



# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## - A G E N D A -

**Monday January 12, 2026**

### **REGULAR MEETING OF COUNCIL**

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

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**1. CALL TO ORDER**

**2. ADDENDUM TO AGENDA**

**3. DISCLOSURE OF PECUNIARY INTEREST**

**4. ADOPTION AND REVIEW OF MINUTES**

- (a) Draft Minutes of the Regular Council Meeting of December 8, 2025
- (b) Draft Minutes of the War Memorial Committee Meeting of November 20, 2025
- (c) Draft Minutes of the Young at Heart Committee Meeting of December 11, 2025

**5. DELEGATION**

- (a) **7:10 p.m.** Suday Jain, Watson & Associates Economists Ltd, Asset Management Additional Review

**6. DRAINAGE**

- (a) **7:30 p.m. – Court of Revision –** Edison Drain 2025
- (b) Appointment of Engineer - Burwell Drain

**7. PLANNING**

**8. REPORTS**

- (a) FIR 2026-01 Activity Report – December 2025
- (b) FIR 2026-02 Shedden Station 4<sup>th</sup> Bay
- (c) FIR 2023-03 Talbotville Station Technical Advisory Committee Update
- (d) IDS 2026-01 Activity Report – December 2025
- (e) IDS 2026-02 Membrane Filter Replacement

- (f) IDS 2026-03 2025 Drainage Reapportionments Confirmations
- (g) FIN 2026-02 2026 OPP Estimate
- (h) FIN 2026-03 Financial Indicator Review
- (i) CBO 2026-01 Activity Report December 2025 and Year-End Comparison Report
- (j) CBO 2026-02 Memorial Forest
- (k) CAO 2026-01 Activity Report – December 2025

**9. CORRESPONDENCE**

- (a) AMO RE: OMERS Governance Changes & Bill 68 Municipal Resource Toolkit
- (b) Municipality of Central Elgin RE: Regional Consolidation of Conservation Authority
- (c) Province of Ontario RE: Conservation Authority Engagement Session Overview
- (d) Kettle Creek Conservation Authority RE: Proposed Boundaries for the Regional Consolidation of Ontario’s Conservation Authorities
- (e) Township of O’Connor RE: Support for Township of Southwold’s Consolidation of Conservation Authorities Resolution.

**10. BY-LAWS**

- (a) By-law No. 2026-02, being a by-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31st, 2026.
- (b) By-Law No. 2026-03, being a by-law to provide for an interim tax levy, to provide for the payment of taxes and to provide for penalty and interest of 1.25 percent.
- (c) By-law No. 2025-04, being a by-law to enter into an amending agreement with Infrastructure Ontario
- (d) By-law No. 2026-05, being a by-law to execute an agreement with the Solicitor General – Fire Protection Grant
- (e) By-law No. 2026-06, being a by-law to appoint a Committee of Adjustment
- (f) By-law No. 2026-07, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 12, 2026

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

- (a) Notice of Elgin County Transportation Master Plan

**12. CLOSED SESSION**

- (a) 239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board (Multiple properties)
- (b) 239(2) (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them; (Ministry of Infrastructure)
- (c) 239(2) (b) personal matters about an identifiable individual, including municipal or local board employees (HR Matters)

13. **ADJOURNMENT:** **NEXT BUDGET MEETING OF COUNCIL**  
**Thursday January 15, 2026 @ 7:00 P.M.**  
**Council Chambers, Fingal/Via Video Link**

**NEXT REGULAR MEETING OF COUNCIL**  
**Monday January 26, 2026 @ 7:00 P.M.**  
**Council Chambers, Fingal/Via Video Link**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Regular Council Meeting  
Monday December 8, 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  
Jeff McArthur, Director of Emergency Services/Fire Chief  
Mike Taylor, Manager of Environmental Service (left at 7:47 p.m.)  
Paul Clarke, Planner (left at 7:05 p.m.)  
June McLarty, Deputy Clerk

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

**ADDENDUM TO AGENDA:** None

**DISCLOSURES:** None

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

#### **Council Minutes – Adopt**

#### **2025-357 Deputy Mayor Pennings – Councillor Emons**

**RESOLVED THAT** the Minutes of the Regular Council Meeting of  
November 24<sup>th</sup>, 2025 are hereby adopted.

**CARRIED**

**Committee Minutes – Review**

**2025-358 Councillor Adzija – Councillor Emons**

**RESOLVED THAT** Council had reviewed the draft Minutes of the draft Minutes of the Young at Heart Committee Meeting of November 18<sup>th</sup>, 2025 and the draft Minutes of the Communities in Bloom Committee Meeting of November 19<sup>th</sup>, 2025.

**CARRIED**

**PLANNING:**

**PLA 2025-34 Consent Applications E1-26 and E2-26, 7882 Union Road**

**2025-359 Councillor Fellows – Deputy Mayor Pennings**

**RESOLVED THAT** Council recommend approval to the Elgin County Land Division Committee for Consent Applications E1-26 and E2-26 subject to the recommended conditions provided in this report PLA 2025-34.

**CARRIED**

**REPORTS:**

**FIR 2025-12 Activity Report – November 2025**

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

**IDS 2025-54 Activity Report – November 2025**

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

**IDS 2025-55 Thomas Road Subdivision Agreement**

**2025-360 Councillor Adzija – Councillor Fellows**

**RESOLVED THAT** Council approve By-Law 2025-73 – Thomas Road Subdivision Agreement.

**CARRIED**

**IDS 2025-16 2025-56 IESO Procurement Willing Hosts Considerations**

**2025-361 Councillor Emons – Councillor Fellows**

**RESOLVED THAT** Council select one of the engagement options included in the report; and,

**THAT** Council provide staff feedback on its status as a host municipality; and,

**THAT** Council authorize staff to begin the option of early limited engagement (in house).

**CARRIED**

## **FIN 2025-31 Water and Wastewater Budget By-laws**

### **2025-362 Councillor Pennings – Councillor Emons**

**RESOLVED THAT** Council pass the following By-laws:

- a. By-law No. 2025-70 2026 Water and Wastewater Rates
- b. By-law No. 2025-71 2026 Water Budget
- c. By-law No. 2025-72 2026 Wastewater Budget

**CARRIED**

## **DELEGATIONS:**

**7: 37 p.m. – 7: 47 p.m.**

### **OCWA – Vitally Talashok and Robin Trepanier**

#### **OCWA 3<sup>rd</sup> Quarter Reports**

##### **2025-363 Councillor Fellows – Deputy Mayor Pennings**

**RESOLVED THAT** Council of the Township of Southwold hereby receives the reports from Vitally Talashok, OCWA re: The Southwold Water Distribution System 3<sup>rd</sup> Quarter Operations Report and the Talbotville Wastewater Treatment Plant 3<sup>rd</sup> Quarter Operations Report for information purposes.

**CARRIED**

## **Conservation Authority Consolidation**

**7:47 p.m. -8:07 p.m.**

### **Elizabeth VanHooren, Kettle Creek Conservation Authority and Mark Peacock, Lower Thames Valley Conservation Authority**

Elizabeth Van Hooren, from KCCA provided an overview of the proposed conservation authority transformation. This transformation is proposing to consolidate Ontario's 36 Conservation Authorities into 7 regional authorities. Ms. VanHooren also explained the impact that this transformation will have on the local conservation authorities and the municipalities.

## **REPORTS:**

### **CBO 2025-25 Activity Report – November 2025**

This report was presented to Council for information purposes

### **DPC 2025-06 Seniors Community Grant Submission Request**

#### **2025-364 Councillor Adzija – Councillor Emons**

**RESOLVED THAT** Council hereby approves the grant submission for the Senior Community Grant 2026-27 stream, funded by the Ministry of Seniors and Accessibility, up to \$25,000.

**CARRIED**

### **CAO 2025-65 Activity Report – November 2025**

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

### **CAO 2025-65 Closing Parts of Fairground Street, Spicer Street and Teetzel Street**

#### **2025-365 Deputy Mayor Pennings – Councillor Fellows**

**RESOLVED THAT** Council pass draft By-law 2025-74 to close portions of Fairground, Spicer and Teetzel Streets.

**CARRIED**

## **CORRESPONDENCE:**

- Elgin OPP Detachment Board Request Update
- Fee Waiver Request – Shedden Scouts
- City of Toronto – Green Lane Landfill Updates

### **Shedden Scouts Fee Waiver Request**

#### **2025-366 Councillor Fellows – Deputy Mayor Pennings**

**RESOLVED THAT** Council of the Township of Southwold approves the

fee waiver request that was submitted by the 1<sup>st</sup> Shedden Scouts Group.

**CARRIED**

**BY-LAWS:**

- By-law No. 2025-70, being a by-law to set water and wastewater rates
- By-law No. 2025-71, being a by-law to adopt the 2026 Water Systems Operating and Capital Budget
- By-law No. 2025-72, being a by-law to adopt the 2026 Wastewater Systems Operating and Capital Budget
- By-law No. 2025-73, being a by-law to enter into a development agreement – Rickwood, Thomas Road
- By-law No. 2025-74, being a by-law to permanently close a portion Fairground Street, Spicer Street and Teetzel Street
- By-law No. 2025-75, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on December 8, 2025

**By-laws**

**2025-367 Deputy Mayor Pennings – Councillor Fellows**

**RESOLVED THAT** By-laws No. 2025-70, 2025-71, 2025-72, 2025-73 and 2025-74 be read a first and second time, considered read a third time and finally passed this 8<sup>th</sup> day of December, 2025.

**CARRIED**

**OTHER BUSINESS**

No other business on the agenda

**CLOSED SESSION:**

**2025-368 Councillor Adzija – 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 **8:23 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 the municipality or local board (Multiple properties)

- 239(2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (Assessment Appeals)
- 239(2) (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them; (Ministry of Infrastructure)
- 239(2) (b) personal matters about an identifiable individual, including municipal or local board employees (HR Matters)

**CARRIED**

### **Adjournment of Closed Session**

#### **2025-369 Councillor Emons – Deputy Mayor Pennings**

**RESOLVED THAT** Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:57 p.m.**

**CARRIED**

### **STAFF DIRECTION**

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

### **Confirmation By-law**

#### **2025-370 Councillor Emons – Councillor Adzija**

**RESOLVED THAT** By-law No. 2025-75 be read a first and second time, considered read a third time and finally passed this 8<sup>th</sup> day of December, 2025.

**CARRIED**

### **ADJOURNMENT:**

#### **2025-371 Councillor Fellows – Councillor Emons**

**RESOLVED THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **10:58 p.m.**

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



## Southwold War Memorial Committee

November 20, 2025  
Council Chambers, Fingal  
3:30 PM

Attending: Len Lynch, Rev. Diane Macpherson, Karen Lynch, Leah Morise, Bill Aarts, Rev. John Brown

Staff Resource: Caitlin Wight

Regrets: Councillor Emons, Gayle Bogart

Called to order at 3:28 PM

Motion to approve Minutes from October 21, 2025, meeting by Rev. Diane Macpherson, Seconded by Bill Aarts. All in favour. Carried.

Motion to approve Agenda for November 20, 2025, meeting by Rev. Diane Macpherson, Seconded by Bill Aarts

### Business Arising from Minutes/Wrap Up

- Set up day Friday beneficial
- Clarification from previous minutes to note – Len met with Councillor Emons and Corey Pemberton for input on the curtains. This was to provide suggestions what the committee's thoughts were on what should be purchased, not take charge of coordinating the purchase of them.
  - Committee would prefer permanent curtains for the complex – ones that can be extended across the east wall of the complex and then closed into a corner cabinet when not in use. Noted that it is a legacy to the complex by upgrading with curtains and the AV system. Would like to see the best fit / option selected for the complex.

- Audio Speakers – not adequate for service. Possible to have something in the budget to replace them? The safety aspect of the speaker cables being taped down on the floor.
- Len to connect with Mike Rivard, Air Cadets & Linda Sawyer, Army Cadets, before next year's service for discussion on process for the cadets, focused on the presentation of the wreaths.

### Plans for November 8, 2026

- Put together laminated "Reserved" signs for seats for the Wreath Presenters, and Committee
- Committee would like to have the video of the service posted at 9:30 am on Remembrance Day – the video from this year was posted at 11:00 AM.
- Scripts – point of note for Caitlin for next year. When the updates for the names of the Wreath Presenters are provided, the names need to be updated in the script as well.
- Committee would like to reduce the number of program and bulletin copies to 300.
- Ideas for 2026 Theme – See Schedule A – "Possible Subjects for 2026"
  - Would like to choose a theme to fit with Ted's presentation.
- Silver Cross – discussion of WWI, Guy Clark – to decide at February meeting
- Update to Lament in program – update program to note that the audience is to respond with "We will Remember Them" after the conclusion of the lament read by Rev. Diane Macpherson.

### New Business

- First Hussars – Nick Corrie – to add wreath for the group and add into the service. Caitlin to connect with him for information to send invitation for 2026.
- Wreaths borrowed for Dutton Service – have they been returned? Caitlin confirmed that yes, they had been returned that day and were back to the complex.
- Southwold Remembers Poster Contest -discussion regarding email that Len sent about the start of a poster contest for children in the Township to participate in. Contest to take place at the Shedden Fair, with different age categories. Prizes available for selected winners of each category.
  - Committee all in agreement to support the contest.
- Stipends – Caitlin inquired on the stipend amounts; committee decided on doing the same as the previous year.

Motion to accept Stipends at same amount as 2024 by Bill Aarts. Seconded by John Brown. All in favor. Carried

- Committee discussion on paying for Ted Barris's accommodation for the Saturday night before the service. Came about from this year, and a request from Ted on the possibility of cost sharing on the night this year. Inclement weather made it extremely difficult for Ted to travel home between speaking engagements on Saturday and the service on Sunday. Committee members suggested covering his accommodation for 2025 and were all in agreement.

Motion to approve covering Ted Barris's accommodations for the one night prior to the service on a yearly basis by Diane Macpherson. Seconded by John Brown. All in Favor, Carried.

- Knitted Poppy Blanket borrowed from Dutton – Karen Lynch to reach out to the Shedden community to see about the possibility of getting one made for Southwold.

#### Next Meeting

The next meeting is Tuesday, February 10<sup>th</sup>, 2026, at 3:30 PM in Council Chambers in Fingal.

#### Adjournment

Motion to adjourn meeting by Leah Morise, seconded by Karen Lynch.

The meeting was adjourned at 5:00 p.m.

## Schedule A – Possible Subjects for 2026

In 2026, Canada will mark several major World War I and II anniversaries with national and international commemorations, including battlefield tours, ceremonies, and educational initiatives. Here are the most notable events and milestones planned:

### Major Canadian WWI & WWII Anniversaries in 2026

#### 80th Anniversary of the Liberation of the Netherlands (1945-2026)

- Significance: Canadian forces played a pivotal role in liberating the Netherlands during the final months of WWII.
- Planned Commemorations:
  - May 4, 2026: Canadian-led ceremony at Holten Canadian War Cemetery in the Netherlands.
  - May 5, 2026: Liberation Day celebrations in Dutch cities, with Canadian veterans and youth delegations expected to participate.
  - Battlefield tours retracing the Maple Leaf Route from Normandy to Holland are scheduled by groups like Liberation Tours and Special Travel International.

#### 110th Anniversary of the Start of World War I (1914-2026)

- While not a traditional milestone year, this anniversary may be acknowledged through educational programming and remembrance events, especially in schools and museums.

#### 109th Anniversary of the Battle of Vimy Ridge (1917-2026)

- April 9, 2026: Vimy Ridge Day will be marked with ceremonies at the Canadian National Vimy Memorial in France and across Canada.

#### 82nd Anniversary of D-Day and the Battle of Normandy (1944-2026)

- June 6, 2026: Commemorations at Juno Beach Centre in France, with Canadian delegations expected.
- Tours and ceremonies will highlight Canada's role in the landings and subsequent campaign.

#### 82nd Anniversary of the Dieppe Raid (1942-2026)

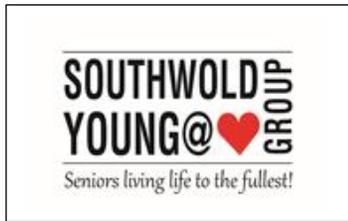
- August 19, 2026: Memorial events in Dieppe, France, and Canadian communities to honour the heavy sacrifices made during this ill-fated operation.

#### National and Local Commemorations

- Veterans Affairs Canada and the Royal Canadian Legion will support ceremonies across the country, especially around:
  - Battle of the Atlantic Sunday (first Sunday in May)

- Remembrance Day (November 11)
- Vimy Ridge Day (April 9)
- The Commemorate Canada program offers funding for local initiatives marking these anniversaries.

DRAFT



## Southwold Young at Heart Committee Meeting Minutes

Thursday December 11, 2025  
Council Chambers, Fingal, ON  
Time meeting started: 1:42 p.m.

**Attendance:** Sarah Emons, Deb Logghe, Sharon Hinz, Karen Olmstead, Mary-Lou Jones, Karen Auckland, Allan Bogart, Ida Martin, Trudy Kanellis and June McLarty

### 1. Call Meeting to Order and Welcome

Sarah called the meeting to order at 1:42 pm.

### 2. Approval of the Agenda

Resolution No. 2025-21 Moved by: Allan Bogart  
Seconded by: Deb Logghe

RESOLVED that the agenda of the December 11<sup>th</sup>, 2025 meeting of the Southwold Young at Heart Committee be approved

DISPOSITION: Carried

### 3. Approval of Minutes

Resolution No. 2025-22 Moved by: Mary -Lou Jones  
Seconded by: Sharon Hinz

RESOLVED that the minutes of the November 18<sup>th</sup>, 2025 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

#### **4. Wrap-up Report on the Christmas Drive-thru lunch**

The Christmas Drive-thru lunch went well. The caterer reported that this lunch was the smoothest the lunches have ever run.

The poinsettia order may need to be cut back for next year.

A thank you card was received from Mary Clutterbuck.

The Committee discussed grandfathering in residents who have lived or have owned property in the Township. These residents will now be able to order the lunches.

#### **5. Seniors Community Grant Submission**

The Committee discussed and provided details for their submission to the Seniors Community Grant Program.

#### **6. Future Events**

The next Young at Heart Event will be a Valentine's lunch on February 12<sup>th</sup>.

Attendees for this lunch will have the option to eat in or take-out. There may be a talk on Valentine's Day. Confirmation on the speaker will need to be done. June will contact the caterer. The committee discuss monthly events. More details on these events be discussed later.

#### **7. Other Business**

No other business was discussed.

#### **8. Adjournment and Next Meeting**

Resolution No. 2025-23

Moved by: Deb Logghe

Seconded by: Trudy Kanellis

RESOLVED THAT the meeting adjourn at 3:06 p.m. to meet again on January 29, 2026 at 1:30 p.m.

DISPOSITION: Carried



# Township of Southwold Asset Management Plan

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Updated AMP Financial Modelling Outputs

January 12, 2026

# Council Workshop Recap



- Watson facilitated a workshop with Council on November 11, 2025
- During the workshop, Council was presented with the preliminary findings of the asset management plan (AMP) and feedback was sought on the Township's proposed levels of service and the financial strategy supporting the AMP
- Several items discussed during the workshop required further analysis/follow-up:
  - The extent of gravel-to-paved surface road conversions planned over the next 10 years
  - Financial impacts related to the potential reassessment of a large commercial property in the Township
  - Financial impacts of extending the AMP phase-in period from 10 years to 15 years

# AMP Updates



- Following the workshop, additional consultations were held with staff which resulted in the following updates:
  - Gravel road conversions:
    - Capital expenditure forecast has been updated to include the conversions of approximately **26.7 km of gravel roads to surface treatment** over the next 10 years
    - Annual gravel road maintenance budget has been updated based on recommendations provided in the Township's *2024 Road Needs Study*, considering planned gravel road conversions
    - Increase to annual funding target for surface treated roads: **\$797,000**
  - Tax rate calculations were updated to reduce the assessment of the large commercial property by 50%
  - Additional scenario was developed to examine the financial impacts of extending the AMP phase-in period from 10 years to 15 years

# Annual Funding Targets



Asset Category	Modelling Approach	Annual Funding Target*
<b>Transportation</b>	<p><u>Roads</u>: Based on lifecycle management strategy recommended in <i>2024 Road Needs Study</i> and <i>2022 Asset Management Plan</i></p> <p><u>Structures</u>: Annual reinvestment rate equal to 1.7% of current replacement cost (based on <i>Canadian Infrastructure Report Card</i>)</p> <p><u>Road-related Assets</u>: Useful life analysis (i.e., annual funding target determined by dividing the current replacement cost of each asset by its expected useful service life)</p>	\$4,253,000
<b>Facilities</b>	Annual reinvestment rate equal to 2.1% of current replacement cost (based on recommendations provided in <i>Canadian Infrastructure Report Card</i> )	\$495,000
<b>Fleet &amp; Equipment</b>	Useful life analysis (i.e., annual funding target determined by dividing the current replacement cost of each asset by its expected useful service life)	\$874,000
<b>Parks &amp; Recreation</b>	Useful life analysis (i.e., annual funding target determined by dividing the current replacement cost of each asset by its expected useful service life)	\$143,000
<b>TOTAL</b>		<b>\$5,765,000</b>

\*Uninflated (i.e., values in 2025\$)

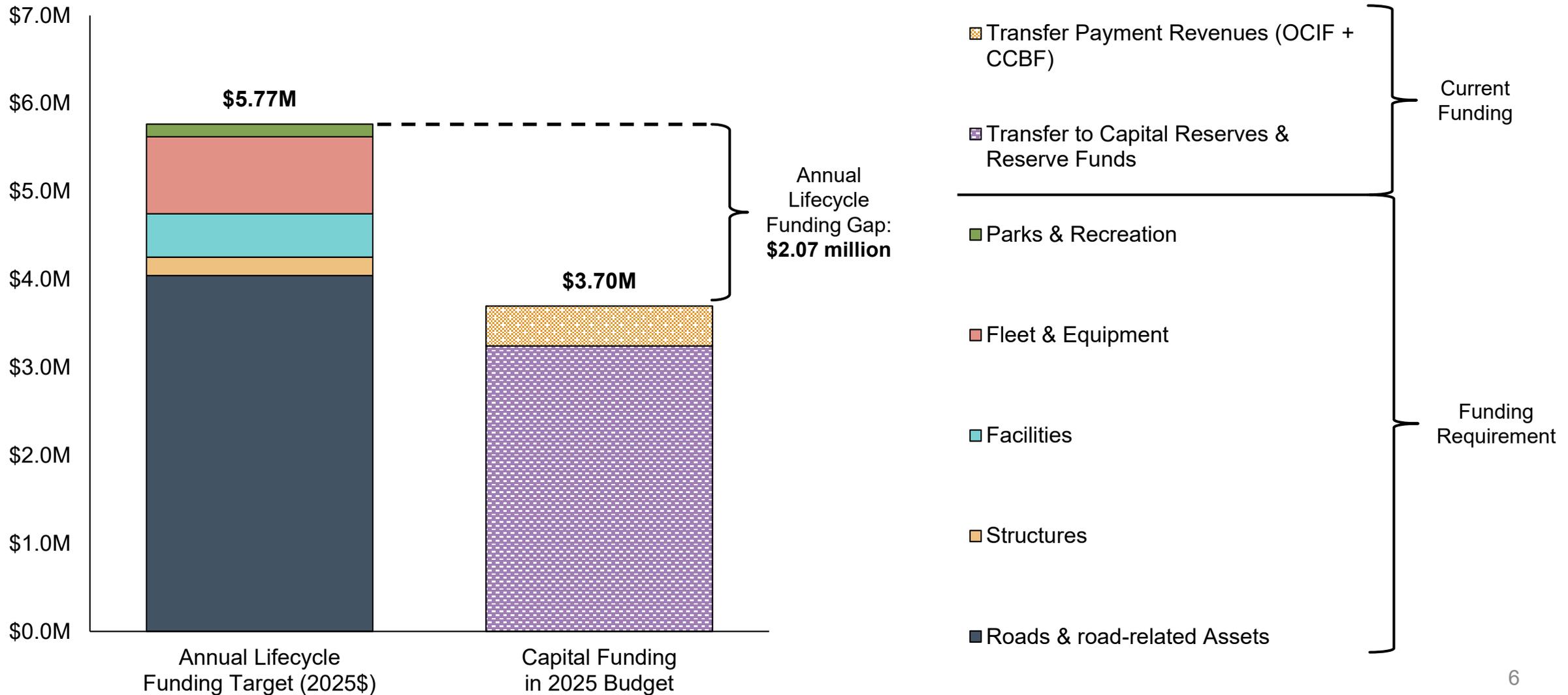
# 10-year Lifecycle Expenditure Forecasts

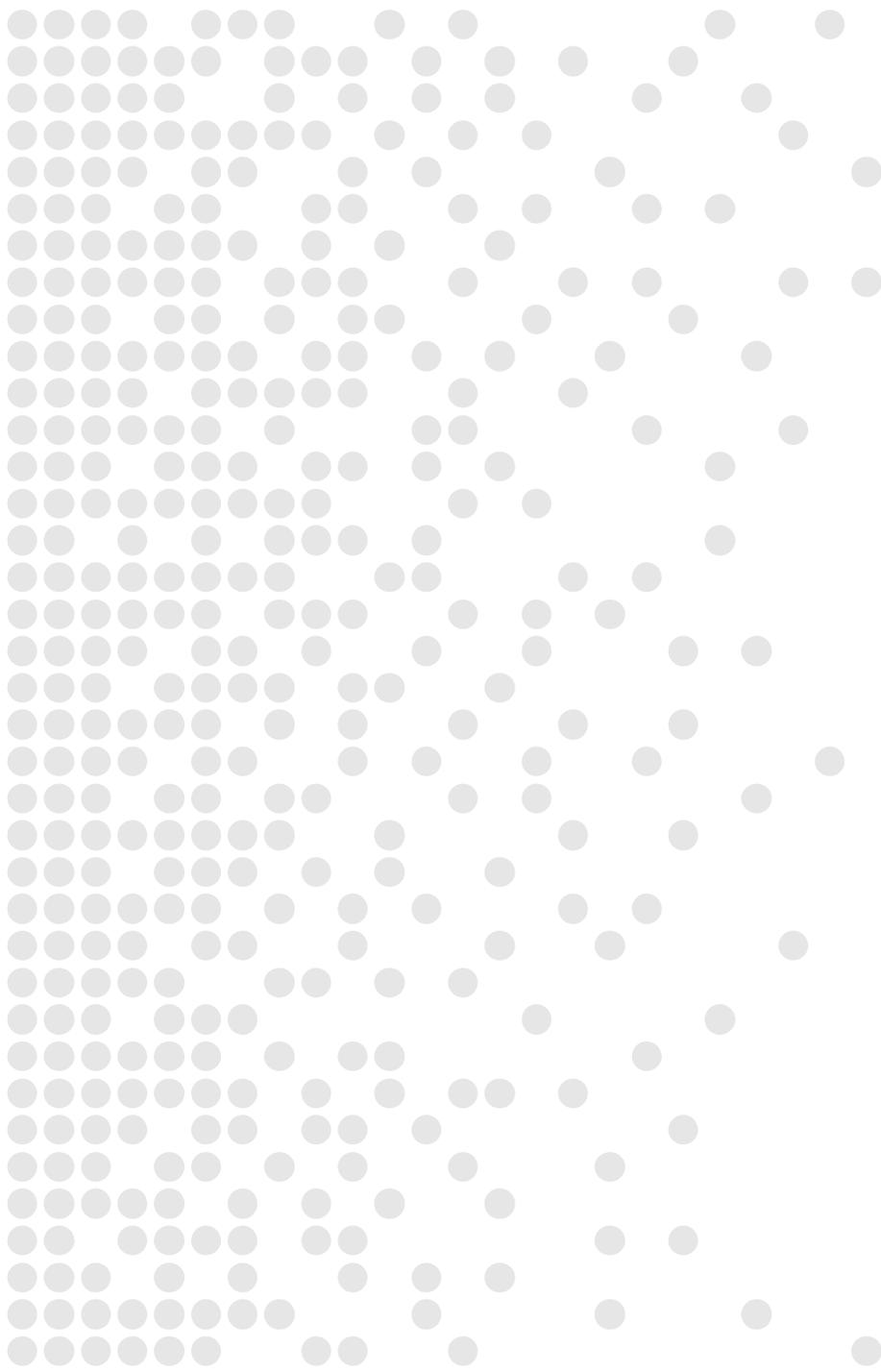


Asset Category	Modelling Approach	Total (2026-2035)*
<b>Transportation</b>	<p><u>Roads</u>: Based on recommendations provided in <i>2024 Road Needs Study</i> and further refined through staff consultations</p> <p><u>Structures</u>: Based on lifecycle activities recommended in <i>2024 OSIM Inspections</i></p> <p><u>Road-related Assets</u>: Annual allowance determined based on useful life analysis and in consideration of road rehabilitation and/or reconstruction work scheduled to be completed in each year</p>	\$23,162,000
<b>Facilities</b>	Age-based replacement of facility components (i.e., replacements of facility components scheduled at the end of each component's expected useful service life)	\$2,636,000
<b>Fleet &amp; Equipment</b>	Age-based replacement forecast (i.e., replacements scheduled at the end of each asset's expected useful service life)	\$8,339,000
<b>Parks &amp; Recreation</b>		\$1,728,000
<b>TOTAL</b>		<b>\$35,865,000</b>

\*Uninflated (i.e., values in 2025\$)

# Annual Lifecycle Funding Target & Infrastructure Funding Gap (2025\$)

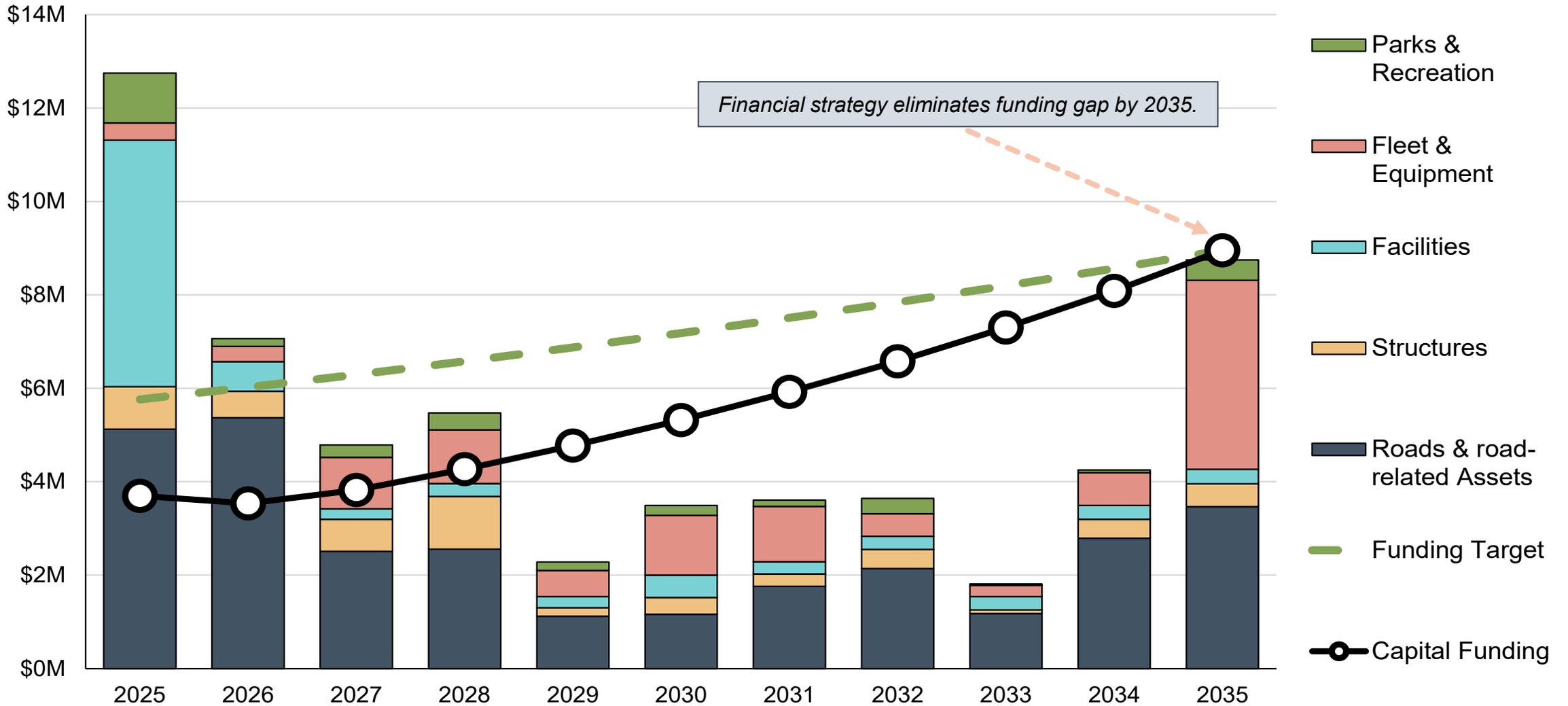




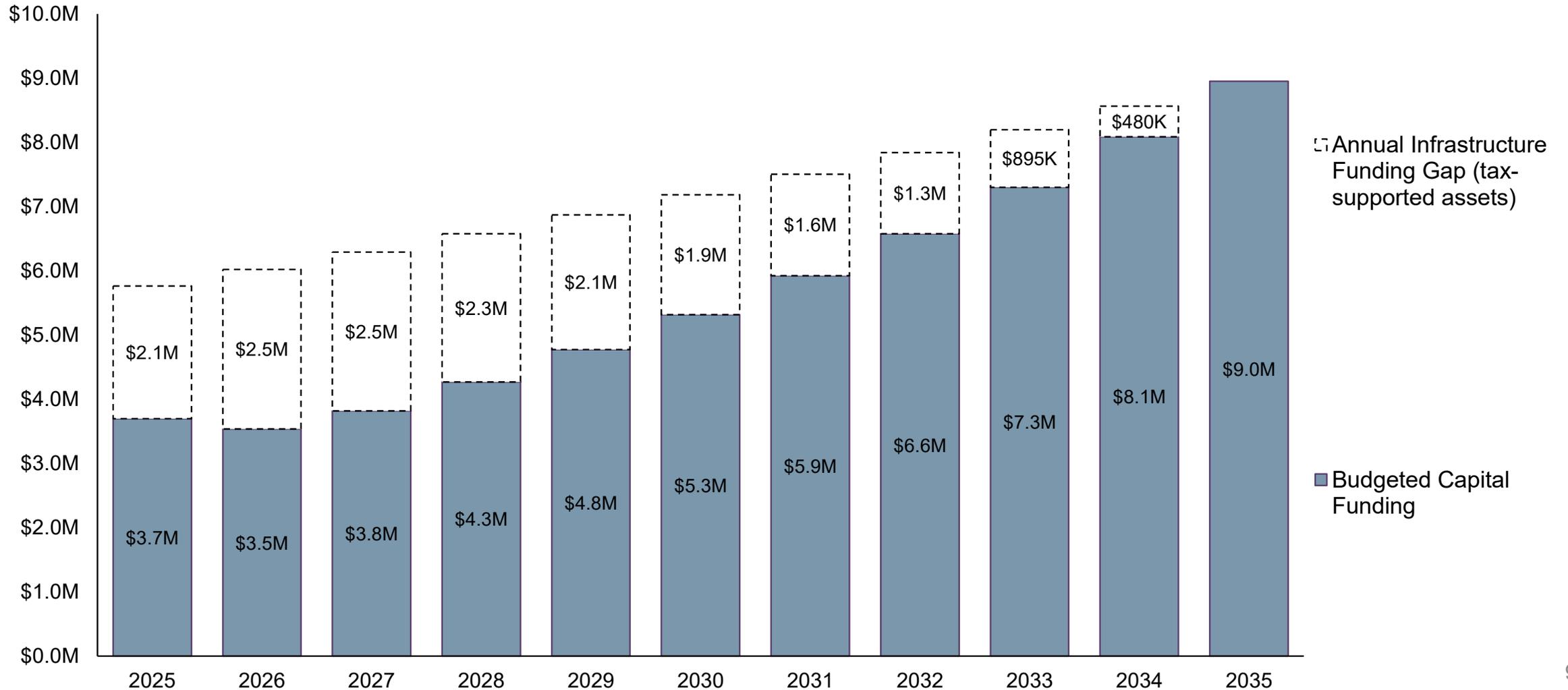
# Financial Strategy Scenario 1: 10-year AMP Phase-in Period

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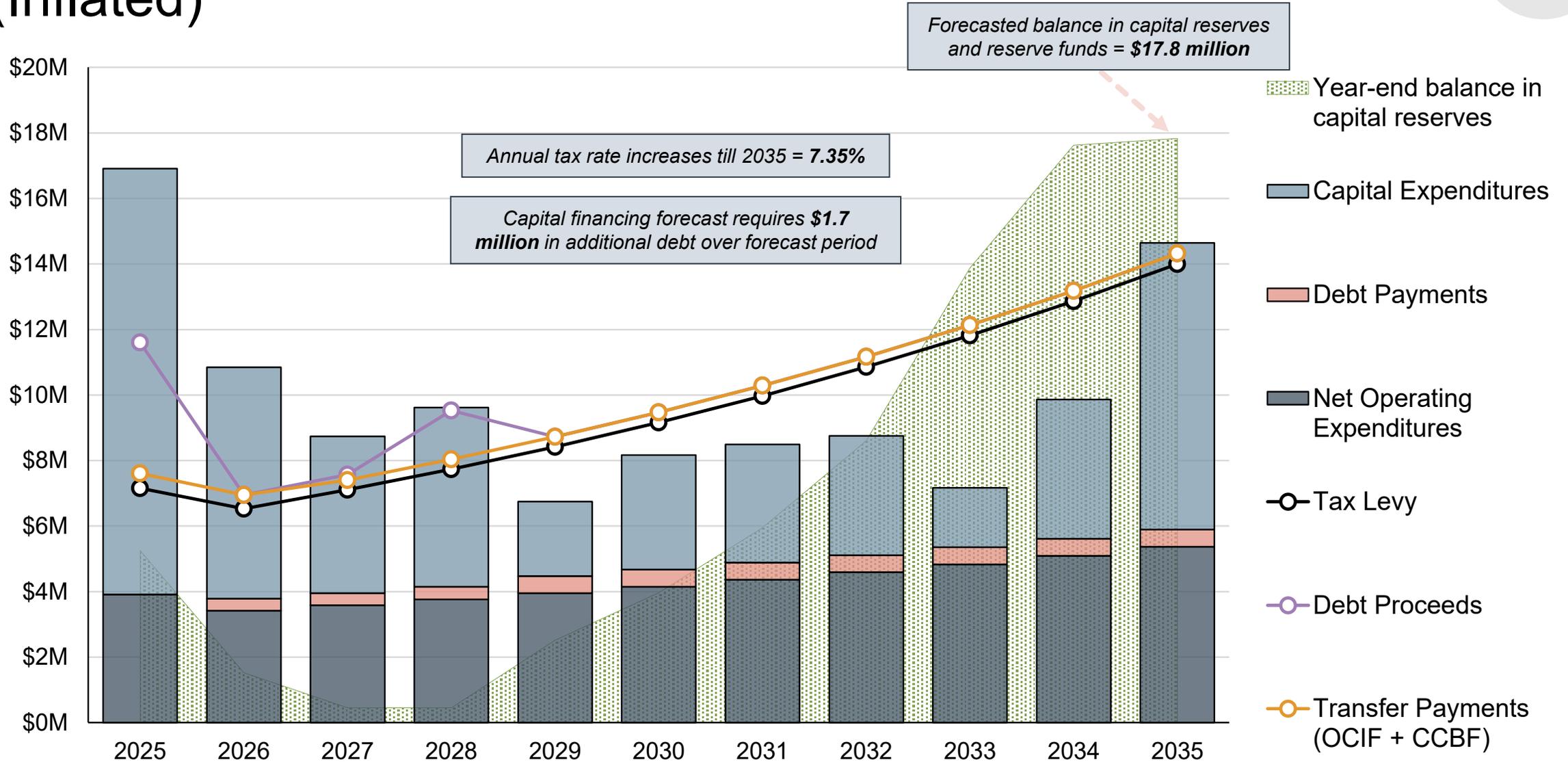
# Tax-supported Assets: Capital Expenditure Forecast (Inflated)



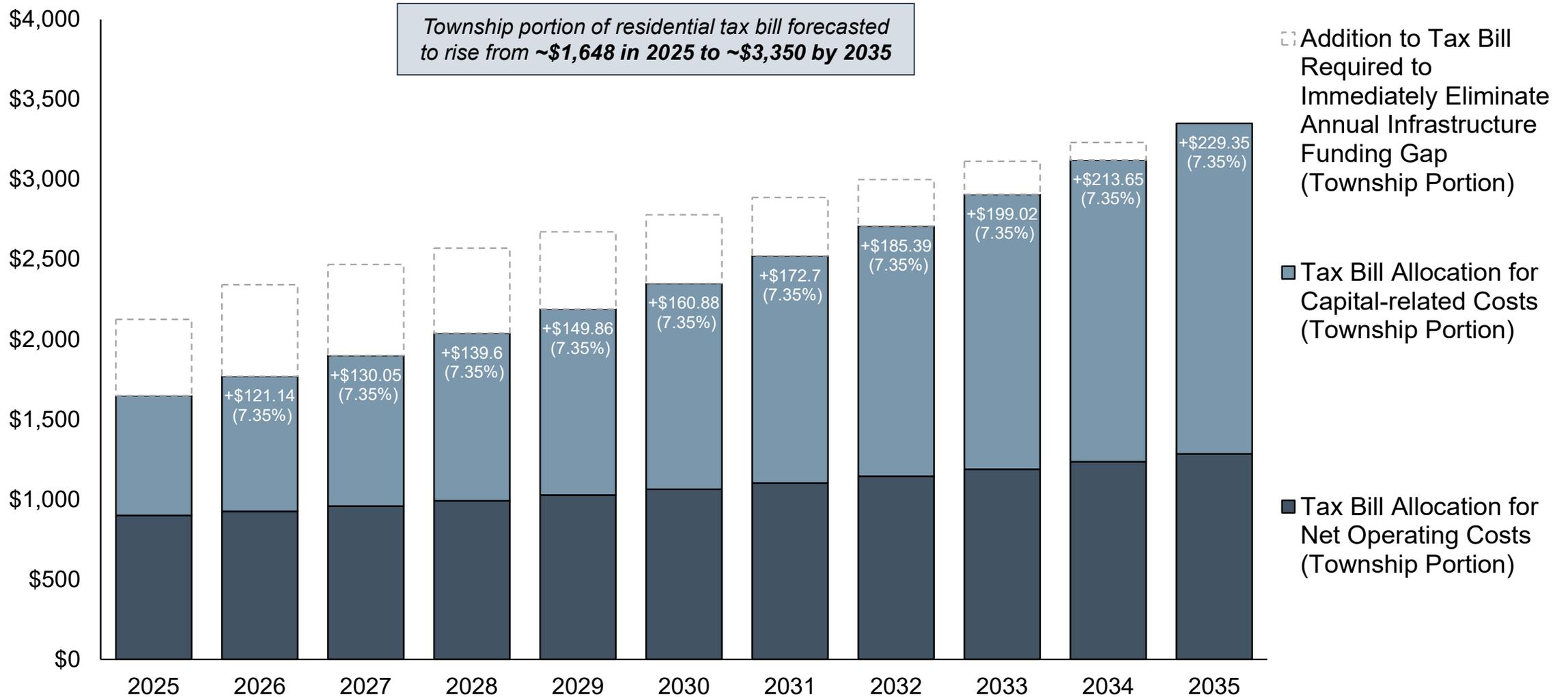
# Tax-supported Assets: Capital Funding Forecast (Inflated)



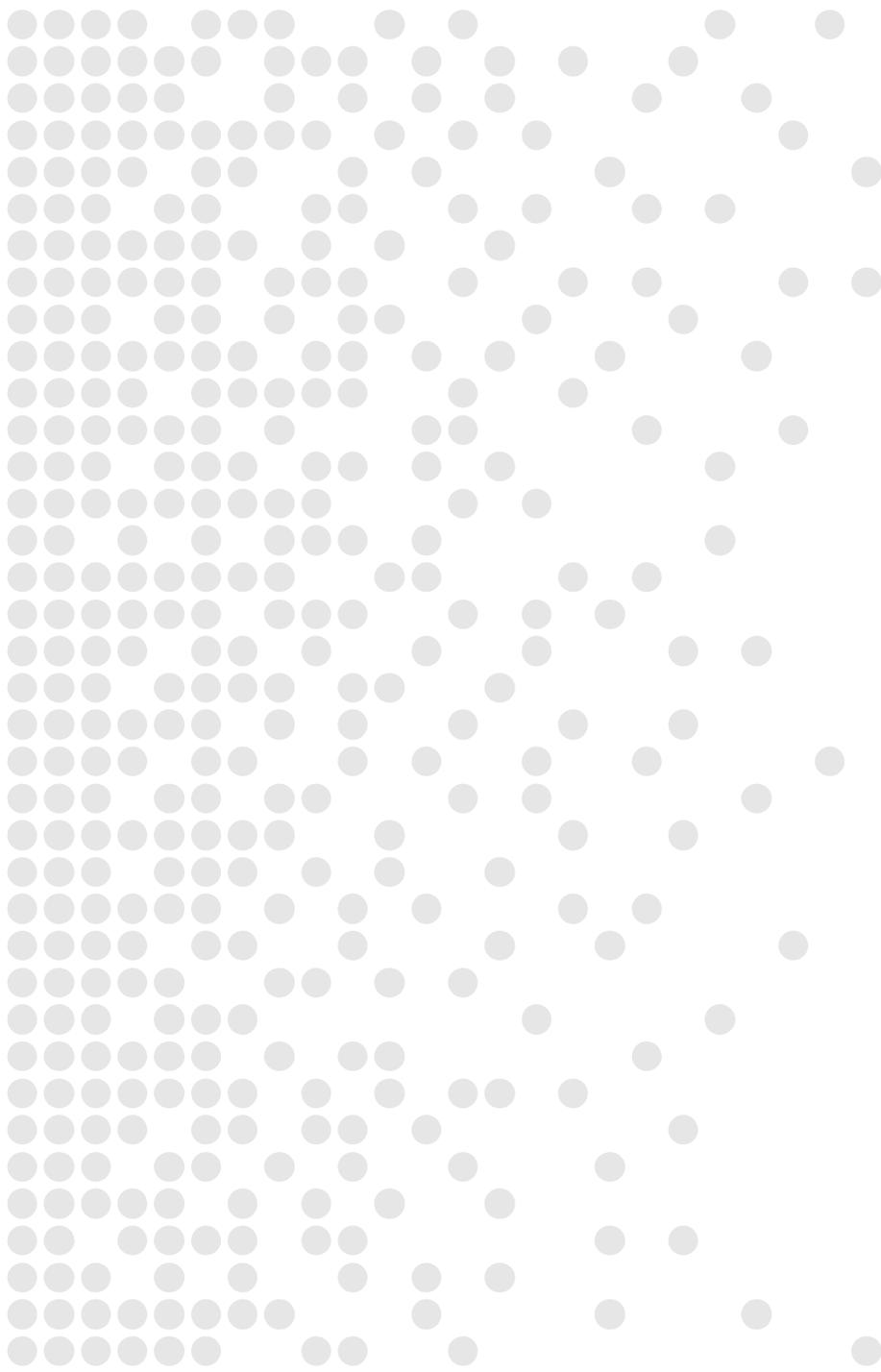
# Tax-supported Assets: Overall Financial Forecast (Inflated)



# Tax Bill Impacts for a Single-family Detached House



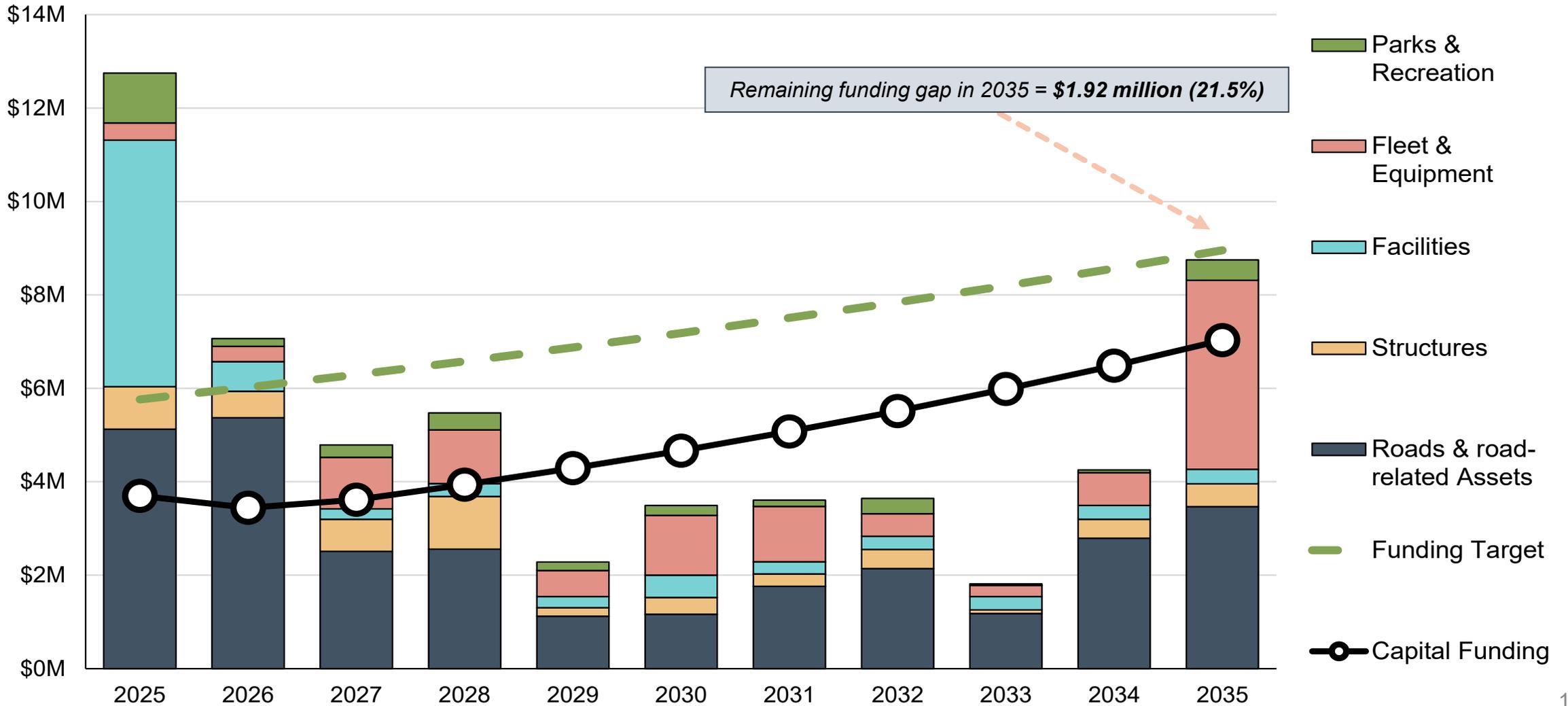
\*Tax bill impacts assume CVA of \$282,000



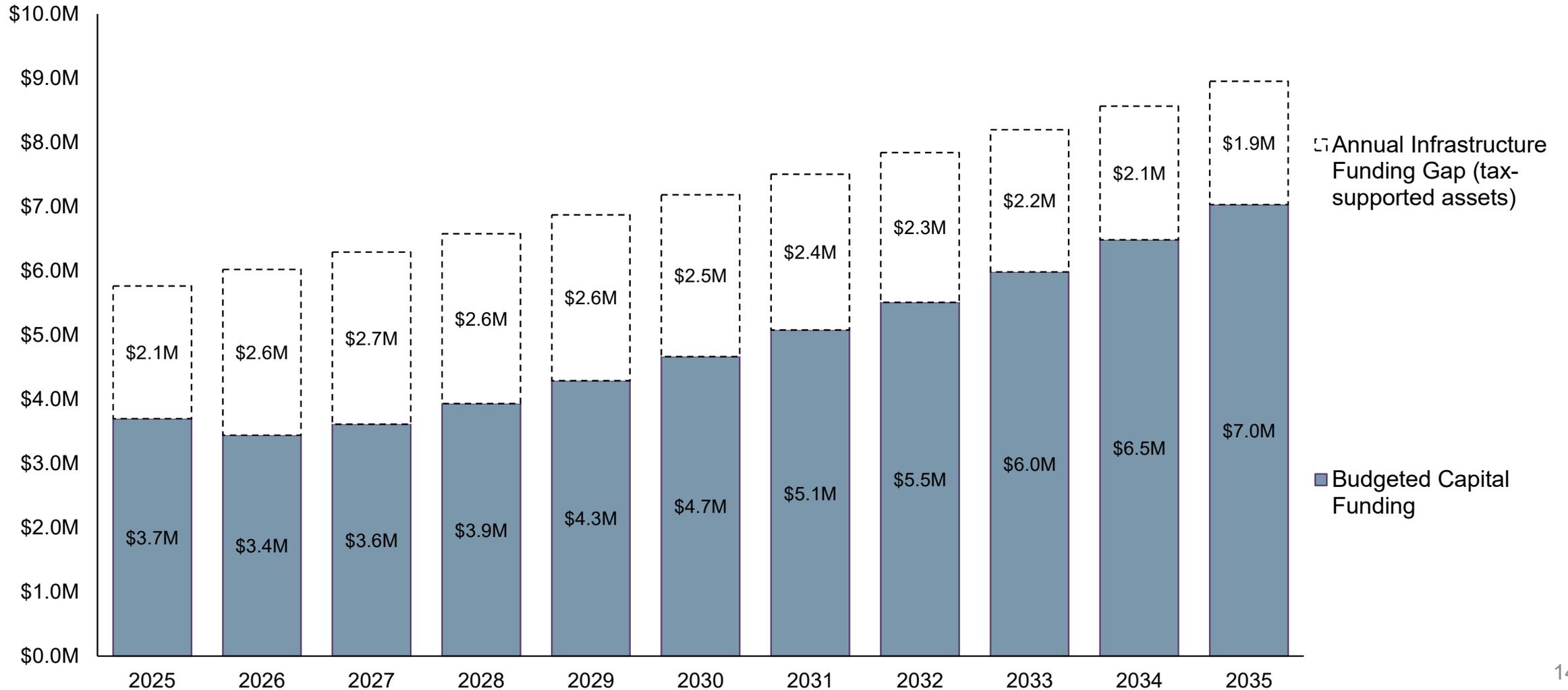
## Financial Strategy Scenario 2: 15-year AMP Phase-in Period

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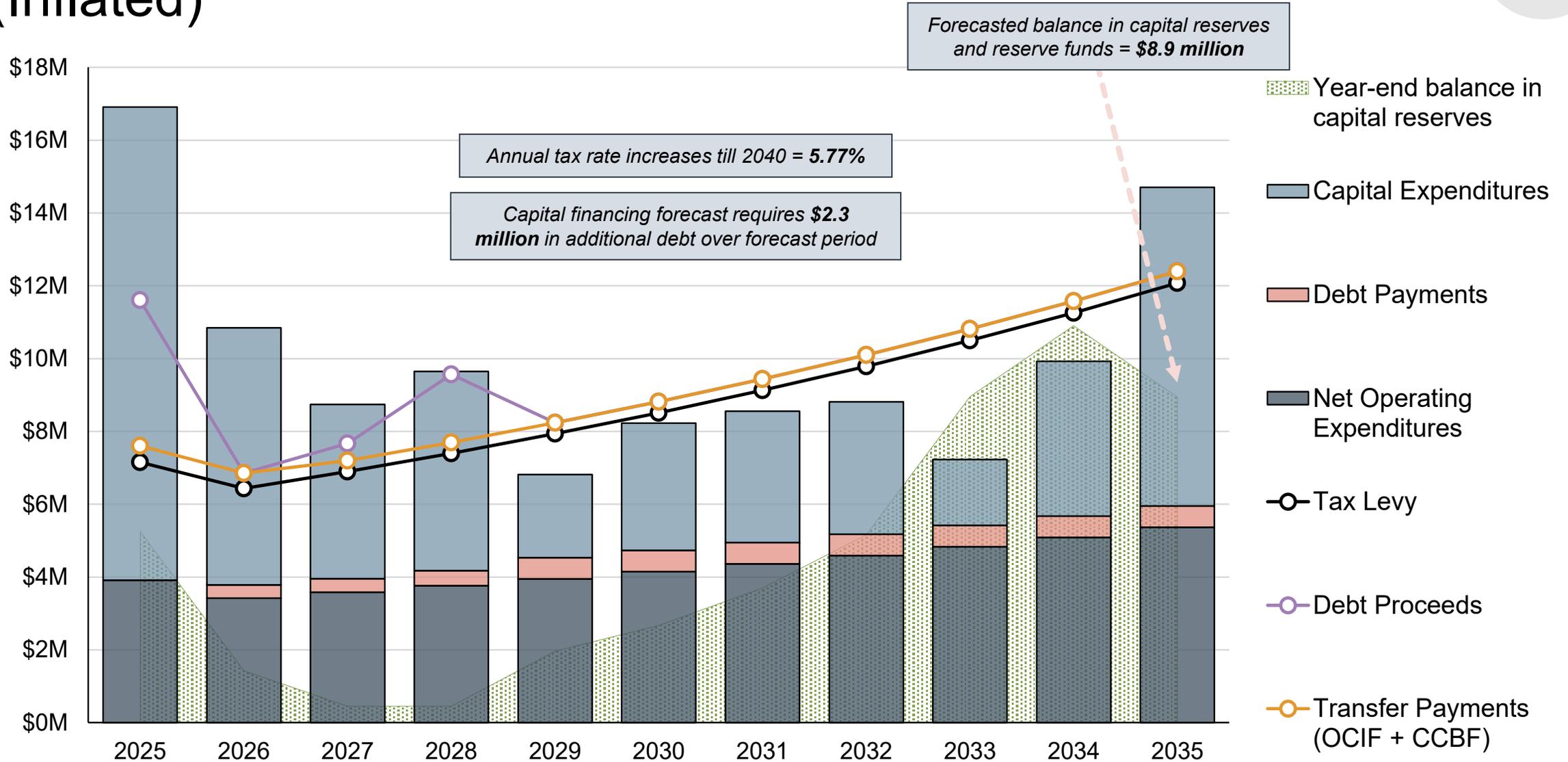
# Tax-supported Assets: Capital Expenditure Forecast (Inflated)



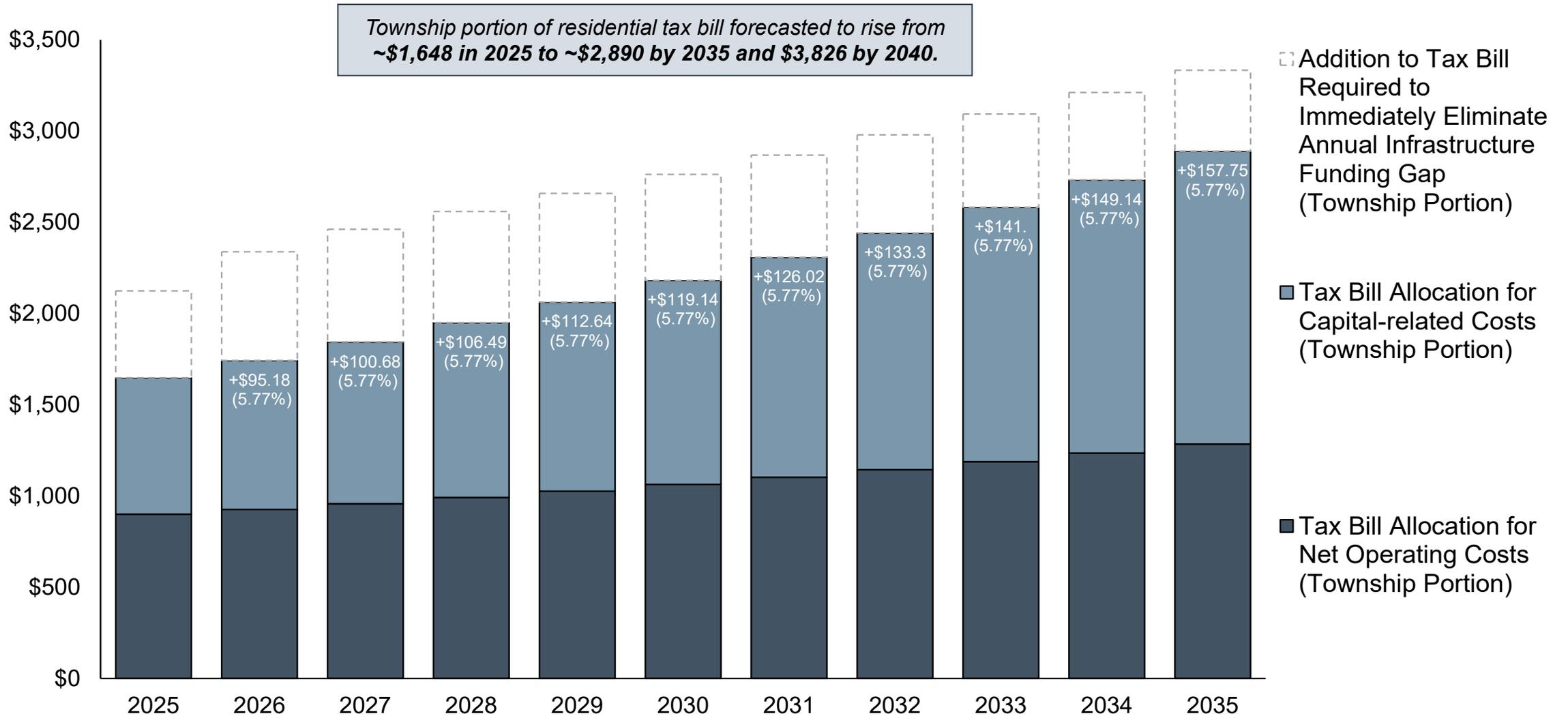
# Tax-supported Assets: Capital Funding Forecast (Inflated)



# Tax-supported Assets: Overall Financial Forecast (Inflated)



# Tax Bill Impacts for a Single-family Detached House

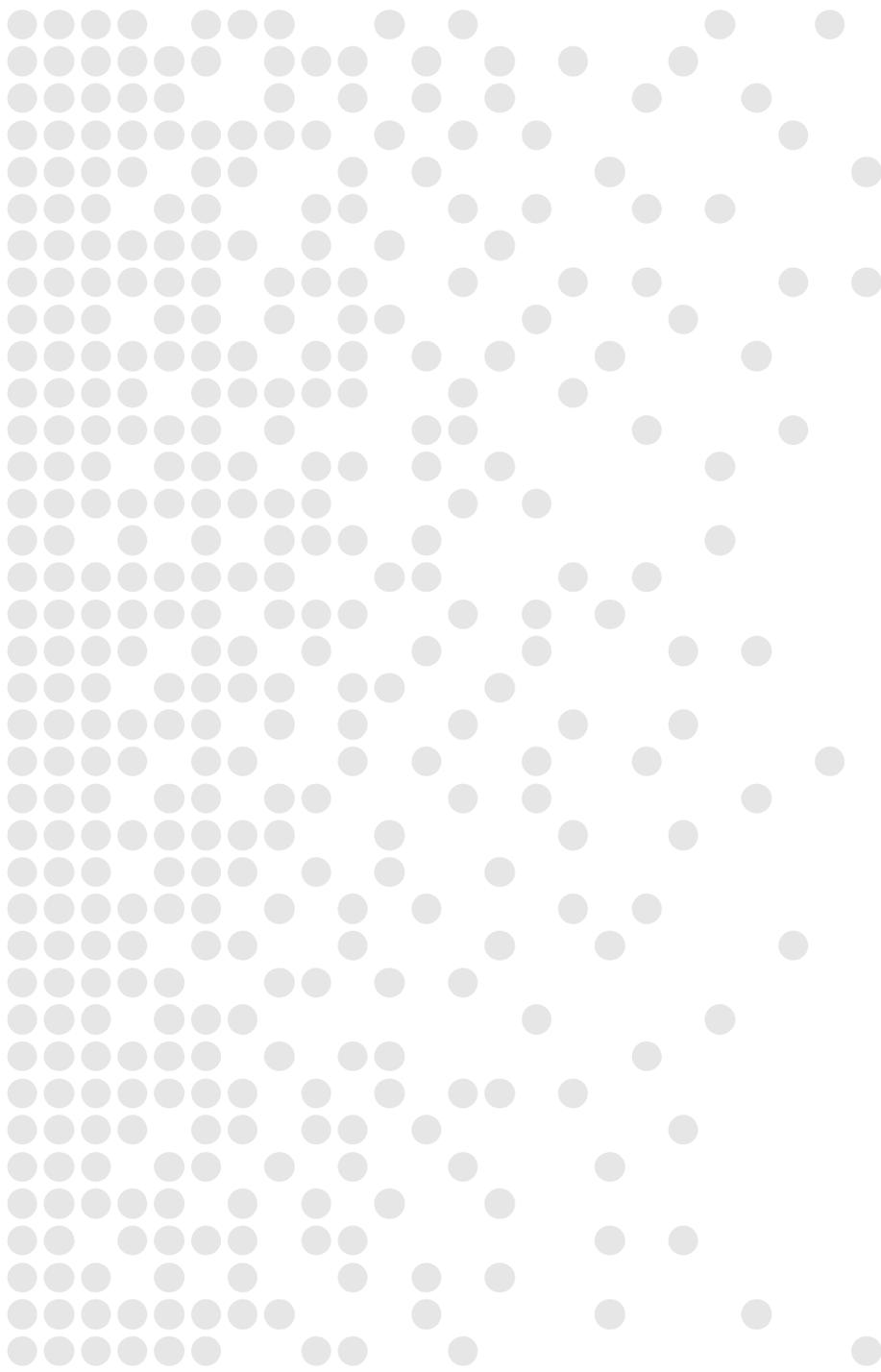


\*Tax bill impacts assume CVA of \$282,000

# Next Steps



- Receive Council's feedback on AMP revisions and preferred financial strategy scenario
- Council to consider approval of Township's AMP at its regular meeting on January 26, 2026



## Q&A and Discussion

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# AGENDA

Monday January 12, 2026

COURT OF REVISION

7:30 p.m., Council Chambers, Fingal/Via Video Link

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1. CALL TO ORDER
2. ADDENDUM TO AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. NEW BUSINESS
  - (a) **Court of Revision Edison Drain 2025**
5. ADJOURNMENT

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

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

Re: Burwell Drain

(Name of Drain)

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

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

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

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

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### Property Owners

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

Property Description

agricultural property, cash crop

Ward or Geographic Township

southwold

Parcel Roll Number

3424000008097000000

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

**Ownership**

**Corporation**

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

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

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

Position Title

owner

Name of Corporation

I have the authority to bind the Corporation.

Signature

Date (yyyy/mm/dd)

2025/11/19

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

Last Name

Gaugher

First Name

[Redacted]

Middle Initial

J

**Mailing Address**

Unit Number

Street/Road Number

Street/Road Name

PO Box

City/Town

Fingal

Province

ON

Postal Code

N0L 1K0

Telephone Number

Cell Phone Number (Optional)

Email Address (Optional)

To be completed by recipient municipality:

Notice filed this 20<sup>th</sup> day of November 2025

Deputy  
Name of Clerk (Last, First Name)

Deputy  
Signature of Clerk

McLarty, June

[Redacted Signature]



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** January 12, 2026

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

**REPORT NO:** FIR 2026-01

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

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#### **Recommendation:**

1. None – For Council Information.

#### **Purpose:**

To update Council on Fire Department Activities for December 2025.

#### **Background:**

*Department updates on activities and meetings since last report:*

- a. *Calls for service* – a total of 24 incidents were responded to, including 2 MVCs and 2 vehicle fires.
- b. *Meetings* – Fire Chief attended County Chiefs meetings & JHSC meetings.
- c. *Inspections* – one inspection was conducted, along with various prevention visits.
- d. *Public Education* – social media including 12 Days of Christmas fire safety, electronic sign.
- e. *Public Relations* – Fingal Christmas parade, station tours.
- h. *Apparatus & Equipment* – ongoing routine maintenance including MTO inspections.

*Report on any outstanding items:*

- 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.
- c. A Community Risk Assessment (CRA) is underway. A CRA is required under Ontario Regulation 378/18 to be completed every five years for municipalities and fire departments to identify, analyze, and prioritize public safety risks to make informed decisions on fire protection services.

*Training Undertaken by Staff:*

- a. Department training topics included incident review, apparatus placement, PPE, and EV auto ex.
- b. A member attended NFPA 1041 Fire Instructor 1.
- c. Members received Provincial Certification in NFPA 1001 Firefighter, NFPA 1002 Pump Ops, and NFPA 1072 Hazardous Materials.
- d. A Training Division has been formed with members with a key interest in training, to assist the Training Officer with training planning, identifying any training needs.

*Capital Project Progress :*

<b>2025</b>	<b>Budget</b>	<b>Status/Comments</b>
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 Development
- 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:** January 12, 2026

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

**REPORT NO:** FIR 2026-02

**SUBJECT MATTER: Shedden Station 4<sup>th</sup> Bay**

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#### **Recommendations:**

1. That Report FIR 2026-02 relating to the Shedden Station 4<sup>th</sup> Bay, be received for information.
2. That approval be given for staff to proceed with the pre-construction agreement as submitted by Westbuilt Structures Inc.

#### **Purpose:**

The report is to update Council on a received proposal for the Shedden 4<sup>th</sup> Bay and request approval to enter into a pre-construction agreement.

#### **Background:**

Beginning in 2021, funds were approved in the capital budget for a training pad for the Shedden Station. These funds were increased over the following years, although never utilized, and the project shifted towards an additional bay instead of a training pad. The additional bay would allow for indoor space for training, including training props and materials when needed, while keeping the overall station property neat and organized, with consideration for the planned residential development in the area, along with increased traffic and activity in the community.

Funds have been included in the draft 2026 capital budget for a 4<sup>th</sup> apparatus bay for the Shedden Station, with a recommendation to adjust the previous amount of \$150,000 to \$175,000 to account for overall cost increases.

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

The intent of the procurement process to procure the required quality and quantity of goods, services in an efficient, timely, and cost-effective manner, were met, and staff ensured reasonable efforts were made to provide an opportunity for local businesses to bid on municipal purchases.

Three general contractors were contacted regarding this project. Two submitted a proposal, with one indicated they couldn't complete the work in the timeline indicated but provided estimated pricing, and one not being within the budgeted amount.

The recommended proposal has been included in this report, with the target construction budget being within the 2026 proposed budget amount for this project.

Once the concept drawings are complete and pricing confirmed, a staff report would be brought to Council for final approval.

Staff also considered that completion of this project in the first half of 2026 would create an ideal space for utilization of the Fire Protection Grant funding, for a bunker gear room, in the second half of 2026.

Staff are recommending approval of this report, as it is in the best interests of the Township to acquire services from the general contractor listed in this report, whereas the goods and services are expected to prove more cost-efficient, and the timing proposed is beneficial regarding the available Fire Protection Grant funding.

**Financial and Resource Implications:**

There is a \$5,000 fee due upon signing of the preconstruction agreement. Staff are confident, based on knowledge of the general contractor, that the process proposed will be acceptable and that the quality of work will meet expectations. Based on discussions with other general contractors, it is staffs' opinion that this proposal reflects competitive pricing.

**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:**

Jeff McArthur, Director of Emergency Services/Fire Chief

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk



## **PRE-CONSTRUCTION CONTRACT**

**TOWNSHIP OF SOUTHWOLD: Shedden Fire Hall Addition**

**SUBMITTED TO:** Chief McArthur

**DATE:** December 23, 2025

WESTBUILT STRUCTURES INC.

34441 SIXTH LINE, SHEDDEN, ON, N0L 2E0

# PRE-CONSTRUCTION AGREEMENT

This Agreement made on the 23<sup>th</sup> day of December in the year 2025.

## OWNER INFORMATION

**Name:** Township of Southwold  
**Address:** 35663 Fingal Line Fingal  
**Phone:** 519-494-0060  
**Email:** [firechief@southwold.ca](mailto:firechief@southwold.ca)

## BUILDER INFORMATION

**Name:** Westbuilt Structures Inc.  
**Address:** 34441 Sixth Line, Shedden, ON, N0L 2E0  
**Phone:** 519-614-6703  
**Email:** westbuilt.structures@gmail.com

## PRE-CONSTRUCTION AGREEMENT

preconstruction service is to be provided by the Builder. This will include, but is not limited, to cost estimating, value engineering, scheduling, construction phasing, constructability review, input from key subcontractors as to the building means and methods of construction, service updates meetings with the owner.

- Services include (3) three meetings; (1) one on-site measure with the architect, (1) on-site review of permit ready architectural drawings with sub-trades, and (1) review of the Construction Contract with the owner.
- Architectural drawings allow for (3) three minor revisions. Any additional changes to the architectural drawings will be charged at an hourly rate of \$125.00 per hour.
- Collaboration with architect and owner
- Engineering review

### 1. Provide scheduling and estimating services

- Provide value engineering input
- Prepare a preliminary schedule
- Update and revise the approved master schedule as necessary
- Monitor progress on both the design and pre-construction activities

### 2. Provide constructability review to mitigate any problems in the following areas:

- Lead times for materials and equipment procurement
- Review of drawings and making sure the details are accurately communicated on the drawings
- Site restrictions, access work areas, disposal sites i.e.: what is access like, how is parking, delivery charges
- Utility connections

## PROJECT DESCRIPTION:

This project involves the following:

- Expand the hall to the south 1 bay, approx. 18ft.
- New powered garage door. Door and spacing between doors to match existing.
- Move existing tube heater and existing louver to new wall.
- Match existing steel.

- Remove old exterior wall and footing wall to create one open bay.
- Concrete floor.
- 8' trench drain on east end of bay and 4" floor drain on west end of bay, tied into existing oil separator (outdoor tie-in just behind building).
- Standard LED surface mount lighting.
- Interior finish to best match existing.
- Reuse existing materials wherever possible.
- One new ceiling fan.
- Existing heating systems will be sufficient.
- Existing electrical panel and lighting circuits are sufficient. New circuits required from panel in bay to garage door opener and ceiling receptacle.

**TARGET CONSTRUCTION BUDGET:**

BUDGET = \$150,000.00 - \$165,000.00 + HST

**TARGET SCHEDULE:**

**Preconstruction Schedule**

- Concept drawings –January
- Revisions and approval – February
- Pricing – March
- Construction Contract approval – March
- Construction start date- April

**Project Schedule**

The tentative closing date, on which vacant possession of the dwelling will be given to the Owner, will be **DETERMINED BASED ON THE CONSTRUCTION START DATE** and will be the date that is Three (3) Months following the start of construction.

**CONSTRUCTION PAYMENT SCHEDULE:**

- 10% at signing of Contract
- 30% at completion of Foundation and Backfill
- 30% at completion of framing
- 30% at closing

**PRECONSTRUCTION FEE:**

The sum of **\$5,000.00 plus HST** shall be paid to the Builder upon signing this Agreement.



We the undersigned, have read, understand, and agree to each provision of this Contract and hereby acknowledge receipt of a copy of the Contract. Once signed, this Contract shall become a legally binding agreement between the Owner and Builder.

DATED \_\_\_\_\_ 2025.

**OWNER**

**OWNER** *if required*

**CLIENT NAME**

**CLIENT NAME**

.....  
*Name of person signing*

.....  
*Name of person signing*

.....  
*Signature*

.....  
*Signature*

.....  
*Date of Signing*

..... *Date of Signing*

**WESTBUILT STRUCTURES INC.**

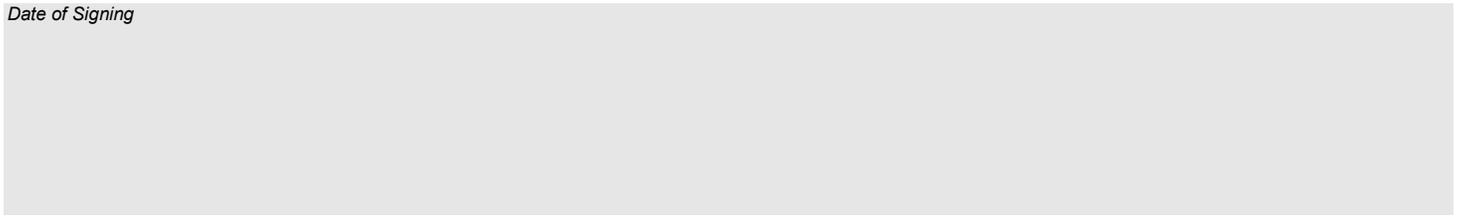
*I have authority to bind the Corporation*

**TIMOTHY A. WESTERVELD- PRESIDENT**

.....  
*Name and Title of Person Signing*

.....  
*Signature*

*Date of Signing*





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** January 12, 2026

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

**REPORT NO:** FIR 2026-03

**SUBJECT MATTER: TSTAC Update**

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#### **Recommendations:**

1. That Report FIR 2026-03 relating to the TSTAC be received for information.
2. That the Talbotville Station Technical Advisory Committee (TSTAC) be dissolved.

#### **Purpose:**

The report is to recognize the contributions of the TSTAC and to recommend dissolution.

#### **Background:**

In 2019 Council approved the creation of the Talbotville Station Technical Advisory Committee (TSTAC) with the goal of ensuring the Township receives a properly located, appropriately designed, and financially suitable building. The TSTAC met several times while planning was underway for the new Talbotville Station.

Staff appreciated the work the TSTAC completed and understands that the consensus of the TSTAC members is that the committee was a success and fulfilled their mandate.

The TSTAC was in attendance for the Grand Opening in October of 2025.

#### **Conclusion:**

With the Talbotville Station project completed, and the TSTAC mandate being fulfilled, staff are recommending formal dissolution of the committee.

#### **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:** January 12, 2026

**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 2026-01

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

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#### **Recommendation:**

1. None – For Council Information.

#### **Purpose:**

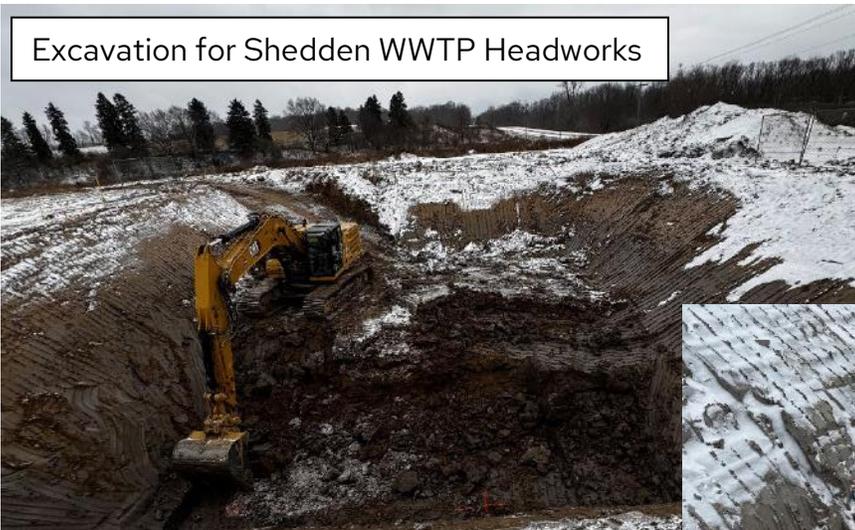
The purpose of the report is to update Council on the Infrastructure and Development Services team activities for December 2025.

#### **Development:**

- Union Road Sanitary Sewers – some differential settlement is starting to show in the base asphalt, repairs were made to severe areas, general repairs to meet smoothness requirements will be completed in the 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 – construction start planned for week of January 5<sup>th</sup>, 2026.
- Fingal Reconstruction – hiatus planned for the Christmas break, work to resume Jan. 5, 2026.
- Shedden Wastewater Treatment Plant (WWTP) – site works continue, headworks concrete forming and pouring underway.
- Parks and Trails Master Plan – final comments, revised scoping and pricing sent to the Consultant

- Attended the municipal working group meeting with the MTO for the twinning of Highway 3, work on the Talbotville bypass has started.
- Drain discussion with Engineer for Horton Drain Incorporation
- Met with outside wastewater hauler to explore additional revenue sources for Shedden WWTP
- Completed Occupancy walk through of the PW Building
- Met with developer to discuss relocation of the Lindsay Drain on Clinton Line
- Discussions with possibly commercial development on Wonderland Road
- Processing of Site Plan for 11405 Wonderland Road
- Site meeting for the Shedden WWTP
- Process Hydro One Connection for Hydro One
- Bi-weekly meetings for Shedden WWTP
- Discussion on status of Talbotville WWTP EA
- Met with builders to discuss affordability issues and possible solutions
- Met with County of Elgin consultant for Asset Management and Work Order Software feasibility
- Completed lead hand recruitment
- Reviewed and commented on subdivision application, 9210 Union Road

Excavation for Shedden WWTP Headworks



Raft Slab for WWTP Headworks



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	Finalizing Deficiency Corrections	Residential build out	Talbotville
The Clearing	Request for final security reduction	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	Awaiting documentation to issue preliminary acceptance	Working towards preliminary acceptance	Talbotville
40134 Talbot Line		Site plan agreement	Talbotville
McBain Line		Draft plan, working towards engineering submission	Ferndale
35743 Horton Street (Stoss)	Finalizing Pre-Servicing Agreement, tender has closed expect work to commence Jan 2026	Detailed Design, Pre-Servicing	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	Site Plan and Agreement Registered. Finalizing Condo Plan.	Construction	Talbotville
Talbotville Meadows Blocks 178		Pre-Consultation	Talbotville
4324 Thomas Road	Clear final conditions, pre-grading works underway	Working towards registration of subdivision	North Port Stanley
7882 Union Road		Pre-Consultation	Fingal
11085 Sunset Road		Pre-Consultation	Talbotville
35556 Fingal Line		Background information	Fingal
9925 Union Road		Draft Plan Submission	Shedden
Teetzel Development	Received the Draft Plan Submission	Draft Plan Submission	Shedden
8115 Union Road		Consultation	Fingal
35866 Rose Ave	Pre-Consultation Request Received	Consultation	Shedden
11432 Sunset Road		Pre-Consultation	Talbotville
36391 Talbot Line		Construction	Shedden
7985 Church Street		Pre-Consultation	Fingal
11405 Wonderland Road	KCCA Permit Issued, working to complete the Site Plan Agreement	Site Plan Approval	Talbotville



**Infrastructure:**

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

- OCWA contract negotiations completed for water and wastewater operations with new agreement commencing on January 1<sup>st</sup>, 2025.
- Staff attending ongoing bi-weekly construction meetings for Shedden WWTP.
- Southwold Distribution System Municipal Drinking Water License up for renewal in 2026. Staff working with OCWA for renewal.
- Third party Audit of Township DWQMS for the Drinking Water System commenced in December. OCWA taking the lead with support from the Township Staff.
- 45 locates were completed for various contractors and landowners in October. 881 locates received for 2025.
- 6 meters replaced in December. 56 meters/assemblies replaced in 2025. (Meter replacements are generally due to customer driven complaints or meters have failed to register a reading.)
- Supporting MTO for relocating North Star water service off the St. Thomas Secondary and on the Southwold Distribution System. Forms part of greater MTO by-pass construction project.
- Supporting MTO and Parsons for MTO Highway 3 By-pass. Work has commenced, (drawing review, attending meetings, watermain commissioning for Sunset).
- New monitoring equipment installed on new trunk sewer line on Union Road. Will be used to monitor collection for new connections prior to commissioning of wastewater treatment plant.
- New water service installed on trunk watermain for 36357 Talbot line.
- Monthly urban meter readings completed, and all other meters read for Q4.
- Building meter assemblies for new connections and repairs.

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

- Both Lead Hand positions were filled, and Jeff Wilcox and Kevin Stortz were the successful applicants.
- Hazardous trees and branches are being trimmed/removed throughout the township based on severity.
- Signs continue to be replaced throughout the township.
- Guiderail repairs being completed on a priority basis, with County roads being addressed first.
- Winter operations are in full swing – trucks have been out salting and plowing numerous times this past month.
- New fuel lock system installed at the new Public Works building, working on setting up back-end system and switchover.
- Occupancy has been approved for new Public Works building – working to get alarm, door codes, and office setup and then the move will begin soon.



**2025 Capital Project Process:**

<b>2025</b>	<b>Budget</b>	<b>Actual</b>	<b>Status/Comment</b>
<b>Water and Sewer</b>			
Shedden Wastewater Treatment Plant	\$25 million		Construction Underway
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		Construction Started Jan 5, 2026
Fingal Pumping Station and Forcemain	\$3,814,971.76		Construction Started Jan 5, 2026
<b>Roads</b>			
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		Awarded, Construction Start Spring 2026.
Bush Line Rehabilitation	\$150,000		Completed
Public Works Building	\$4,800,000		Completed, move in Jan. 2026
<b>Bridges/Culverts</b>			

Scotch Line Culvert Replacement	\$450,000		Detailed Design Underway
Lyle Bridge Rehabilitation	\$200,000		Deferred to 2026
Iona Road Culvert Replacement	\$199,000	\$195,304.81	Completed

**c) Drainage:**

**Drains Before Council:**

**Construction:**

- **Gregory Drainage Works (2023):** Gregory drains construction was completed June 3<sup>rd</sup>.
- **Taylor Drain:** Robinson Farm Drainage has completed the construction of the Taylor Drain.
- **Ryan Drain (Sept 19):** We. Have received a certificate from the Engineer. I have asked a few questions of the engineer and once answered adequately Council will finally pass the by-law

**With the Engineer:**

- **Best Drain (2024):** We will be digging along Scotch Line at Fingal Line to confirm if a drain was constructed in the intersection by the County during reconstruction. A follow up meeting with landowners will be held to discuss options that they requested investigated.
- **Bowlby Futcher Drain (2024):** The report is almost complete. We are waiting on confirmation as to whether a landowner would like to petition for a short branch to connect to a small watershed area
- **Jones Drain (2024):** a meeting to review the proposal of the engineer to be arranged for January
- **Edison Drain (2024):** Court of Revision is tonight

- **Horton Drain (2025):** onsite meeting has been held, engineer is compiling information
- **Gold Seal Drain (2025):** on site meeting to be arranged
- **Fingal Drain (2025):** on site meeting to be arranged
- **Burwell Drain (2026):** on site meeting to be arranged
- **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:**

<b>2024 Capital Project Process:</b>	
<b>Gregory Drainage Works</b> – Special Assessment waterline	\$27,800
<b>Gregory Drainage Works</b> - Boxall Road	\$389.00
<b>Taylor Drain</b> – 4 <sup>th</sup> Line	\$664.00
<b>Edison Drain 2025</b>	18,891.00

**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:** January 12, 2026

**PREPARED BY:** Mike Taylor, Manager of Environmental Services

**REPORT NO:** IDS 2026-02

**SUBJECT MATTER: Talbotville Wastewater Treatment Plant – Membrane Filter Replacement**

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#### **Recommendations:**

1. That Report IDS 2026-01 relating to the membranes at the Talbotville Wastewater Treatment Plant, be received for information
2. That the Mayor and Council of the Township of Southwold accept the Proposal from Newterra at a cost of \$207,044.00 (plus applicable taxes) to replace the Train one MicroClear cassettes with Zeeweed technology.

#### **Purpose:**

This report seeks Council's approval to authorize Staff to proceed with the replacement of the membranes in Train 1 for the Talbotville Wastewater Treatment Plant (WWTP). These upgrades will result in annual cost savings and improve overall operational efficiencies.

#### **Background:**

The Talbotville WWTP was constructed circa 2017 and commissioned in February 2018. Based on the design of the plant, membrane technology was selected as a cost-effective approach to filter out particulate matter.

The initial construction of the plant consisted of equipping only one membrane being Train 2 with cassette technology. This allowed the WWTP to operate at a maximum daily capacity of 250 CM/day. The second membrane (Train 1) was purposefully left empty as it wasn't required at that time. However, because of operational challenges and the Talbotville area being developed faster than anticipated, in 2021, Train 1 was equipped with microcassettes, bringing the total daily capacity of the WWTP to 500 CM/day.

As a result of aging cassettes and operational challenges at the plant relating to the cassette technology, it was decided in 2023 to replace the Train 2 membrane from Microcassettes to Zeeweed. At the time of replacement, Train 2 cassettes had reached the end of their lifecycle (5-7 years in ideal situations), which were the original cassettes from 2017. Newterra provided a significant discount to the Township due to these challenges with the membrane.

**Comment/Analysis:**

Due to ongoing problems with the existing cassette membrane, including increased operational costs, poor performance, along with the age of the cassettes and factoring in increased climate events (snow melt/rain events) which has caused significant problems, Township Staff along with OCWA, explored options to upgrade Train 1 with newer technology. Staff reached out to several vendors including H2O which is the company that will be supplying the membranes for the new plant that is being constructed to service Shedden and Fingal.

It should be noted that Staff also received a proposal earlier in 2025 from Newterra for like for like replacement using the same cassette technology. At that time, the cost to replace with cassettes was approximately \$50,000.00. However, due to the problems observed with the cassettes over the history of the plant and shorter lifecycle (5 years compared to 10 plus years), it was advised by the Operating Authority against replacing like for like cassettes. This was primarily due to the nature of the raw wastewater (fibrous materials) coming into the plant which has been causing blinding of the cassettes resulting in significant maintenance of the cassettes.

It was ultimately determined between Township Staff and the Operating Authority, that through the review process and limited options, the only cost-effective solution was to retain Newterra and repeat the same work that was completed on train 2 with the same Zeeweed technology. Therefore, the Township requested Newterra to submit a proposal prior to the end of 2025.

**Financial and Resource Implications:**

Newterra submitted a proposal to Southwold Staff on December 16, 2025 attached as Appendix A. The cost to convert Train 1 membrane is \$207,044.00 plus taxes. The proposal includes the following:

- Convert existing membrane Train 1 from MicroClear to Zeeweed 500S.
- Supply retrofit kit which minimizes downtime during conversion.

- Price includes for three 10-hour days. Additional days shall be billed at \$1,800.00 per day.
- Newterra will complete all programming updates necessary and provide updated system drawings.
- Shipping of equipment is \$750.00 plus taxes.

The cost for the upgrades has been included in the 2026 Capital Budget for the Talbotville WWTP. When you factor in the initial investment versus the annual anticipated savings that will be observed, the Return on Investment is anticipated to be four years. Cost savings will be observed by reduced cleaning and hauling of wastewater during emergencies.

**Summary:**

The replacement of Train 1 cassettes is required in 2026. The WWTP will see a significant improvement of overall operations and will also extend the lifecycle of the Train 2 Zeeweed. Also, with both membranes in service with Zeeweed provides the ability to treat normal daily flows along with handling major snow melt and rain events, thus reducing the need for third-party intervention for hauling of wastewater during emergency situations.

**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:**

Mike Taylor  
Manager of Environmental Services

**Reviewed by:**

Aaron VanOorspronk, LET.  
Director of Infrastructure and  
Development Services

**Approved for submission by:**  
Jeff Carswell, CAO/Clerk



# Membrane Upgrades

Clear<sup>3</sup> MBR

Firm Proposal QU-2507467.R1

**Submitted To:** Township of Southwold

**Attention To:** Mike Taylor, [enviroservices@southwold.ca](mailto:enviroservices@southwold.ca)

**Submitted By:** Newterra Corporation, Ltd.  
1291 California Ave  
Brockville, ON K6V 5Y6

**Presented By:** Brad Gaffney, 613-803-5875, [BGaffney@newterra.com](mailto:BGaffney@newterra.com)



Submitted 2025-12-16  
Valid Until 2026-02-16

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# 1 Introduction & Overview

## Executive Summary

Newterra is pleased to provide the Township of SouthWold with the following proposal for upgrading the Talbotville WWTP MBR System.

The proposal encompasses the following key components:

- Membrane retrofit from MicroClear to Zeeweed 500S for Train 2

Newterra proposes a comprehensive upgrade plan designed to enhance the efficiency and longevity of your existing asset. This approach involves:

### 1. Zeeweed MBR Retrofit:

- **Advanced Membrane Technology:** Newterra will implement the cutting-edge Zeeweed ZW 500S membranes. These membranes are renowned for their exceptional durability with a lifespan exceeding 10 years in numerous applications.
- **Seamless Integration:** Newterra has created a specialized retrofit kit to convert your current system from MicroClear membranes to Zeeweed membranes with minimal system disruption.

By embracing this upgrade initiative, the Township of SouthWold can significantly improve operational efficiency, extend asset lifespan, and optimize overall system performance.

If you have questions about this submission, please contact me at 613-803-5875.

Sincerely,

Brad Gaffney  
Regional Sales Manager  
bgaffney@newterra.com

## 2 Commercial Section

### Membrane Retrofit

Item	Price
Membrane Retrofit Purchase Price	\$ 207,044
Onsite Labour <ul style="list-style-type: none"> <li>Includes three (3) 10-hour days onsite for installation by four (4) factory trained Newterra representatives in one (1) trip</li> <li>Additional days on-site to be billed at \$1,800.00/day per technician plus expenses for travel, meals and accommodation</li> </ul>	Included
<b>Total System Price</b>	<b>\$ 207,044</b>

### Freight Pricing

Item	Price
Estimated Equipment Freight to Site <ul style="list-style-type: none"> <li>System will be shipped DAP Township of Southwold, ON (Incoterms 2020)</li> <li>Freight costs will be prepaid and added to invoice</li> </ul>	\$ 750

### Commercial Notes

- All Prices are Quoted in **Canadian Dollars (CAD)**.
- Pricing is Valid for **60 days** (2026-02-16).
- Unless otherwise specified, any sales or value added taxes are not included.
- This proposal supersedes all previous proposals and correspondence.
- The pricing provided is contingent upon acceptance of Newterra’s payment milestones, Terms & Conditions outlined in this proposal and may be adjusted if other payment terms or T&C’s are applied at time of order.
- Unless specified within this proposal, the equipment delivery date, start date, and date of commencement of operations are to be negotiated.
- This proposal and the rates provided herein are subject to Newterra compliance check and financial due diligence by Newterra.
- Newterra’s pricing is based on reasonable market variability in our supply chain. In the event of extreme volatility, defined as an increase of greater than 10% of the Industrial Product Price Index (IPPI) in value from the month of the proposal date to the month of submission of engineering documentation for approval, Newterra reserves the right to adjust the project price. IPPI is obtained from Statistics Canada, reference table 18-10-0265-02.



## Payments

### Payment Terms

All payments are **Net 30** from date of invoice. Late payments may impact delivery schedule or be subject to interest or penalties as per the Contract. Recurring services invoice at either annually or quarterly for length of contract.

### Retrofit Payment Milestones

- 50% on Order Acceptance
- 40% on Notification of Readiness to Ship
- 10% on Completion of Retrofit Onsite

## Terms & Conditions

- Newterra's MBR Membrane Warranty applies.
- Newterra's attached Terms and Conditions apply.

## 3 Technical Section

### Scope of Supply

#### Membrane Retrofit

The following equipment is to be installed by Newterra's Representative:

Each train includes:

- Membrane tank retrofit frame
  - Membrane frame adaptors
  - Membrane mounting clip
  - Miscellaneous stainless-steel hardware
- Twenty-eight (28) submerged UF membrane modules (Zeeweed 500S) with
  - Hanging brackets
  - Aeration down pipes
  - Continuous skirts
- Permeate extraction header
- Programming updates
- Drawing updates
- Field service technicians onsite for the retrofit installation

#### Operation and Maintenance Instructions

- Operating instructions for all new treatment system components
- Copy of operating manual for each piece of new equipment (**Digital copy only**)
- Summary of new system components
- Summary of new system operation principles
- Summary of new operation controls and failsafes
- Summary of maintenance requirements for each new piece of equipment
- One digital copy provided
- All documentation provided in English



# Terms, Conditions, Warranties, and Guarantees

## Terms & Conditions

### 1. PURCHASE ORDER:

Newterra ("Seller") will initiate work upon written acceptance of a complete order from a purchasing party ("Buyer"). A complete order includes a signed purchase order which includes the overall price of system and scope of supply, purchase order number, payment terms, billing and shipping addresses, Tax Identification Number.

### 2. APPLICABILITY / SCOPE:

All goods and services provided shall be governed by the terms and conditions set forth herein. Any modifications to these terms or to the scope of any purchase order or project hereunder, shall be mutually agreed upon and set forth in writing executed by both parties. Such writing shall clearly set forth the nature and extent of the change, and, if applicable, any adjustment in price associated with such change.

### 3. SCHEDULE:

The Seller's estimated delivery schedule is included in the proposal and may be affected by manufacturing loading at the time of order unless the proposal is based on a firm schedule as noted. If the approval to proceed with ordering material is not given within twenty-one (21) days of execution of this order, Seller reserves the right to adjust the sell price of this Purchase Order based on actual increases incurred from its Suppliers due to the delay in the project schedule.

Upon receipt of Purchase Order, unless the proposal is based on a firm schedule as noted, Seller and Buyer shall agree to a schedule and timeline for provision of engineering documentation, unless otherwise agreed to in writing.

In the event of Buyer caused delay, Seller shall be entitled to readjustment of schedule based on the impacts due to the delay. Seller shall advise Buyer, in writing, of the revised schedule. Seller shall be entitled to compensation from all costs associated with Buyer caused delay.

### 4. CREDIT APPROVAL:

All new purchase orders are subject to mandatory credit approval for first time Buyer and discretionary credit approval for repeat Buyer (credit approval form available from Seller upon request). Should Seller learn of any information that causes Seller concern about Buyer's ability to perform any of its obligations owing to Seller under a Purchase Order, Seller has the right to request Buyer to provide Seller adequate assurance of due performance on such terms as are deemed reasonable by Seller when acting in good faith, including the right to demand full or partial payment from Buyer as demanded by Seller, or the right to adequate surety.

### 5. TELEMETRY SERVICES AGREEMENT:

A Telemetry Services Agreement must be completed for all system orders that include a Seller Remote Telemetry and Communication Package. The Telemetry Services Agreement is required to activate the services listed in the proposal (Telemetry Service Agreement available from Seller upon request).

### 6. PRICING/TAXES:

The price to be paid by Buyer shall be mutually agreed upon by the parties and set forth in writing. Unless otherwise agreed to, prices quoted do not include any State, Provincial or local sales or use tax, special fees, duties, tariffs or custom fees, freight and handling charges, or export crating costs that may be added to the price at invoicing. The Buyer agrees to make payments as described herein. If Seller is subjected to any such fees in connection with this sale or the delivery; the same shall be added to the purchase price and Buyer shall be responsible for paying that tax or reimbursing Seller therefore within 30 days. If Buyer is Tax Exempt, valid documentation in the form of an applicable tax-exempt certificate or direct pay permit must be provided at time of Purchase Order to be considered.

### 7. PAYMENT CONDITIONS:

All orders require payment in advance unless credit has been established. Payment shall be made in the currency quoted without discount. Minimum billing amount is \$100. Shipments outside of the U.S.A. and Canada shall be prepaid or drawn from an irrevocable Letter of Credit.

Processing fees may be assessed for additional costs incurred for credit card charges, returned checks, Letters of Credit, or other bank charges. Wire transfers should be initiated with all bank charges paid from the account of the Buyer. Seller reserves the right to specify the method and/or timing of payment (including prior to shipment).



The Seller will be entitled to a late penalty calculated at a rate of 1.5% per month (18% per annum) or if lower, at the maximum rate permitted by law, for any payment not made by the date due. If legal proceedings are instituted for collection of overdue accounts unpaid after 30 days, the Buyer will be liable for all costs adjudged by the court, including court costs and reasonable attorney fees.

If the Buyer disputes any portion of an invoice, they shall notify Seller in writing with specific details and pay the undisputed portion as per the executed purchase order. Buyer shall reimburse all costs incurred in collection of past due amounts including but not limited to attorney's fees, court costs and collection fees incurred by Seller.

At Seller's option, Letters of Credit will be accepted by Seller when compliant with the following: The Letter of Credit must (a) Be IRREVOCABLE and CONFIRMED by a U.S.A. or Canadian bank; (b) Be in favor of Seller; (c) State payment is by site draft payable; (d) State that ALL bank charges, including those outside the country of origin, are to be applied to BUYER'S account; (e) Must state Ex-Works, point as factory unless terms of Pro Forma Invoice specify otherwise, (f) Be advised through a class A bank and show Buyer as applicant for the Letter of Credit.

**8. SHIPPING & DELIVERY TERMS:**

Unless otherwise specified in the Seller Proposal, Incoterms® 2020 are:

- (a) EXW Seller Facility.
- (b) DAP <delivery location> (if freight is included as specified in Seller Proposal)

**9. ACCEPTANCE:**

- (a) Buyer shall inspect all shipments of equipment or other goods within 10 days of receipt and shall promptly notify Seller of any specific defects or non-conforming goods. The parties acknowledge that acceptance of any goods supplied hereunder shall be deemed to have occurred if Buyer fails to notify Seller of any such defects or non-conforming goods within 10 days of the date of receipt. The parties acknowledge that acceptance of any services provided hereunder shall be deemed to have occurred if Buyer fails to notify Seller of any defects or non-conformance in such services within 10 days of the date the services were completed;
- (b) For any order hereunder which requires Seller's involvement in the installation, start-up, check-out and/or commissioning of any Seller equipment or system, the parties acknowledge that system acceptance shall be deemed to have occurred upon completion of the startup and checkout of the system, or upon beneficial use of the system by Buyer, whichever occurs first.

**10. OPERATIONAL AND MAINTENANCE PROCEDURES:**

Buyer acknowledges that any improper use, maintenance, or modification of the equipment provided hereunder, or use of unqualified maintenance or service technicians will severely impair the operational effectiveness of the entire system. Buyer hereby agrees to indemnify, defend and hold harmless Seller from and against any and all third-party claims arising, in any manner, out of: (a) Buyer's neglect of the equipment; (b) Buyer's use of technicians not authorized by Seller to service the equipment; or (c) Buyer's improper use or modification of the equipment or failure to follow the operational and maintenance procedures provided with the equipment.

**11. SYSTEM STORAGE AFTER COMPLETION:**

If Buyer is unable to accept equipment at the time of readiness, or at the Buyer's request, storage of completed systems may be provided. If Seller has space at its facility, storage will be charged at a rate of 0.5% per month accruing after the initial 30 days. If off-site storage is required, the per month rate will be the greater of 0.5% or actual warehouse and transportation costs, +20% administration fee.

The warranty period will start upon the original date of notice of readiness to ship. Any invoices due for payment that are subject to the shipment of the system will be initiated and subject to payment based on the date of notice of readiness to ship.

If the system is stored, transfer of title will occur immediately to Buyer upon entry into storage. Risk of Loss will transfer as per Incoterms® of the original contract.

**12. CHANGE OF LAW OR REGULATIONS**

Any change of laws, regulations, or another governmental requirement that causes an increase in the cost of producing or delivering the Products or which occurs after Seller accepts an order is not in the price. Any new or additional tariffs, duties, or surcharges are not included in the price of the goods and/or services and are the responsibility of the Buyer. Seller reserves the right to require that the Buyer pays for any new or increased tariff, duty, or surcharge prior to the delivery of the goods and/or services. Buyer assumes the risk of changes in the law, regulation, or other governmental requirements; Seller does not assume the risk of new or higher tariffs, duties, or surcharges.

**13. TECHNICAL ASSUMPTIONS:**



This proposal and pricing are based on Seller's interpretation of the sections of any RFP or specification that have been made available to Seller. Exceptions have been noted wherever possible. In the event of a conflict between the language in the specification or the proposal, Buyer agrees that the language in the proposal takes precedence and is the basis of the proposed pricing and scope.

**14. HEALTH & SAFETY:**

Any health and safety requirements, training or certification needs for entering a project site must be communicated at the time of Order. It is the Buyer/Owner's responsibility to ensure that field technicians operating on live panels are informed and equipped with the appropriate PPE.

**15. APPROVALS, PERMITS & INSPECTIONS:**

Obtaining any required site permits (i.e. building) is the responsibility of the Buyer/Owner; the Seller is not responsible for any such items unless otherwise specified in the proposal.

All required site inspections including, but not limited to electrical, building and fire are the responsibility of the Buyer/Owner; the Seller is not responsible for any such items.

**16. WARRANTY:**

Refer to separate warranty document(s) attached hereto and incorporated herein as if set forth in full.

**17. CONFIDENTIAL & PROPRIETARY INFORMATION:**

Buyer acknowledges that the information and processes utilized by Seller in the design, manufacture, and supply of its products and systems are confidential and proprietary to Seller. Buyer agrees to treat as confidential and proprietary any such information or processes, including, but not limited to, design information or data, proposals, software, schematics, drawings, operational and maintenance manuals, testing procedures or other similar technical information ("Confidential Information") provided by Seller in connection with the supply or installation of products or systems hereunder, and will, at a minimum, protect any such confidential information in a manner commensurate with the measures taken to protect Buyer's own confidential or proprietary information. Seller retains all rights, titles and interests in all such Confidential Information and Buyer shall not use or otherwise disclose to any third party any such Confidential Information except to the extent authorized by Seller in writing.

**18. INTELLECTUAL PROPERTY RIGHTS:**

Excepting for the benefit of air and/or water treatment as contemplated by the design of the equipment, all rights, benefits from any value received as a result of the use of intellectual property, equipment, information or advice provided by Seller remain the sole property of Seller, specifically, including, but not limited to, as it may relate to carbon or water credits, etc.

The Seller retains any and all intellectual property rights in and to the equipment, services, and/or information supplied hereunder (including, but not limited to, patents, copyrights, trademarks and trade secrets) ("Intellectual Property").

Buyer is not granted any interest, right, or license with respect to any such Intellectual Property, except to use the equipment, services and/or information for the purposes for which it is specifically provided to Buyer in accordance with the terms and conditions hereof.

Seller shall indemnify and hold Buyer harmless from and against all third-party claims of infringement or alleged infringement arising out of Buyer's use of any equipment, services, or information supplied by Seller hereunder. Provided, however, that Seller's indemnity obligation hereunder shall not apply to, and Seller shall not be responsible for, any claims to the extent arising out of Buyer's modification of Seller's equipment, services or information, or use of such equipment, services or information: (a) in combination with equipment, services or information not supplied by Seller, or (b) in the operation of any process or in any other manner inconsistent with the purpose for which Seller's equipment, services or information were intended.

Unless specified, programming for Seller's custom equipment and systems is proprietary and will remain the property of Seller and is not available for distribution to Buyer or others at any time.

**19. INSURANCE:**

Each party shall provide and maintain at its own expense, such policies of insurance in such amounts as are appropriate and commercially reasonable for parties engaging in the type of activities contemplated by the projects entered into hereunder. Upon request, each party shall furnish the other with certificates evidencing the required insurance coverage.

**20. BUYER INDEMNIFICATION:**

To the fullest extent permitted by law, Buyer hereby agrees to protect, defend, indemnify and hold harmless Seller and its affiliates, managers, shareholders, directors, officers and employees from and against all losses and damages incurred and all liability to others and all claims, causes of action and suits, for personal injury, including death or property damage arising out of the acts or omissions of Buyer



or Buyer Parties. Buyer agrees to pay all costs and expenses paid or incurred by Seller in enforcing its rights hereunder, including without limitation, attorney's fees, and court costs.

**21. SELLER INDEMNIFICATION:**

To the fullest extent permitted by law, Seller hereby agrees to protect, defend, indemnify and hold harmless Buyer and its affiliates, managers, shareholders, directors, officers and employees from and against all losses and damages incurred and all liability to others and all claims, causes of action and suits, for personal injury, including death or property damage to the extent such is caused by the negligent acts or omissions of Seller or Seller Parties. Seller agrees to pay all costs and expenses paid or incurred by Buyer in enforcing its rights hereunder, including without limitation, attorney's fees, and court costs.

**22. LIENS:**

Seller shall promptly pay for all materials, supplies and labor employed by it in providing the goods and/or services hereunder, such that any equipment or system supplied to Buyer remains free of materialmen's, warehousemen's, mechanics', and any other similar liens. Seller reserves all rights hereunder to file notice and execute liens in the event Buyer breaches its obligations in the proposal, Purchase Order, or as set forth herein. Any executed lien waiver, release claim, or payment application executed and submitted by Seller shall not serve to waive Seller's right to pursue a lien claim for previously noticed, reserved, or filed claims.

Seller reserves all rights hereunder to file notice and execute liens in the event Buyer breaches its obligations in the proposal, purchase order, or as set forth herein. Any executed lien waiver, release claim, or payment application executed and submitted by Seller shall not serve to waive Seller's right to pursue a lien claim for previously noticed, reserved, or filed claims.

**23. NON-WAIVER:**

The parties' failure to demand strict performance or to otherwise enforce any rights hereunder shall not constitute a waiver of any rights hereunder. No claim arising out of a breach hereof may be discharged in whole or in part by a waiver of the claim unless supported by consideration and set forth in a writing signed by the waiving party. Any such waiver shall apply to the specifically identified claim only and shall in no way constitute a waiver or discharge of any other prior or subsequent claim.

**24. BREACH/DEFAULT:**

In addition to any failure to comply with any other term or condition as set forth herein, the occurrence of any of the following events shall constitute a breach/default on the part of Buyer: (a) If Buyer shall become insolvent or make a general assignment for the benefit of creditors; (b) If a petition for Bankruptcy is filed by or against Buyer; (c) If, at any time Buyer fails to fulfill its obligations under the terms and conditions hereof, or acts in such a manner as to endanger performance of such obligations; (d) If Seller shall reasonably believe that Buyer will not timely fulfill its obligations, including payment or otherwise perform hereunder, and Buyer is unable to provide reasonable assurances that such timely performance will occur.

Upon breach/default by Buyer, Seller may terminate the contract or agreement by giving notice to the Buyer. Such termination may be effective immediately at the sole choice and discretion of Seller. In the event of a breach and contract termination, Buyer is still responsible for all costs incurred by Seller.

**25. SUSPENSION:**

If any project or order, for which Seller is to supply goods and/or services hereunder, is requested to be suspended by Buyer for any reason other than a breach by Seller, Seller shall cooperate with Buyer in rescheduling any planned or ongoing work, and in otherwise complying with the suspension instructions. However, Buyer must provide reasonable written notice to Seller for any requested suspension. Seller shall reserve the right to adjust the scheduling, pricing, and/or billing due to any impact of the approved suspension. Provided, however, that in the event of any such suspension which continues for a period of 90 days, Seller shall be entitled to terminate that order, without any further liability or obligation of Seller thereunder. Seller, may by written notice to Buyer, suspend this order due to any of the following: (i) Buyer fails to perform in accordance with the delivery schedule; (ii) Buyer fails to properly pay Seller for any properly submitted invoices; (iii) Buyer has breached or otherwise failed to comply with any provision of this order that is capable of being cured and Buyer does not cure the same within a period of five (5) calendar days after receipt of written notice from Seller.

**26. TERMINATION FOR CAUSE:**

Should Buyer be in breach under this project or order, Seller shall have the right, as well as all other rights per the applicable law to request to terminate all or part of any undelivered or unperformed portion of this Purchase Order by reasonable written notice to Seller. Upon receipt of such notice, Seller shall immediately stop delivery or work on the portion of the order terminated or canceled. In the event of such termination, Buyer shall be liable for the value of the work performed, materials received, and any materials not received that cannot be cancelled, prior to the time that notice of termination is given.

**27. TERMINATION FOR CONVIENENCE:**



If any project or order, for which Seller is to supply goods and/or services hereunder, is terminated in agreement with the provisions of these terms and conditions, Seller shall be entitled to charge 25% of selling price if canceled prior to incurring related engineering, drafting, and production time. If engineering and/or drafting time has been incurred, 40% of the selling price will be charged to the Buyer. If materials have been received, or materials not received cannot be cancelled, and/or production time has been incurred, 100% of the selling price plus additional costs incurred will be charged to the Buyer who placed the order. Additional costs incurred as a direct result of termination may include, but are not limited to, freight and storage charges, costs of labor, transportation, travel and living expenses for support, overhead and profit, and reasonable attorney fees.

**28. FORCE MAJEURE:**

Neither party shall be liable for any cost increase, failure or delay in its performance resulting from any cause beyond its reasonable control including, but not limited to, acts of God; acts or omissions of civil or military authority; fires; floods; unusually severe weather; strikes or other labor disputes; embargoes; wars; political strife; riots; epidemic; pandemic; changes in laws, delays in transportation; sabotage; or fuel, power, material or labor shortages.

**29. LIMITATION OF LIABILITY:**

Under no circumstances whatsoever will Seller be responsible for liquidated, indirect, special, incidental or consequential damages including, but not limited to, lost business, overhead, loss of use of property, delay, damages, lost profits or third party claims, whether foreseeable or not, even if Seller has been advised of the possibility of such damages in connection with the delivery, installation, use or performance of the equipment or the provision of maintenance services by Seller regardless of whether such claims are alleged to have arisen out of breach of warranty, breach of contract, stricter absolute liability in tort, or other act, error or omission or any other cause whatsoever, or any combination of the foregoing.

Under no circumstances whatsoever will Seller be responsible for direct damages in excess of 50% of the contract value.

**30. ASSIGNMENT:**

The rights and responsibilities of the Buyer as set forth herein are personal to the Buyer and may not be assigned or delegated without the prior written consent of Seller.

**31. APPLICABLE LAW / DISPUTES:**

Buyer acknowledges that the "Terms" from the Contract are deemed to be made in Pennsylvania for transactions in the U.S.A. and in Ontario for transactions in Canada, and that Buyer, in relation to this project, is deemed to be transacting business in Pennsylvania (U.S.A. transactions) and Ontario (Canadian transactions). It is the expectation of the parties that any disputes arising hereunder, whether in contract, tort or otherwise, will be amicably resolved by mutual agreement of the parties.

Any dispute, involving the supply of goods or services within the U.S.A. or Canada, which cannot be amicably resolved by the parties, shall be submitted to binding arbitration in accordance with the applicable rules and regulations of the Canadian Arbitration Association for Canadian contracts or the American Arbitration Association for U.S.A. and all other contracts. The substantive law of Pennsylvania for U.S.A. contracts or Ontario for Canadian contracts shall apply to any such arbitration, which shall be conducted in Pittsburgh, Pennsylvania (U.S.A. contracts) or Ottawa, Ontario (Canadian contracts).

Nothing herein shall be construed as preventing Seller from enforcing any claim or right to a mechanic's lien or any claim or right against a bond regardless of where such a claim must be filed or enforced.

## MBR Membrane Warranty

Newterra supplied MBR membranes are supplied with the following warranty:

- **1-year replacement**
- **Start date: Start-up, or 6 months from Notice of Readiness to Ship, whichever comes first**

### Membrane Replacement Warranty Statement

Newterra warranties supplied MBR membranes against defective workmanship or material for a period of 12 months from the Start Date. This warranty is expressly and strictly limited to replacing, without charge, MBR membranes which proven to Newterra's satisfaction upon examination, to have been defective in design, material, or workmanship, provided that the storage and operation of which satisfies the Membrane Warranty Conditions below and that the Buyer gives Newterra immediate written notice upon discovery of any claimed defect (within 30 days of identifying a defect) and provides all necessary operation and maintenance documentation.

During the Replacement warranty period, replacement membranes will be shipped as necessary with instructions to replace, which can be further elaborated over phone or email; visit(s) of our technician to site can be covered if there is a service agreement in place; otherwise, actual charges will be quoted to the owner at that time, if required. Consequential damages are excluded. Warranty repair or replacement by Newterra shall not extend or renew the warranty period.

### Warranty Product

This warranty applies to only the membrane modules supplied under the contract of sale. Membrane module means the hollow fiber ultrafiltration membranes and the potted plastic headers. This warranty does not cover air piping to the membrane module, permeate piping from the membrane module, piping connection fittings, connecting hardware and cassette frames with their associated components including but not limited to spacers, aerator tubes, aerator assemblies, screen, module dummies or module blanks.

### Scope of Warranty

Newterra warrants that the membrane module(s) will be free of defects due to faulty materials or errors in manufacturing workmanship. Regular membrane module inspection and normal fiber repair shall be the responsibility of Buyer.

All replacement membrane modules will be shipped on the basis of INCOTERMS 2020 EXW Brockville, ON.

All ancillary costs including but not limited to bagging, boxing, crating, freight, freight insurance, applicable taxes, import duties, certifications, brokerage, receiving, forklift services, storage at site, reattachment hardware, hose/clamp/camlock replacement, crane services, installation, fiber repair materials, glycerin flushing, commissioning and waste disposal are the responsibility of Buyer.

### Membrane Warranty Conditions

1. All wastewater components meet the specified design flow and mass loading, guideline and standards as specified in the Operation and Maintenance Manual, including variability and change in flow or mass loading over time.
2. The Operation and Maintenance Manual must be followed in all aspects. Accurate and complete maintenance records for the warranty period must be provided to Newterra for warranty consideration.
3. The process design of the complete plant as well as the component design of all parts in relation to the filtration technology must be provided by Newterra or approved by Newterra in writing. This applies especially to the design and regulation of the filtrate removal system.
4. A Newterra technician or engineer must be on site during the start-up of the system.
5. No fibrous substances or particles larger than 2 mm can accumulate in the membrane tank as these can block the flow of air and water through the membranes. A suitable screen on the inlet to the WWTP must be installed and maintained to ensure the membranes are protected.
6. No substances may be used that can harm or block membranes (see the complete list in the Operation & Maintenance Manual). No anti-foaming agents may be used unless approved by Newterra.
7. No abrasive substances may be contained in the feedwater to the membrane tank.
8. Chemical substances (e.g. hypochlorite) must be used within the specified limits.
9. No untreated water may come into contact with the membranes.
10. The membranes must be always kept within a controlled environment of 5 to 35 °C, out of direct sunlight, and they also cannot be allowed to dry.
11. The water temperature must be within the temperature tolerance limit for the process and membrane operating condition as specified in the Operation & Maintenance Manual.
12. Maintenance and Recovery Cleans must be carried out according to the instructions and intervals outlined in the operation and maintenance manual. In the case of industrial wastewater, a shorter cleaning interval may be required.
13. Excess sludge must be removed regularly, even if this does not seem to be necessary due to the sludge concentration. This is to prevent the build-up of fine particles in the system.
14. Newterra must receive complete documentation of all relevant process and operation parameters and data from the first day of operation. These should be measured according to the intervals outlined in the Operation and Maintenance Manual. The documentation should be sent to Newterra regularly every month after the start-up of the system. Any malfunction must be reported to Newterra immediately so that actions can be taken to prevent further damage. Relevant process and operation



parameters are: filtrate flows and transmembrane pressures, pressure and air flow rate of the membrane air scouring, the maintenance procedures that have been carried out, analysis of the mixed liquor inventory (amount of fibers, concentration of dried solid matter, etc.), solids mass loading in the system, filterability and/or time to filter, system operating SRT, F:M ratio, DO, pH, influent and effluent wastewater characteristics.

15. Newterra must receive photographs showing the manufacturing defect; and the serial number(s) of the membrane module(s) which is (are) the subject of the warranty claim
16. Modification or repair to the system must be pre-approved in writing by Newterra to prevent voiding the warranty.



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** January 12, 2026

**PREPARED BY:** Brent Clutterbuck, Drainage Superintendent

**REPORT NO:** IDS 2026-03

**SUBJECT MATTER: 2025 Drainage Reapportionment Confirmation**

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#### **Recommendations:**

1. That Council for the Township of Southwold hereby accepts the drainage reapportionment undertaken for the Consent Applications E29/24, E6/25, E16/25, E17/25, E21/25, E29/25 and E33/25.
2. That these reapportionments will become effective upon stamping of the applicable deed.
3. That a copy of this resolution and drainage reapportionment be filed in each applicable drain file.

#### **Purpose:**

To affix the Drainage reapportionments under section 65(2) of the Drainage Act, R.S.O, c. D.17 that were completed in 2025 as a condition of consent applications.

#### **Background:**

Reapportionment of drainage assessments is a requirement of consent applications. All consent applications are required to complete this process. When land is severed the applicable drainage assessment(s) for the original property are required to be apportioned over the two new properties. The apportionments that are considered as part of this report were completed under Section 65(2) of the Drainage Act. The properties affected by the attached drainage reapportionments were reviewed and confirmed to be affected by one or more municipal drainage watersheds.

The municipality provides recommendations to the applicant(s) on how the drainage assessments could be apportioned. If the applicant agrees to the recommendations they sign and return the document to the Clerk to complete that condition of the consent application. If the applicant does not agree with the recommendations the Clerk can appoint an Engineer under Section 65(1) to split the assessments accordingly.

The apportionments are now affixed annually by Council resolution. Council delegated authority to Drainage Superintendent in Schedule B, Drainage, 1 of By-law No. 2021-33 to approve apportionments recommendations under Drainage Act section 65(2) as complete once the agreement is signed and returned by the applicant(s). This delegation of authority requires this annual report to be submitted so that Council can pass the required resolution to affix the apportionments that were completed to their respective municipal drains

**Comments/Analysis:**

The reapportionments undertaken in 2025 are attached.

**Financial and Resource Implications:**

None to the municipality– This is an applicant driven process. The applicant is charged the fees provided for in the Township of Southwold User Fees by-law

**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:**

Brent Clutterbuck  
Drainage Superintendent

**Reviewed by:**

Aaron VanOorspronk, LET.  
Director of Infrastructure and  
Development Services

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk



July 8, 2025

[REDACTED]  
RR 7 Station Main  
St Thomas ON  
N5P 3T2

Re: Drainage Reapportionment Request

The reapportionment of the assessment for municipal drains is a condition of approval for Consent application number **E29/24, Part Lot B Concession SENBTR, in the Township of Southwold**. Roll number **34-24-000-006-17000** known locally as **10401 Sunset Road**. The applicants propose to sever a parcel with a frontage of 4.86 metres (16 feet) and a depth of 79.9 metres (262 feet) an area of 388.3m<sup>2</sup> (0.08 acres) to be conveyed as an addition to **10377 Sunset Road**, Roll number **34-24-000-006-17100**. The applicants are retaining a lot with an area of 0.5291 hectares (1.3 acres) proposed to be used for future commercial use as a motel.

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

**Agreement on share of assessment**

65 (2) *If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).*

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

- 1) **South Talbotville Drain**, Dated Jan. 29, 1992, By Spriet Associates, By-Law 93-9
- 2) **Wallis Drain 1992**, Dated Jan 29, 1992, By Spriet Associates, By-Law 93-8
- 3) **Wallis Drain 2021**, Dated Dec. 31, 2020, By Spriet Associates, By-Law 2021-11

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted proportionally by watershed land area contained in the new parcels of land. The Benefit

**tel** 519-769-2010 **email** drainage@southwold.ca  
35663 Fingal Line, Fingal, Ontario, N0L 1K0



recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was on the original parcel of land. All values are then rounded with the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck



**Recommendations:**

That the recommended apportionments for the following drains:

<b>South Talbotville Drain 1992</b>				<b>29-Jan-92</b>	<b>Spriet Associates</b>		
<b>Schedule of Assessment for Maintenance</b>							
<b>Main Drain</b>					<b>By-Law 93-9</b>		
<b>Which Currently reads</b>							
Roll #	Con	Lot	Ha	Name		% Costs	Total
6-17000	ENBTR	Pt B	0	584147 Ont Ltd		0.00	0.00
6-17100	ENBTR	Pt B	0.05	D & J Stuart		1.50	1.50
<b>Is recommended to now read</b>							
6-17000	NTRE	Pt 18	0	Aulakh Enterprises Ltd		0.00	0.00
6-17100	NTRE	Pt 18	0.05	G & R Aulakh		1.50	1.50

<b>Wallis Drain 1992</b>				<b>22-Jan-92</b>	<b>Spriet Associates</b>		
<b>Schedule of Assessment For Future Maintenance</b>							
<b>Main Drain</b>					<b>By-Law 93-8</b>		
<b>Which Currently reads</b>							
Roll #	Con	Lot	Ha	Name		% Costs	Total
6-17000	ENBTR	Pt B	0.55	584147 Ont Ltd		3.65	3.65
6-17100	ENBTR	Pt B	0.05	D & J Stuart		0.20	0.20
<b>Is recommended to now read</b>							
6-17000	ENBTR	Pt B	0.511	Aulakh Enterprises Ltd		3.28	3.28
6-17100	ENBTR	Pt B	0.089	G & R Aulakh		0.57	0.57

<b>Wallis Drain 1992</b>				<b>22-Jan-92</b>	<b>Spriet Associates</b>		
<b>Schedule of Assessment For Future Maintenance</b>							
<b>Branches 'B', 'D', 'E' and 'F'</b>					<b>By-Law 93-8</b>		
<b>Which Currently reads</b>							
Roll #	Con	Lot	Ha	Name		% Costs	Total
6-17000	ENBTR	Pt B	0.55	584147 Ont Ltd		4.95	4.95
6-17100	ENBTR	Pt B	0.05	D & J Stuart		0.30	0.30
<b>Is recommended to now read</b>							
6-17000	ENBTR	Pt B	0.511	Aulakh Enterprises Ltd		4.47	4.47
6-17100	ENBTR	Pt B	0.089	G & R Aulakh		0.78	0.78



<b>Wallis Drain 2021</b>				<b>31-Dec-20 Spriet Associates</b>			
<b>Schedule "C" Assessment For Construction</b>							
<b>Main Drain</b>				<b>By-Law 2021-11</b>			
<b>Which Currently reads</b>							
Roll #	Con	Lot	Ha	Name	Benefit	Outlet	Total
6-17000	ENBTR	Pt B	0.55	Aulakh Enterprises Ltd		3.29	3.29
6-17100	ENBTR	Pt B	0.05	G & R Aulakh		0.31	0.31
<b>Is recommended to now read</b>							
6-17000	ENBTR	Pt B	0.511	Aulakh Enterprises Ltd		3.07	3.07
6-17100	ENBTR	Pt B	0.089	G & R Aulakh		0.53	0.53

I/WE \_\_\_\_\_ being able to bind the corporation Aulakh Enterprises Ltd that is the owner of the property locally as Roll number 34-24-000-006-17000 known locally as 10401 Sunset Road. hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

\_\_\_\_\_

Signature

24-08- 2025

Date

\_\_\_\_\_

Signature

\_\_\_\_\_ 2025

Date

We, Gurjit Singh Aulakh and Rupinder Kaur Aulakh being the owners of **10377 Sunset Road**, Roll number **34-24-000-006-17100**. hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

Gurjit Singh Aulakh

Gurjit Aulakh

Signature

24-08- 2025

Date

Rupinder Kaur Aulakh

Rupinder

Signature

24-08- 2025

Date

July 8, 2025

[REDACTED]  
2230266 Ontario Ltd.  
54 Snowdon Cres  
London ON  
N6E 1G4

Re: Drainage Reapportionment Request

The reapportionment of the assessment for municipal drains is a condition of approval for Consent application number **E6/25, Part Lot B Concession ENBTR, in the Township of Southwold**. Roll number **34-24-000-006-17201** known locally as **104420 Talbotville Gore**. The applicants propose to sever a parcel with a frontage of 28.1 metres (92.19 feet) and a depth of 36.4 metres (119.42 feet) an area of 1,022.84m<sup>2</sup> (0.253 acres) to create a new residential lot. The applicants are retaining a lot with an area of 1,285.6m<sup>2</sup> (0.317 acres)) proposed to remain in residential use.

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

**Agreement on share of assessment**

65 (2) *If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).*

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

- 1) **South Talbotville Drain**, Dated Jan. 29, 1992, By Spriet Associates, By-Law 93-9
- 2) **Wallis Drain 1992**, Dated Jan 29, 1992, By Spriet Associates, By-Law 93-8
- 3) **Wallis Drain 2021**, Dated Dec. 31, 2020, By Spriet Associates, By-Law 2021-11

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted proportionally by watershed land area contained in the new parcels of land. The Benefit



recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was on the original parcel of land. All values are then rounded with the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck



**Recommendations:**

That the recommended apportionments for the following drains:

<b>South Talbotville Drain 1992</b>					<b>29-Jan-92</b>	<b>Spriet Associates</b>	
<b>Schedule of Assessment for Maintenance</b>							
<b>Main Drain</b>						<b>By-Law 93-9</b>	
<b>Which Currently reads</b>							
Roll #	Con	Lot	Ha	Name		% costs	Total
1-17201	NTRE	Pt 18	0.1	J.Potts		1.50	1.50
<b>Is recommended to now read</b>							
Severed E6/25	NTRE	Pt 18	0.45	2230266 Ont. Ltd & Bob Pauley		0.68	0.68
Retained E6/25	NTRE	Pt 18	0.55	2230266 Ont. Ltd & Bob Pauley		0.82	0.82

<b>Wallis Drain 1992</b>					<b>22-Jan-92</b>	<b>Spriet Associates</b>	
<b>Schedule of Assessment for Maintenance</b>							
<b>Main Drain</b>						<b>By-Law 93-8</b>	
<b>Which Currently reads</b>							
Roll #	Con	Lot	Ha	Name		% Costs	Total
6-17201	ENBTR	Pt B	0.12	J.Potts		0.35	0.35
<b>Is recommended to now read</b>							
Severed E6/25	ENBTR	Pt B	0.06	2230266 Ont. Ltd & Bob Pauley		0.1750	0.18
Retained E6/25	ENBTR	Pt B	0.06	2230266 Ont. Ltd & Bob Pauley		0.1750	0.18



<b>Wallis Drain 1992</b>					<b>22-Jan-92</b>	<b>Spriet Associates</b>	
<b>Schedule of Assessment for Maintenance</b>							
<b>Branches 'B', 'D', 'E' and 'F'</b>						<b>By-Law 93-8</b>	
<b>Which Currently reads</b>							
Roll #	Con	Lot	Ha	Name		% Costs	Total
6-17201	ENBTR	Pt B	0.12	J.Potts		0.50	0.50
<b>Is recommended to now read</b>							
Severed E6/25	ENBTR	Pt B	0.06	2230266 Ont. Ltd & Bob Pauley		0.25	0.25
Retained E6/25	ENBTR	Pt B	0.06	2230266 Ont. Ltd & Bob Pauley		0.25	0.25

<b>Wallis Drain 2021</b>					<b>31-Dec-20</b>	<b>Spriet Associates</b>	
<b>Schedule "C" Assessment For Future Maintenance</b>							
<b>Main Drain</b>						<b>By-Law 2021-11</b>	
<b>Which Currently reads</b>							
Roll #	Con	Lot	Ha	Name	Benefit	Outlet	Total
6-17201	ENBTR	Pt B	0.12	D Faseruk & S Sem		0.52	0.52
<b>Is recommended to now read</b>							
Severed E6/25	ENBTR	Pt B	0.06	2230266 Ont. Ltd & Bob Pauley		0.26	0.26
Retained E6/25	ENBTR	Pt B	0.06	2230266 Ont. Ltd & Bob Pauley		0.26	0.26

I/WE \_\_\_\_\_ 07/22/2025, 04:03:28 PM EDT being able to bind the corporation 2230266 Ontario Ltd that is the owner of the property locally as Roll number **34-24-000-006-17201** known locally as **104420 Talbotville Gore**. hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the



above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

_____	_____	_____ 2025
	Signature	Date
_____	_____	_____ 2025
	Signature	Date

And  
I, **[Redacted Name]**, being an owner of **10420 Talbotville Gore**, Roll number **34-24-000-006-17201**. hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

_____	_____	07/22/2025, 12:43:30 PM EDT
	Signature	_____ 2025
		Date



March 31, 2025

██████████  
33780 Fingal Line  
Fingal ON  
NOL 1K0

Re: Drainage Reapportionment Request

The reapportionment of the assessment for municipal drains is a condition of approval for Consent application number **E16-25, Lot 6, Concession NTRE, in the Township of Southwold**. Roll number **34-24-000-001-04300** known locally as **33728 Fingal Line**. The applicants propose to sever a parcel with a frontage of 70.10 metres (229.9 feet) and a depth of 131.06 metres (429.9 feet) an area of 0.9187 hectares (2.27 acres) to sever a dwelling surplus to a farming operation. The applicant is retaining a lot with an area of 31.4563 hectares (77.7 acres) to remain in agricultural use.

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

**Agreement on share of assessment**

65 (2) *If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).*

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

- 1) **Best Drain**, Sept. 17, 1954, By Fred A. Bell, By-Law 1290
- 2) **Huffman Drain 1984**, July 31, 1984, By Spriet & Associates Ltd, By-Law 84-24

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted proportionally by watershed land area contained in the new parcels of land. The Benefit recommendations reflect the estimated length of Municipal Drainage tile or ditch that is

**Recommendations:**

That the recommended apportionment for the following drain be:

<b>Best Drain</b>				<b>Sept. 17. 1954</b>		<b>Fred A. Bell</b>	
<b>Schedule of Assessment</b>							
<b>Main Drain</b>				<b>By-Law 1290</b>			
<b>Which Currently reads</b>							
Roll #	Con	Lot	Ac	Name	Benefit	Outlet	Total
	NTRE	S1/2E1/2 6	22	R. K. House	253.00	72.00	325.00
<b>Is recommended to now read</b>							
Severed E16/25	NTRE	S1/2E1/2 6	2.27	David R. House	70.00	7.50	77.50
Retained E13/24	NTRE	S1/2E1/2 6	19.73	David R. House	183.00	64.50	247.50

And that all assessments for:

- 1) **Huffman Drain 1984**, July 31, 1984, By Spriet & Associates Ltd, By-Law 84-24 Will remain with the retained farmland

I, [REDACTED] being the owner of **E16-25, Lot 6, Concession NTRE, in the Township of Southwold**. Roll number **34-24-000-001-04300** known locally as **33728 Fingal Line**, hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

[REDACTED]

[REDACTED]

Signature

APR 7 2025  
Date

April 8, 2025



9027 Yarmouth Centre Road  
St. Thomas ON  
N5P 3S5

Re: Drainage Reapportionment Request

The reapportionment of the assessment for municipal drains is a condition of approval for Consent application number **E17-25, Part Lot 40, Concession STRE, in the Township of Southwold**. Roll number **34-24-000-007-13600** known locally as **39391 Fingal Line**. The applicants propose to sever a parcel with a frontage of 14 metres (45.9 feet) and a depth of 239.3 metres (785.1 feet) an area of 0.9 hectares (2.22 acres) to sever a dwelling surplus to a farming operation. The applicant is retaining a lot with an area of 44.3 hectares (109.47 acres) to remain in agricultural use.

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

***Agreement on share of assessment***

65 (2) *If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).*

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

- 1) **Treadwell Drain**, By Spriet Associates, June 12, 1970, By-Law 1791
- 2) **Fred Lindsay Drain**, By Wm.D. Colby, Sept. 20, 1954, By-Law 1289
- 3) **Casey Drain 1999**, By Spriet Associates, Sept. 30, 1999, By-Law 99-30
- 4) **Casey Drain Ext. #2**, By A.J. Graham, July 5, 1971, By-Law 71-26
- 5) **Casey Drain Ext. #3**, By Spriet Associates, June 4, 1982, By-Law 82-24
- 6) **King Drain**, by S.W. Archibald, Aug. 24, 1953, By-Law 1263
- 7) **Wardell Drain**, By G. Duncan Black, Aug. 19, 1959, By-Law 1420
- 8) **McNiven Drain**, By Spriet Associates, May 2, 1967, By-Law 1647
- 9) **Duber Drain**, By Spriet Associates, Jan 23, 1973, By-Law 73-7

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted proportionally by watershed land area contained in the new parcels of land. The Benefit recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was on the original parcel of land. All values are then rounded with the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck

**Recommendations:**

That the recommended apportionment for the following drains be:

<b>Treadwell Drain</b>				<b>12-Jun-70 Spriet Associates</b>			
<b>Schedule of Assessment</b>				<b>By-Law 1791</b>			
<b>Which Currently reads</b>							
Roll #	Con	Lot	Ac	Name	Benefit	Outlet	Total
	STRE	Pt 40	11	Constant DeDeckere	357.00	374.00	731.00
<b>Is recommended to now read</b>							
Severed E17/25	STRE	Pt Pt 40	1.47	Est. M. DeDeckere	27.00	50.00	77.00
Retained E17/25	STRE	Pt 40	9.53	Est. M. DeDeckere	330.00	324.00	654.00

<b>Fred Lindsay Drain</b>				<b>Sept. 20, 1954 Wm. D. Cloby</b>			
<b>Schedule of Assessment</b>				<b>By-Law 1289</b>			
<b>Main Drain</b>							
<b>Which Currently reads</b>							
Roll #	Con	Lot	Ac	Name	Benefit	Outlet	Total
	STRE	N1/2 40	45	Edna Silcox	0.00	156.00	156.00
<b>Is recommended to now read</b>							
Severed E17/25	STRE	Pt Pt 40	0.75	Est. M. DeDeckere		4.00	4.00
Retained E17/25	STRE	Pt 40	44.25	Est. M. DeDeckere		151.00	151.00

And that all assessments for the following drains:

- 1) **Casey Drain 1999**, By Spriet Associates, Sept. 30, 1999, By-Law 99-30
- 2) **Casey Drain Ext. #2**, By A.J. Graham, July 5, 1971, By-Law 71-26
- 3) **Casey Drain Ext. #3**, By Spriet Associates, June 4, 1982, By-Law 82-24
- 4) **King Drain**, by S.W. Archibald, Aug. 24, 1953, By-Law 1263
- 5) **Wardell Drain**, By G. Duncan Black, Aug. 19, 1959, By-Law 1420
- 6) **McNiven Drain**, By Spriet Associates, May 2, 1967, By-Law 1647
- 7) **Duber Drain**, By Spriet Associates, Jan 23, 1973, By-Law 73-7

Will remain with the retained farmland

We, **[REDACTED]** being the executors for the estate of Mary DeDeckere that is the owner of **Part Lot 40, Concession STRE, in the Township of Southwold**. Roll number **34-24-000-007-13600** known locally as **39391 Fingal Line**, hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apporionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

**[REDACTED SIGNATURE]**

Signature

*[Handwritten signature]*  
04/10/2025

Date

04/10/2025

Date

April 10, 2025



TOWNSHIP OF  
**Southwold**

southwold.ca

September 23, 2025

[REDACTED]  
34806 Fingal Line  
Fingal ON.  
NOL 1K0

Re : Drainage Reapportionment Request

The reapportionment of the assessment for municipal drains is a condition of approval for Consent application number **E21/25, for Lot 4, Range 2 North of Lake Road in the Township of Southwold**. Roll number **34-24-000-008-09700** known locally as **35383 Scotch Line**. The applicants propose to sever a parcel with a frontage of 88 metres and a depth of 64 metres and an area of 4488m<sup>2</sup> to sever a dwelling surplus to a farming operation. The applicant is retaining a lot with an area of 39.8112ha proposed to remain in agricultural use

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

***Agreement on share of assessment***

*65 (2) If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).*

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

- 1) **Jones Drain**, Dated Feb. 15, 1956, By S.W. Archibald, By-Law 1339
- 2) **Burwell Drain Extension**, Dated Feb 25, 1935, By Fred A. Bell, By-Law 1032
- 3) **Burwell Drain Extension 1956**, Dated August 28, 1956, By S.W. Archibald, By-Law 1354



TOWNSHIP OF  
**Southwold**

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The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted proportionally by watershed land area contained in the new parcels of land. The Benefit recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was on the original parcel of land. All values are then rounded with the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck

**Recommendations:**



That the recommended apportionments for the following drains are:

<b>Burwell Drain Extension 1935</b>					<b>Feb. 25, 1935</b>	<b>by Fred A. Bell</b>	
<b>Schedule of Assessment</b>						By-Law 1032	
Which Currently reads							
Roll #	Con	Lot	Ac	Name	Benefit	Outlet	Total
	R. 2 N.L.R.	4	92	T.L. McLean	510.00	22.00	532.00
Is recommended to now read							
Severed E21/25	R. 2 N.L.R.	Pt 4	1.11	MGC Farms Limited		0.50	0.50
Retained E21/25	R. 2 N.L.R.	4	90.89	MGC Farms Limited	510.00	21.50	531.50

<b>Burwell Drain Extension 1956</b>					<b>Aug. 28, 1956</b>	<b>by S.W. Archibald</b>	
<b>Schedule of Assessment</b>						By-Law 1354	
<b>Main Drain</b>							
Which Currently reads							
Roll #	Con	Lot	Ac	Name	Benefit	Outlet	Total
	R. 2 N.L.R.	4	88	Neil McLean	100.00	150.00	250.00
Is recommended to now read							
Severed E21/25	R. 2 N.L.R.	Pt 4	1.11	MGC Farms Limited		2.50	2.50
Retained E21/25	R. 2 N.L.R.	4	86.89	MGC Farms Limited	100.00	147.50	247.50

And that all assessments for the

- 1) **Jones Drain**, Dated Feb. 15, 1956, By S.W. Archibald, By-Law 1339

Will remain with the retained farmlands

I/WE [REDACTED] being able to bind the corporation MGC Farms Limited that is the owner of the property locally known locally as **35383 Scotch Line, Lot 4, Range 2 North of Lake Road in the Township of Southwold**. Roll number **34-24-000-008-09700**. hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

DocuSigned by:



Sept. 24, 2025

Date

Sept. 24, 2025

Date



October 3, 2025

████████████████████  
33812 Fingal Line  
Fingal ON.  
N0L 1K0

Re : Drainage Reapportionment Request

The reapportionment of the assessment for municipal drains is a condition of approval for Consent application number **E29/25, for Northeast ½ Lot 11 Concession North of the east Branch Talbot Road in the Township of Southwold**. Roll number **34-24-000-001-05200** known locally as **34480 Fingal Line**. The applicants propose to sever a parcel with a frontage of 20 metres and a depth of 160 metres and an area of 0.69 ha to sever a dwelling surplus to a farming operation. The applicant is retaining a lot with an area of 18.297 ha proposed to remain in agricultural use

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

**Agreement on share of assessment**

*65 (2) If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).*

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

- 1) **Benedict Drain 2003**, Dated June 27, 2003, By Spriet Associates, By-Law 2003-19

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally



adjusted proportionally by watershed land area contained in the new parcels of land. The Benefit recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was on the original parcel of land. All values are then rounded with the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck

**Recommendations:**



That the recommended apportionments for the following drains are:

<b>Benedict Drain 2003</b>				<b>27-Jun-03 By Spriet Associates</b>			
<b>Schedule of Assessment for Construction</b>							
<b>Main Drain - Open Portion</b>				<b>By-Law 2003-19</b>			
<b>Which Currently reads</b>							
Roll #	Con	Lot	Ha	Name	Benefit	Outlet	Total
1-052	NTRE	E1/2S1/2 11	20.4	J Crabe	0.00	43.00	43.00
<b>Is recommended to now read</b>							
Severed E29/25	NTRE	Pt NE1/2 11	0.69	Barbara Farms Inc		1.50	1.50
Retained E29/25	NTRE	NE 1/2 11	19.71	Barbara Farms Inc		41.50	41.50
<b>Main Drain - Closed portion</b>				<b>By-Law 93-8</b>			
<b>Which Currently reads</b>							
Roll #	Con	Lot	Ha	Name	Benefit	Outlet	Total
1-052	NTRE	E1/2S1/2 11	17.7	J Crabe	42.00	10.00	52.00
<b>Is recommended to now read</b>							
Severed E29/25	NTRE	Pt NE1/2 11	0.69	Barbara Farms Inc		0.40	0.40
Retained E29/25	NTRE	NE 1/2 11	17.01	Barbara Farms Inc	42.00	9.60	51.60

I/WE  being able to bind the corporation Barbara Farms Inc. that is the owner of the property locally known locally as 34480 Fingal Line, Northeast ½ Lot 11, Concession North of the East Branch Talbot Road in the Township of Southwold. Roll number 34-24-000-001-05200. hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act



Oct 8 / 2025  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

September 3, 2025

[REDACTED]  
36507 Scotch Line  
Port Stanley ON.  
N5L 1J1

Re: Drainage Reapportionment Request

The reapportionment of the assessment for municipal drains is a condition of approval for Consent application number **E33/25, for Part Lots 7 & 8, Range 3 North of Lake Road in the Township of Southwold**. Roll number **34-24-000-008-14800** known locally as **36466 Scotch Line**. The applicants propose to sever a parcel with a frontage of 17.7 metres and a depth of 444 metres an area of 14,362.5m<sup>2</sup> to sever a dwelling surplus to a farming operation. The applicant is retaining a lot with an area of 97.104ha proposed to remain in agricultural use

Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

**Agreement on share of assessment**

*65 If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).*

I have reviewed the supplied Plan and the Drainage reports for the affected areas, and I am making **recommendations** to re-apportion the following drains:

- 1) **J.T. Lethbridge Drain**, Dated Sept. 29, 1949, By Wm. D. Colby, By-Law 1190
- 2) **Harding Drain 2015**, Dated Jan 26, 2016, By Spriet Associates, By-Law 2016-05

The methodology used for these recommendations is to re-apportion the Outlet and Benefit assessments to be consistent as much as possible with the existing assessment schedule contained in the current report for each Municipal Drain. Outlet is generally adjusted proportionally by watershed land area contained in the new parcels of land. The Benefit recommendations reflect the estimated length of Municipal Drainage tile or ditch that is physically or immediately adjacent on the retained and severed lands as compared to what was



on the original parcel of land. All values are then rounded with the residential property being the property that is rounded up taking into consideration that the residential property has a higher relative run off rate because of hard surfaces like laneways and roof areas.

You are under no obligation to agree to the recommendations above, but if you do not agree to a form of sharing approved by the Drainage Superintendent, Subsection 1 of Section 65 of the Drainage Act allows the Clerk to instruct an Engineer to apportion the assessment. Subsection 4 of Section 65 states that the costs incurred, including the fees of the Engineer, shall be paid by the landowners involved.

If you agree with the recommendations, please have all landowners sign and date the form and return it to my attention at the Township of Southwold. Once Council sets the apportionments by resolution, you will be sent a copy of this agreement.

Feel free to call me if you have any questions concerning this issue.

Brent Clutterbuck



**Recommendations:**

That the recommended apportionments for the following drains are:

That all assessments for the

- 1) **J.T. Lethbridge Drain**, Dated Sept. 29, 1949, By Wm. D. Colby, By-Law 1190
- 2) **Harding Drain 2015**, Dated Jan 26, 2016, By Spriet Associates, By-Law 2016-05

Will remain with the retained farmlands

I/WE  being able to bind the corporation Goodhue Farms (Port Stanley) that is the owner of the property locally known locally as **36466 Scotch Line, Part Lots 7 & 8, Range 3 North of Lake Road in the Township of Southwold**. Roll number **34-24-000-008-14800** hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act



*Sept. 4* 2025  
Date  
*Sept. 4* 2025  
Date

Signature



# TOWNSHIP OF SOUTHWOLD

## Report to Council

**MEETING DATE:** January 12, 2026

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

**REPORT NO:** FIN 2026-02

**SUBJECT MATTER: 2026 OPP Estimate**

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**Recommendation:**

1. That the 2026 OPP Cost Estimate be received for information.

**Purpose:**

To inform Council of the 2026 OPP Cost Estimate and 2024 Reconciliation.

**Background:**

The 2026 OPP Cost Estimate was received on December 5, 2025. A copy of the estimate and supporting documentation is attached. The reconciliation for 2024 actual costs is also included.

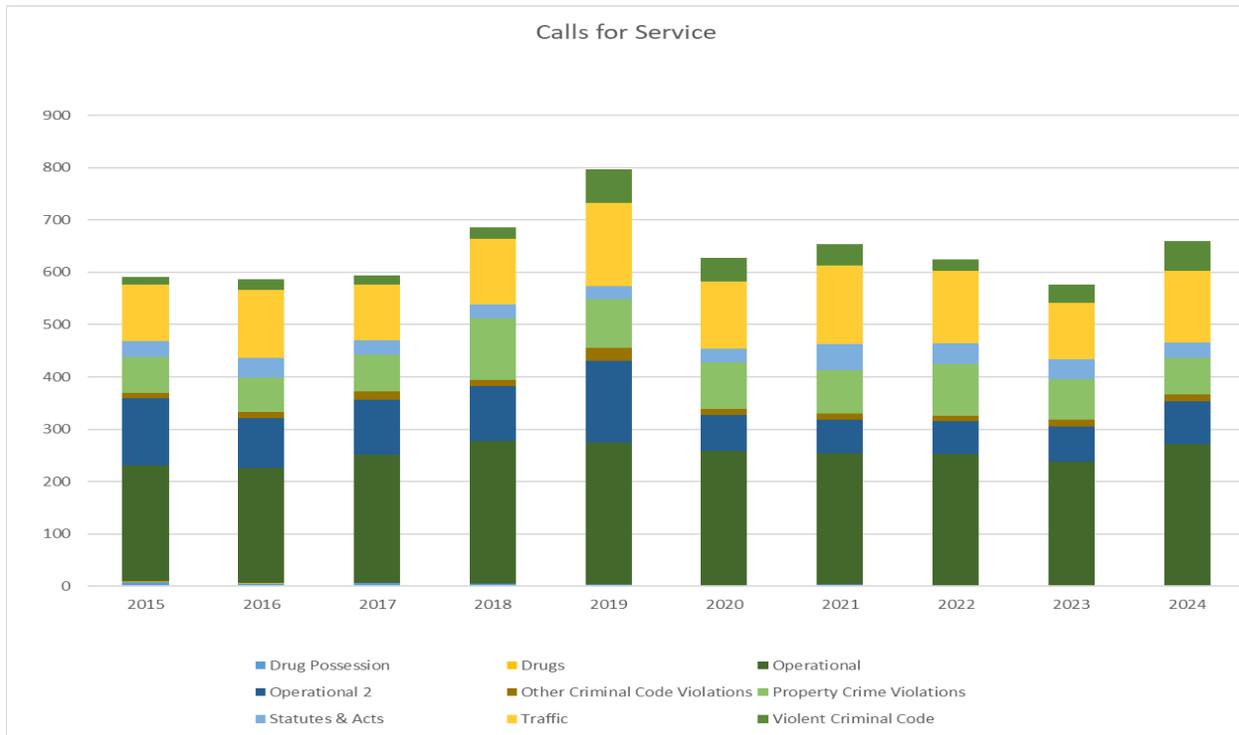
**Comments/Analysis:**

The Township’s 2026 Estimated OPP cost is \$815,997 versus the 2025 estimate of \$768,490. The 2025 estimate was revised to \$691,542 with the 10% discount and the 2026 estimate with a cap of 11% is \$767,612. This represents an increase of \$76,070 or 11%.

As noted in the documentation, the cost estimate is based on total properties in the Township multiplied by the per property cost for base service, calls for service and other items such as overtime, prisoner transport and accommodation. Several highlights from the cost estimate include:

	2024	2025	2026	Change
Number of Properties	1,943	2,085	2,128	↑
Base Service Cost per Property	\$165.59	\$189.44	\$203.05	↑
Calls for Service Cost per Property	\$163.46	\$159.89	\$158.16	↓
Calls for Service - 4 Year Average	676	621	629	↑
Overall Share of Calls based on Weighted Time	0.1736%	0.1591%	0.1547%	↓

The following chart illustrates the breakdown of Calls for Service by category from 2015 to 2024. While calls for service were decreasing and remaining flat from 2015 to 2017, there was an increase in 2018 and 2019, a decrease 2020 thru 2023 with an increase in 2024. Based on our overall share of calls being up, call volume would have decreased for others.



The 2025 estimated increased cost is attributable to the following:

Base Service – Increase \$73,241 – this would be mainly attributable to the increase in the Base Service Cost per Property.

Calls for Service – Increase \$15,768 – The formula uses a 4 year average along with an Average Standard Time per call. The Township’s time-weighted share of all calls decreased (0.1736% to 0.1591%). This brought the total 2025 Estimated Calls for Service to \$333,371 (2024 - \$317,603).

The other areas such as overtime, prisoner transport and accommodation had a minimal effect.

The 2024 Reconciled costs were \$741,872, which is \$70,006 higher than the estimate. This amount will be adjusted through the Provincial 2026 billing for Police costs.

**Financial and Resource Implications:**

The 2026 OPP budget estimate has been incorporated into the Township's 2026 Budget at the capped increase of 11% over 2025.

**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

# OPP 2026 Annual Billing Statement

## Southwold Tp

Estimated costs for the period January 1 to December 31, 2026

Please refer to [www.opp.ca](http://www.opp.ca) for 2026 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
<b>Base Service</b>	<b>Property Counts</b>			
	Household	2,059		
	Commercial and Industrial	<u>69</u>		
	Total Properties	<u><u>2,128</u></u>	203.05	432,085
<b>Calls for Service</b>	(see summaries)			
	Total all municipalities	217,602,138		
	Municipal portion	0.1547%	158.16	336,561
<b>Overtime</b>	(see notes)		13.85	29,476
<b>Prisoner Transportation</b>	(per property cost)		2.08	4,426
<b>Accommodation/Cleaning Services</b>	(per property cost)		<u>6.32</u>	<u>13,449</u>
<b>Total 2026 Estimated Cost</b>			<b>383.46</b>	<b>815,997</b>
<b>2024 Year-End Adjustment</b>	(see summary)			<u>70,006</u>
<b>Calculated Billing for 2026</b>				<b>886,003</b>
<b>Capped Payable for 2026</b>				<b>767,612</b>
<b>Total Billing for 2026 (Lesser of Calculated Billing or Capped payable)</b>				<b>767,612</b>
<b>2026 Monthly Billing Amount</b>				<b>63,968</b>

### Notes

Cost increases for the Total 2026 Billing amount have been capped at 11% over the Total 2025 Billing amount.

2025 Grand Total Billing Amount	691,542
11% of 2025 Grand Total Billing	<u>76,070</u>
Capped Payable for 2026	767,612

The capped payable for 2026 is lower than the calculated billing amount by \$118,391

## **OPP 2026 Annual Billing Statement**

### **Southwold Tp**

**Estimated costs for the period January 1 to December 31, 2026**

#### **Notes to Annual Billing Statement**

- 1) Municipal Base Services and Calls for Service Costs - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2026 billing purposes the allocation of the municipal workload in detachments has been calculated to be 51.9 % Base Services and 48.1 % Calls for Service. The total 2026 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) Base Services - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$203.05 estimated for 2026. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) Calls for Service - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) Overtime - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2021, 2022, 2023 and 2024 has been analyzed and averaged to estimate the 2026 costs. The costs incorporate the 2026 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2026 hours and salary rates and included in the 2028 Annual Billing Statement.
- 5) Court Security and Prisoner Transportation (CSPT) - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2026 costs have been estimated based on the 2024 activity levels. These costs will be reconciled to the actual cost of service required in 2026.

There was no information available about the status of 2026 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

- 6) Year-end Adjustment - The 2024 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

**OPP 2026 Estimated Base Services and Calls for Service Cost Summary**  
**Estimated Costs for the period January 1 to December 31, 2026**

Salaries and Benefits	Positions		Base \$/FTE	Total Base Services and Calls for Service	Base	Calls for	
	FTE	%		\$	Services	Service	
				\$	\$	\$	
<b>Uniform Members</b>	<b>Note 1</b>						
Inspector .....		27.66	100.0	192,976	5,337,714	5,337,714	-
Staff Sergeant-Detachment Commander.....		8.57	100.0	175,024	1,499,952	1,499,952	-
Staff Sergeant .....		41.04	100.0	160,995	6,607,217	6,607,217	-
Sergeant .....		237.81	51.9	147,894	35,170,721	18,256,061	16,914,660
Constable.....		1,663.92	51.9	123,513	205,515,029	106,674,098	98,840,931
Part-Time Constable .....		17.53	51.9	98,559	1,727,739	896,887	830,852
<b>Total Uniform Salaries</b>		<b>1,996.53</b>			<b>255,858,373</b>	<b>139,271,930</b>	<b>116,586,444</b>
Statutory Holiday Payout .....				6,387	12,640,216	6,798,379	5,841,836
Shift Premiums .....				1,129	2,165,924.16	1,124,243	1,041,681
Uniform Benefits - Inspector.....				28.64%	1,528,567	1,528,567	-
Uniform Benefits - Full-Time Salaries.....				36.39%	90,535,000	48,411,886	42,123,114
Uniform Benefits - Part-Time Salaries.....				20.76%	358,624	186,165	172,459
<b>Total Uniform Salaries &amp; Benefits</b>					<b>363,086,704</b>	<b>197,321,170</b>	<b>165,765,534</b>
<b>Detachment Civilian Members</b>	<b>Note 1</b>						
Detachment Administrative Clerk .....		162.57	51.9	77,377	12,579,207	6,529,086	6,050,121
Detachment Operations Clerk .....		6.41	51.9	70,662	452,941	235,303	217,638
Detachment Clerk - Typist .....		2.61	51.9	64,030	167,117	86,440	80,677
Court Officer - Administration.....		38.91	51.9	94,216	3,665,926	1,903,154	1,762,772
Crimestoppers Co-ordinator .....		0.99	51.9	75,542	74,786	38,526	36,260
Cadet.....		6.72	51.9	52,627	353,653	183,668	169,985
<b>Total Detachment Civilian Salaries</b>		<b>218.21</b>			<b>17,293,630</b>	<b>8,976,177</b>	<b>8,317,453</b>
Civilian Benefits - Full-Time Salaries .....				35.46%	6,131,636	3,182,596	2,949,039
<b>Total Detachment Civilian Salaries &amp; Benefits</b>					<b>23,425,266</b>	<b>12,158,773</b>	<b>11,266,493</b>
<b>Support Costs - Salaries and Benefits</b>	<b>Note 2</b>						
Communication Operators .....				7,294	14,562,690	7,829,963	6,732,727
Prisoner Guards .....				2,425	4,841,585	2,603,189	2,238,396
Operational Support .....				7,250	14,474,843	7,782,730	6,692,113
RHQ Municipal Support .....				3,103	6,195,233	3,331,008	2,864,224
Telephone Support .....				162	323,438	173,904	149,534
Office Automation Support .....				937	1,870,749	1,005,851	864,898
Mobile and Portable Radio Support .....				325	654,569.50	351,839	302,731
<b>Total Support Staff Salaries and Benefits Costs</b>					<b>42,923,106</b>	<b>23,078,484</b>	<b>19,844,623</b>
<b>Total Salaries &amp; Benefits</b>					<b>429,435,076</b>	<b>232,558,427</b>	<b>196,876,649</b>
<b>Other Direct Operating Expenses</b>	<b>Note 2</b>						
Communication Centre .....				152	303,473	163,169	140,304
Operational Support .....				1,292	2,579,517	1,386,936	1,192,581
RHQ Municipal Support .....				340	678,820	364,983	313,837
Telephone .....				1,203	2,401,826	1,291,396	1,110,429
Mobile Radio Equipment Repairs & Maintenance				197	396,770	213,268	183,502
Office Automation - Uniform.....				4,688	9,359,733	5,032,474	4,327,258
Office Automation - Civilian.....				1,199	261,634	135,799	125,835
Vehicle Usage .....				10,641	21,245,076	11,422,901	9,822,175
Detachment Supplies & Equipment .....				824	1,645,141	884,548	760,593
Uniform & Equipment .....				2,930	5,901,196	3,171,959	2,729,236
Uniform & Equipment - Court Officer .....				1,055	41,050	21,311	19,739
<b>Total Other Direct Operating Expenses</b>					<b>44,814,234</b>	<b>24,088,745</b>	<b>20,725,489</b>
<b>Total 2026 Municipal Base Services and Calls for Service Cost</b>					<b>\$ 474,249,309</b>	<b>\$ 256,647,172</b>	<b>\$ 217,602,138</b>
<b>Total OPP-Policed Municipal Properties</b>						<b>1,263,977</b>	
<b>Base Services Cost per Property</b>						<b>\$ 203.05</b>	

**OPP 2026 Estimated Base Services and Calls for Service Cost Summary**  
**Estimated Costs for the period January 1 to December 31, 2026**

**Notes:**

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2021 through 2024. Additional service, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 84.1 FTEs with a cost of \$17,823,159 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2026 salaries incorporate the 2026 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024, 2.75% in 2025 and 2.75% in 2026.) The 2026 salaries also incorporate a 3% Frontline Patrol Premium and a 3% Second-In-Command premium.

The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2025-26). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 51.9% Base Services : 48.1% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2025 Municipal Policing Cost-Recovery Formula.

## OPP 2026 Calls for Service Billing Summary

### Southwold Tp

Estimated costs for the period January 1 to December 31, 2026

Calls for Service Billing Workgroups	Calls for Service Count					2026 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2026 Estimated Calls for Service Cost
	2021	2022	2023	2024	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	3	2	2	2	2	4.9	11	0.0006%	1,275
Drugs	1	0	0	0	0	103.7	26	0.0014%	2,998
Operational	250	251	236	270	252	4.0	1,007	0.0535%	116,456
Operational 2	65	63	67	82	69	1.8	125	0.0066%	14,415
Other Criminal Code Violations	11	9	13	12	11	6.7	75	0.0040%	8,717
Property Crime Violations	83	100	77	71	83	5.8	480	0.0255%	55,505
Statutes & Acts	50	39	38	29	39	3.6	140	0.0075%	16,237
Traffic	150	139	108	137	134	3.8	507	0.0270%	58,667
Violent Criminal Code	40	22	36	57	39	13.9	539	0.0286%	62,290
<b>Municipal Totals</b>	<b>653</b>	<b>625</b>	<b>577</b>	<b>660</b>	<b>629</b>		<b>2,910</b>	<b>0.1547%</b>	<b>\$336,561</b>

### Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2026 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2026 Estimated Calls for Service Cost
	2021	2022	2023	2024	Four Year Average				
	A					B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	3,017	2,530	2,404	2,570	2,630	4.9	12,888	0.6849%	1,490,434
Drugs	1,071	818	940	944	943	103.7	97,806	5.1980%	11,310,991
Operational	182,938	178,694	182,556	198,566	185,688	4.0	742,754	39.4744%	85,897,052
Operational 2	48,875	46,769	47,507	47,198	47,587	1.8	85,657	4.5523%	9,905,960
Other Criminal Code Violations	12,312	12,464	13,135	14,777	13,172	6.7	88,252	4.6902%	10,206,039
Property Crime Violations	47,768	49,230	49,802	48,800	48,900	5.8	283,620	15.0733%	32,799,789
Statutes & Acts	33,390	33,258	34,566	37,180	34,599	3.6	124,555	6.6196%	14,404,335
Traffic	34,936	38,989	32,888	34,394	35,302	3.8	134,146	7.1293%	15,513,588
Violent Criminal Code	20,343	21,807	22,925	24,690	22,441	13.9	311,932	16.5779%	36,073,949
<b>Provincial Totals</b>	<b>384,648</b>	<b>384,559</b>	<b>386,723</b>	<b>409,119</b>	<b>391,262</b>		<b>1,881,610</b>	<b>100%</b>	<b>\$217,602,138</b>

### Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2022 municipal police force amalgamations.

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**OPP 2026 Calls for Service Details**  
**Southwold Tp**  
**For the calendar years 2021 to 2024**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2021	2022	2023	2024	
<b>Grand Total</b>	<b>653</b>	<b>625</b>	<b>577</b>	<b>660</b>	<b>628.75</b>
Drug Possession	3	2	2	2	2.25
DRUG related occurrence	1	1	0	1	0.75
Possession - Heroin	1	0	0	0	0.25
Possession - Methamphetamine (Crystal Meth)	0	1	0	0	0.25
Possession - Other Controlled Drugs and Substances Act	1	0	2	1	1.00
Drugs	1	0	0	0	0.25
Trafficking - Opioid (other than heroin)	1	0	0	0	0.25
Operational	250	251	236	270	251.75
ACCIDENT - NON-MVC - COMMERCIAL	0	1	0	0	0.25
ACCIDENT - NON-MVC - Master Code	1	1	0	1	0.75
Animal - Dog Owners Liability Act	3	1	1	1	1.50
Animal - Left in Vehicle	1	1	0	0	0.50
Animal - Master Code	0	1	0	2	0.75
Animal - Other	1	2	1	0	1.00
Animal Bite	1	0	1	1	0.75
Animal Injured	4	5	10	6	6.25
Animal Stray	10	5	5	10	7.50
Assist Fire Department	3	0	4	3	2.50
Assist Public	31	10	25	48	28.50
By-Law-Master code	2	1	1	2	1.50
Distressed / Overdue Motorist	2	1	2	2	1.75
Domestic Disturbance	19	18	18	36	22.75
FAMILY DISPUTE	21	16	15	11	15.75
Fire - Building	5	3	6	2	4.00
Fire - Other	1	2	1	1	1.25
Fire - Vehicle	4	7	1	4	4.00
Firearms (Discharge) By-Law	0	1	0	1	0.50
Fireworks By-Law	0	0	1	0	0.25
Found - License Plate	1	0	0	0	0.25
Found - Others	0	0	1	1	0.50
Found Property - Master Code	12	9	9	6	9.00
Insecure Condition - Master Code	1	1	0	0	0.50
Lost - License Plate	3	0	1	0	1.00
Lost - Personal Accessories	0	2	1	0	0.75
Lost - Sporting Goods, Hobby Equip.	0	0	1	0	0.25
Lost Property - Master Code	5	2	0	0	1.75
Medical Assistance - Other	1	0	0	0	0.25
Missing Person 12 & older	2	2	2	2	2.00
Missing Person Located 12 & older	0	2	1	3	1.50
Missing Person under 12	0	0	1	0	0.25
Missing Person-Master code	0	0	0	1	0.25
Neighbour Dispute	24	21	18	20	20.75
Noise By-Law	0	0	0	1	0.25
Noise Complaint - Animal	0	0	1	0	0.25

**OPP 2026 Calls for Service Details**  
**Southwold Tp**  
**For the calendar years 2021 to 2024**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2021	2022	2023	2024	
Noise Complaint - Master Code	5	6	10	5	6.50
Noise Complaint - Vehicle	1	0	1	0	0.50
Other Municipal By-Laws	6	9	1	1	4.25
Phone - Master Code	2	3	4	7	4.00
Phone - Nuisance - No Charges Laid	2	5	0	1	2.00
Phone - Other - No Charges Laid	1	40	0	0	10.25
Phone - Threatening - No Charges Laid	0	1	0	0	0.25
Sudden Death - Accidental	0	0	1	0	0.25
Sudden Death - Natural Causes	2	3	3	4	3.00
Sudden Death - Suicide	0	0	0	2	0.50
Suspicious Person	31	29	45	34	34.75
Suspicious vehicle	26	27	34	33	30.00
Text- related Incident (Texting)	1	0	0	0	0.25
Traffic By-Law	1	0	0	0	0.25
Trouble with Youth	3	1	1	4	2.25
Unwanted Persons	5	8	4	6	5.75
Vehicle Recovered - Automobile	2	3	3	3	2.75
Vehicle Recovered - Master Code	0	0	0	3	0.75
Vehicle Recovered - Trucks	4	1	1	2	2.00
Operational 2	65	63	67	82	69.25
911 call - Dropped Cell	11	8	15	4	9.50
911 call / 911 hang up	19	19	14	24	19.00
False Alarm - Accidental Trip	1	0	0	0	0.25
False Alarm - Others	25	20	18	37	25.00
False Holdup Alarm - Accidental Trip	0	1	5	2	2.00
Keep the Peace	9	15	15	15	13.50
Other Criminal Code Violations	11	9	13	12	11.25
Animals - Cruelty	1	0	0	0	0.25
Animals - Kill or injure	1	0	0	0	0.25
Bail Violations - Fail To Comply	0	2	6	5	3.25
Bail Violations - Master Code	0	0	0	1	0.25
Bail Violations - Others	0	0	1	0	0.25
Breach of Probation	0	1	2	2	1.25
Breach of Recognizance (811)	0	3	0	0	0.75
Disturb the Peace	2	1	0	1	1.00
Obstruct Public Peace Officer	1	1	0	0	0.50
Offensive Weapons - Careless use of firearms	0	1	1	0	0.50
Offensive Weapons - In Vehicle	2	0	0	0	0.50
Offensive Weapons - Other Weapons Offences	0	0	1	1	0.50
Offensive Weapons - Possession of Weapons	0	0	0	2	0.50
Offensive Weapons - Restricted	1	0	0	0	0.25
Offensive Weapons-Other Offensive Weapons	0	0	1	0	0.25
Public Mischief - mislead peace officer	1	0	1	0	0.50
Trespass at Night	1	0	0	0	0.25
Utter Threats to damage property	1	0	0	0	0.25

**OPP 2026 Calls for Service Details**  
**Southwold Tp**  
**For the calendar years 2021 to 2024**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2021	2022	2023	2024	
Property Crime Violations	83	100	77	71	82.75
Break & Enter	7	9	5	5	6.50
Break & Enter - Firearms	0	1	0	0	0.25
Fraud - False Pretence Under \$5,000	0	1	0	1	0.50
Fraud - Fraud through mails	0	1	1	0	0.50
Fraud - Master Code	3	7	6	7	5.75
Fraud - Money/property/security Over \$5,000	2	1	2	1	1.50
Fraud - Money/property/security Under \$5,000	2	5	6	7	5.00
Fraud - Other	10	5	6	5	6.50
Fraud - Steal/Forge/Poss./Use Credit Card	0	0	0	1	0.25
Identity Fraud	0	1	0	0	0.25
Identity Theft	0	0	0	1	0.25
Mischief	12	10	12	6	10.00
Mischief - Interfere with lawful use, enjoyment of property	1	1	2	1	1.25
Personation with Intent (fraud)	2	0	1	0	0.75
Possession of Stolen Goods over \$5,000	0	0	1	2	0.75
Possession of Stolen Goods under \$5,000	1	0	0	0	0.25
Property Damage	0	10	4	4	4.50
Theft FROM Motor Vehicles Over \$5,000	1	1	1	0	0.75
Theft FROM Motor Vehicles Under \$5,000	2	5	5	5	4.25
Theft of - All Terrain Vehicles	2	0	0	1	0.75
Theft of - Automobile	2	1	2	2	1.75
Theft of - Mail	0	1	0	0	0.25
Theft of - Motorcycles	1	0	0	0	0.25
Theft of - Other Motor Vehicles	0	1	0	0	0.25
Theft of - Snow Vehicles	0	0	0	1	0.25
Theft of - Trucks	3	3	4	4	3.50
Theft of Motor Vehicle	10	15	10	5	10.00
Theft Over \$,5000 - Construction Site	0	0	1	1	0.50
Theft Over \$5,000 - Boat Motor	0	1	0	0	0.25
Theft Over \$5,000 - Building	0	1	0	0	0.25
Theft Over \$5,000 - Farm Equipment	0	0	0	1	0.25
Theft Over \$5,000 - Other Theft	0	1	0	1	0.50
Theft Over \$5,000 - Persons	0	0	1	0	0.25
Theft Over \$5,000 - Trailers	0	0	1	2	0.75
Theft Under \$5,000 - Bicycles	0	0	1	0	0.25
Theft Under \$5,000 - Construction Site	0	2	0	0	0.50
Theft Under \$5,000 - Farm Agricultural Produce	0	1	1	0	0.50
Theft Under \$5,000 - Farm Equipment	1	0	0	0	0.25
Theft Under \$5,000 - Gasoline Drive-off	8	0	0	1	2.25
Theft Under \$5,000 - Master Code	5	6	3	3	4.25
Theft Under \$5,000 - Other Theft	4	8	0	3	3.75
Theft Under \$5,000 - Persons	0	1	0	0	0.25
Theft Under \$5,000 SHOPLIFTING	4	0	1	0	1.25

**OPP 2026 Calls for Service Details**  
**Southwold Tp**  
**For the calendar years 2021 to 2024**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2021	2022	2023	2024	
Statutes & Acts	50	39	38	29	39.00
Custody Dispute	3	1	0	0	1.00
FAMILY LAW ACT - CUSTODY/ACCESS ORDER	0	0	1	0	0.25
Landlord / Tenant	7	4	6	10	6.75
Mental Health Act	7	10	7	3	6.75
Mental Health Act - Apprehension	2	7	4	4	4.25
Mental Health Act - Attempt Suicide	1	2	2	2	1.75
Mental Health Act - Placed on Form	3	0	3	1	1.75
Mental Health Act - Threat of Suicide	5	7	7	5	6.00
Mental Health Act - Voluntary Transport	2	3	3	1	2.25
Trespass To Property Act	20	5	5	3	8.25
Traffic	150	139	108	137	133.50
MVC - FATAL (MOTOR VEHICLE COLLISION)	1	0	0	1	0.50
MVC - OTHERS (MOTOR VEHICLE COLLISION)	1	2	1	3	1.75
MVC - PERS. INJ. FAILED TO REMAIN (MOTOR VEHICLE COLLISION)	1	1	1	2	1.25
MVC - PERSONAL INJURY (MOTOR VEHICLE COLLISION]	12	12	10	7	10.25
MVC - PROP. DAM. FAILED TO REM (MOTOR VEHICLE COLLISION)	5	7	3	2	4.25
MVC - PROP. DAM. NON REPORTABLE (MOTOR VEHICLE COLLISION]	27	21	31	16	23.75
MVC - PROP. DAM. REPORTABLE (MOTOR VEHICLE COLLISION]	103	96	60	104	90.75
MVC (MOTOR VEHICLE COLLISION) - Master Code	0	0	2	2	1.00
Violent Criminal Code	40	22	36	57	38.75
Abduction Under 14	0	0	1	0	0.25
Assault - Level 1	31	7	19	32	22.25
Assault With Weapon or Causing Bodily Harm - Level 2	1	1	2	6	2.50
Criminal Harassment	2	3	3	2	2.50
Extortion	1	2	0	1	1.00
Forcible confinement	0	0	0	1	0.25
Indecent/Harassing Communications	2	1	5	1	2.25
Non-Consensual Distribution of Intimate Images	0	1	0	2	0.75
Pointing a Firearm	1	0	0	0	0.25
Robbery-Master code	0	1	0	0	0.25
Sexual Assault	0	4	2	5	2.75
Sexual offence occurring prior to January 4, 1983	1	0	0	0	0.25
Utter Threats to Person	1	0	3	7	2.75
Utter Threats-Master code	0	1	1	0	0.50
Voyeurism	0	1	0	0	0.25

**OPP 2024 Reconciled Year-End Summary**  
**Southwold Tp**  
**Reconciled cost for the period January 1 to December 31, 2024**

			<u>Cost per Property \$</u>	<u>Reconciled Cost \$</u>	<u>Estimated Cost \$</u>	<u>Reconciliation Variance \$</u>
<b>Base Service</b>	<b>Property Counts</b>					
	Household	1,876				
	Commercial and Industrial	<u>67</u>				
	Total Properties	<u><u>1,943</u></u>	179.78	349,303	321,735	27,569
<b>Calls for Service</b>						
	Total all municipalities	198,679,051				
	Municipal portion	0.1736%	177.47	344,817	317,611	27,206
<b>Overtime</b>			17.55	34,092	20,819	13,273
<b>Prisoner Transportation</b>	(per property cost)		1.87	3,633	2,176	1,457
<b>Accommodation/Cleaning Services</b>	(per property cost)		<u>5.16</u>	<u>10,026</u>	<u>9,521</u>	<u>505</u>
<b>Total 2024 Costs</b>			<b>381.82</b>	<b>741,872</b>	<b>671,862</b>	
<b>2024 Billed Amount</b>				<u><b>671,866</b></u>		
<b>2024 Year-End-Adjustment</b>				<b>70,006</b>		

**Notes**

The Year-End Adjustment above is included as an adjustment on the 2026 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2026.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

**OPP 2024 Reconciled Base Services and Calls for Service Cost Summary**  
**For the period January 1 to December 31, 2024**

Salaries and Benefits	Positions Base		\$/FTE	Total Base Services and Calls for Service	Base Services	Calls for Service
	FTE	%		\$	\$	\$
<b>Uniform Members</b>	<b>Note 1</b>					
Inspector . . . . .	26.21	100.0	182,588	4,785,639	4,785,639	-
Staff Sergeant-Detachment Commander . . . . .	9.14	100.0	163,618	1,495,473	1,495,473	-
Staff Sergeant . . . . .	36.76	100.0	152,805	5,617,096	5,617,096	-
Sergeant . . . . .	222.37	50.4	136,574	30,369,854	15,318,086	15,051,768
Constable . . . . .	1,613.61	50.4	116,074	187,298,667	94,469,399	92,829,269
Part-Time Constable . . . . .	15.08	50.4	93,354	1,407,778	710,424	697,354
<b>Total Uniform Salaries</b>	<b>1,923.17</b>			<b>230,974,507</b>	<b>122,396,117</b>	<b>108,578,391</b>
Statutory Holiday Payout . . . . .			6,050	11,543,670	6,038,603	5,505,066
Shift Premiums . . . . .			1,129	2,088,959.07	1,053,632	1,035,327
Uniform Benefits - Inspector . . . . .			28.64%	1,370,468	1,370,468	-
Uniform Benefits - Full-Time Salaries . . . . .			36.39%	81,797,167	42,539,580	39,257,587
Uniform Benefits - Part-Time Salaries . . . . .			20.76%	292,210	147,462	144,749
<b>Total Uniform Salaries &amp; Benefits</b>				<b>328,066,981</b>	<b>173,545,862</b>	<b>154,521,120</b>
<b>Detachment Civilian Members</b>	<b>Note 1</b>					
Detachment Administrative Clerk . . . . .	168.12	50.4	73,426	12,344,361	6,226,515	6,117,845
Detachment Operations Clerk . . . . .	2.08	50.4	69,128	143,787	72,585	71,202
Detachment Clerk - Typist . . . . .	1.06	50.4	60,677	64,318	32,159	32,159
Court Officer - Administration . . . . .	25.63	50.4	74,937	1,920,625	968,930	951,695
Crimestoppers Co-ordinator . . . . .	0.83	50.4	70,809	58,771	29,740	29,032
Cadet . . . . .	0.68	50.4	49,848	33,897	16,948	16,948
<b>Total Detachment Civilian Salaries</b>	<b>198.40</b>			<b>14,565,758</b>	<b>7,346,877</b>	<b>7,218,881</b>
Civilian Benefits - Full-Time Salaries . . . . .			35.46%	5,164,440	2,604,911	2,559,529
<b>Total Detachment Civilian Salaries &amp; Benefits</b>				<b>19,730,198</b>	<b>9,951,788</b>	<b>9,778,410</b>
<b>Support Costs - Salaries and Benefits</b>	<b>Note 2</b>					
Communication Operators . . . . .			6,228	11,977,503	6,263,811	5,713,692
Prisoner Guards . . . . .			1,996	3,838,647	2,007,477	1,831,170
Operational Support . . . . .			6,080	11,692,874	6,114,960	5,577,914
RHQ Municipal Support . . . . .			2,751	5,290,641	2,766,818	2,523,822
Telephone Support . . . . .			141	271,167	141,811	129,356
Office Automation Support . . . . .			875	1,682,774	880,031	802,743
Mobile and Portable Radio Support . . . . .			282	546,586.50	285,768	260,819
<b>Total Support Staff Salaries and Benefits Costs</b>				<b>35,300,192</b>	<b>18,460,676</b>	<b>16,839,516</b>
<b>Total Salaries &amp; Benefits</b>				<b>383,097,371</b>	<b>201,958,326</b>	<b>181,139,045</b>
<b>Other Direct Operating Expenses</b>	<b>Note 2</b>					
Communication Centre . . . . .			155	298,091	155,891	142,200
Operational Support . . . . .			1,018	1,957,787	1,023,854	933,934
RHQ Municipal Support . . . . .			212	407,712	213,219	194,493
Telephone . . . . .			1,582	3,042,455	1,591,097	1,451,358
Mobile Radio Equipment Repairs & Maintenance . . . . .			147	284,923	148,964	135,959
Office Automation - Uniform . . . . .			3,019	5,806,050	3,036,359	2,769,691
Office Automation - Civilian . . . . .			1,154	228,954	115,088	113,865
Vehicle Usage . . . . .			9,975	19,183,621	10,032,356	9,151,265
Detachment Supplies & Equipment . . . . .			548	1,053,897	551,151	502,746
Uniform & Equipment . . . . .			2,305	4,467,666	2,335,795	2,131,871
Uniform & Equipment - Court Officer . . . . .			994	25,476	12,852	12,624
<b>Total Other Direct Operating Expenses</b>				<b>36,756,632</b>	<b>19,216,626</b>	<b>17,540,006</b>
<b>Total 2024 Municipal Base Services and Calls for Service Cost</b>				<b>\$ 419,854,003</b>	<b>\$ 221,174,952</b>	<b>\$ 198,679,051</b>
<b>Total OPP-Policed Municipal Properties</b>					<b>1,230,286</b>	
<b>Base Services Cost per Property</b>					<b>\$ 179.78</b>	

## OPP 2024 Reconciled Base Services and Calls for Service Cost Summary

For the period January 1 to December 31, 2024

### Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2019 through 2022. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 88.28 FTEs with a cost of \$17,343,993 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2024 salaries incorporate the 2024 general salary rate increases set in the 2023 to 2026 OPPA Uniform and Civilian Collective Agreements, (uniform and civilian staff - 4.50%). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2024-25). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.44% Base Services : 49.56% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.

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## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** January 12, 2026

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

**REPORT NO:** FIN 2026-03

**SUBJECT MATTER: Financial Indicator Review**

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#### **Recommendation:**

1. None – For Information.

#### **Purpose:**

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

#### **Background:**

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

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

Attached is the Township of Southwold's Financial Indicator Review (Appendix A) and Municipal Financial Profile (Appendix B) based on the 2024 Financial Information Return.

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

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

For example, the Township has significant risk associated with the loss of revenue from the Green Lane Landfill (both Payments in Lieu of Taxes and grants available from the

Green Lane Trust). The FIR also consolidates the general municipal operations with the user pay services such as water and wastewater. This results in the significant water system reserve of approx. \$7 million being reflected in the reserve balances, but it is not available for general operations or wastewater purposes.

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

In addition to the Financial Indicator Review, a detailed Municipal Financial Profile has also been included based on the 2024 FIR. This report provides various financial information, along with comparisons to similar Southwestern Ontario municipalities and the average for all municipalities in the Province. These items also show the Township's Financial Profile is in a good position.

**Financial and Resource Implications:**

None at this time.

**Strategic Plan Goals:**

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

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

**Respectfully Submitted by:**

Michele Lant  
Director of Corporate  
Services/Treasurer

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk

# FINANCIAL INDICATOR REVIEW

(Based on 2024 Financial Information Return)

## Southwold Tp

Date Prepared:	13-Nov-25
MSO Office:	Western
Prepared By:	S. Fitzpatrick
Tier	LT

2024 Households:	1,760
2024 Population	4,851
2025 MFCL Index	0.2

Median Household Income:	105,000
Taxable Residential Assessment as a % of Total Taxable Assessment:	51.8%
Own Purpose Taxation:	7,186,077

## SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	South - LT - Counties - Rural		Level of Risk	
			Median	Average		
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2020	5.7%	7.2%	8.5%	LOW
		2021	5.5%	6.5%	7.4%	LOW
		2022	6.7%	6.9%	7.6%	LOW
		2023	7.8%	7.7%	8.0%	LOW
		2024	8.2%	8.2%	9.0%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2020	158.1%	54.9%	56.8%	LOW
		2021	119.1%	54.0%	59.8%	LOW
		2022	131.3%	50.8%	54.0%	LOW
		2023	147.1%	37.9%	40.1%	LOW
		2024	64.8%	35.6%	34.1%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2020	187.2%	82.4%	86.5%	LOW
		2021	183.5%	86.6%	89.6%	LOW
		2022	174.8%	81.7%	86.9%	LOW
		2023	163.8%	77.7%	88.2%	LOW
		2024	155.8%	68.0%	81.5%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 50% Mod: 50% to 25% High: < 25%	2020	481.7%	456.2%	529.2%	LOW
		2021	597.0%	497.5%	581.7%	LOW
		2022	323.8%	402.2%	497.5%	LOW
		2023	308.6%	401.9%	510.5%	LOW
		2024	196.5%	437.8%	572.2%	LOW

## FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2020	0.6%	2.3%	3.1%	LOW
		2021	9.1%	2.5%	2.9%	MODERATE
		2022	1.1%	2.4%	2.8%	LOW
		2023	0.4%	2.3%	3.2%	LOW
		2024	1.1%	2.8%	3.2%	LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2020	30.5%	45.2%	46.9%	LOW
		2021	31.2%	45.9%	47.4%	LOW
		2022	28.5%	45.5%	47.6%	LOW
		2023	28.2%	44.7%	47.5%	LOW
		2024	29.3%	47.4%	49.1%	LOW
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2020	51.1%	16.6%	17.1%	LOW
		2021	26.6%	16.8%	16.5%	LOW
		2022	42.4%	17.0%	17.2%	LOW
		2023	20.6%	16.9%	17.9%	LOW
		2024	14.9%	14.7%	12.7%	LOW

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

# FINANCIAL INDICATOR REVIEW

(Based on 2024 Financial Information Return)

## Southwold Tp

### NOTES

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

#### Supplementary Indicators of Sustainability and Flexibility

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

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

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

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

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

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

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

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

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

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

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

# FINANCIAL INDICATOR REVIEW

(Based on 2024 Financial Information Return)

## Southwold Tp

### CALCULATIONS

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

# MUNICIPAL FINANCIAL PROFILES

(Based on 2024 Financial Information Return)

## Southwold Tp Elgin Co

Date Prepared: November 13, 2025  
MSO Office: Western  
Prepared By: S. Fitzpatrick

2024 FIR Load Status: Updated Under Review  
Last Updated: October 28, 2025

2024 Households: 1,760  
2024 Population: 4,851  
2025 MFCI Index: \*8 0.2

Median Household Income: \*4 105,000  
2025 Annual Repayment Limit: 2,622,182  
Borrowing Capacity 7% over 10 yrs: 18,417,111

### STATISTICAL INFORMATION

	2020 FY20	2021 FY21	2022 FY22	2023 FY23	2024 FY24	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
Population *3	4,421	4,851	4,851	4,851	4,851	6,351	48,605	0.0%	0.0%	0.0%	9.7%
Households *3	1,655	1,760	1,760	1,760	1,760	3,217	19,337	0.0%	0.0%	0.0%	6.3%
Municipal Expenses *7	\$ 7,651,552	\$ 8,851,573	\$ 10,521,534	\$ 11,136,511	\$ 12,060,885	\$ 12,656,366	\$ 190,475,012	8.3%	5.8%	18.9%	15.7%
Own Source Revenues	\$ 7,795,058	\$ 10,243,740	\$ 9,500,134	\$ 8,886,129	\$ 13,031,424	\$ 11,916,661	\$ 155,943,248	46.6%	-6.5%	-7.3%	31.4%
Own Source Revenue per Household	\$ 4,710	\$ 5,820	\$ 5,398	\$ 5,049	\$ 7,404	\$ 3,791	\$ 4,574	46.6%	-6.5%	-7.3%	23.6%
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	61.3%	79.9%	60.4%	62.7%	80.4%	79.6%	74.7%	28.3%	3.8%	-24.4%	30.2%
Total Revenues	\$ 12,707,857	\$ 12,826,407	\$ 15,733,492	\$ 14,176,224	\$ 17,993,482	\$ 15,011,109	\$ 230,792,289	26.9%	-9.9%	22.7%	0.9%
Annual Repayment Limit	\$ 1,882,152	\$ 1,593,112	\$ 2,103,727	\$ 1,466,278	\$ 3,022,014	\$ 4,307,893	\$ 28,359,104	106.1%	-30.3%	32.1%	-15.4%
Own Purpose Taxation	\$ 4,594,701	\$ 4,130,769	\$ 4,205,797	\$ 5,943,276	\$ 7,186,077	\$ 7,384,000	\$ 86,089,031	20.9%	41.3%	1.8%	-10.1%
Direct Water Billings as % of Gross Water Expenditures	71.0%	86.4%	88.2%	81.1%	69.0%	63.6%	63.6%				
Taxable Res. Assessment as a % of Total Taxable Assessment	70.3%	70.5%	74.4%	75.2%	51.8%	82.5%	80.1%				

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

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:	
						South - LT - Counties - Rural	PROVINCE
Taxable	684,044,624	699,263,887	740,218,352	766,534,277	1,191,559,965	1,141,538,530	11,057,670,853
PIL	90,283,401	92,079,020	92,472,044	92,472,044	91,567,196	16,480,730	146,123,135
Total	774,328,025	791,342,907	832,690,396	859,006,321	1,283,127,161	1,158,019,260	11,203,793,989

# MUNICIPAL FINANCIAL PROFILES

(Based on 2024 Financial Information Return)

## Southwold Tp

Elgin Co

Date Prepared:	November 13, 2025
MSO Office:	Western
Prepared By:	S. Fitzpatrick

2024 FIR Load Status:	Updated Under Review
Last Updated:	October 28, 2025

2024 Households:	1,760
2024 Population:	4,851
2025 MFCI Index: *8	0.2

Median Household Income: *4	105,000
2025 Annual Repayment Limit:	2,622,182
Borrowing Capacity 7% over 10 yrs:	18,417,111

### RESIDENTIAL TAXES

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
# of Residential Households	1,770	1,818	1,818	1,873	2,015	3,577	12,332	7.6%	3.0%	0.0%	2.7%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 2,864	\$ 3,164	\$ 3,220	\$ 3,416	\$ 3,620	\$ 2,888	\$ 2,954	6.0%	6.1%	1.8%	10.5%
Avg Total Property Taxes per Avg Residential Household	\$ 3,260	\$ 3,589	\$ 3,645	\$ 3,848	\$ 4,064	\$ 3,283	\$ 3,353	5.6%	5.6%	1.6%	10.1%
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	3.9%	4.3%	4.3%	4.6%	3.9%	3.8%	4.2%				
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	1,768	1,816	1,816	1,871	2,013	2,917	11,867	7.6%	3.0%	0.0%	2.7%
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	\$ 2,865	\$ 3,165	\$ 3,222	\$ 3,418	\$ 3,622	\$ 2,869	\$ 2,930	6.0%	6.1%	1.8%	10.5%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	\$ 3,262	\$ 3,591	\$ 3,647	\$ 3,850	\$ 4,066	\$ 3,260	\$ 3,322	5.6%	5.6%	1.6%	10.1%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	3.9%	4.3%	4.3%	4.6%	3.9%	3.8%	4.2%				

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

	2020	2021	2022	2023	2024	24/23 %	23/22 %	22/21 %	21/20 %
Lower / Single-Tier General Rate	0.0049768	0.0051429	0.0052405	0.0055068	0.0056329	2.3%	5.1%	1.9%	3.3%
Upper-Tier General Rate	0.0060740	0.0062494	0.0063546	0.0065934	0.0068435	3.8%	3.8%	1.7%	2.9%
Education Rate	0.0015300	0.0015300	0.0015300	0.0015300	0.0015300	0.0%	0.0%	0.0%	0.0%

### TAXES RECEIVABLE

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
Total Taxes Receivable less Allowance for Uncollectibles	\$ 582,645	\$ 541,136	\$ 698,380	\$ 990,245	\$ 1,265,322	\$ 1,234,655	\$ 7,742,370	27.8%	41.8%	29.1%	-7.1%
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	5.7%	5.5%	6.7%	7.8%	8.2%	9.0%	10.0%				
Current Year Taxes Receivable as % of Total Taxes Receivable	52.5%	39.4%	52.4%	52.1%	48.5%	64.3%	62.9%				
Working & Contingency Reserves and Discretionary Reserve Funds as % of Current Yr Taxes Rec.	345.1%	486.2%	283.2%	201.0%	168.9%	196.8%	302.8%				
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	36.1%	46.2%	37.4%	37.1%	39.9%	26.5%	27.7%				

# MUNICIPAL FINANCIAL PROFILES

(Based on 2024 Financial Information Return)

## Southwold Tp

Elgin Co

Date Prepared: November 13, 2025  
MSO Office: Western  
Prepared By: S. Fitzpatrick

2024 FIR Load Status: Updated Under Review  
Last Updated: October 28, 2025

2024 Households: 1,760  
2024 Population: 4,851  
2025 MFCI Index: \*8 0.2

Median Household Income: \*4 105,000  
2025 Annual Repayment Limit: 2,622,182  
Borrowing Capacity 7% over 10 yrs: 18,417,111

### GRANTS

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
<b>Total Unconditional Grants</b>	\$ 503,100	\$ 484,005	\$ 410,100	\$ 414,600	\$ 774,567	\$ 938,616	\$ 1,039,861	86.8%	1.1%	-15.3%	-3.8%
Ontario Municipal Partnership Fund	\$ 396,100	\$ 393,500	\$ 410,100	\$ 414,600	\$ 428,200	\$ 932,826	\$ 998,325	3.3%	1.1%	4.2%	-0.7%
As % of Municipal Expenses	5.2%	4.4%	3.9%	3.7%	3.6%	8.8%	7.6%				
Other	\$ 107,000	\$ 90,505	\$ -	\$ -	\$ 346,367	\$ 5,789	\$ 41,536	0.0%	0.0%	-100.0%	-15.4%
<b>Total Ontario Conditional Grants</b>	\$ 587,514	\$ 245,330	\$ 1,305,593	\$ 954,147	\$ 392,759	\$ 897,778	\$ 39,515,288	-58.8%	-26.9%	432.2%	-58.2%
As a % of Municipal Expenses	7.7%	2.8%	12.4%	8.6%	3.3%	6.8%	12.8%				
<b>Total Ontario Conditional and Unconditional Grants</b>											
As a % of Municipal Expenses	14.3%	8.2%	16.3%	12.3%	9.7%	14.5%	21.3%				

### COVID - 19

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

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

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

	2022	2023	2024	TOTAL
Safe Restart Agreement - Municipal Operating Funding	\$ -	\$ -	\$ -	\$ -
Provincial COVID-19 Recovery Funding for Municipalities	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COVID-19 MUNICIPAL OPERATING FUNDING RECOGNIZED</b>	\$ -	\$ -	\$ -	\$ -
			<b>Funding not recognized:</b>	\$ 197,455
Safe Restart Agreement - Public Transit Funding	\$ -	\$ -	\$ -	\$ -
Social Services Relief Fund (SSRF)	\$ -	\$ -	\$ -	\$ -

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

	2022	2023	2024
<b>Total COVID-19 Expenses as reported on SLC 42 6009 01</b>	\$ -	\$ -	\$ -

### TOTAL DEBT BURDEN

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
<b>Total Debt Burden</b>	\$ 2,795,253	\$ 1,990,437	\$ 1,824,948	\$ 1,767,030	\$ 1,585,969	\$ 4,436,899	\$ 87,511,412	-10.2%	-3.2%	-8.3%	-28.8%

# MUNICIPAL FINANCIAL PROFILES

(Based on 2024 Financial Information Return)

## Southwold Tp

Elgin Co

Date Prepared: November 13, 2025  
 MSO Office: Western  
 Prepared By: S. Fitzpatrick

2024 FIR Load Status: Updated Under Review  
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 2025 Annual Repayment Limit: 2,622,182  
 Borrowing Capacity 7% over 10 yrs: 18,417,111

Per Household	\$ 1,689	\$ 1,131	\$ 1,037	\$ 1,004	\$ 901	\$ 1,388	\$ 1,506	-10.2%	-3.2%	-8.3%	-33.0%
Debt Servicing Cost	\$ 78,122	\$ 1,170,141	\$ 165,756	\$ 60,350	\$ 181,061	\$ 508,430	\$ 9,025,613	200.0%	-63.6%	-85.8%	1397.8%
Per Household	\$ 47	\$ 665	\$ 94	\$ 34	\$ 103	\$ 164	\$ 203	200.0%	-63.6%	-85.8%	1308.5%
As a % of Municipal Expenses	1.0%	13.2%	1.6%	0.5%	1.5%	3.7%	3.5%				
As a % of Own Purpose Taxation	1.7%	28.3%	3.9%	1.0%	2.5%	6.9%	6.7%				
As a % of Own Source Revenue	1.0%	11.4%	1.7%	0.7%	1.4%	4.1%	4.2%				
As a % of Total Revenues (Less Donated TCAs)	0.6%	9.1%	1.1%	0.4%	1.1%	3.2%	3.0%				
Debt Service Coverage Ratio (Target: Ratio >= 2)	71	4	35	63	37	28	21				

# MUNICIPAL FINANCIAL PROFILES

(Based on 2024 Financial Information Return)

## Southwold Tp

Elgin Co

Date Prepared:	November 13, 2025
MSO Office:	Western
Prepared By:	S. Fitzpatrick

2024 FIR Load Status:	Updated Under Review
Last Updated:	October 28, 2025

2024 Households:	1,760
2024 Population:	4,851
2025 MFCI Index: *8	0.2

Median Household Income: *4	105,000
2025 Annual Repayment Limit:	2,622,182
Borrowing Capacity 7% over 10 yrs:	18,417,111

### LIABILITIES (Including Post-Employment Benefits)

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
Temp. Loans for Current Purposes as % of Municipal Expenses	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.5%				
Post-Employment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114,139	\$ 36,022,100	0.0%	0.0%	0.0%	0.0%
Total Reserves and Reserve Funds for Post-Employment Benefits	\$ 107,451	\$ 82,451	\$ 82,451	\$ 82,451	\$ 82,451	\$ 41,938	\$ 7,331,215	0.0%	0.0%	0.0%	-23.3%

### RESERVES AND RESERVE FUNDS

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
Total Reserves	\$ 14,320,872	\$ 8,142,014	\$ 10,677,888	\$ 11,797,508	\$ 12,374,614	\$ 6,332,688	\$ 41,759,417	4.9%	10.5%	31.1%	-43.1%
Total Discretionary Reserve Funds	\$ -	\$ 8,104,501	\$ 7,715,065	\$ 6,439,326	\$ 6,416,807	\$ 4,391,035	\$ 81,509,591	-0.3%	-16.5%	-4.8%	0.0%
Total Reserves and Discretionary Reserve Funds	\$ 14,320,872	\$ 16,246,515	\$ 18,392,953	\$ 18,236,834	\$ 18,791,421	\$ 10,723,723	\$ 123,269,007	3.0%	-0.8%	13.2%	13.4%
Per Household	\$ 8,653	\$ 9,231	\$ 10,451	\$ 10,362	\$ 10,677	\$ 3,363	\$ 3,694	3.0%	-0.8%	13.2%	6.7%
As a % of Total Taxes Receivable	2457.9%	3002.3%	2633.7%	1841.6%	1485.1%	986.3%	1009.9%				
As a % of Municipal Expenses	187.2%	183.5%	174.8%	163.8%	155.8%	81.5%	73.0%				
As a % of Own Purpose Taxation	311.7%	393.3%	437.3%	306.8%	261.5%	137.1%	129.8%				

### FINANCIAL ASSETS

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	97.0%	95.1%	79.3%	92.2%	52.2%	27.2%	30.9%				
Net Financial Assets or Net Debt as a % of Own Source Revenues	158.1%	119.1%	131.3%	147.1%	64.8%	34.1%	38.1%				
Net Working Capital as a % of Municipal Expenses	121.7%	152.2%	107.8%	84.2%	70.5%	81.5%	68.0%				
Net Book Value of Capital Assets as a % of Cost of Capital Assets	70.0%	72.6%	73.8%	72.0%	76.1%	52.4%	54.7%				
Asset Sustainability Ratio (Target: > 90%)	404.0%	125.8%	468.7%	311.1%	174.8%	165.3%	201.6%				
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	30.5%	31.2%	28.5%	28.2%	29.3%	49.1%	47.3%				

# MUNICIPAL FINANCIAL PROFILES

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## Southwold Tp

Elgin Co

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2024 Population:	4,851
2025 MFCI Index: *8	0.2

Median Household Income: *4	105,000
2025 Annual Repayment Limit:	2,622,182
Borrowing Capacity 7% over 10 yrs:	18,417,111

### SURPLUS / DEFICIT

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		24/23 %	23/22 %	22/21 %	21/20 %
						South - LT - Counties - Rural	PROVINCE				
Annual Surplus / (Deficit) (Less Donated TCAs)	\$ 3,987,040	\$ 2,726,638	\$ 4,031,060	\$ 1,832,736	\$ 1,938,637	\$ 2,087,370	\$ 29,158,163	5.8%	-54.5%	47.8%	-31.6%
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	\$ 5,481,924	\$ 3,230,129	\$ 5,694,264	\$ 3,763,032	\$ 3,961,125	\$ 4,121,471	\$ 47,600,349	5.3%	-33.9%	76.3%	-41.1%
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	51.1%	26.6%	42.4%	20.6%	14.9%	12.7%	16.1%				
Current Ratio (Target: >= 100%)	898.6%	1003.9%	655.0%	676.0%	368.8%	750.1%	680.1%				

### OTHER INDICATORS

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:	
						South - LT - Counties - Rural	PROVINCE
Rates Coverage Ratio (Target: >=40%)	73.9%	86.3%	63.6%	57.1%	80.6%	78.3%	73.7%
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	481.7%	597.0%	323.8%	308.6%	196.5%	572.16%	511.14%
Operating Balance as a % of Total Revenues (Less Donated TCAs) <sup>*5</sup>	31.4%	21.3%	25.6%	12.9%	28.2%	10.6%	13.9%
Cumulative Annual Growth Rate <sup>*6</sup>	0.5%	-3.1%	0.6%	-8.6%	2.0%	-0.5%	-0.4%
Interest Payments as a % of Total Revenues (Less Donated TCAs)	0.0%	0.1%	0.0%	0.0%	0.0%	1.0%	0.9%

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### VULNERABILITY MEASURES

	2020	2021	2022	2023	2024	2024 AVERAGES FOR:		28.3%	3.8%	-24.4%	30.2%
						South - LT - Counties - Rural	PROVINCE				
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	61.3%	79.9%	60.4%	62.7%	80.4%	79.6%	74.7%				
Own Source Revenue per Household	\$ 4,710	\$ 5,820	\$ 5,398	\$ 5,049	\$ 7,404	\$ 3,791	\$ 4,574	46.6%	-6.5%	-7.3%	23.6%
Avg Municipal Property Taxes Per Avg Residential Household as a % of Median Household Income (Tax Effort)	\$ 2,864	\$ 3,164	\$ 3,220	\$ 3,416	\$ 3,620	\$ 2,888	\$ 2,954	6.0%	6.1%	1.8%	10.5%
	3.9%	4.3%	4.3%	4.6%	3.9%	3.8%	4.2%				

### SUPPLEMENTARY INDICATORS OF SUSTAINABILITY, FLEXIBILITY AND VULNERABILITY

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

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

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

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

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

##### Own Source Revenue per Household

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

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

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

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

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

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

- 1\* 2020 to 2024 assessment uses phase-in assessment based on 2016 property values.
- 2\* Average tax rates are calculated where necessary when amalgamations occur.
- 3\* Household and Population data are as reported by the municipality on Schedule 02 of the FIR.
- 4\* Median Household Income - Source: Ministry of Finance - 2025 OMPF
- 5\* Total Revenues include revenues from other municipalities.
- 6\* The Cumulative Annual Growth Rate has been measured over a three year period. Infrastructure Ontario uses a five year period.
- 7\* Total Municipal Expenses exclude amounts for other municipalities
- 8\* MFCI index - Source: Ministry of Finance (2025 OMPF Calculation). This index is available for northern and rural municipalities only.

### NUMBER OF MUNICIPALITIES IN COMPARISON GROUPS

	South - LT - Counties -Rural	Province
2020	146	444
2021	146	443
2022	146	441
2023	135	420
2024	83	283

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### CALCULATIONS

### STATISTICAL INFORMATION

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

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

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

### RESIDENTIAL TAXES

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

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

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

### TAXES RECEIVABLE

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

### GRANTS

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

### COVID - 19

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

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

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

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

#### Funding not recognized:

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

### TOTAL DEBT BURDEN

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<b>Total Debt Burden</b>	SLC 74 9910 01
Per Household	SLC 74 9910 01 / SLC 02 0040 01
<b>Debt Servicing Cost</b>	SLC 74 3099 01 + SLC 74 3099 02
Per Household	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 02 0040 01
As a % of Municipal Expenses	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
As a % of Own Purpose Taxation	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 0299 01
As a % of Own Source Revenue	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
As a % of Total Revenues (Less Donated TCAs)	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
<b>Debt Service Coverage Ratio (Target: Ratio &gt;= 2)</b>	(SLC 10 9910 01 - SLC 40 9910 11 + SLC 40 9910 02 + SLC 40 9910 16) / (SLC 74 3099 01 + SLC 74 3099 02)

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### LIABILITIES (Including Post-Employment Benefits)

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

### RESERVES AND RESERVE FUNDS

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

### FINANCIAL ASSETS

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

### SURPLUS / DEFICIT

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

### OTHER INDICATORS

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



# TOWNSHIP OF SOUTHWOLD

## Report to Council

**MEETING DATE:** January 12, 2026

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

**REPORT NO:** CBO 2026-01

**SUBJECT MATTER: CBO Activity Report – December 2025 and Year-end Comparison**

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### Recommendation:

1. None – For Council Information.

### Purpose:

The update Council on monthly activities since last report

### Background:

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

<b>2023</b>		
<b>Projects</b>	<b>Budget</b>	<b>Status/Comment</b>
<b>Parks</b>		
Corsley Park parking lot widening	\$10,000.00	
Dog waste bins and signage	\$2000.00	
Park benches	\$16,000.00	Ongoing
<b>2025</b>		
<b>Township Office</b>		
Security Upgrades	\$40,000	Quote received installation pending
<b>Parks</b>		
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	
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**Comments/Analysis Building:**

Appendix A attached to report CBO 2026-01 is the permit comparison report.

**Year End Comparison:**

Below is the total number of permits issued, number of house permits, septic permits, and value of permits to date for the period of 2019-2025.

In 2023 Southwold entered a contract with West Elgin to provide building department services. In 2025 West Elgin had a total of 103 permits and 1175 inspections. In total Southwold had 124 permits and 1346 inspections completed.

	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
<b>Permits Issued</b>	124	140	155	284	296
<b>House Permits</b>	29	39	33	109	137
<b>Septic Permits</b>	18	23	24	31	30
<b>Fees Collected</b>	\$154,568	\$201,207	\$101,742	\$505,840	\$2,783,565
<b>Value</b>	\$22,941,371	\$33,164,188	\$24,726,280	\$99,663,196	\$708,748,022

**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

 <b>TOWNSHIP OF Southwold</b>	Township of Southwold	
	Permit Comparison Summary	
	Issued For Period December 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	21	7,360	1,131,500	Accessory structures	34	13,175	1,714,800
Agricultural	9	26,683	3,353,700	Agricultural	10	12,021	2,512,421
Change of Use	1	225	7,000	Change of Use			
Commercial	1	1,200	100,000	Commercial	2	56,822	4,736,042
Demolition	12	2,040	189,421	Demolition	4	1,250	51,000
Heating				Heating			
Industrial Building	3	1,520	349,999	Industrial Building	3	12,584	4,461,900
institutional Building	1	600	50,000	institutional Building	1	36,000	3,000,000
Miscellaneous	6	24,870	2,256,624	Miscellaneous	2	686	202,000
Plumbing	11	2,030	117,499	Plumbing	4	600	26,500
Pools	9	2,765	758,000	Pools	10	1,650	580,320
Residential Building	29	68,279	13,282,228	Residential Building	39	53,419	15,342,805
Sewage System	18	9,811	461,400	Sewage system	23	11,800	536,400
Signs	2	330	44,000	Signs	8	1,200	
Combined Use	1	6,855	840,000	Combined Use			
<b>TOTAL</b>	<b>124</b>	<b>154,568</b>	<b>22,941,371</b>	<b>TOTAL</b>	<b>140</b>	<b>201,207</b>	<b>33,164,188</b>

Current Year			Previous Year		
TOTAL PERMIT ISSUED		124		140	
TOTAL DWELLING UNITS CREATED		22		21	
TOTAL PERMIT VALUE		22,941,371		33,164,188	
TOTAL PERMIT FEE		154,568		201,207	
TOTAL INSPECTION COMPLETED(YTD)		1346		1593	

December 2024 Compared to December 2025							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	2	1,480	175,000	Accessory structures	1	430	40,000
Agricultural	2	1,168	258,700	Agricultural	1	340	20,000
Change of Use				Change of Use			
Commercial				Commercial			
Demolition				Demolition	1	150	20,000
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building	1	600	50,000	institutional Building			
Miscellaneous	1	24,000	2,000,000	Miscellaneous			
Plumbing	1	180	5,000	Plumbing			
Pools	1	180	118,000	Pools			
Residential Building	3	9,590	1,610,000	Residential Building			
Sewage System		730		Sewage System			
Signs				Signs	3	450	
Combine Use				Combined Use			
<b>TOTAL</b>	<b>11</b>	<b>37,928</b>	<b>4,216,700</b>	<b>TOTAL</b>	<b>6</b>	<b>1,370</b>	<b>80,000</b>



# TOWNSHIP OF SOUTHWOLD

## Report to Council

**MEETING DATE:** January 12, 2026

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

**REPORT NO:** CBO 2026-02

**SUBJECT MATTER: Keystone Complex Memorial Forest Management**

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### **Recommendations:**

1. That Council adopt the recommendations of the Lower Thames Valley Conservation Authority regarding management of the Keystone Community Complex Memorial Forest.
2. That Director of Building and Community Services/CBO be directed to manage the Memorial Forest as set out in the recommendations.
3. That Memorial Forest Management Plan be provided to the Keystone Community Complex Committee for information.

### **Purpose:**

To provide Council with a report prepared by Greg Van Every concerning the management of the Memorial Forest.

### **Background:**

At its regular meeting on March 20, 2025, the Keystone Complex Committee noted that the Memorial Forest area requires attention. A brief discussion took place, and it was decided that a more detailed review would be conducted during the Spring Walkthrough meeting scheduled for April 26, 2025.

Subsequently, a report was presented to Council at a regular meeting, at which time staff were directed to explore options for the proper management of the Memorial Forest.

### **Comment/Analysis:**

An on-site meeting was held with staff and Greg Van Every of the Lower Thames Valley Conservation Authority. Mr. Van Every toured the Memorial Forest and agreed to provide recommendations to assist with its management. These recommendations are outlined in Appendix "A" attached to this report.

**Financial and Resource Implications:**

After reviewing the report, staff believe the financial implications would be minimal, as the Lower Thames Valley Conservation Authority may assist by providing trees for replanting and has agreed to offer guidance as the project moves forward. There may be some costs associated with the removal of dead or decaying trees that are too large for staff to safely remove.

**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/Chief Building Official

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk

November 18, 2025

**Township of Southwold**

35663 Fingal Line, Fingal, Ontario, N0L 1K0

**Corey Pemberton**

Director of Building & Community Services/Chief Building Official  
building@southwold.ca

RE: Shedden Keystone Complex Forest Grove management recommendations

The Lower Thames Valley Conservation Authority's Conservation Services Coordinator was approached in November about the development of a management strategy for the Forest Grove located at the Keystone complex in Shedden.

Site Observations:

Species composition consisted of but not limited to, White Ash, Colorado Blue Spruce, Shagbark Hickory, Kentucky Coffee Tree, Sugar Maple, Choke Cherry, Ironwood, Poplar. Most non-native tree species are in decline. Typical amount of leaf litter but evidence of dead limb removal. The forest floor has minimal diversity with only golden rod visible at this time of year.

Following a site visit on November 17, 2025, the following recommendations were put forward:

1. With the assistance of LTVCA, diseased or otherwise unhealthy trees could be identified.
2. Diseased or otherwise unhealthy trees could be removed to avoid overhead pedestrian hazards and to open the canopy to allow light in for younger trees.
3. Non-native species could be eliminated and replaced with 4'-6' shade tolerant native Carolinian species to promote native biodiversity. Examples of shade tolerant species include: Basswood, Sugar Maple, Ironwood, Hop Hornbeam, American Beech.
4. Leaf litter and twigs could be left in place to foster improved, nutrient rich, forest floor ecology.
5. The introduction of native Carolinian forest floor herbaceous species could enhance the area.
6. Inspection of the area on an annual basis, along with intervention every 3-5 years (or as required) to manage tree growth and remove hazards would be sufficient.

A typical forest requires minimal intervention, however since this is a public area the main concern would be dead fall hazards. Esthetics could be improved by introducing native forest floor herbaceous species, removing non-native species and replacing with shade tolerant deciduous trees.

**Greg Van Every**

*Conservation Services Coordinator  
Lower Thames Valley Conservation Authority  
[www.ltvca.ca](http://www.ltvca.ca)*



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** January 12, 2026

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

**REPORT NO:** CAO 2026-01

**SUBJECT MATTER: CAO/Clerk Activity Report – December 2025**

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#### **Recommendation:**

1. None – For Council Information.

#### **Purpose:**

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

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

Following are several highlights for December:

- Senior Management and Staff Meetings
- Planning Pre-consultations
- JHSC Meetings
- Asset Management Meetings
- Budget Meetings
- Website Update Meeting with IT Services and Partner Municipalities
- Staff Christmas Lunch Dec 18<sup>th</sup>

#### **Christmas Closure**

The office was closed over the Christmas Holidays from noon on December 24<sup>th</sup> until 8 am January 5<sup>th</sup>. Staff have not reported any significant issues or problems that they have been made aware of due to the office being closed. Staff also reported appreciation for the closure and ability to spend time with family. The duration was slightly longer than other closures due to the way the holidays fell (11.5 days total). It should also be noted that staff are required to use vacation or banked time for days that are not paid statutory holidays.

**Recruitment/Staffing:**

Jeff Wilcox and Kevin Stortz were the successful applicants for the Public Works Lead Hand positions. They started in their new roles on January 5<sup>th</sup>, 2026.

Staff are starting the recruitment process for the summer student positions. Starting early assists with getting stronger candidates and aligns with school recruitment services. Engagement of students is subject to funds being included in the approved 2026 budget.

**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 13<sup>th</sup> 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 24<sup>th</sup>). There are additional intakes over 2026 and 2027 for the program.

- 2026-27 Seniors Community Grant Program – WAITING – 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. The application was submitted December 18<sup>th</sup>, 2026.

**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.

Fire, Building, Drainage and GIS/AM Shared Services continue to operate smoothly with no issues being raised by our municipal partners, Dutton-Dunwich and West Elgin.

**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
<b>Carried forward from 2024</b>		
Laserfiche Accounts Payable Workflow	\$20,000	The Workflow has been implemented and is in use.

Project	Budget	Status/Comments
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.
<b>2025</b>		
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

## OMERS Governance Changes & Bill 68 Municipal Resource Toolkit

### Contents

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### What Happened?

The province passed legislation through Bill 68 that would allow the Minister of Municipal Affairs & Housing to dissolve the OMERS Sponsors Corporation and replace it with a Sponsors Council that lacks corporate status, independent resources, and fiduciary protections.

The legislation is based on observations made in a Special Advisor’s report (“Poirier Report”) on OMERS governance that the Sponsors Corporation decision-making is ineffective and disconnected from the needs of members, employers, and sponsors. AMO did not express these views to the Special Advisor. In fact, AMO cautioned that major change isn’t needed and risks eroding confidence in the plan.

### Why This Matters

The current OMERS governance model of two corporate boards with distinct responsibilities works because it balances independence, accountability, and fairness across the many different employers and employees.

- The dissolution of the Sponsors Corporation would shift the governance model from long-term stewardship to an interest-based bargaining table.
- The changes weaken sponsor and municipal employer oversight by shifting power with respect to appointments and resources to the plan administrator.
- The changes provide significant authority to the Minister to prescribe rules and regulations related to Sponsors Council business, which risk interference in the plan design and potential new costs without the say of sponsors, employers, or employees.

This is another example of provincial overreach into areas of municipal responsibility without a clear rationale or a full understanding of impacts. Other recent examples include: banning municipal speed cameras and reducing local representation on Conservation Authority boards.

### What AMO is Asking For

AMO believes that the current OMERS structure with two corporate boards is the model that would best deliver on the long-term sustainability of the plan. AMO is ready to work with the Minister of Municipal Affairs and Housing on a path forward that protects the independence and long-term stability of OMERS. We're sending the message: “Work with us, not in place of us.”

If the government dissolves the Sponsors Corporation, AMO is asking the government to:

1. Restore sponsor control over appointments to the Sponsors Council and Administration Corporation, removing vetoes or restrictions to appointees and restoring responsibility for the appointment of the Independent Board Chair;
2. Guarantee independence and appropriate resources for the Sponsors Council to fulfill its responsibilities through full sponsor control over the Council’s by-laws and budget;
3. Limit ministerial regulation-making powers over Sponsors Council affairs, recognizing that decisions on contributions, benefits or appointments belong to the employers and employees who pay into it.

## Questions and Answers

### **What is the core issue with the province's proposed governance changes to OMERS?**

Dissolving the Sponsors Corporation and giving the Minister authority in plan design violates the “pay for say” principle: municipal governments will pay the contributions bill and absorb plan risks without a full say on sustainability and affordability.

### **Why is removing the Sponsors Corporation a problem?**

The current Sponsors Corporation reconciles employer and employee interests through a corporate body, with expert advice and a mandate to protect long-term sustainability. This model shields sponsors from lobbying, pressure campaigns, and short-term decisions.

### **How does the proposed Sponsors Council enable interest-based bargaining?**

The Poirier Report expressly contemplates employer and employee sponsor caucusing, thus bargaining among factions. Further, without the corporate structure, the new Sponsors Council would be an entity of at least 14 organizations with different priorities, different advisors, and disparate resources. This creates the conditions for horse-trading between sponsors or short-term wins for one sponsor at the expense of others.

### **Will this really cost municipalities money? What's the worst-case?**

It could, and that unpredictability is the concern. Sponsors own the risk of the pension plan; only employers and employees pay contributions to the plan and bear the risk if there is not enough money in the plan to pay out the benefits. The current governance model provides cost predictability; removing the Sponsors Corporation risks the opposite.

### **Will the new model affect workers' retirement security?**

Only employers and employees bear the risk if there is not enough money in the plan to pay out the benefits. Without strong sponsor oversight, decisions could be made that undermine long-term stability. The goal is to ensure the new model protects pensions not put them at risk.

### **What is the concern about a veto over appointments?**

A potential veto in the hands of the administrator (Administration Corporation) would give them the power to block sponsor appointments. Sponsors must have exclusive authority to determine who is appointed to invest the plan funds and pay pensions.

### **Are you saying the province is trying to interfere politically?**

We're saying the structure must make interference impossible regardless of which government is in power. A good governance model protects pensions from political winds of any kind.

## Template Letter

[Date]

The Honourable Rob Flack  
Minister of Municipal Affairs and Housing  
College Park, 17th Floor  
777 Bay Street  
Toronto, ON M7A 2J3

The Honourable Peter Bethlenfalvy  
Minister of Finance  
Frost Building South  
7 Queen's Park Crescent  
Toronto, ON M7A 1Y7

Dear Ministers Flack and Bethlenfalvy,

As an employer within the Ontario Municipal Employees Retirement System (OMERS) pension plan, I am writing to express [Municipality]'s concern with the legislative changes contained in Bill 68.

We share the province's commitment to ensuring OMERS remains strong, sustainable, and responsive to the needs of employers and employees alike. However, Bill 68 risks weakening the very principles that have made the OMERS model stable and accountable for more than two decades.

The changes in Bill 68 would dissolve the independent Sponsors Corporation and replace it with a new "Sponsors Council" that lacks corporate status, independent resources, and fiduciary protections. In practice, this would allow pension decisions to be made without meaningful municipal oversight, increasing financial exposure for local governments and, ultimately, local taxpayers.

At a time when municipalities are already stretched thin by rising costs, downloaded responsibilities, and growing service demands, we cannot afford new, unfunded pension liabilities or diminished accountability. Ontarians expect their local governments to protect public dollars; we need pension governance structures to do the same.

We believe that current structure of OMERS, with two corporate Boards is the model that would best deliver on the long-term sustainability of the pension plan. This model works because it balances independence, accountability, and fairness between employers and employees.

We urge your ministries to work with the Association of Municipalities of Ontario (AMO) and all OMERS sponsors to chart a path forward on regulations, by-laws, and any further legislative changes. Municipalities stand ready to work collaboratively with the province to strengthen governance, enhance transparency, and protect the long-term interests of both workers and communities.

Sincerely,  
[Head of Council's Name]  
[Position], [Municipality Name]

## Template Resolution

**WHEREAS** the Ontario Municipal Employees Retirement System (OMERS) Pension Fund serves over 1,000 employers and over half a million employees and retirees from diverse groups including: municipal governments, school boards, libraries, police and fire departments, children's aid societies, and electricity distribution companies; and

**WHEREAS** the long-standing jointly-sponsored governance model with two corporate boards has provided stability, accountability, and fairness for both plan members and employers for more than two decades; and

**WHEREAS** the Government of Ontario has passed legislative changes to OMERS' governance structure through Bill 68; and

**WHEREAS** these changes would replace the current OMERS Sponsors Corporation with a new Sponsors Council that would lose its corporate status and independent resources; and

**WHEREAS** the proposed model could allow pension decisions affecting municipal employers and employees to be made without meaningful municipal oversight, increasing financial risk for municipalities and local taxpayers; and

**WHEREAS** municipalities are already under significant fiscal strain and cannot absorb additional pension costs without consequences for property taxes or local services;

**THEREFORE BE IT RESOLVED THAT** [Municipality Name] does not support the legislative changes to the *OMERS Act* contained in Bill 68 and requests that the Government of Ontario reconsider the advisability of proceeding with these changes;

**FURTHER BE IT RESOLVED THAT** the [Municipality Name] Council supports the Association of Municipalities of Ontario (AMO) in calling on the Government of Ontario to:

1. Ensure Sponsors retain full control without restrictions over their appointments to the new Sponsors Council and Administration Corporation;
2. Guarantee the Sponsors Council's independence from the plan administrator and access to resources needed to perform its duties; and
3. Limit the Minister's regulation-making authority over plan design and the Sponsors Council's internal affairs.

**BE IT FURTHER RESOLVED THAT** this resolution be circulated to:

- The Honourable Rob Flack, Minister of Housing and Municipal Affairs;
- The Honourable Peter Bethlenfalvy, Minister of Finance;
- [Local MPPs Names]; and
- The Association of Municipalities of Ontario (AMO).



December 16, 2025

Hon. Todd J. McCarthy  
Minister of the Environment, Conservation and Parks  
Via email: [minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca)

**RE: Proposed Boundaries for the Regional Consolidation of Conservation Authorities**

Dear Minister,

Please be advised that the Council of the Corporation of the Municipality of Central Elgin considered the above noted matter at its Regular Meeting dated December 8, 2025 and the following Resolution was passed:

WHEREAS the Ministry of the Environment, Conservation and Parks has posted Environmental Registry Notice No. 025-1257 ("Proposed Boundaries for the Regional Consolidation of Conservation Authorities"), proposing to reduce Ontario's 36 conservation authorities to 7 regional entities as part of a broader restructuring that would create a new Ontario Provincial Conservation Agency to provide centralized oversight and direction under the Conservation Authorities Act;

AND WHEREAS under this proposal, the Kettle Creek Conservation Authority (KCCA) would be merged into a new "Lake Erie Regional Conservation Authority" together with the Essex Region, Lower Thames Valley CA, St. Clair Region CA, Upper Thames River CA, Catfish Creek CA, Long Point Region CA, and Grand River CA, forming a single organization stretching from Windsor, through London, Brantford and north of Waterloo region;

AND WHEREAS Conservation Authorities provide localized technical expertise related to the conservation, restoration, development, and management of natural resources within the Kettle Creek and Catfish Creek watersheds, including providing input on planning and development matters;

AND WHEREAS local municipalities currently provide over 50% of total conservation authority funding;

NOW, THEREFORE BE IT RESOLVED THAT the Municipality of Central Elgin does not support the proposed "Lake Erie Regional Conservation Authority" boundary configuration outlined in the Environment Registry Notice 02-1257 and instead requests that the Ministry engage directly with affected municipalities and conservation authorities to evaluate a reduced geographic scope for consolidation that better reflects established relationships and enhances cost-efficient delivery of integrated watershed management, grassroots connections and local understanding;

AND FURTHER THAT Staff be directed to submit this Resolution through the posting ERO #25-1257 Proposed boundaries for regional consolidations of Ontario' Conservation Authorities in advance of the closing date December 22, 2025;

AND FURTHER THAT a copy of this Resolution be provided to the Ontario Minister of the Environment, Conservation and Parks; Andrew Lawton, MP; Hon. Rob Flack, MPP; all Elgin County Municipalities; Kettle Creek Conservation Authority; Catfish Creek Conservation Authority; and the City of St. Thomas.

Sincerely,



Delany Leitch  
Deputy Clerk

CC: Andrew Lawton, MP Elgin-St. Thomas-London South  
Hon. Rob Flack, MPP Elgin-Middlesex-London  
Elgin County Municipalities  
Kettle Creek Conservation Authority  
Catfish Creek Conservation Authority  
City of St. Thomas



# Improving Ontario's Conservation Authority System | Regional Engagement Session



# Purpose

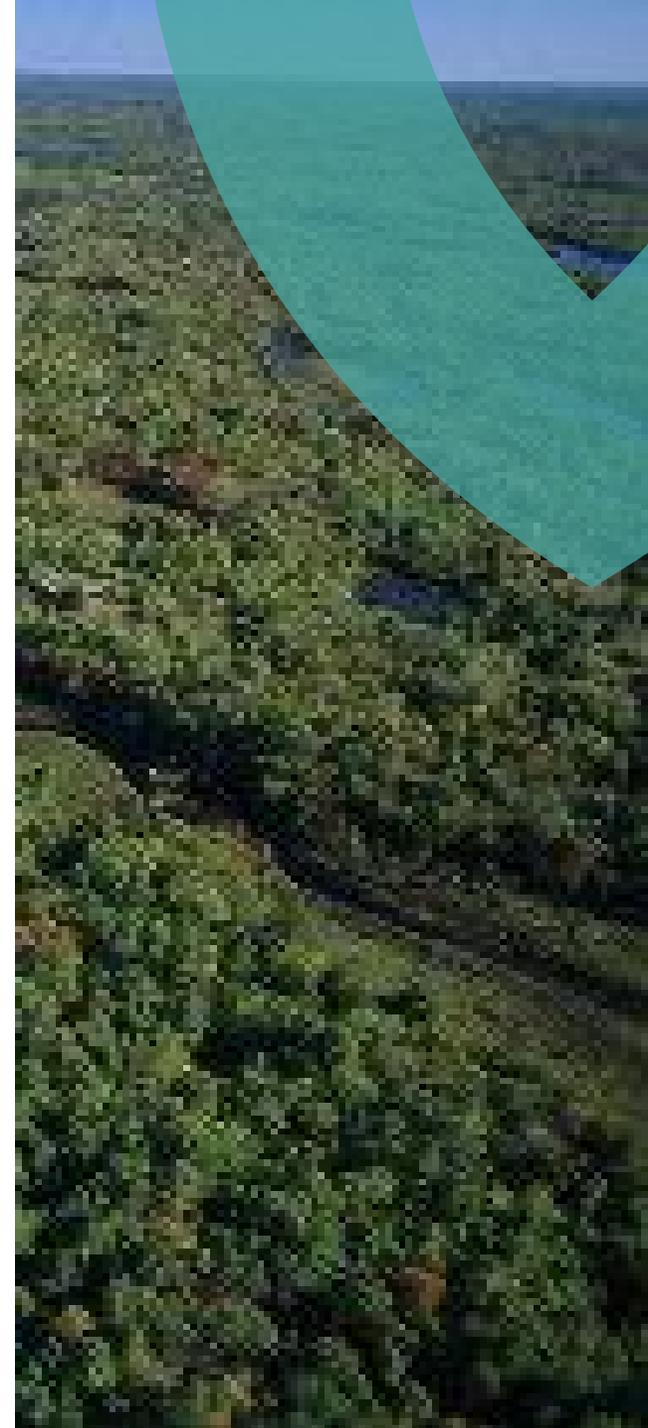
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- To provide an overview of the government's plans to improve the conservation authority system in Ontario, by:
  1. Creating the Ontario Provincial Conservation Agency to provide centralized leadership and oversight of conservation authorities
  2. Consolidating the existing 36 conservation authorities into regional conservation authorities

# Outline

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1. Introduction
2. Overview: Ontario Provincial Conservation Agency
3. Proposal: Regional consolidation of CAs and proposed boundaries
  - Consultation and Next Steps
4. Questions
  - Submit via the Q&A function on teams to be addressed following the presentation



# Introduction

# Introduction

- Conservation authorities (CAs) are created and governed by the *Conservation Authorities Act* (CAA). MECP administers the Act and oversees Ontario's 36 CAs.
- CAs are organized based on watersheds, crossing municipal boundaries. Each CA operates independently as a local public sector directed organization, governed by a board of municipally-appointed representatives. They do their own hiring and set their own compensation levels.
- CAs play a vital role in watershed management and protecting communities from natural hazards like floods. They also deliver programs and services that further the conservation, restoration, and management of natural resources.
- CAs issue permits to builders, municipalities, and property owners for development activities such as housing developments and installation of sewage systems in areas affected by risks of natural hazards such as floodplains, shorelines, river and stream valleys, and wetlands. Permitting helps to ensure that development does not happen in unsafe areas and that it does not worsen the impacts of flooding or erosion in surrounding areas.
- In 2023 municipal funding accounted for 54%, self-generated funding for 37% and provincial funding for 5% of CA funding.

## CA's BY THE NUMBERS

**1946**  
Year the CAA  
was enacted

**36**  
CAs in Ontario

**14M+**  
People live in  
CA  
jurisdictions

**150,000**  
Hectares in  
landholdings

**3,600+**  
CA employees  
(full time, part  
time, seasonal)

**900+**  
Dams, dykes,  
channels, control  
structures

**11,000+**  
Development  
permits issued  
in 2023

**\$511M**  
Total revenue  
across CAs in  
2023

\*TRCA = \$177  
million; remaining  
35 CAs = \$334  
million.

# Improving Ontario's Conservation Authorities



The provincial government is making improvements to Ontario's Conservation Authority system by:

1. Amending the CAA to create a provincial board-governed agency, the **Ontario Provincial Conservation Agency**, to provide province-wide coordination, shared digital and technical resources, and consistent practices that strengthen — not replace — the work of regional conservation authorities.
2. Consolidating the existing 36 CAs into regional watershed based CAs. The proposed boundaries would result in **7 regional CAs**.



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# Why are changes being made to Ontario's CA System?

- The *Conservation Authorities Act* was passed in 1946 and for nearly 80 years this legislation has enabled municipalities to form local watershed-based organizations to address challenges like drought, soil erosion, deforestation and flooding.
- Ontario is expected to grow by more than six million people in the next two decades and the challenges we face continue to increase in complexity from climate change, population growth and the pace of development.
- The government's plans to improve the CA system by creating an agency and regionally consolidating CAs, are not changing what conservation authorities do.
- These plans are intended to strengthen the capacity, influence, and impact of CAs in providing vital watershed management, in safeguarding people and property from flooding, and in being transparent and accountable in the delivery of permitting, programs, and services to Ontario's communities.
- With better tools and resources, and central enablement and support, CAs can operate with greater consistency and transparency, and deliver improved services to municipalities and permit applicants aligned with provincial priorities on housing, the economy, and resilient  
6 infrastructure.

# Why are changes being made to Ontario's CA System?

Key challenges the proposed changes seek to address include:

- **Patchwork of standards, service delivery:** Each CA has different policies, customer service standards, fees, processes and staffing and technical capacity leading to unpredictable and inconsistent turnaround times for approvals across all CAs. This can result in uncertainty and delays for builders, landowners, and farmers seeking permits.
- **Outdated and fragmented systems:** Discrepancies in the tools and technology that CAs use have led to varying types and quality of technology and data management. This can compromise effective provincewide flood risk management and evidence-based decision making.
- **Administrative duplication:** Under the current framework, municipalities are forced to fund duplicate corporate functions (e.g., procurement, communications), diverting costs away from front-line conservation and service delivery.
- **Need for more accountability and transparency:** Lack of transparent performance monitoring and reporting, inconsistent customer service standards.

# What's Changing/Not Changing

## What these changes mean:

- More resources for front-line services
- Improved flood management and erosion prevention
- Strong environmental protections maintained
- Faster permit approvals
- Modern service delivery
- Consistent standards and use of modern technology

## What's not changing:

- Governance model – regional CAs will continue to be independent, municipally-governed organizations. Member municipalities will continue to be represented on a board of directors for each Regional CA and will retain full governance responsibilities for Regional CAs.
- Where regional CAs operate – areas currently served by CAs will continue to be served by regional CAs
- The programs and services regional CAs provide, including the responsibility for source water protection, natural hazard and watershed management
- Regional CA ownership and management of their lands and trails, providing access to green spaces, recreation and education programs
- Where and how regional CAs receive funding (e.g. municipal levy) including maintaining board approval of final Regional CA budgets.

# Overview: Ontario Provincial Conservation Agency

# Amendments to the Conservation Authorities Act

**To improve the province's conservation authority system, the government has proposed to create a new Ontario Provincial Conservation Agency to provide centralized leadership and oversight of conservation authorities.**

- Bill 68, Plan to Protect Ontario Act (Budget Measures), 2025 (No. 2) was introduced into the legislature on November 6, 2025.
- Schedule 3 of Bill 68 includes proposed amendments to the *Conservation Authorities Act* to establish the Ontario Provincial Conservation Agency (the agency), including:
  - Establishing the objects of the agency
  - Setting out the governance of the proposed agency
  - Establishing tools for agency oversight of conservation authorities
  - Establishing provincial oversight of the agency
  - Setting out sources of agency funding
- Bill 68 will proceed through the legislative process, and if passed, the provisions establishing the agency would come into effect upon Royal Assent.

# Ontario Provincial Conservation Agency – Objects

## The proposed objects of the agency are to:

1. Oversee the governance of authorities and other aspects of authorities such as their operations, including the programs and services they provide, to further the purposes of the Act.
2. Oversee the transition to a regional watershed-based framework for authorities in Ontario.
3. Promote consistent policies, standards and fees for programs and services provided by authorities.
4. Assess and report on the effectiveness of authorities in furthering the conservation, restoration, development and management of natural resources in watersheds in Ontario, including outcomes related to the implementation of their programs and services.
5. Oversee and evaluate the financial performance of authorities to ensure their long-term operational and capital financial sustainability, including the financial sustainability of their programs and services required under section 21.1.
6. Guide and evaluate the strategic planning by authorities to ensure it aligns with provincial objectives.
7. Support the development and implementation of a standardized and centralized system for processing applications for permits issued by authorities.
8. Lead the development and implementation of digital strategies and shared services to support the operations of authorities, including their programs and services.
9. Support strategic investment in programs and services provided by authorities, including leveraging funding available to Ontario and authorities.
10. Advise the Government of Ontario in respect of the programs and services authorities provide under the Act and any matters related to the objects of the agency.
11. Any other objects prescribed by regulation.

# Ontario Provincial Conservation Agency – Agency tools & funding sources

The agency would provide province-wide coordination, strategic direction, and oversight of Ontario's CAs. Delivery of local programs and services would continue to be led by CAs.

## Proposed agency tools

- 1) Information requests
- 2) Binding directions and non-binding guidelines may address topics such as:
  - Key performance indicators, key results or service delivery targets
  - Service standards
  - Information technology
  - Procurement
  - Training of members and employees
  - Budgeting
  - Asset management plans
  - Strategic planning

## Proposed agency funding sources

- Provincial funding
- Fees for services
- Cost recovery from conservation authorities

## Ministerial oversight of agency directions to CAs:

- Agency must provide Minister with a copy of the proposed direction to a CA 45 days prior to issuing
- Within that 45 days, the Minister may require the agency to take any action in relation to the proposed direction (e.g., update, undertake additional consultation)
- Minister can set regulations on:
  - the process for the agency to set directions and/or
  - the things the agency is not allowed to set binding directions on

# Ontario Provincial Conservation Agency – Oversight

**The proposed agency would be board-governed and arms-length of the province.**

## **Proposed board governance:**

- Board-governed with 5-12 board members, with one Chair and up to two Vice Chairs, appointed by the Lieutenant Governor in Council.
- The Lieutenant Governor in Council shall, in appointing members of the board of directors, take into consideration,
  - (a) their knowledge and experience in public administration, corporate governance and finance;
  - (b) their knowledge of programs and services provided by authorities; and
  - (c) such other matters as may be prescribed by regulation
- Appointments may be made for a term up to 3 years, and a person may not serve on the board for more than 9 years in total.
- The board of directors manages performance of the CEO, and may, by by-law, establish such councils, committees and other bodies as it considers appropriate.

# Ontario Provincial Conservation Agency – Agency Oversight

**MECP will provide oversight of the agency and will also retain policy responsibility for the *Conservation Authorities Act* and associated regulations.**

## **Provincial oversight of agency includes:**

- Agency must follow requirements under the provincial Agencies and Appointments Directives including an annual letter of direction.
- Every 3 years the agency must provide a report on its effectiveness, priorities and value for money.
- Minister can issue mandatory directives to agency, request information, and initiate/require a review or audit of the agency.
- Ministerial oversight of agency directions to CAs.

# **Proposal: Regional Consolidation of CAs**

# Regional consolidation of CAs - Consultation

- The government is consulting on the proposed boundaries for the regional consolidation of the CAs with impacted stakeholders, municipalities, CAs, and Indigenous communities.
- A policy proposal notice is posted on the Environmental Registry of Ontario (Posting # 025-1257) for 45 days, from November 7 until December 22, 2025, inviting review and comments on criteria applied to determine proposed regional boundaries, the proposed geographical jurisdiction of each regional CA, and discussion questions which are relevant to the planning for the future state.
- Comments on the proposal may be submitted on the ERO or by email to: [ca.office@ontario.ca](mailto:ca.office@ontario.ca).

# Regional consolidation of CAs – Criteria

The proposed boundaries are based primarily on natural watershed systems, keeping existing CAs whole wherever possible and aligning with source protection regions to maintain strong connections to local hydrology and drinking water protection.

Regional CAs boundaries criteria:

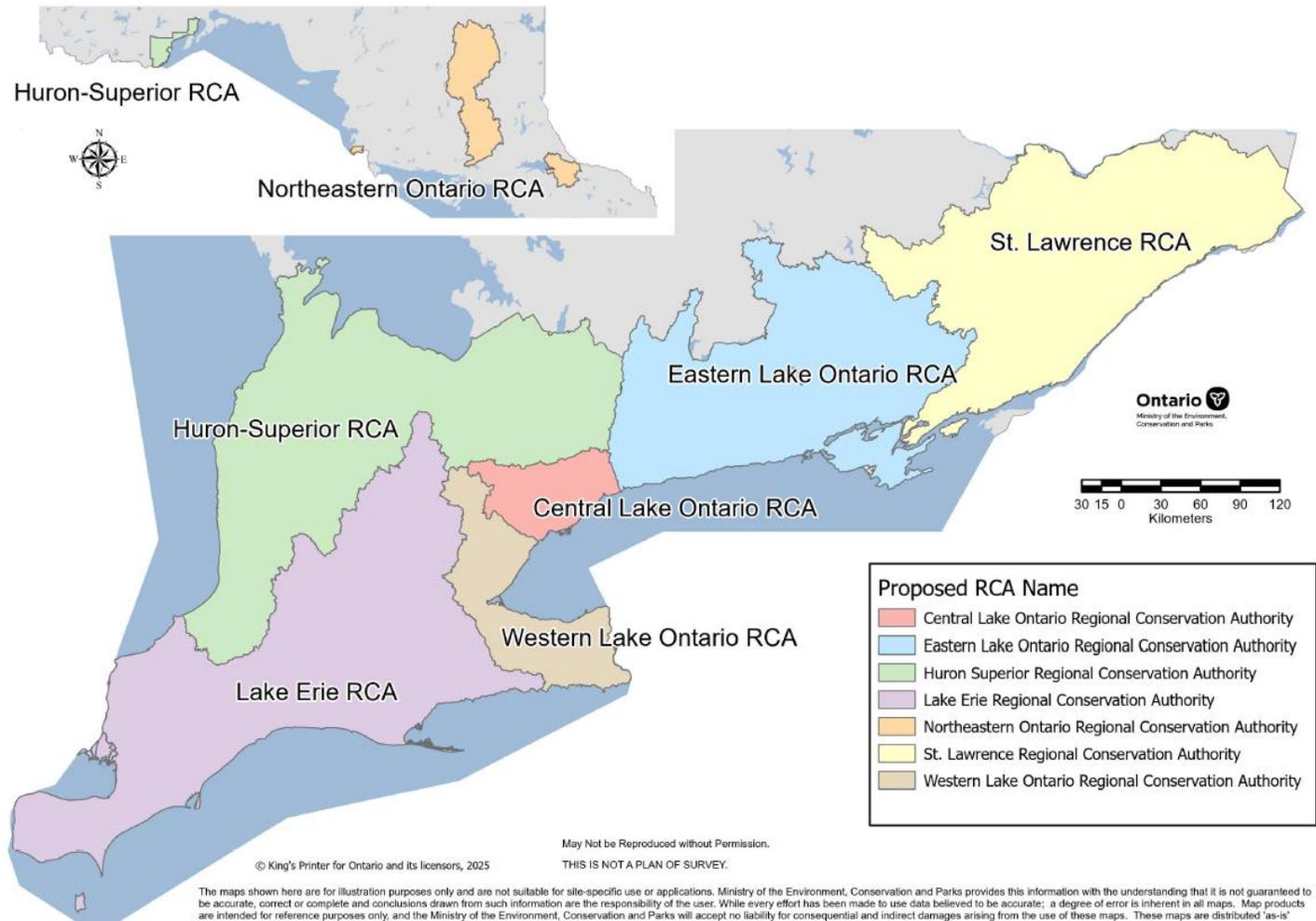
- **Maintaining watershed-based jurisdictions** - Aligning with natural hydrological boundaries to support effective flood and water management, consistent with drinking water source protection areas and regions.
- **Relationships between conservation authorities and municipalities** - Reducing administrative duplication and overlap for municipalities and conservation authorities to simplify accountability and strengthen local partnerships.
- **Balancing expertise and capacity across conservation authorities** - Enhancing technical skills and resources across conservation authorities to improve service and program delivery.
- **Service Continuity** - Ensuring uninterrupted delivery of local conservation authority programs - including flood forecasting and warning, permitting, and source water protection - through and after consolidation.

# Regional consolidation of CAs – Proposed RCAs

The government has proposed boundaries for the regional consolidation of Ontario's 36 CAs into 7 watershed-based regional CAs:

- Lake Erie Regional CA
  - Huron Superior Regional CA
  - Western Lake Ontario Regional CA
  - Central Lake Ontario Regional CA
  - Eastern Lake Ontario Regional CA
  - St. Lawrence Regional CA
  - Northeastern Ontario Regional CA
- 
- No changes would be proposed to the overall extent of CA jurisdiction

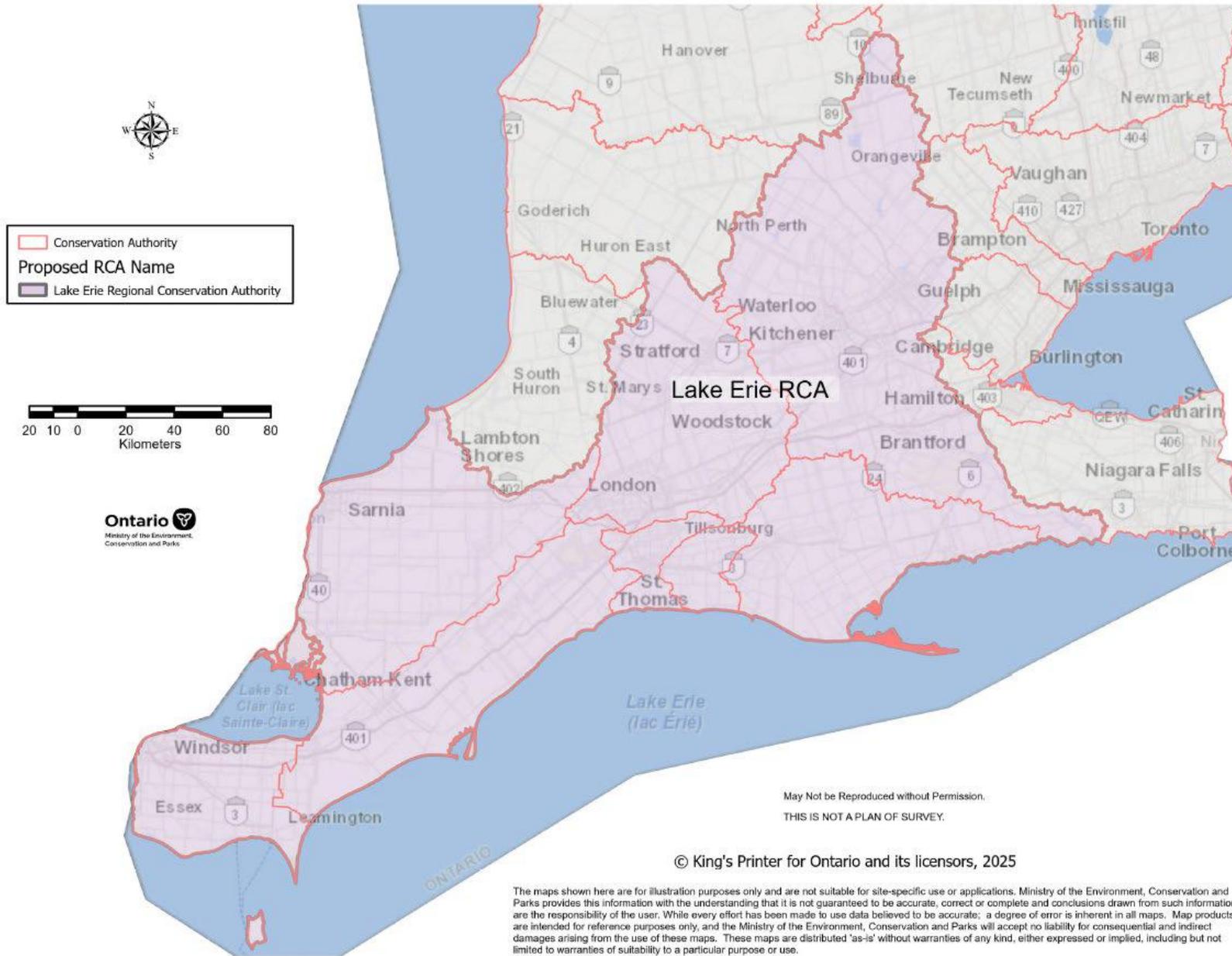
## PROPOSED 7 REGIONAL CONSERVATION AUTHORITIES (RCA)



# PROPOSED LAKE ERIE REGIONAL CONSERVATION AUTHORITY

## Current CAs that would make up the proposed Lake Erie Regional Conservation Authority include:

- Essex Region CA
- Lower Thames Valley CA
- St. Clair Region CA
- Upper Thames River CA
- Kettle Creek CA
- Catfish Creek CA
- Long Point Region CA
- Grand River CA



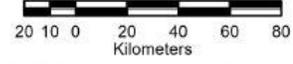
# PROPOSED HURON-SUPERIOR REGIONAL CONSERVATION AUTHORITY



Conservation Authority  
 Proposed RCA Name  
 Huron-Superior Regional Conservation Authority



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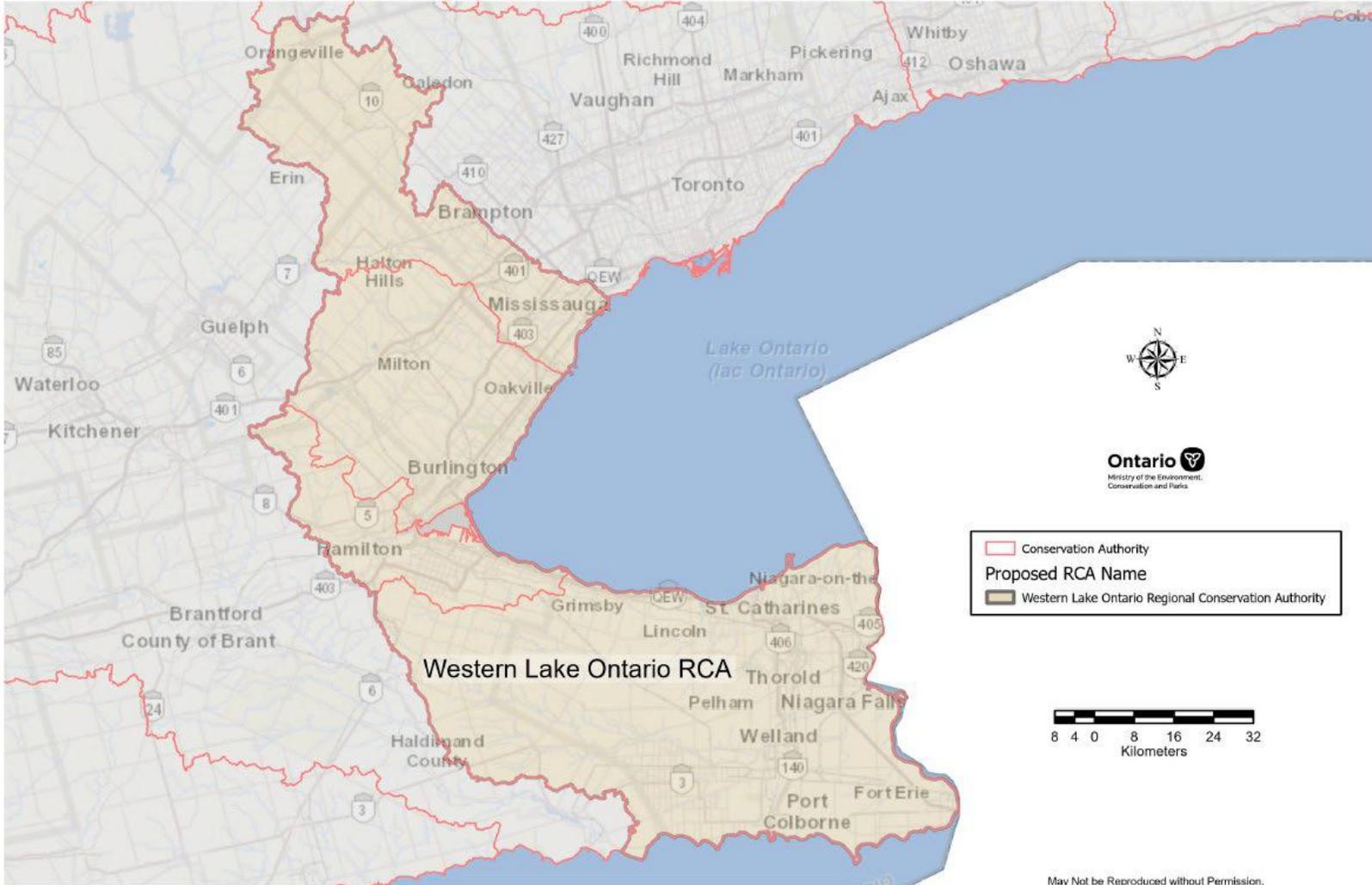
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## Current CAs that would make up the proposed Huron-Superior Regional Conservation Authority include:

- Ausable Bayfield CA
- Maitland Valley CA
- Saugeen Valley CA
- Grey Sauble CA
- Nottawasaga Valley CA
- Lake Simcoe Region CA
- Lakehead Region CA

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# PROPOSED WESTERN LAKE ONTARIO REGIONAL CONSERVATION AUTHORITY



**Current CAs that would make up the proposed Western Lake Ontario Regional Conservation Authority include:**

- Niagara Peninsula CA
- Hamilton Region CA
- Halton Region CA
- Credit Valley CA

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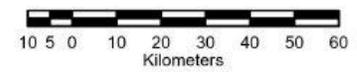
# PROPOSED EASTERN LAKE ONTARIO REGIONAL CONSERVATION AUTHORITY



**Current CAs that would make up the proposed Eastern Lake Ontario Regional Conservation Authority include:**

- Central Lake Ontario CA
- Kawartha Region CA
- Otonabee Region CA
- Ganaraska Region CA
- Lower Trent Region CA
- Crowe Valley CA
- Quinte Region CA

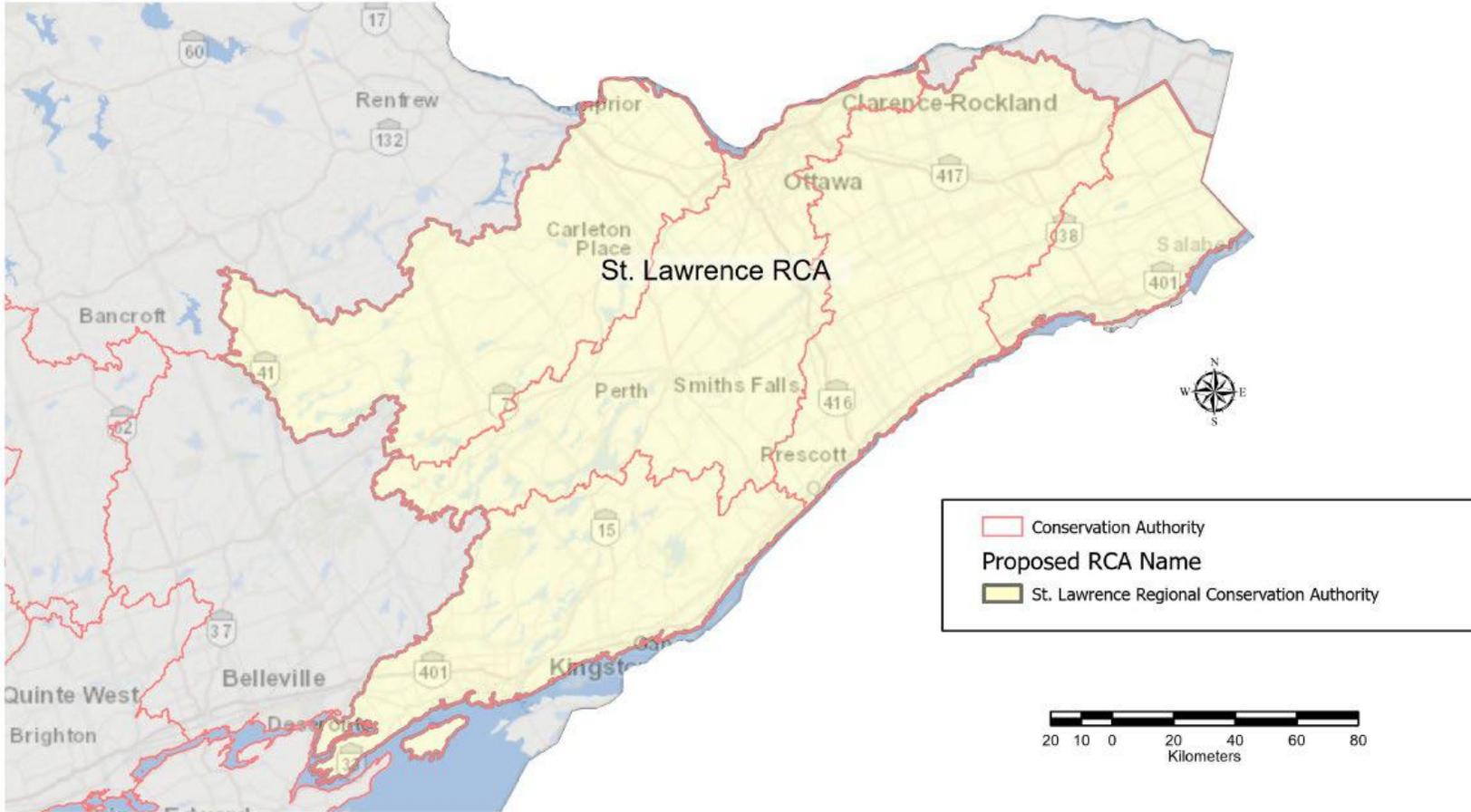
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# PROPOSED ST. LAWRENCE REGIONAL CONSERVATION AUTHORITY



**Current CAs that would make up the proposed St. Lawrence Regional Conservation Authority include:**

- Cataraqui Region CA
- Rideau Valley CA
- Mississippi Valley CA
- South Nation River CA
- Raisin Region CA

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# PROPOSED NORTHEASTERN ONTARIO REGIONAL CONSERVATION AUTHORITY



**Current CAs that would make up the proposed Western Lake Ontario Regional Conservation Authority include:**

- Nickel District CA
- Sault Ste. Marie Region CA
- Mattagami Region CA
- North Bay-Mattawa CA

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# Regional Consolidation – Looking Ahead

- MECP and the Office of the Chief Conservation Executive will consider all feedback received during the consultation on the proposed boundaries for regional consolidation and to inform the proposed path forward.
- MECP would undertake further consultation at a future date on any additional proposed legislative and regulatory changes needed to enable regional consolidation.
- The new agency would lead the transition to regional CAs with conservation authority, municipal and stakeholder involvement, including providing guidance support throughout the consolidation process, such as:
  - Develop a structured process and roadmap outlining steps of the consolidation process, including the common standards and tools for use across CAs.
  - Provide support/expertise for CAs on the organizational aspects of consolidation (e.g., governance, HR).
  - Provide provincial-level coordination to address system-wide issues that may arise, to mitigate risks of delays.
- Changes not intended to be initiated until after municipal elections in October 2026; existing board members would continue to serve until the expiration of their terms next year.

# Group Discussion

- As a table, please spend the next 30 minutes discussing your two questions.
- Record answers in the workbook provided at your table.
- Following the table discussions, we'll come together as a group to share answers. Please select one person from your table to present your answers to the room.
- If you have extra time, feel free to move on to other questions found in the workbook.
- Your thoughts will help inform the next steps in regional consolidation.

# Discussion Questions

1. In the proposed regional model, can you tell us the best way to preserve local expertise and knowledge? Are there specific challenges or circumstances that need to be considered?
2. In your view, how could disruptions be avoided, and service standards maintained through the transition?
3. If you were designing the future governance structure for a regional conservation authority, what would it look like? For example, board size and composition, local representation, board appointments.
4. Please provide your thoughts on what must not be lost in consolidation – and what new strengths and capabilities may be gained through consolidation.
5. If we designed the next generation of watershed programs using the strengths of all 36 conservation authorities – what would we build first, and why?

# Thank you

**For more information and to comment:**  
**Environmental Registry of Ontario (Posting # 025-1257):** Proposed boundaries for the regional consolidation of Ontario's conservation authorities  
**Consultation period:** 45 days – November 7, 2025 to December 22, 2025  
Comments on the proposal may be submitted on the ERO or by email to: [ca.office@ontario.ca](mailto:ca.office@ontario.ca).

December 19, 2025

Public Input Coordinator  
MECP Conservation and Source Protection Branch  
300 Water Street North Tower, 5<sup>th</sup> Floor  
Peterborough, ON  
K9J 3C7

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

**Re: ERO#025-1257 Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities**

Kettle Creek Conservation Authority (KCCA) is one of Ontario's 36 conservation authorities and is governed by a Board of 10 municipally appointed members from 7 municipalities. The Board reviewed the "Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities" in concert with Schedule 3 of Bill 68 which outlines the creation of the new Ontario Provincial Conservation Agency (OPCA).

KCCA acknowledges the province's continued recognition of the vital role that conservation authorities play in delivering watershed management across Ontario and the province's commitment that Conservation Authorities (CAs) will continue to provide not only their important work in natural hazards, but the full range of programs and services such as tree planting, stewardship, environmental monitoring and outdoor recreation. Conservation Authorities are recognized worldwide for excellence in watershed management and public safety.

Overall, the proposal to consolidate 36 CAs into 7 regional CAs lacks sufficient detail or assurances on how local decision-making, knowledge, and community involvement will be preserved in a regional model. The proposed scale of consolidation introduces significant risk that the community-based framework upon which CAs were founded, rooted in responsiveness to the community, local municipal governance and watershed-scale decision making, could be fundamentally and permanently diminished.

Without a detailed cost-benefit analysis, meaningful consultation with municipalities and stakeholders, and a clear transition/implementation plan, the risks associated with consolidation at the proposed scale outweigh the potential benefits. Without this critical information, the proposal may unintentionally lead to higher short and long-term costs, reduced service efficiencies and slower approval for natural hazards plan input, review and permitting – areas where CAs, like KCCA, are currently meeting or exceeding provincial guidelines.

KCCA remains committed to modernization and continues to pursue efficiencies and economies of scale but never at the risk of local program delivery. We welcome provincial investment in the future of watershed management, including e-permitting, updated technical guides and sustainable funding for mapping and natural hazard infrastructure. However, it remains unclear why these improvements cannot be achieved within the existing CA framework.

KCCA's Board of Directors encourages the province to work collaboratively with municipalities, local conservation authorities and community partners to determine whether consolidation, at any scale, is the most strategic and effective approach to achieve both provincial and local objectives.

The *Conservation Authorities Act (1946)* envisioned agencies built on municipal-provincial partnership, watershed-based planning and strong local involvement. As Ontario considers the future state of CAs, it is essential that local governance, local representation, local staff and local programming be retained.

Please find attached Appendix 1: KCCA's Official Comments on ERO #025-1257. For further clarification or discussion, please contact the undersigned.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd Noble', with a stylized flourish at the end.

Todd Noble  
Chair, KCCA Board of Directors

Encl. Appendix 1 – KCCA's Official Comments on ERO #025-1257

## 1. Key Factors for a Successful Transition and Outcome

Comment	Explanation
<p>Preserve Local Municipal Governance and Decision-Making</p>	<p>A foundational principle of the <i>Conservation Authorities Act</i> (1946) is that municipalities create and govern their own conservation authorities. KCCA was formed in 1965 and currently has 7 member municipalities represented by 10 municipally appointed Board members. The watershed boundary is 520 km<sup>2</sup> encompassing the City of London’s rural southern edge, the majority of the City of St. Thomas and the rural Municipalities of Thames Centre, Middlesex Centre, Central Elgin, and the Townships of Southwold and Malahide.</p> <p>Under the proposed Lake Erie Regional Conservation Authority, 8 CAs and 81 municipalities would be merged into a ~20,000 km<sup>2</sup> region. Kettle Creek would represent roughly 3% of the land base with its rural municipalities being overshadowed by larger urban centres. If Board representation remains population-based, municipalities in the Elgin–Middlesex region could see their guaranteed representation reduced to a single shared seat, undermining their current level of influence over local watershed priorities.</p> <p>Recent changes to the <i>Conservation Authorities Act (CA Act)</i> strengthened local accountability through municipal agreements. In the Kettle Creek watershed, all member municipalities agreed to financially support tree planting and environmental monitoring programs. Regionalization risks diluting this autonomy. As the largest outside contributor to CA budgets, municipalities must continue to have the same equitable representation and voice they are afforded today. Meaningful municipal representation must be protected at every level of decision-making in the future.</p>
<p>Regional Representation on OPCA</p>	<p>Bill 68 grants the Ontario Provincial Conservation Authority (OPCA) broad directive-making authority across governance, strategy, budget, and operations of regional conservation authorities. However, there is no indication that the OPCA Board will have municipal or regional representation that balances urban and rural communities. Consideration should be given to ensure appointments to the OPCA represent municipalities from across Ontario.</p>

Comment	Explanation
<p>Provide for Greater Transparency and Consultation</p>	<p>The CA Act already outlines a clear process for amalgamation that includes public notice, municipal involvement and a two-thirds majority vote. The current proposal bypasses these safeguards.</p> <p>Launching the new governance model with a 2027 implementation date gives insufficient time for municipal councils, CAs or residents and stakeholders to evaluate impacts, assess risk or propose alternatives.</p> <p>If the goal of consolidation is to improve consistency, free up resources for front-line conservation and provide faster service, these objectives can be met within the existing CA framework through shared services, technological advancements (i.e. e-permitting) and policy alignment.</p> <p>KCCA supports modernization efforts for the natural hazards program areas and is ready to collaborate.</p> <p>If strategic amalgamation of CAs is required to further modernize CAs it should be done using the consultative process outlined in the Act – mainly at the bequest of the involved municipalities and with ample opportunity for the public and other stakeholders to contemplate the desired and undesired outcomes and have meaningful input into the proposed boundaries.</p>
<p>Provide Dedicated Provincial Funding for the Transition and OPCA</p>	<p>There would be substantial costs associated with merging 8 CAs into the Lake Erie Regional CA including but not limited to:</p> <ul style="list-style-type: none"> <li>• IT and data system integration</li> <li>• HR and union harmonization (2 CAs within the proposed Lake Erie Region are unionized while the other 6 are not)</li> <li>• Fee and policy alignment</li> <li>• Corporate service restructuring</li> <li>• Rebranding, signage</li> <li>• Legal transitions</li> <li>• Asset and liability assessment</li> </ul> <p>Municipalities should not be expected to absorb these expenses while simultaneously losing influence over governance.</p>

Comment	Explanation
	<p>Further, as outlined in Bill 68, the OPCA has the ability to apportion costs to regional CAs and charge fees. Municipalities through the RCAs should not be expected to fund the OPCA, a provincially mandated agency. The OPCA and its services should be fully funded by the Province in the short and long-term.</p>
<p>Protect and Enhance Existing Service Levels</p>	<p>Local CA staff are able to attend site visits, hold face-to-face meetings and know the local geography, stakeholders and political landscape. Despite increasing levels of development in the area, KCCA issues 100% of permits within the provincial guidelines and on average is issuing permits within 7-10 days of receiving a complete application. The local municipalities also rely on having a dedicated KCCA staff contact.</p> <p>Consolidation risks weakening well-functioning systems through administrative complexity and diluted oversight. A larger bureaucratic structure will often increase delays, reduce responsiveness, weaken local expertise and reduce “boots on the ground” capacity.</p> <p>CAs are more than just regulatory agencies, they are part of the community. Working with the watershed community, KCCA plants 50,000 trees, creates wetlands, establishes tallgrass prairies, manages invasive species and engages over 2,000 students through outdoor education events every year. The delivery of this local programming is based on community relationships built over time and associated with a network of local assets. For instance, local tree planting programs will be more difficult to operate if local infrastructure such as coolers are not maintained and local staff are not retained to provide one-on-one support to landowners.</p>
<p>Financial and Legal Due Diligence</p>	<p>Each CA in the proposed region has vast landholdings, complex capital assets (i.e. water control infrastructure), financial assets and liabilities, conservation foundations, ongoing legal proceedings and unique local agreements. A thorough financial and legal due diligence analysis is necessary to assess restrictions and complexities on transferring these assets from local control to regional oversight.</p> <p>Each CA also has reserves that have been carefully curated to account for local programs and services including asset management. There should be assurance that these reserves will be protected in any consolidation and only be assigned to their original intended local use. Local reserves should remain</p>

Comment	Explanation
	<p>within the original watershed and serve the local need for which it was intended.</p> <p>Local buying power cannot be lost in the regional model. In a regional model, local accounting firms, banks, IT companies, engineering firms, and countless local service providers may lose business if the OPCA or RCA is directing large-scale regional procurement policies and centralized purchasing.</p>
<p>Maintain Local CA Board Beyond 2026</p>	<p>Local input and buy-in will be imperative to the success of any new framework. Therefore, the existing CA Boards should remain in place beyond 2026 and the pace of any proposed consolidation should be staged.</p> <p>The local CA Boards, with municipal input, could help outline the most effective level of strategic consolidation to achieve both provincial and local objectives. Local CA boards would be able to provide guidance and ensure that local assets are protected and accounted for through the transition to any new regional model.</p> <p>Moreover, with guidance and resources from the OPCA, the existing CA Boards could work toward achieving short term goals of consistent policies and improved mapping while simultaneously planning for the more complex transition to a regional framework. This would allow for incremental changes and provide time for staff and stakeholders to acclimatize to the culture change gradually rather than changing long-standing relationships and working arrangements overnight.</p> <p>Keeping current CA Boards and staging consolidation in well-defined phases with transparent consultation will help to retain experienced staff.</p>

## 2. Potential Opportunities or Benefits

Comment	Explanation
<p>Provincial Investment</p>	<p>KCCA has long supported shared services where economies of scale can be achieved. This commitment is demonstrated through the <i>Long Point Region Conservation Authority and Kettle Creek Conservation Authority Co-Operative Efficiency Study</i> completed in 2010. The study led to several successful shared service initiatives, including shared GIS services, joint studies, collaborative funding applications, and stewardship projects. Another example is the Elgin Clean Water Program, a collaborative initiative between CAs within Elgin County. Administrated by KCCA, and delivered locally in each watershed by KCCA, LPRCA, CCCA and LTVCA, the Elgin Clean Water Program has provided ~\$1,000,000 to over 350 projects since 2012 - proving that collaboration can occur without consolidation.</p> <p>Centralized policy development and training related to the natural hazards program was also identified as an achievable shared service in the KCCA LPRCA Efficiency Study that could improve consistency with provincial guidelines and enhance customer service. However, provincial technical guides that would inform consistent policy development were under review and unavailable – and remain unavailable today.</p> <p>Improvements to the delivery of hazard planning, plan input and permitting could be realized without consolidation if the province or OPCA provided the following:</p> <ul style="list-style-type: none"> <li>• Updated Provincial Technical Guides</li> <li>• Consistent flood standards for all CAs</li> <li>• Adequate funding to regularly update flood and regulation mapping</li> </ul> <p>If the province’s overall goal is to improve approval timelines and create greater consistency, investments would have greater impact by strengthening front-line resources within the existing framework. Directing provincial funds toward updated mapping, technical guidance, coordinated policy development and modernized e-permitting tools would generate immediate and province-wide benefits.</p>

### 3. Governance Structures Considerations

Comment	Explanation
<p>Reduce the Geographical Area of the Proposed Consolidation</p>	<p>When developing the proposed regional CAs, the province based decisions on watershed-based jurisdictions, administrative duplication and balancing expertise. This approach has created regions that are geographically too vast and do not account for existing working relationships between CAs and municipalities. Additional criteria should have been considered including established working relationships between CAs and municipalities, and the differing needs of rural and urban communities.</p> <p>A core strength of the existing CA governance model is that local decisions are made by municipal representatives who understand their community’s unique issues and have a vested interest in the CA budget. To protect service levels and meaningful decision making, the geographic scope of the Lake Erie Regional CA needs to be significantly reduced.</p> <p>A more scoped consolidation of CAs in the Lake Erie Region would have a better economy of scales and preserve local decision-making without increasing bureaucracy.</p>
<p>Create a Governance Model That Is Functional and Fair</p>	<p>Applying current legislative population formulas would produce a Lake Erie Regional CA Board of approximately 120 members, which is unmanageable and ineffective. A Board of this size risks a loss of local perspectives and challenges in achieving timely, responsive decisions. There is a loss of local municipal representation in the proposed consolidation.</p> <p>A workable Board should be:</p> <ul style="list-style-type: none"> <li>• Large enough to represent watershed municipalities, yet small enough to operate efficiently;</li> <li>• Balanced in terms of population, levy contribution, land base, watershed complexity, urban and rural needs, and service demands</li> <li>• Structured to preserve meaningful local influence and maintain strong communication with local watershed communities.</li> </ul> <p>Based on the current proposed regional boundaries, creating a functional Board with under 30 members would be unachievable. A reduced geographical consolidation would be required for a functional Board.</p> <p>KCCA advocates that the existing CA boards should remain in place to guide modernization efforts, including shared services and ultimately through any transition period of required consolidations. In the</p>

	<p>short-term, existing CA boards can work with the OPCA to inform modernization of services such as e-permitting while simultaneously evaluating the most appropriate consolidation of CAs that maintain the same level of municipal representation and local service delivery and reduce administrative duplication.</p>
<p>Hybrid Regional Governance Model</p>	<p>A governance model similar to the Lake Erie Source Protection Region allows for shared services and expertise between CAs while simultaneously protecting local autonomous decision making and governance. The Lead Source Protection Authority already informs the Source Water Protection program in concert with local autonomous source protection authorities (SPA). This model could be extended to other provincially mandated programs and services. With proper provincial funding, and oversight from the OPCA, the Lead SPA can provide technical expertise, resources and policies to the SPAs on mandated programs and services for delivery at the local level. However, the SPAs would remain autonomous and control budget and policies for non-mandated programs and services protecting local service delivery.</p> <p>In a hybrid regional model, CAs would continue to be governed by local Boards made up of representatives from member municipalities. The CAs would name representatives (Chair and Vice Chair) to a Regional Board that would govern the delivery of the mandated programs and services and act as the Region’s Hearing Board under the guidance and expert staff of the Lead CA.</p> <p>A hybrid regional model where a lead CA and regional board oversee certain mandatory program areas while autonomous local CA boards oversee non-mandatory local service delivery provides the consistency the province is advocating for and the protection of local decision making and programming that must be retained.</p>
<p>Maintain Municipal Appointment Authority</p>	<p>Based on the funding municipalities provide to CAs, in any size of consolidation, municipalities must retain full authority to appoint representatives to regional conservation authorities to ensure accountability, transparency, and strong alignment with local priorities. Section 8 of the <i>Conservation Authorities Act</i> (“Grouping of municipalities”) should remain intact, allowing smaller municipalities to jointly appoint a representative when needed.</p> <p>Appointments to the Ontario Provincial Conservation Agency should include municipal appointments from each of the RCA boards to ensure local perspectives remain connected to provincial decision-making.</p>

#### 4. Maintaining a Transparent and Consultative Budgeting Process

Comment	Explanation
Fully Fund the Transition Provincially	<p>Integration costs associated with consolidation, including IT, HR, capital, data, governance, and branding, will be extensive and must not fall to municipalities. Municipalities already fund approximately 30% of CA total budgets and in the case of KCCA over 70% of the natural hazards program areas. KCCA has self-funded flood mapping updates and regulatory map updates with reserves and funding proposals to keep the municipal apportionment within target. Adding costs of integration and OPCA operational costs on the municipal apportionment will tax already burdened municipalities. Integration costs could be minimized if the province chose first to concentrate on building consistency within the natural hazards program under the existing framework and provided the necessary resources to achieve this in an accelerated timeline. The province should fully fund the OPCA and all consolidation costs.</p> <p>Smaller CAs such as KCCA have unique funding models that are not seen elsewhere in the province. For instance, KCCA does not currently charge planning fees; planning costs are partially recouped through a Special Levy to member municipalities to ensure stable program funding. Any consolidation process must account for these unique models. Should planning fees be introduced to align with other CAs, the shift would require clear and early communication with the public.</p>
Ensure Fair Apportionment and Local Accountability	<p>There is a risk that larger municipalities could end up subsidizing areas with a smaller tax base. Any apportionment model must allow municipalities to see their contributions directed to the assets and services within their local area. This is more achievable with a smaller, more strategic consolidation.</p> <p>Each subwatershed (e.g., Grand, Kettle, Catfish, Upper Thames etc.) should remain responsible for an annual budget reported independently within the regional framework. This maintains fiscal transparency for municipalities and stakeholders and ensures that local communities can clearly see the value of their investments.</p>
Engage Municipalities in Budget Development	<p>Budgeting must be transparent, co-developed, and grounded in clear service-level commitments. Variations in land type, fee structures, property assessment, and asset conditions must all be accounted for.</p>

	<p>Within KCCA’s current watershed jurisdiction, municipal budgeting processes vary greatly, with some but not all using a four-year budget cycle. The complexity of streamlining CA budgets into the municipal budget process with the same level of input and consultation as is currently used would be difficult to navigate. Smaller regional consolidation would allow for municipalities and CAs to continue to work together on building right-sized budgets for local program delivery.</p> <p>To ensure communities can clearly see their contributions and benefits, each current watershed should maintain its own operating budget and produce watershed-level reporting. This transparency reinforces municipal trust and demonstrates continued value at the local level.</p>
<p>Maintain Local Procurement and Accountability for Purchasing</p>	<p>CAs were built on and thrive on the local community connections including the procurement of local services. Even under a regional model, local staff/field offices should maintain control over their own annual operational budgets and have the ability to source local goods and services. Each subwatershed in the proposed Lake Erie region (Grand, Kettle, Catfish, Upper Thames etc.) should be accountable for an annual budget within the regional framework and be reported separately on the Financial Statements and annual reports to ensure that municipalities and stakeholders can see value for their money and local communities.</p>

## 5. Maintaining and Strengthening Local Relationships

Comment	Explanation
Retain a Strong Local Presence	Local offices and staff are fundamental to timely permitting, effective operations, meaningful community engagement, and on-the-ground stewardship. Maintaining local expertise ensures that decisions reflect the unique environmental conditions of each watershed, municipal priorities and community expectations. Under a regional model, local field offices must continue to manage their own programs and services, with locally raised funds, such as campground revenues, staying within the local watershed. Local hiring practices should also remain in place to preserve community knowledge and relationships.
Protect Local Programs	<p>Locally delivered conservation authority programs such as tree planting, environmental education, outdoor recreation and stewardship are rooted in community identity. They must be preserved.</p> <p>Member municipalities within the KCCA watershed reviewed the categorization of KCCA’s programs and services and supported the current level of programming including agreements approving municipal funding for Category 2 and 3 programs such as tree planting and environment monitoring. Local municipalities should retain their ability to direct funds to local CA programming.</p> <p>Long-standing partnerships with schools, stewardship groups, service clubs, trail associations, and local contractors are also foundational to conservation work.</p>
Preserve Community Access to Greenspace	Many municipalities depend on CA lands for public recreation because acquiring new green space is cost prohibitive. Centralizing decision-making or altering asset ownership could jeopardize access. Decisions related to land management, recreation, and asset disposition must continue to be driven by local needs, not regional or provincial priorities that may be disconnected from community realities.



# TOWNSHIP OF O'CONNOR

330 Highway 595, R.R. #1, Kakabeka Falls, Ontario P0T 1W0  
Tel. (807) 476-1451 Fax (807) 473-0891  
E-Mail - [twpoconn@tbaytel.net](mailto:twpoconn@tbaytel.net) [www.oconnortownship.ca](http://www.oconnortownship.ca)

Mayor  
Jim Vezina

Clerk-Treasurer  
Lorna Buob

Councillors  
Alex Crane  
Brendan Rea  
John Sobolta  
Carly Torkkeli

December 18, 2025

Honourable Todd McCarthy  
Minister of the Environment, Conservation and Parks  
Macdonald Block Mailing Facility  
77 Wellesley St W, 11th Fl  
Toronto, ON  
M7A 1N3

[minister.mepc@ontario.ca](mailto:minister.mepc@ontario.ca)

Dear Minister McCarthy:

Council, at their meeting held on December 8, 2025, endorsed a resolution from The Township of Southwold calling on the Government of Ontario to maintain local, independent, municipally governed, water-shed based conservation authorities to ensure strong local representation in decisions related to municipal levies, community-focused service delivery, and the protection and management of conservation lands.

Please find attached a copy of the resolution for your consideration.

Yours truly,

Erin Slomke  
Deputy Clerk-Treasurer

Encl.

Cc: Hon. Rob Flack, MPP, Elgin-Middlesex-London [rob.flack@pc.ola.org](mailto:rob.flack@pc.ola.org)  
Hon. Andrew Lawton, MP, Elgin-Middlesex-London [andrew.lawton@parl.gc.ca](mailto:andrew.lawton@parl.gc.ca)  
Association of Municipalities of Ontario [amo@amo.on.ca](mailto:amo@amo.on.ca)  
Rural Ontario Municipal Association [roma@roma.on.ca](mailto:roma@roma.on.ca)  
Environmental Registry of Ontario  
Mark Peacock, Lower Thames Valley Conservation Authority [info@ltvca.ca](mailto:info@ltvca.ca)  
Elizabeth VanHooren, Kettle Creek Conservation Authority  
[elizabeth@kettlecreekconservation.on.ca](mailto:elizabeth@kettlecreekconservation.on.ca)



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY-LAW NO. 2026-02**

#### **Being a By-Law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2026**

**WHEREAS** the Municipal Act, 2001 S.O. 2001, Chapter 25, s.407, provides authority for a council by-law to authorize temporary borrowing, until taxes are collected, and until other revenues are received, to meet the current expenditures of the municipality for the year,

**AND WHEREAS** the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the municipality, except with the approval of the Ontario Municipal Board, is limited by Section 407 of the Municipal Act, 2001.

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

##### **Borrowing Authority**

1. The head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or bankers' acceptance during the year 2026 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected, and until other revenues are received, the current expenditures of the municipality and the other amounts that are set out in section 407 of the Municipal Act, 2001.

##### **Instruments**

2. A promissory note or bankers' acceptance made under Section 1 shall be signed by the head of Council or such other person as is authorized by by-law to sign it and by the Treasurer.

**Lenders**

3. The lenders from whom amounts may be borrowed under authority of this by-law shall be the Canadian Imperial Bank of Canada and such other lender(s) and reserve funds of the municipality as may be determined from time to time by resolution of the Council.

**Limit on Borrowing**

4. The total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowings that have not been repaid, shall not exceed, from January 1st until September 30th of the current year, 50 percent of the estimated revenues of the municipality as set forth in the estimates adopted for that year. Such borrowing shall not exceed, from October 1st until December 31st of the current year, 25 percent of the said estimated revenues of the municipality as set forth in the estimates adopted for that year. For purposes of this by-law, the estimated revenues of the municipality shall not include revenues derivable or derived from
  - a. borrowings or issues of debentures, or
  - b. a surplus, including arrears of levies, or
  - c. a transfer from the capital fund, reserve funds or reserves.

**Borrowing Documents Required**

5. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, a certified copy of the resolution mentioned in Section 3 determining the lender if applicable and a copy of the estimates of the corporation adopted for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the Municipal Act, 2001 that have not been repaid.

**When Estimates Not Adopted**

6. If the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law

- a. the limitation on total borrowing shall be calculated for the time being upon the estimated revenues of the municipality as set forth in the estimated adopted for the previous year, and
- b. the copy furnished under Section 5 shall show the nature and amount of the estimated revenues of the municipality as set forth in the estimates adopted for the previous year.

**Charge on Revenues**

- 7. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the municipality for the current year and for any preceding years as and when such revenues are received but such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.

**Directive to Treasurer**

- 8. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the money hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.

**Effective Date**

- 9. This by-law shall come into full force and effect upon date of passing.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 12<sup>TH</sup> DAY OF JANUARY, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY-LAW NO. 2026-03**

#### **Being a By-law to provide for an interim tax levy, to provide for the payment of taxes and to provide for penalty and interest of 1.25 percent.**

**WHEREAS** section 317 (1) of the Municipal Act 2001, S.O. 2001, c.25, provides that the council of a municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipal purposes;

**AND WHEREAS** Section 317(3) of the Municipal Act 2001, S.O. 2001, c.25, requires that the amounts to be levied under section 317(1) of the Municipal Act are subject to certain restrictions.

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

1. An interim tax amount of 50% of the total amount of taxes for municipal and school purposes levied on the property for the previous year is hereby imposed and levied on the whole of the real property in the residential class, farm class, managed forest class, pipeline class, commercial occupied class, commercial vacant class, industrial occupied class, industrial vacant class, large industrial occupied class, large industrial vacant class and landfill class according to the last revised assessment roll.
2. The said interim tax levy shall become due and payable in two installments; 50 percent of the interim levy shall become due and payable on the 31st day of March 2026, the balance of the interim levy shall become due and payable on the 29th day of May 2026.
3. On all taxes of the interim levy, which are in default on the first day following the due date a penalty of one and one-quarter percent shall be added and

thereafter a penalty of 1.25 percent per month will be added on the first day of each and every month the default continues, until December 31, 2026.

4. On all taxes in default on December 31, 2026, interest will be added at the rate of one and one-quarter percent per month thereafter for each month or fraction thereof of default.
5. Penalties and interest added on all taxes in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid taxes.
6. The collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
7. That taxes are payable at the Township of Southwold Municipal Office, Fingal, Ontario or at most financial institutions through ABM or by telephone or internet banking or by pre-authorized payment plan.
8. That this by-law shall come into full force and effect upon the final passage thereof and shall be considered retro-active to January 1, 2026.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 12<sup>TH</sup> DAY OF JANUARY, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY- LAW NO. 2026-04**

#### **Being a by-law to authorize the Execution of an Amending Agreement between His Majesty the King in Right of Ontario as represented by the Minister of Infrastructure and the Corporation of the Township of Southwold**

**WHEREAS** Section 5 of the Municipal Act, 2001, S.O. 2001 c.25 as amended, provided that the powers of a municipality shall be exercised by its Council;

**AND WHEREAS** Section 9 of the Municipal Act, S.O. 2001, c. 25 as amended confers broad authority on municipalities to enable them to govern their affairs they consider appropriate and to enhance their ability to respond to municipal issues;

**AND WHEREAS** the Corporation of the Township of Southwold deems it desirable to enter into an amending agreement with His Majesty the King in Right of Ontario, as represented by the Minister of Infrastructure;

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

- 1. THAT** the Mayor and CAO/Clerk be authorized to sign and affix the seal of the Corporation of the Township of Southwold to an amending agreement with His Majesty the King in Right of Ontario, as represented by the Minister of Infrastructure.
- 2. THAT** a copy of the said agreement is attached hereto as Schedule "A" and forms part of this by-law.
- 3. THAT** this by-law shall come into force and effect upon finally passing thereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 12<sup>th</sup> DAY OF JANUARY, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell

**AMENDING AGREEMENT NO. 1 TO A TRANSFER PAYMENT AGREEMENT FOR  
THE HOUSING-ENABLING WATER SYSTEMS FUND: INTAKE 1**

**BETWEEN:**

**His Majesty the King in right of Ontario, as**

represented by the Minister of Infrastructure

(the “**Province**”)

**- and -**

**CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**(CRA# 106985146)**

(the “**Recipient**”)

**BACKGROUND**

The Province and the Recipient entered into an agreement under the Housing-Enabling Water Systems Fund (HEWSF): Intake 1, effective as of January 27, 2025, (the “**Agreement**”).

The Parties wish to amend the Agreement in the manner set out in this amending agreement (the “**Amending Agreement No. 1**”).

**IN CONSIDERATION** of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Parties hereto agree as follows:

1. Capitalized terms used but not defined in this Amending Agreement No. 1 have the meanings ascribed to them in the Agreement.
2. This Amending Agreement No. 1 is effective as of the date of signature of the last Party to sign it.

3. Schedule "B" of the Agreement is amended to reflect that the Project Completion Deadline is December 31, 2027.
4. Schedule "B" of the Agreement is amended to reflect that the Expiry Date is December 31, 2028.
5. Except for the amendments expressly provided for in this Amending Agreement No. 1, all provisions in the Agreement will remain in full force and effect.
6. This Amending Agreement No. 1 may be signed in any number of counterparts, each of which will be deemed to be an original, but all of which will constitute one and the same instrument.
7. This Amending Agreement No. 1 may be executed and transmitted by electronic transmission, which electronic copy shall constitute an original and legally binding instrument. This Amending Agreement No. 1 may be executed in one or more counterparts. Any single counterpart or a set of counterparts executed, in either case, by all the Parties shall constitute a full, original and binding agreement for all purposes. Delivery by electronic transmission of an executed counterpart of this Amending Agreement No. 1 is as effective as delivery of an originally executed counterpart of this Amending Agreement No. 1.

The Parties have executed this Amending Agreement No. 1 on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO**  
as represented by the Minister of Infrastructure

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Date

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p.p. Trevor Fleck, Assistant Deputy Minister

The Honourable Todd McCarthy

Minister of Infrastructure

**CORPORATION OF THE TOWNSHIP OF  
SOUTHWOLD**

January 12, 2026

---

Date

\_\_\_\_\_  
Name: Grant Jones

Title: Mayor

I have authority to bind the Recipient.

January 12, 2026

---

Date

\_\_\_\_\_  
Name: Jeff Carswell

Title: CAO/Clerk

I have authority to bind the Recipient.



**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**BY- LAW NO. 2026-05**

**Being a by-law to authorize the Execution of an Agreement between His Majesty the King in Right of Ontario as represented by the Solicitor General and the Corporation of the Township of Southwold**

**WHEREAS** Section 5 of the Municipal Act, 2001, S.O. 2001 c.25 as amended, provided that the powers of a municipality shall be exercised by its Council;

**AND WHEREAS** the Corporation of the Township of Southwold deems it desirable to enter into an agreement with His Majesty the King in Right of Ontario, as represented by the Solicitor General;

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

- 1. THAT** the Mayor and CAO/Clerk be authorized to sign and affix the seal of the Corporation of the Township of Southwold agreement with His Majesty the King in Right of Ontario, as represented by the Solicitor General.
- 2. THAT** a copy of the said agreement is attached hereto as Schedule "A" and forms part of this by-law.
- 3. THAT** this by-law shall come into force and effect upon finally passing thereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 12<sup>th</sup> DAY OF JANUARY, 2026.**

---

Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell

## ONTARIO FIRE PROTECTION GRANT TRANSFER PAYMENT AGREEMENT

THE AGREEMENT, effective as of the

(The “Effective Date”)

**B E T W E E N:**

**His Majesty the King in right of Ontario  
as represented by the Solicitor General**

(referred to as the “Province”)

**- and -**

**CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

(the “Recipient”)

### **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

#### **1.0 ENTIRE AGREEMENT**

1.1 **Schedules to the Agreement.** The following schedules form part of the Agreement:

Schedule “A” -	General Terms and Conditions
Schedule “B” -	Project Specific Information and Additional Provisions
Schedule “C” -	Project
Schedule “D” -	Budget
Schedule “E” -	Payment Plan
Schedule “F” -	Reports

1.2 **Entire Agreement.** The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

#### **2.0 CONFLICT OR INCONSISTENCY**

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule “A”, the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule “A”; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule “A”, the Additional Provisions will prevail over the provisions in Schedule “A” to the extent of the inconsistency.

### **3.0 COUNTERPARTS**

- 3.1 **One and the Same Agreement.** The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

### **4.0 AMENDING THE AGREEMENT**

- 4.1 This Agreement may be amended upon the agreement of all Parties, which shall be executed in writing.

### **5.0 ACKNOWLEDGEMENT**

- 5.1 The Recipient acknowledges that:

- (a) by receiving Funds, it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario;
- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act*, 2010 (Ontario);
- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act*, 1996 (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the Freedom of Information and Protection of Privacy Act (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and

- (f) the Province is bound by the Financial Administration Act (Ontario) (“FAA”) and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to,
  - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
  - (ii) the payment having been charged to an appropriation for a previous fiscal year.

**SIGNATURE PAGE FOLLOWS**

The Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
as represented by the Solicitor General**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name:** Carrie Clark

**Title:** Deputy Fire Marshal

CORPORATION OF THE TOWNSHIP  
OF SOUTHWOLD

January 12th, 2026  
**Date**

\_\_\_\_\_  
**Name:** Grant Jones

\_\_\_\_\_  
**Title:** Mayor

I have authority to bind the Recipient

January 12th, 2026  
**Date**

\_\_\_\_\_  
**Name:** Jeff Carswell

\_\_\_\_\_  
**Title:** CAO/Clerk

I have authority to bind the Recipient

**SCHEDULE "A"**  
**GENERAL TERMS AND CONDITIONS**

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**A1.0 INTERPRETATION AND DEFINITIONS**

**A1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

**A1.2 Definitions.** In the Agreement, the following terms will have the following meanings:

**"Additional Provisions"** means terms and conditions set out in Schedule "B".

**"Agreement"** means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

**"Budget"** means the budget attached to the Agreement as Schedule "D".

**"Business Day"** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

**"Effective Date"** means the date set out at the top of the Agreement.

**"Event of Default"** has the meaning ascribed to it in section A12.1.

**"Expiry Date"** means the expiry date set out in Schedule "B".

**"Funding Year"** means.

(a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and

(b) in the case of Funding Years subsequent to the first Funding Year, the

period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Indemnified Parties”** means His Majesty the King in right of Ontario, His ministers, agents, appointees, and employees.

**“Loss”** means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

**“Maximum Funds”** means the maximum set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b) and includes any such period or periods of time by which the Province extends that time.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Proceeding”** means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

**“Project”** means the undertaking described in Schedule “C” and as may be amended from time to time.

**“Records Review”** means any assessment the Province conducts pursuant to section A7.4.

**“Reports”** means the reports described in Schedule “F”.

## **A2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS**

**A2.1 General.** The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and

provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and

- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

**A2.2 Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and capacity to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

**A2.3 Governance.** The Recipient represents, warrants and covenants that it has, will maintain, in writing, and will follow:

- (a) procedures to enable the Recipient's ongoing effective functioning;
- (b) decision-making mechanisms for the Recipient;
- (c) procedures to enable the Recipient to manage Funds prudently and effectively;
- (d) procedures to enable the Recipient to complete the Project successfully;
- (e) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (f) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (g) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

**A2.4 Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### **A3.0 TERM OF THE AGREEMENT**

**A3.1 Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or Article A12.0.

#### **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

##### **A4.1 Funds Provided.** The Province will:

- (a) provide the Recipient with Funds up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “E”; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
  - (i) resides at a Canadian financial institution;
  - (ii) is in the name of the Recipient; and
  - (iii) is registered in TPON.

##### **A4.2 Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and
- (c) the Province may adjust the amount of Funds it provides to the Recipient based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.2.

##### **A4.3 Use of Funds and Carrying Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has been or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

##### **A4.4 Interest-Bearing Account.** If the Province provides Funds before the Recipient’s immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

**A4.5 Interest.** If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

**A4.6 Interest. Rebates, Credits, and Refunds.** The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

#### **A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**

**A5.1 Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

**A5.2 Disposal.** The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as set out in Schedule "B" at the time of purchase.

#### **A6.0 CONFLICT OF INTEREST**

**A6.1 Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

**A6.2 No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
  - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
  - (ii) requests the consent of the Province to carry out the Project with

an actual, potential, or perceived conflict of interest;

- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

## **A7.0 REPORTING, ACCOUNTING AND REVIEW**

**A7.1 Province Includes.** For the purposes of sections A7.4, A7.5 and A7.6, “Province” includes any auditor or representative the Province may identify.

**A7.2 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address set out in Schedule “B”:
  - (i) all Reports in accordance with the timelines and content requirements set out in Schedule “F”;
  - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
  - (i) completed to the satisfaction of the Province; and
  - (ii) signed by an authorized signing officer of the Recipient.

**A7.3 Record Maintenance.** The Recipient will keep and maintain for a period of seven years from their creation:

- (a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any comparable accounting standards that apply to the Recipient; and
- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

**A7.4 Records Review.** The Province may, at its own expense, upon twenty-four hours’ Notice to the Recipient and during normal business hours, enter upon the Recipient’s premises to conduct an audit or investigation of the Recipient regarding the Recipient’s compliance with the Agreement, including assessing

any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

**A7.5 Inspection and Removal.** For the purposes of any Records Review, the Province may take one or both of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3; and
- (b) remove any copies the Province makes pursuant to section A7.5(a).

**A7.6 Cooperation.** To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

**A7.7 No Control of Records.** No provision of the Agreement will be construed to give the Province any control whatsoever over any of the Recipient's records.

**A7.8 Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the Auditor General Act (Ontario).

## **A8.0 COMMUNICATIONS REQUIREMENTS**

**A8.1 Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual, including public announcements or communications:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs;

- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province; and
- (d) obtain prior written approval from the Province before using any logo or symbol of the Government of Ontario, the Ministry of the Solicitor General or the Office of the Fire Marshal in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

**A8.2 Notice of Project-Related Communications.** Unless the Province directs the Recipient to do otherwise, the Recipient will provide written notice to the Province a minimum of 14 Business Days in advance of all Project-related publications, whether written, oral, or visual, including public announcements or communications.

## **A9.0 INDEMNITY**

**A9.1 Indemnify.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the gross negligence or wilful misconduct of the Indemnified Parties.

## **A10.0 INSURANCE**

**A10.1 Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) at least 30 days' written notice of cancellation.

**A10.2 Proof of Insurance.** The Recipient will,

- (a) provide to the Province, either,
  - (i) certificates of insurance that confirm the insurance coverage required by section A10.1; or
  - (ii) other proof that confirms the insurance coverage required by section A10.1; and
- (b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

**A11.0 TERMINATION ON NOTICE**

**A11.1 Termination on Notice.** This Agreement may be terminated by the Province at any time without liability, penalty, or costs upon giving at least thirty (30) days prior written Notice to the Recipient.

**A11.2 When Termination Effective.** Termination under Article A11.1 will take effect as provided for in the Notice.

**A11.3 Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further installments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b);
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

**A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A12.1 Events of Default.** Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
  - (i) carry out the Project;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;
- (d) the Recipient ceases to operate.

**A12.2 Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the

possession or under the control of the Recipient;

- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

**A12.3 Opportunity to Remedy.** If, pursuant to section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

**A12.4 Recipient not Remediating.** If the Province provides the Recipient with an opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

**A12.5 When Termination Effective.** Termination under Article A12.0 will take effect as provided for in the Notice.

## **A13.0 FUNDS AT THE END OF A FUNDING YEAR**

**A13.1 Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in

the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds;
- (b) adjust the amount of any further instalments of Funds accordingly.

#### **A14.0 FUNDS UPON EXPIRY**

**A14.1 Funds Upon Expiry.** Upon expiry of the Agreement, the Recipient will pay to the Province any Funds remaining in its possession, under its control, or both.

#### **A15.0 DEBT DUE AND PAYMENT**

**A15.1 Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

**A15.2 Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds, an amount equal to any Funds or any other amounts owing under the Agreement; or
- (b) the Recipient owes to the Province any Funds, an amount equal to any Funds or any other amounts owing under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

**A15.3 Interest Rate.** The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

**A15.4 Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address set out in Schedule "B".

**A15.5 Fails to Pay.** Without limiting the application of section 43 of the Financial Administration Act (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

## **A16.0 NOTICE**

**A16.1 Notice in Writing and Addressed.** Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, courier or fax; and
- (c) addressed to the Province or the Recipient as set out in Schedule “B”, or as either Party later designates to the other by Notice.

**A16.2 Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of fax, one Business Day after the Notice is delivered; and
- (c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

**A16.3 Postal Disruption.** Despite section A16.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, courier or fax.

## **A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

**A17.1 Consent.** When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with

any terms and conditions the Province may have attached to the consent.

## **A18.0 SEVERABILITY OF PROVISIONS**

**A18.1 Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

## **A19.0 WAIVER**

**A19.1 Condonation not a waiver.** Failure or delay by the either Party to exercise any of its rights, powers or remedies under the Agreement will not constitute a waiver of those rights, powers or remedies and the obligations of the Parties with respect to such rights, powers or remedies will continue in full force and effect.

**A19.2 Waiver.** Either Party may waive any of its rights, powers or remedies under the Agreement by providing Notice to the other Party. A waiver will apply only to the specific rights, powers or remedies identified in the Notice and the Party providing the waiver may attach terms and conditions to the waiver.

## **A20.0 INDEPENDENT PARTIES**

**A20.1 Parties Independent.** The Recipient is not an agent, joint venturer, partner or employee of the Province and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

## **A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

**A21.1 No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

**A21.2 Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and
- (b) the successors to His Majesty the King in right of Ontario.

## **A22.0 GOVERNING LAW**

**A22.1 Governing Law.** The Agreement and the rights, obligations and relations of the

Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **A23.0 FURTHER ASSURANCES**

**A23.1 Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

## **A24.0 JOINT AND SEVERAL LIABILITY**

**A24.1 Joint and Several Liability.** Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

## **A25.0 RIGHTS AND REMEDIES CUMULATIVE**

**A25.1 Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

**A26.1 Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of His agencies (a “**Failure**”);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A27.0 SURVIVAL**

**A27.1 Survival.** The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A.8, Article A8.0, Article A9.0, Article A10.0, section A11.2, sections A12.1, sections A12.2(d), (e), (f), (g), (h), (i), and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0, and Article A27.0.

**-- END OF GENERAL TERMS AND CONDITIONS --**

**SCHEDULE “B”  
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

<b>Maximum Funds</b>	<b>\$32,890</b>
<b>Expiry Date</b>	<b>March 31, 2026</b>
<b>Amount for the purposes of section A5.2 (Disposal) of Schedule “A”</b>	<b>\$ 5,000</b>
<b>Insurance</b>	<b>\$ 2,000,000</b>
<b>Contact information for the purposes of Notice to the Province</b>	<p><b>Name:</b> Program Development &amp; Analytics Unit, Office of the Fire Marshal, Public Safety Division Ministry of the Solicitor General</p> <p><b>Attention:</b> Katrina Nedeljkovich, Operations Manager</p> <p><b>Address:</b> 2284 Nursery Road, Midhurst, ON L0L 1N0</p> <p><b>Fax:</b> (705) 305-4595</p> <p><b>Email:</b> <a href="mailto:Katrina.nedeljkovich@Ontario.ca">Katrina.nedeljkovich@Ontario.ca</a> / <a href="mailto:OFMGrants@ontario.ca">OFMGrants@ontario.ca</a></p>
<b>Contact information for the purposes of Notice to the Recipient</b>	<p><b>Name:</b> Jeff McArthur</p> <p><b>Position:</b> Fire Chief</p> <p><b>Address:</b> , , ,</p> <p><b>Phone:</b> 519-769-2010</p> <p><b>Email:</b> <a href="mailto:firechief@southwold.ca">firechief@southwold.ca</a></p>
<b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b>	<p><b>Name:</b> Jeff Carswell</p> <p><b>Position:</b> CAO/Clerk</p> <p><b>Address:</b> , , ,</p> <p><b>Phone:</b> 519-769-2010</p> <p><b>Email:</b> <a href="mailto:cao@southwold.ca">cao@southwold.ca</a></p>

**Additional Provisions:**

**None**

## SCHEDULE "C" PROJECT

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The Ministry of the Solicitor General, Office of the Fire Marshal received Treasury Board (TB) approval to support the municipal fire service in acquiring critical equipment and other needs (health and safety, minor infrastructure and specialized tools) to improve and enhance the level of fire protection service being provided. These approved funds are provided through what is known as the Fire Protection Grant.

Year two of the Fire Protection Grant focuses on firefighter health and safety (specifically, cancer prevention measures) minor infrastructure updates and support for Lithium-Ion Incident Responses. These themes were chosen based on feedback from fire stakeholders across Ontario about the challenges and risks firefighters face in performing their duties.

The Ministry has identified five categories of eligibility:

- Cancer Prevention – Equipment and Supplies (such as exhaust extraction systems in the fire station or washing machines for firefighting gear to remove contaminants, etc.)
- Cancer Prevention - Personal Protective Equipment (such as facepieces, balaclavas, etc.)
- Cancer Prevention – Minor Infrastructure (such as showers in the fire station, etc.)
- Technology – Minor Infrastructure (such as bringing internet to fire stations that do not currently have access to improve connectivity and training opportunities, etc.)
- Lithium-Ion Incident Response – Equipment and Supplies (such as extinguishing agents, fire decontamination systems and safety solutions)

The grant application window opened August 13, 2025 and closed September 30, 2025.

CORPORATION OF THE TOWNSHIP OF SOUTHWOLD is approved for \$32,890

Funding to support the purchase of Construct new bunker gear room, improve existing washroom for decon, all with appropriate ventilation upgrades as required by Shedden Fire Station..

**SCHEDULE “D”  
BUDGET**

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Funding will be provided to CORPORATION OF THE TOWNSHIP OF SOUTHWOLD upon execution of this Agreement.

Funding will be provided to CORPORATION OF THE TOWNSHIP OF SOUTHWOLD explicitly for the purchase of one, or a combination of, the items prescribed within the listed summary in Schedule “C”. Copies of all invoices and receipts for said items will be provided to the Office of The Fire Marshal as part of the Report Back described in Schedule “F” that forms part of this agreement.

The funds must be committed to the project as approved by March 31st, 2026. Subsequently, the funds must be spent by the municipality by the end of Provincial Financial Quarter Three (Q3) (December 31, 2026).

## **SCHEDULE "E" PAYMENT PLAN**

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### **E.1 MAXIMUM FUNDS**

The Maximum Funds to be provided by the Province to the Recipient under this Agreement is set out in Schedule "B".

### **E.2 PAYMENT SCHEDULE**

The Funds will be provided to the Recipient for the Funding Year subject to the Agreement having been signed by the Province.

## **SCHEDULE "F" REPORTS**

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As a condition of the Fire Protection Grant, a report back to the Office of the Fire Marshal must be received, through the Transfer Payment Ontario or as otherwise directed, by the end of Provincial Financial Quarter, Q3, to outline how the grant funding was utilized, and the benefit(s) seen at the department level.

As part of the report back, the municipality is required to provide copies of all invoices and receipts for the items purchased for the approved project(s) as noted in Schedule "C".



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### BY- LAW NO. 2026-06

#### **Being ay By-law to appoint a Committee of Adjustment for the Township of Southwold and to repeal By-law No. 2024-64**

**WHEREAS** it is deemed expedient to appoint a Committee of Adjustment, as provided for in Section 44 (1) of the Planning Act, R.S.O. 1990, c. P.13, as amended;

**AND WHEREAS** Section 44 (3) of the Planning Act, R.S.O. 1990, c. P.12, as amended states that the members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually;

**AND WHEREAS** pursuant to Section 45(1) of the Planning Act, the committee of adjustment, upon the application of the owner of any land, building or structure affected by any by-law that is passed under section 34 or 38, or a predecessor of such sections, or any person authorized in writing by the owner, may, despite any other Act, authorize such minor variance from the provisions of the by-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development or use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained;

**AND WHEREAS** pursuant to Section 45(3) of the Planning Act the Council may by by-law empower the committee of adjustment to grant minor variances from the provisions of any by-law of the municipality that implements an official plan, or from such by-laws of the municipality as are specified and that implement an official plan, and when a committee of adjustment is so empowered subsection (1) applies with necessary modifications;

**AND WHEREAS** the Council of the Corporation of the Township of Southwold deems it advisable and expedient to establish a Committee of Adjustment;

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

#### 1. Authority

- a) The Committee of Adjustment for the Corporation of the Township of Southwold shall have all statutory duties listed under Sections 44 and 45 of the Planning Act, R.S.O. 1990, Chapter P.13, as amended.

## 2. Composition of the Committee

- a) That the following members of Council shall be appointed to the Township of Southwold Committee of Adjustment for a term to expire November 14, 2026 Grant Jones, Justin Pennings, John Adzija, Sarah Emons, and Scott Fellows.

## 3. Term of Office

- a) The members of the committee shall be appointed annually.
- b) Should a Council member's seat become vacant, his/her seat on the committee shall also become vacant and the individual filling the said Council vacancy shall fill the vacancy on the committee.
- c) The Committee members shall elect one of themselves as Chair, and when the chair is absent, the Committee may appoint another member to act as acting chair.

## 4. Secretary-Treasurer

- a) The Clerk shall be appointed as Secretary-Treasurer.

## 5. Meetings and Minutes

- a) The Committee shall hold meetings as is necessary, according to the submission of applications for minor variances and shall forward to Council all decisions and minutes of their meeting.
- b) A quorum, consisting of three (3) members appointed to this Committee, is required before a meeting of the Committee can begin.
- c) In the conduct of Committee business all members of the Committee shall have equal voting rights, including the Chairperson and abide by the Council Procedural By-law established for the conduct of meetings.

## 6. Tariff of Fees

- a) Minor variance applications made pursuant to the Planning Act, R.S.O. 1990, c. p.13, as amended, shall be subject to the tariff of fees as set out by the tariff of fees by-law adopted by Council.

7. That any by-law inconsistent with this by-law shall be hereby repealed.

8. That this by-law shall come into force and take effect immediately upon the final passing thereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 12<sup>th</sup> DAY OF JANUARY, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell

# Notice of Master Plan

## County of Elgin Transportation Master Plan



### Recommended Transportation Master Plan

The County of Elgin has prepared its first **Transportation Master Plan (TMP)**, branded **Elgin in Motion**. This is a strategic, long-term plan to guide transportation policies, infrastructure and services across all travel modes to meet the needs of residents, businesses and visitors through **2054**.

The TMP study followed the Municipal Class Environmental Assessment process (MCEA, 2024), Approach #1 for master plans under the *Environmental Assessment Act, 1990*.

### Recommendations of the TMP

Based on study findings through technical analysis and consultation inputs from County Council, County staff, Local Municipal Partners, stakeholders and members of the public, the TMP recommends 26 actions, guided by a vision and six transportation goals for Elgin County. Recommended actions are organized across the following focus areas:

- Responding to anticipated road capacity constraints
- Updating county road classification and design
- Rationalizing County transportation assets
- Supporting safety on County roads
- Responsiveness to changes and challenges
- Passenger transit service provision
- E-Bikes and other micromobility vehicles
- Pedestrian crossings of County roads
- Facilitating and managing heavy truck traffic
- Supporting the movement of agricultural equipment
- Supporting rail freight

Recommended actions include protection of identified strategic arterial corridors to prioritize their traffic mobility function and related improvements, road and bridge asset transfers (from County to Local Municipality), removal of two County bridges on local roads, continuing to make road safety improvements, exploring in further detail how to provide passenger transit service connectivity

across Elgin County, operational improvements, policies and guidelines, studies, engagement/partnerships and more. Many recommended actions are Exempt under the Environmental Assessment process.

Two recommended infrastructure improvements require further Environmental Assessment (EA) investigation:

- **Widening of Highbury Avenue** from two to four lanes from Highway 401 to St. Thomas – a joint Class C EA in partnership with the City of London, City of St. Thomas and Ministry of Transportation of Ontario (MTO) is needed.
- **Widening of Wellington Road** from two to four lanes from Highway 3 to St. Thomas – a joint Class B EA in partnership with the City of St. Thomas, MTO, Municipality of Central Elgin and Township of Southwold is needed.

### Public Review Period

By this notice, the TMP report is being placed online in the public record for a minimum 30-day public review period from December 12, 2025, to January 16, 2026, and inviting review and public comment. This notice first issued on December 12, 2025.

The TMP Summary report, together with companion reports, are available at [engageelgin.ca/TMP](https://engageelgin.ca/TMP). Hard copies are also available for viewing at the County Administration Building, 450 Sunset Drive, St. Thomas, Monday to Friday, 8:30 am to 4:30 pm.

Please direct all comments and questions about the TMP to the contacts listed below, or by submitting them through [engageelgin.ca/tmp](https://engageelgin.ca/tmp) in the Public Engagement section. Written feedback will be accepted until January 16, 2026.

#### **Peter Dutchak, Director of Engineering Services County of Elgin**

450 Sunset Drive, St. Thomas, ON N5R 5V1  
[tmp@elgin.ca](mailto:tmp@elgin.ca)

#### **Anna Mori, Consultant Project Manager Arcadis**

55 St. Clair Ave. West, 7th Floor, Toronto, ON, M4V 2Y7  
[tmp@elgin.ca](mailto:tmp@elgin.ca)



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY- LAW NO. 2026-01**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 8, 2026.**

**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 Special Meeting of Council held on January 8, 2026; 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 8<sup>th</sup> DAY OF JANUARY, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell