council on recommended delegation requests at the 2026 ROMA Conference.

Background:

An important element of the large municipal Conferences is the ability to meet in small groups with various Provincial Ministers and their key staff. Staff have historically made requests for Delegations at Conferences outside of formal Council feedback. Staff are recommending, by way of this report and future social media posting, that the delegation requests that Southwold makes be made public, since it is important for our residents and businesses to have input on the issues that we communicate to the province and to reassure the Southwold community that their elected officials are advocating on their behalf.

Comments/Analysis:

Staff are recommending that delegations should focus on potentially recommended policy changes to Provincial law and regulations or support from Provincial Ministries, instead of more simple financial/funding asks. Staff estimates that potential policy changes or awareness to concerns may be more warmly received instead of the more common lamentations about funding deficits.

The Senior Management Team conferred and are recommending the following possible delegation requests:

- Ministry of the Environment, Conservation and Parks
 - o Clarity/certainty on environmental regulations and limits. Often proposals are submitted that meet regulations, but the regulation is treated more as a guideline than a limit, with demands for more investigation and studies.
- Ministry of the Attorney General
 - o Assessment appeal resolution delays due to the Assessment Review Board
- Ministry of Finance
 - o Assessment appeal delays impact on municipal finances (connected to ARB above)
 - o MPAC/Reassessment - While we have previously discussed that the reassessment does not mean that municipalities will automatically be able to increase the amount of tax revenue they collect, staff anticipates that the next comprehensive reassessment would lead to a significant tax burden shift since certain property classes have increased more rapidly than others and this may have the effect of reducing residential impact, proportionately.
- MECP and MTO - DEF regulations exemptions for emergency/municipal purpose vehicles
 - o A delegation was made at the 2025 ROMA Conference, but we have not seen any regulatory changes proposed.
 - o Explain the experience of municipal purpose and emergency vehicles going into 'limp mode' as a result of failing DEF sensors
 - o Seek regulatory changes to exempt municipal purpose vehicles or allow for an override and clear reporting mechanism when using that

Financial and Resource Implications:

There are no costs to delegate with various Ministries. The Township has allocated funds for municipal Council and key leadership staff to attend the ROMA conference.

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: November 10, 2025

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2025-62

SUBJECT MATTER: Group Benefits Consultant

Recommendation:

1. That Council authorize staff to work with the County of Elgin to maintain alignment with the County on group benefit consulting services and to transition to People Corp, in accordance with the County RFP.

Purpose:

To seek approval from Council to maintain benefit consulting services with the same provider as the County of Elgin.

Background:

The Township participates in a Group Benefits Consortium with Elgin County and other Elgin municipalities. Benefit consultant services are provided by Mosey & Mosey and actual benefits are provided by Manulife. Earlier in 2025 the County of Elgin completed an RFP for benefit consultant services. The County selected People Corp based on that procurement. The RFP was structured such that individual municipalities could stay with the County Consortium and transition to People Corp for benefit consulting or stay with Mosey & Mosey.

While benefit consultants carry out many tasks and provide various value-added services related to benefits, the main tasks would be to deal with escalated or challenging issues with the benefit provider, financial review and analysis to ensure appropriate premium levels and putting the plan out to market if it believed better premiums or services are possible.

Comments/Analysis:

There have been several meetings with the County and local municipalities to review the transition and determine how municipalities will proceed. There was also a meeting that included an introduction to People Corp so local municipalities could learn more about the new benefit consultant.

The existing consortium has existed for many years and there is not a lot of clarity and records around how it was formed, requirements to remain together, how to exit, etc. The County has taken the position that municipalities are free to stay with Mosey & Mosey and not continue with the consortium.

It should be noted, there are not any financial changes for the Township at this time. The County and local municipalities do not pay People Corp (or Mosey & Mosey) directly. The benefit consultants are paid a percentage of premiums from the benefit provider (Manulife). While this scenario does seem unusual, when the consultant is working for the municipalities, it is a standard practice in public sector consortium benefit programs. The current Manulife premiums will continue until March 31st and new rates will be effective April 1st. In either case, the benefit consultant will review the rate proposal, negotiate changes and make recommendations on plan design and going to market.

Based on the meetings, internal discussions and information gathered, staff would recommend continuing to stay aligned with the County of Elgin on this matter. This is an area where the County, with a Human Resources Department, is in a much better position to take the lead on this program.

The Township will continue to see the benefits of being pooled with a much larger group (County represents over 50% of existing pool). If all local municipalities stay with Mosey & Mosey, there may be the ability to pool to a reasonable size or they could also shift individual municipalities into other pools.

Based on meetings to date, there appears to be a mix of staying with Mosey & Mosey and transiting to People Corp (staying with County) from other municipalities.

Financial and Resource Implications:

There are no immediate financial or resource implications associated with matter.

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

P.O. Box 136, Shedden, ON, Canada N0L 2E0
Email: fingalsheddenoptimistclub@gmail.com

Southwold Township Council
35663 Fingal Line
Fingal, Ontario
N0L 1K0

Dear Members of Council,

The Optimist Club of Fingal - Shedden & District wishes to advise that we have started planning for our Optimist Rosy Rhubarb Run, scheduled for Sunday, June 14, 2026 and respectfully request permission to close the intersection of Fingal at Union Road, Union Road north to Shedden and Union Road at Talbot Line (Hwy#3).

Our June 2025 race was a tremendous success!. Runners expressed how much they appreciated that the roads were closed to traffic. They felt safe and confident as they raced along the designated route. It is our intent to use the same route as last year with the roads closing at 9 am and reopening by 10:30 am or as soon as the last runner is safely on the Corsley Park grounds. We will have police at the intersection in Fingal, and at Union Road and Talbot Line (Hwy #3). The Optimist Club will work diligently with area churches, Fingal Farm Supply, Rosy Rhubarb Committee and Hoffsuemmer Grains to ensure area residents and farmers are aware of the road closure and suggest alternate routes.

We look forward to working with the Township of Southwold, Roads Department to ensure road closures are clearly marked and roads reopened as soon as it is safe to do so. Together, we can provide a safe route for our runners and youth participants.

We are excited to begin our preparations and trust we have your confidence and support as we look forward to Optimist Rosy Rhubarb Run 2026!

Many thanks for your consideration.

Sincerely,



Shirley Lorch
President

Elgin County Launches New Livestream for Council and Committee Meetings

Elgin County, ON – Elgin County is making it easier than ever to follow local decision-making. Beginning with the October 28, 2025 Council meeting, all Council and Committee meetings will be livestreamed directly through the County's website, offering residents a more reliable and user-friendly viewing experience.

This change means Council and Committee meetings will no longer be streamed on Facebook, and future recordings will be available exclusively on the County's website following each meeting. Past recordings already uploaded to YouTube will remain available for viewing.

Through the County's livestream platform, viewers can watch meetings live or revisit recordings afterward. The platform also includes timestamping, which allows users to navigate directly to specific agenda items, making it simple to find topics of interest within each meeting. All upcoming meeting agendas and livestream links can be found at www.elgincounty.ca/council.

After navigating to www.elgincounty.ca/council, viewers will be required to select the meeting they are interested in viewing. The video stream will appear alongside the agenda for that meeting. Council and Committee of the Whole meetings are held consecutively; however, viewers will need to click out of the Council meeting and into the Committee of the Whole meeting once the first meeting is complete.

To ensure a smooth transition between consecutive meetings, there may be a brief pause in the livestream as staff close and reopen sessions. Please note that the "View Livestream" link will appear shortly before the meeting begins.

Notice of all Council and Committee meetings, and links to the livestream site, will continue to be shared on Facebook in advance of the meetings.

Members of the public are invited to tune in live through the County's website to follow Council discussions and decisions as they happen.

When: Tuesday, October 28, 2025, 9:00 a.m.

Where to Watch: www.elgincounty.ca/council

For additional information, please contact:

Katherine Thompson

Manager of Administrative Services/Deputy Clerk

kthompson@elgin.ca

519-631-1460 x 164



ELGIN COUNTY ECONOMIC DEVELOPMENT UPDATE

Elgin County's Economic Development Department continues to play a central role in strengthening the regional economy, supporting business growth, and promoting long-term prosperity across all seven Municipalities. Through collaboration, research, and direct engagement with local business owners and partners, the department ensures that every part of the County benefits from coordinated efforts to attract investment, create opportunities, and support community vitality.

The following provides an overview of key achievements and initiatives throughout the last several months.

PLANNING FOR ELGIN COUNTY'S ECONOMIC FUTURE

Elgin County is developing a new **Economic Development and Tourism Strategy Action Plan** to guide the region's growth over the next several years. The plan is being created with input from local businesses, community leaders, and Municipal partners to ensure that it reflects both shared priorities and the unique strengths of each community.

This year, the department gathered feedback through business surveys, focus groups, and interviews, culminating in an Action Planning Session held in the fall. This process generated valuable insights that will inform a focused, measurable plan designed to grow key industries, strengthen tourism, and enhance Elgin's reputation as a place to live, work, and invest.

The completed Strategy will be presented to County Council in **December 2025**, providing a clear framework for action and collaboration across the region.



UPDATING THE ELGINCENTIVES - COMMUNITY IMPROVEMENT PLAN

Elgin County is working with **Re:Public Urbanism**, a consulting firm specializing in community planning and revitalization, to update the **Elgincentives Community Improvement Plan (CIP)**. This program supports economic development across the County by offering financial incentives for property improvements, downtown revitalization, and redevelopment projects.

The updated plan will reflect new economic priorities, community feedback, and opportunities that have emerged since the program was first launched in 2015. Background research and stakeholder consultations have been completed, and the department is now reviewing a **Recommendations Brief** that outlines proposed updates to the program.

Each local Municipality will have an opportunity to participate in this process. A **webinar** will be hosted to explain how Community Improvement Plans work and to highlight the benefits of the Elgincentives program. In addition, representatives from **Re:Public Urbanism** will attend upcoming Municipal council meetings to present the draft plan and gather local input.

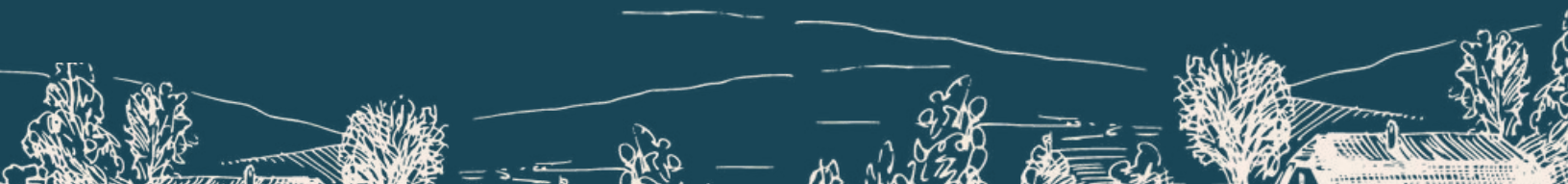
Residents and business owners can learn more or share feedback by visiting engageelgin.ca/elgincentives and completing a short questionnaire.

CELEBRATING THE BUSINESS COMMUNITY - CULTIVATING SUCCESS 2025

In October, Elgin County hosted the Cultivating Success Business Networking Event at the Elgin International Club in West Lorne, drawing more than 150 business owners, entrepreneurs, and community leaders from across the County.

This successful event celebrated innovation, collaboration, and the entrepreneurial spirit that drives Elgin County's economy. The County extends thanks to the Economic Development Committees of Dutton, Southwold, and West Elgin for helping make this regional celebration possible.

Planning is already underway for next spring's event, which will continue to foster connections and share success stories from across the County. Stay tuned!



SUPPORTING AND SHOWCASING LOCAL BUSINESSES

Elgin County's Business Enterprise Facilitator meets regularly with entrepreneurs and business owners in every Municipality, providing one-on-one support, identifying funding opportunities, and helping connect businesses with the tools they need to succeed.

These visits not only strengthen relationships with local business operators but also allow the department to highlight community success stories. Recent business spotlights have included:

- The Yarmouth Group Inc. (Central Elgin): A trusted name in fabrication, craning, and heavy equipment services for more than 60 years.
- NovoMar Construction & Renovations (West Elgin): A growing business known for quality craftsmanship and community pride.
- Campbells II (Aylmer): A locally owned lifestyle shop offering thoughtful gifts and home décor with personalized service.

These stories are shared through the County's social media channels, helping to promote local businesses and build community pride throughout the region.



CELEBRATING LOCAL SUCCESS AT BRIDGES TO BETTER BUSINESS

Elgin County and the City of St. Thomas once again partnered for the 16th Annual Bridges to Better Business Event, hosted by the St. Thomas Elgin Small Business Enterprise Centre. Held at the Elgin County Railway Museum. This signature event brought together business owners, industry partners, and community leaders from across the region, fostering valuable connections and highlighting the resources available to help businesses grow and thrive.

Each year, it provides a platform to recognize the achievements of local entrepreneurs whose work strengthened the economy across Elgin County and St. Thomas. The evening also featured the TASTE Food Showcase, highlighting culinary and beverage businesses from across the County, and celebrated local entrepreneurship and innovation.

Elgin County was proud to present the Economic Development Award to Platinum Foodz of Aylmer, a new business recognized for its innovative, locally sourced "Not Ordinary" chips and strong commitment to giving back to the community.

Congratulations also go to:

- Pepper Tree Spice Co. Inc. – Small Business Award
- Maximum Diesel – Starter Company Plus Award

SHARING KNOWLEDGE AND RESOURCES

The Elgin County Economic Development Newsletter continues to serve as a valuable communication tool for Council members, Municipal staff, and community partners. Issued quarterly, it provides updates on regional economic activity, funding programs, tourism initiatives, and business development news.

You can sign up for the [quarterly newsletter here](#), and read the [Fall 2025 Edition here](#).

STAFF ENGAGEMENT AND REGIONAL COLLABORATION

Our team has been busy connecting with the community! Over the past few months, we've attended several local events to meet with business owners, learn about their work, and share resources that support growth and innovation.

Here's where we've been:

- St. Thomas & District Chamber of Commerce Business After 5 (August)
- Aylmer & Area Chamber of Commerce Business After 5 (September)
- Young Entrepreneurs' Initiative Event in St. Thomas (August)
- Canada's Outdoor Farm Show with Malahide's Community Relations Manager and the Elgin Federation of Agriculture President (September)
- Aylmer & Area Chamber of Commerce and Mainstreet Aylmer AGM (October)

These visits help us stay connected, inform our programming, and ensure local businesses know about available supports, from grants and funding to training and mentorship.

NOMINATE A BUSINESS FOR THE IMPACT AWARDS!

Do you know a business in Elgin County that deserves to be recognized? The St. Thomas & District Chamber of Commerce Impact Awards are now open for nominations!

While many members are based in Central Elgin and Southwold, several eligible businesses operate in other parts of Elgin County. Help us celebrate the hardworking entrepreneurs who make our community thrive.

More information and nomination forms are available [here](#).

MEET THE TEAM - CONTACT US FOR SUPPORT



CAROLYN KRAHN

Manager of Economic
Development, Tourism &
Strategic Initiatives

ckrahn@elgin.ca
(519) 631-1460 x 133



ANNE KLEINSTEUBER

Business Enterprise
Facilitator

akleinsteuber@elgin.ca
(519) 631-1460 x 199



LINDSEY DUNCAN

Tourism Officer

lduncan@elgin.ca
(519) 631-1460 x 163



FALL 2025

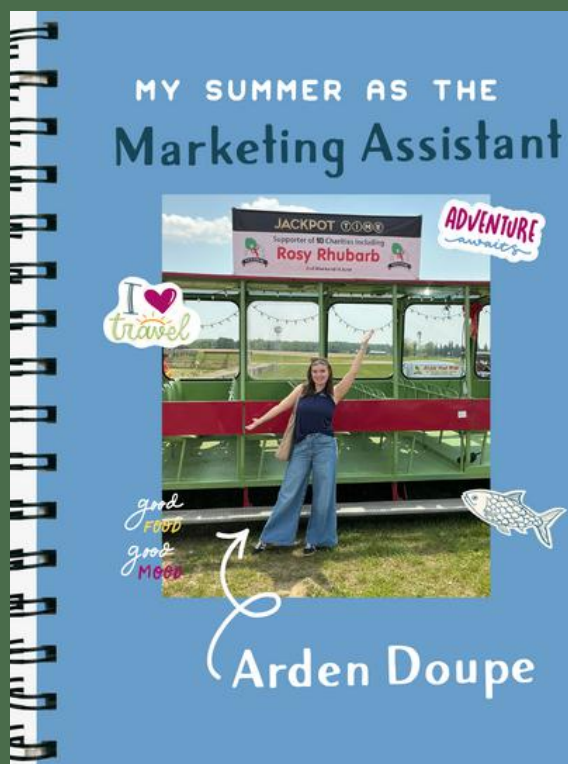
ELGIN COUNTY TOURISM UPDATE



Elgin County Tourism is responsible for promoting the County as a year-round destination, supporting local tourism businesses, and strengthening the visitor economy across all seven municipalities. Through marketing, partnership development, and visitor services, the department works to attract visitors, increase spending at local businesses, and showcase the unique character and experiences found throughout the region.

The following information provides an overview of key initiatives and outcomes from summer 2025, along with early fall highlights.

SHOWCASING THE ENTIRE REGION



Throughout the summer, Elgin County Tourism focused on promoting the full range of experiences available across the County. From our lakeshore communities and rural landscapes to heritage towns and family attractions, the department's marketing efforts emphasized that every corner of Elgin offers something special for visitors to discover.

Marketing Assistant **Arden Doupe** joined the team for the summer season, supporting the promotion of more than **100 local businesses** through photography, video storytelling, and digital content. These efforts captured authentic local experiences such as farm visits, outdoor recreation, dining, and arts and culture, helping to inspire new visitors and encourage exploration across all municipalities.

This initiative also underscored the importance of student employment in building local capacity for tourism marketing and developing future talent within Elgin County. To read **Arden's recap of her summer experience and how she helped promote the region**, click [here](#).



WELCOMING VISITORS ACROSS THE COUNTY

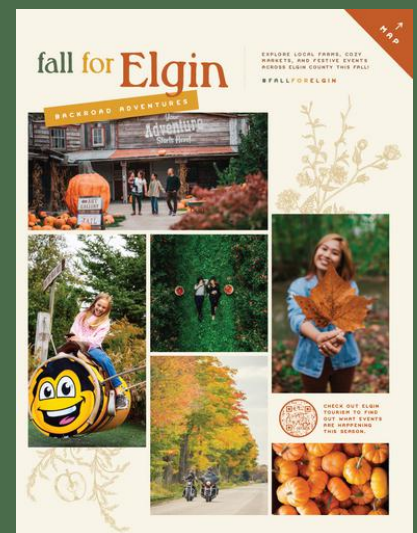
The **Port Stanley Visitor Centre** served as a regional gateway once again this summer, welcoming **6,726 visitors in 2025**, compared to **6,231 in 2024**. Guests arrived from across Ontario and Canada, as well as internationally from countries such as Germany, Australia, and the United States.

Visitor Centre staff provided information about businesses, attractions, and events throughout the County, helping travelers discover destinations beyond the lakeshore and encouraging them to explore more of Elgin's communities.

ENCOURAGING LOCAL EXPLORATION THROUGH #FALLFORELGIN

As summer transitioned into fall, the **#FallforElgin Backroad Adventures Map** encouraged residents and visitors to experience autumn in Elgin County. The campaign featured farms, markets, and seasonal events that highlighted the County's agricultural roots and rural charm.

Working with **Ontario's Southwest** (the non-profit Regional Tourism Organization (RTO) for our region, funded by the provincial Ministry of Tourism, Culture and Gaming) and the **Culinary Tourism Alliance**, the department extended the campaign's reach beyond local audiences to attract visitors from across the region. The map was available online, through the Visitor Centre, and at participating businesses, helping to drive foot traffic and local spending during the fall season.



PROMOTING ELGIN COUNTY IN TORONTO

In November, Elgin County Tourism will promote the region at the **National Women's Show in Toronto**, Canada's largest consumer show for women. This major event provides a platform to showcase the County's culinary, shopping, and leisure experiences to thousands of potential visitors.

Participation in high-profile events like this ensures Elgin County's destinations remain visible in competitive markets and builds awareness among key audiences.



CULINARY TOURISM LEADERSHIP

Elgin County is a member of the **Culinary Tourism Alliance**, which promotes local food and beverage experiences across Ontario. This year, **Two Forks in Port Stanley** achieved **Feast On certification**, recognizing their commitment to using Ontario-grown ingredients and supporting local suppliers. This achievement reinforces Elgin's growing reputation for authentic, locally sourced culinary experiences.

SUPPORTING LOCAL BUSINESSES THROUGH #SHOPELGIN

In addition to summer and fall initiatives, Elgin County Tourism is preparing the **Shop Elgin holiday campaign**. This program encourages residents and visitors to shop locally during the holiday season, highlighting unique gifts, artisan products, and local services across all municipalities.

The campaign provides a platform to celebrate and promote businesses throughout the County, helping to drive holiday spending and showcase the variety of local offerings to both residents and visitors.

SUPPORTING BUSINESS GROWTH AND EXPERIENCE DEVELOPMENT

Elgin County Tourism continued its work supporting local tourism businesses in developing authentic visitor experiences. Two local businesses, **Misty Glen Creamery** and **Evelyn's Sausage Kitchen**, participated in the **Idea to Experience: Experience Development Course** offered through Ontario's Southwest.

This seven-week program helped participants design market-ready visitor experiences, creating new opportunities to attract guests and diversify the region's tourism offerings. Supporting innovation and entrepreneurship remains a key focus for the department as tourism continues to evolve.



STRENGTHENING COLLABORATION AND INDUSTRY LEARNING



Elgin County continues to participate in tourism networks and learning opportunities that benefit the region as a whole. Staff and local businesses will attend the **Southern Ontario Tourism Conference** in March 2026 to connect with peers, learn best practices, and share insights. These opportunities help strengthen the regional tourism economy and encourage collaboration between partners.

Municipal councils can help support these efforts by sharing information about the conference with tourism-related businesses in their communities that may benefit from attending.

STAYING CONNECTED WITH LOCAL INSIGHT

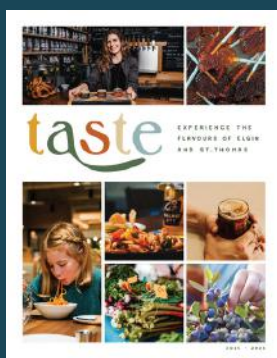
Elgin County Tourism values the strong partnerships it has with municipal staff and councils across the County. Local insights are an important part of tourism development. If your municipality is aware of new tourism-related businesses, attractions, or projects, please connect with the tourism team. This helps ensure that new operators are supported and included in regional marketing and visitor promotion efforts.

LOOKING AHEAD TO 2026

Planning is now underway for the **2026 Elgin County Visitor's Guide** and **Taste Guide**, which highlight experiences and businesses across all municipalities. Both guides continue to be key marketing tools for promoting Elgin County.

Due to strong demand, additional copies of the 2025 editions were printed and distributed through the Port Stanley Visitor Centre, local businesses, and regional events.

The 2026 editions will be shared at next year's consumer shows including the **2026 National Women's Show** and the **2026 London Wine and Food Show**, helping to attract more visitors to the County. Municipalities are encouraged to share event dates and new tourism-related developments for possible inclusion in future guides.



If you have a major event planned for 2026, please send your dates to tourism@elgin.ca for possible inclusion in the Visitor's Guide.

Haven't seen this year's guides yet?

Check them out here:

- [Visitor's Guide](#)
- [Taste Guide](#)

MEET THE TEAM - CONTACT US FOR SUPPORT



CAROLYN KRAHN

Manager of Economic
Development, Tourism &
Strategic Initiatives

ckrahn@elgin.ca
(519) 631-1460 x 133



LINDSEY DUNCAN

Tourism Officer

lduncan@elgin.ca
(519) 631-1460 x 163



ANNE KLEINSTEUBER

Business Enterprise
Facilitator

akleinsteuber@elgin.ca
(519) 631-1460 x 199

Media Statement
For immediate release

October 31, 2025

Government of Ontario Announces Conservation Authority Consolidation

On October 31, 2025, the Ontario Ministry of Environment Conservation and Parks (MECP) announced plans to create a provincial board-governed agency, the Ontario Provincial Conservation Agency, to provide leadership, governance, and strategic direction to Conservation Authorities (CAs).

We understand the Province will introduce amendments to the *Conservation Authorities Act* (CAA) to establish the Ontario Provincial Conservation Agency.

Further, the Province will consult on proposed boundaries for regional consolidation of Conservation Authorities into several CAs, with impacted interest holders, municipalities, CAs, and Indigenous communities.

This consultation will include a policy proposal notice period posted on the Environmental Registry of Ontario for 45 days, inviting review and comments on criteria applied to determine proposed regional boundaries and the proposed geographical jurisdiction of each regional CA.

Conservation Authorities (CAs) have always worked collaboratively with member municipalities to champion local solutions that respect watershed boundaries. With each reiteration of the CAA, Kettle Creek Conservation Authority (KCCA) has always emerged stronger and more resilient to the benefit of our local watershed residents, our municipalities, and our shared natural environment.

Together with our member municipalities and Board of Directors, we will review the details of the Province's proposal to establish regional CAs and provide thoughtful, evidence-based feedback. Our focus will be to ensure that under any new framework, we can continue to deliver the same responsive, locally informed programs and services that our watershed communities depend on.

In the meantime, it remains business as usual for watershed protection, permitting, and conservation area operations. KCCA will continue to deliver high-quality programs and services that protect people, property, and the environment.

-30-

Elizabeth VanHooren
General Manager
519-631-1270 x222



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2025-62

Being a by-law to exempt from Part Lot Control, lands legally described as Block 183, Plan 11M-266, in the Township of Southwold in the County of Elgin (Talbotville Meadows Phase 2 Subdivision).

WHEREAS Subsection 50(5) of the *Planning Act* states that all lands located within a registered plan of subdivision are subject to part lot control;

AND WHEREAS Subsection 50(7) of the *Planning Act* authorizes the council of a local municipality to enact by-laws to exempt lands located within a registered plan of subdivision from part lot control;

AND WHEREAS pursuant to Subsection 50(7) of the *Planning Act*, it is expedient to exempt from part lot control those lands legally described as Block 183 on Plan 11M-266 in the Township of Southwold, in the County of Elgin.

NOW THEREFORE BE IT ENACTED BY THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD AS FOLLOWS:

1. **THAT** BLOCK 183, Registered Plan 11M-266, PIN 35156-1039, in the Township of Southwold, County of Elgin, designated for the purpose of this By-Law as Part "1" on Schedule "A" of this By-law, is/are hereby exempted from Part lot Control pursuant to subsection 50(5) of the *Planning Act*.
2. **THAT** BLOCK 183, Registered Plan 11M-266, PIN 35156-1039, in the Township of Southwold, County of Elgin, designated for the purpose of this By-Law as Part "2" on Schedule "A" of this By-law, is/are hereby exempted from Part lot Control pursuant to subsection 50(5) of the *Planning Act*.
3. **THAT** BLOCK 183, Registered Plan 11M-266, PIN 35156-1039, in the Township of Southwold, County of Elgin, designated for the purpose of this By-Law as Part "3" on Schedule "A" of this By-law, is/are hereby exempted from Part lot Control

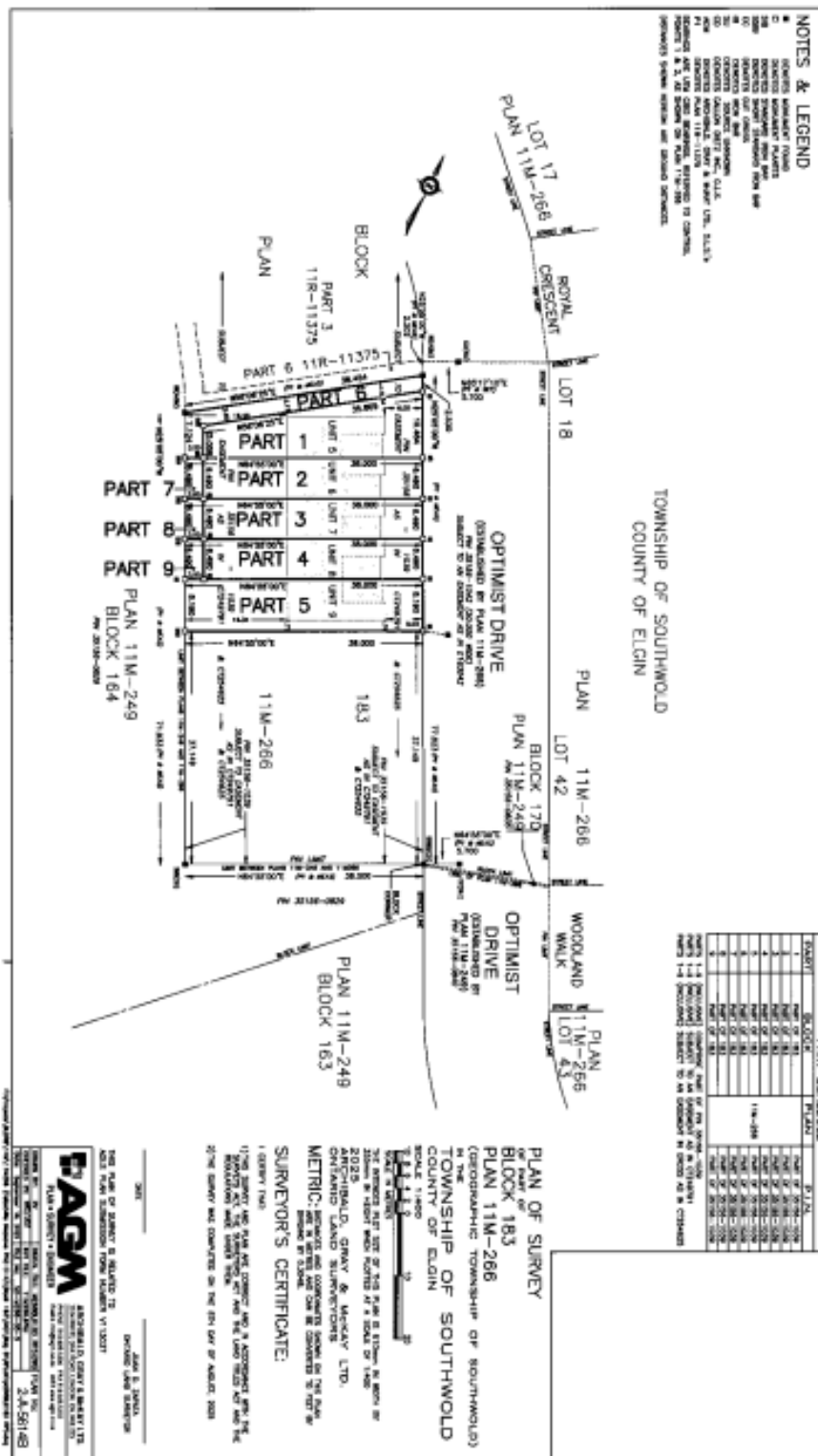
- pursuant to subsection 50(5) of the Planning Act.
4. **THAT** BLOCK 183, Registered Plan 11M-266, PIN 35156-1039, in the Township of Southwold, County of Elgin, designated for the purpose of this By-Law as Part "4" on Schedule "A" of this By-law, is/are hereby exempted from Part lot Control pursuant to subsection 50(5) of the Planning Act.
 5. **THAT** BLOCK 183, Registered Plan 11M-266, PIN 35156-1039, in the Township of Southwold, County of Elgin, designated for the purpose of this By-Law as Part "5" on Schedule "A" of this By-law, is/are hereby exempted from Part lot Control pursuant to subsection 50(5) of the Planning Act.
 6. **THAT** BLOCK 183, Registered Plan 11M-266, PIN 35156-1039, in the Township of Southwold, County of Elgin, designated for the purpose of this By-Law as Part "6" on Schedule "A" of this By-law, is/are hereby exempted from Part lot Control pursuant to subsection 50(5) of the Planning Act.
 7. **THAT** BLOCK 183, Registered Plan 11M-266, PIN 35156-1039, in the Township of Southwold, County of Elgin, designated for the purpose of this By-Law as Part "7" on Schedule "A" of this By-law, is/are hereby exempted from Part lot Control pursuant to subsection 50(5) of the Planning Act.
 8. **THAT** BLOCK 183, Registered Plan 11M-266, PIN 35156-1039, in the Township of Southwold, County of Elgin, designated for the purpose of this By-Law as Part "8" on Schedule "A" of this By-law, is/are hereby exempted from Part lot Control pursuant to subsection 50(5) of the Planning Act.
 9. **THAT** BLOCK 183, Registered Plan 11M-266, PIN 35156-1039, in the Township of Southwold, County of Elgin, designated for the purpose of this By-Law as Part "9" on Schedule "A" of this By-law, is/are hereby exempted from Part lot Control pursuant to subsection 50(5) of the Planning Act.
 10. **THAT** this By-law comes into force and effect upon approval by the County of Elgin and compliance with the requirements of the *Planning Act, R.S.O 1990, c. P.13*.
 11. **THAT** registration of this by-law in the proper land registry office is authorized and this by-law shall thereupon become effective.
 12. **THAT** this By-law shall expire on November 10, 2027.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 10th DAY OF NOVEMBER, 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

SCHEDULE A – PROPOSED REDIVISION OF LAND





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2025-63

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on November 10, 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 November 10, 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 10th DAY OF NOVEMBER 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell