



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday April 13, 2026

REGULAR MEETING OF COUNCIL

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

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA/ADDENDUM

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION AND REVIEW OF MINUTES

- (a) Draft Minutes of the Regular Council Meeting of March 23, 2026 and the Draft Minutes of the Special Council Meeting of March 30, 2026
- (b) Draft Minutes of the Canada Day Committee Meeting of March 25, 2026
- (c) Draft Minutes of the Economic Development Committee Meeting March 26, 2026

5. DELEGATION

- (a) **7:30 p.m. Public Meeting** - Carolyn Krahn, Manager of Economic Development & Strategic Initiatives **RE: Elgincentives Community Improvement Plan 2026 Update**

6. DRAINAGE

- (a) **7:00 p.m. Meeting to Consider Report** – Bowlby-Futcher Drain 2025
- (b) Appointment of Engineer – Fowler Drain
- (c) Notice of Request for Major Drain Improvement, Drainage Act Section 78 (1.1) – Lewis Drain

7. PLANNING

- (a) PLA 2026-12 Consent Application E28-26, 33875 Fifth Line
- (b) PLA 2026-13 Consent Applications E30-26 and E31-26, 35866 Rose Avenue

8. REPORTS

- (a) FIR 2026-07 Activity Report – March 2026
- (b) FIR 2026-08 4th Bay at Shedden Fire Hall
- (c) IDS 2026-15 Activity Report – March 2026
- (d) IDS 2026-16 Lyle Bridge Tender Award
- (e) IDS 2026-17 Edison Drain 2025 Tender Results
- (f) IDS 2026-18 Adjust Sanitary Connection Fees
- (g) FIN 2026-09 2025 Investment Summary
- (h) FIN 2026-10 Cash-in-lieu of Parkland Summary
- (i) FIN 2026-11 Section 357 and Tax Incentive Approval Applications
- (j) CBO 2026-10 Activity Report – March 2026
- (k) DPC 2026-02 Elgin Joint Compliance Audit Committee
- (l) CAO 2026-08 Activity Report – March 2026
- (m) Report from the Economic Development Committee
- (n) By-law 2025-44 Integrated Water By-law – Councillor Fellows
<https://www.southwold.ca/By-law2025-44/>
- (o) Report from the Mayor, Elgin County Council Highlights March 24, 2026

9. CORRESPONDENCE

- (a) Ministry of Seniors and Accessibility RE: Senior of the Year Award

10. BY-LAWS

- (a) By-law No. 2026-28, being a by-law to provide for drainage works, Bowlby-Futcher Drain 2025
- (b) By-law No. 2026-29, being a by-law to enter into a licence agreement with the County of Elgin. Live Fire Training Facility
- (c) By-law No. 2026-30, being a by-law to amend Civic Addressing and Naming Policy By-law No. 2024-40
- (d) By-law No. 2026-31, being a by-law to establish an Election Joint Compliance Audit Committee
- (e) By-law No. 2026-32, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on April 13, 2026

11. OTHER BUSINESS *(For Information Only)*

- (a) Western Ontario Wardens Caucus March 2026 Newsletter
- (b) Ministry of Transportation Ontario Notice of Study Commencement, Hwy 401 at Lawrence Road Underpass
- (c) Elgin County Spring 2026 Economic Update

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) (b) personal matters about an identifiable individual, including municipal or local board employees

13. **ADJOURNMENT:** **NEXT REGULAR MEETING OF COUNCIL**
Monday April 27, 2026 @ 7:00 P.M.
Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday March 23, 2026
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
Aaron Van Oorspronk, Director of Infrastructure and Development
Services
Corey Pemberton, Director of Building and Community
Services/Chief Building Official
June McLarty, Deputy Clerk

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

ADDENDUM TO AGENDA: None

DISCLOSURES: None

ADOPTION OF MINUTES:

Council Minutes – Adopt

2026-85 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT the Minutes of the Regular Council Meeting of March 9th, 2026 are hereby adopted.

CARRIED

DELEGATION:

7:00 p.m. – 7:10 p.m.

QCWA 4th Quarter Operations Reports-Southwold Water Distribution System and Talbotville Wastewater Treatment Plant and the Southwold Water Distribution System Section 11 Annual Report and Schedule 22 Summary Report

OCWA – Vitally Talashok, Matthew Belding, Robin Trepanier

OCWA 4th Quarter Reports- Southwold Water Distribution System and Talbotville Wastewater Treatment Plant

2026-86 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT Council of the Township of Southwold hereby receives the reports from Vitally Talashok and Matthew Belding, OCWA re: The Southwold Water Distribution System 2025 4th Quarter Operations Report and the Talbotville Wastewater Treatment Plant 2025 4th Quarter Operations Report for information purposes.

CARRIED

2025 OCWA Annual Report – Southwold Water Distribution System

2026-87 Councillor Adzija – Councillor Emons

RESOLVED THAT Council of the Township of Southwold hereby receives the annual report from Vitally Talashok and Matthew Belding, OCWA re: Southwold Distribution 2025 Section 11 and Schedule 22 Annual Report.

CARRIED

DRAINAGE:

Notice of Request for Major Drain Improvement, Drainage Act Section 78(1.1) – Horton Drain

2026-88 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council of the Township of Southwold receives and decides to proceed with the petition under Section 78 (1.1) of the Drainage Act that was received from the Corporation of 1873828 Ontario Limited;

AND THAT Council instruct the Clerk to send required notice under Section 5(1)(b) of the Drainage Act to the Lower Thames Valley Conservation, OMAFA and the requesters notifying them that they intend

to appoint an Engineer to prepare the necessary reports under the appropriate section of the Drainage Act upon the passing of the 30 days notification specified in sections 6(1) and 7(1) of the Drainage Act.

CARRIED

REPORTS:

FIR 2026-06 Elgin County Live Fire Training Structure Agreement

2026-89 Councillor Fellows – Councillor Adzija

RESOLVED THAT Council receive this report as information, and,

THAT Council direct Staff to prepare the necessary by-law to authorize completion and signing of the attached draft agreement, once finalized.

CARRIED

CBO 2026-08 Barrell Racing Show at Keystone Complex

2026-90 Councillor Adzija – Councillor Emons

RESOLVED THAT Council supports the rental request from Triple C Saddle Club for the Barrel Riding Show and Camping weekend at the Keystone Community Complex; and,

THAT the rental request is also subject to the following conditions:

- a. A \$5000.00 deposit for the use of all the complex grounds
- b. Any damage to the grounds over \$5000.00 will be paid for by the Triple C Saddle Club
- c. Corey Pemberton, Director of Building and Community Services-CBO has the final decision on whether the event can take place because of the complex ground conditions
- d. The Triple C Saddle Club agrees to not use the path that is east of the complex to enter the complex grounds.

CBO 2026-09 Building Department Truck Purchase

2026-91 Councillor Adzija – Deputy Mayor Pennings

RESOLVED THAT Council receives report CBO 2026-09 Quote for (1) pickup truck, and,

THAT Council accepts the quote from Disbrowe Motors for a 2026 Silverado LT valued at \$58,720.00 plus HST.

CARRIED

IDS 2026-11 Centreline Paving Award 2026

2026-92 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT the Centerline Painting contract be awarded to RanN Maintenance (2228977 Ontario Ltd.) of Guelph, Ontario in the amount of \$7.04 per litre.

CARRIED

IDS 2026-12 Gravel Tender Award 2026

2026-93 Councillor Emons – Councillor Fellows

RESOLVED THAT Council award the contract for supply and delivery of granular materials to Jeff Campbell Trucking in the amount of \$988,653.00, excluding HST.

CARRIED

IDS 2026-13 Dust Control Award 2026

2026-94 Councillor Adzija – Councillor Emons

RESOLVED THAT Council award the supply and application of dust control to Da-Lee Dust Control Ltd. in the amount of \$0.345/litre for 35% liquid calcium chloride (excluding HST).

CARRIED

IDS 2026-14 Stormwater Rates Delegation Response

2026-95 Councillor Pennings – Councillor Fellows

RESOLVED THAT Council direct staff to provide the response to the Peter Braam’s delegation on Stormwater Rates, as outlined in Appendix “A”.

CARRIED

DPC 2026-01 Southwold Scholarship

2026-96 Councillor Pennings – Councillor Emons

RESOLVED THAT Council amend the Southwold Student Scholarship program to increase emphasis on the applicant connecting their program and future aspirations to current and future vitality and viability of rural communities through inclusion of additional essay responses in the application, and;

THAT where school programs include a work or co-op term in the 2nd semester, that the 2nd installment can be applied to the next school semester fees, subject to the program remaining the same.

CARRIED

County Council Highlights March 10, 2026

Mayor Jones presented these highlights to Council for information purposes.

Leaf Collection Program

Councillor Fellows brought forward the idea of having a leaf collection program.

STAFF DIRECTION

Staff was directed by Council to do a report on the proposed leaf collection program.

CORRESPONDENCE

- Elgin Area Primary Water Supply System (EAPWSS) Annual Drinking Water Report
- 2025 Summary Report for the Southwold Distribution System (Lynhurst Park Drive)
- St Thomas Area Secondary Water Supply System 2025 Summary Report
- 2025 Summary Report for the St Thomas Water Distribution System (STWDS)

- Abi Drewitt Email – Transparency and Communication in Southwold

Council reviewed the items under Correspondence.

BY-LAWS:

- By-law No. 2026-25, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 23, 2026

OTHER BUSINESS

- Water Shutdown Notice
- Thank you Southwold History Committee

Council reviewed the items under Other Business.

CLOSED SESSION:

2026-97 Deputy Mayor Pennings – Councillor Fellows

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 **8:51 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) (b) personal matters about an identifiable individual, including municipal or local board employees (Public Works and HR Matters)

CARRIED

Adjournment of Closed Session

2026-98 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:18 p.m.**

CARRIED

STAFF DIRECTION

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

CAO 2026-07 Burwell Road

2026-99 Councillor Fellows – Councillor Adzija

RESOLVED THAT Council adopt the recommendation in Staff Report CAO 2026-07 RE Burwell Road.

CARRIED

Confirmation By-law

2026-100 Councillor Emons – Councillor Adzija

RESOLVED THAT By-law No. 2026-25 be read a first and second time, considered read a third time and finally passed this 23rd day of March, 2026.

CARRIED

ADJOURNMENT

2026-101 Deputy Mayor Pennings – Councillor Adzija

RESOLVED THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **10:20 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Special Council Meeting

Monday March 30, 2026

7:00 p.m. Southwold Keystone Complex, 35921 Talbot Line, Shedden

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
Corey Pemberton, Director of Building and Community Services/Chief Building Official
Jeff McArthur, Director of Emergency Services/Fire Chief
June McLarty, Deputy Clerk

Mayor Jones called the meeting to order at 7:04 p.m.

ADDENDUM TO AGENDA: None

DISCLOSURES: None

STAFF PRESENTATION

Aaron VanOorspronk, Director of Infrastructure and Development Services gave a presentation on planning context and development overview.

DOMUS DEVELOPMENTS PRESENTATION

Michael Mescia, Domus Developments showcased a presentation on housing options proposed for this development.

DELEGATIONS

Time: 7:38 p.m. -7:48 p.m.

Herma Van Meppelen Scheppink RE: Teetzel Development Justification Report

Ms. Van Meppelen Scheppink inquired about the Planning Justification Report that was provided for the Teetzel Development project.

She questioned about the transportation options, employment options and the daycare options for residents. What were the full range of services that were planned? Was the community asked about 6 storey buildings? Were these only supposed to be single family homes?

Council members and staff responded that the homes being proposed were for retired and small families. The request for proposal that was issued asked for different types of homes to be built. Not just million-dollar homes. Homes on Union Road can have 3 homes on one property. These homes were to be more affordable for people to come back to the community. The industrial lands around the Township that are being development will need homes for their workers. The different types of transportation are something that will need to be discussed across municipalities. People that live here drive, if they don't they move to Royal Oak.

Time: 7:55 p.m. - 8:15 p.m.

John Korten and Mark Zolkowski, Southwold Connect and Protect Group RE: Petition

Mark Zolkowski reported that a petition was circulated around the community and 300 people signed the petition opposing the development. People know that growth is going to happen but don't want the density of houses. Council is elected to represent the community, and the community would like to be heard against this proposal.

JC Korten reported that the zoning by-law amendment was approved on February 23rd. Community members raised concerns at the meeting regarding the density, traffic, lack of businesses, and the capacity of the school. Mr. Korten reported that as per the petition people don't approve of the high density but don't want a community full of

mansions. Houses can be built on smaller lots like in Fingal. People want more affordable housing. Mr. Korten is agreeable to the single level condos that back up to the houses on Union Road.

Mr. Korten questioned that proposal for the RFP. Mayor Jones responded that the developer brought forward the proposal with different types of housing. Mr. Mescia reported changes to the proposal can be made. The community may be concerned with the density but this fills the need for the aging community.

Mr. VanOorspronk commented that construction has started for the services. Pipes are in the ground.

Mayor Jones commented that at one time many years ago there were many businesses in Shedden but a lot have left because they weren't making money. A current business owner saw the investment the Township was making in development and opened the pharmacy. Evelyn's is staying because of the development. DHP is building a residential/commercial unit. Businesses need to know there is growth for them to continue. Council represents the whole community this is why we don't have wards.

Mr. VanOorspronk commented that there is a process for a plan of subdivision and rezoning. Everything must conform. Bill 23 removed the right for a citizen's right to appeal a planning application. Only specified persons like hydro and schools can appeal.

Mat Vaughn, Director of Planning for Elgin County commented that he deals with planning matters with local levels, zoning by-law amendments, minor variances and site plan control. Planning applications must follow and be consistent the Provincial Planning Statement(PPS). The planning framework tells us what we can do and can't do with our properties. The County deals with Draft Plan Subdivision, local municipalities deal with zoning by-law amendments. The ZBA starts with pre-consults. Land use and zoning are also looked at. The planning process happens concurrently. The Ontario government is pushing residential development but has taken out certain aspects of the appeal process. The proposal conformed to the PPS. The zoning was approved. The Site Plan process deals with what is being built and the height of the buildings.

A comment was made that there is an application in front of the Ontario Land Tribunal but no response has been received.

Mr. Mescia commented that the housing that is being built is affordable to the housing market. Council wanted different types of housing. The condos can be purchased. The homes can be rented out. We can't build anything cheaper.

Break 8:33 p.m. - 8:49 p.m.

QUESTION PREPARATION AND SUBMISSION

- 1. "Senior friendly" / "Aging in Place" terms are being thrown around but the houses that are being proposed (in Port Stanley examples) do not comply. Why are we pursuing senior living/retirement homes?**

The last 3 strategic plans identified the same theme. Residents who live on farms want off of them so the next generation can take over the farm. The community needs different types of housing. Offering them these types of houses allows them to stay in the community. The Ontario government is pushing these types of houses. This type of housing was what Council wanted.

- 2. Could everyone seated at the table please introduce themselves and their roles?**

Mayor Grant Jones

Deputy Mayor Justin Pennings

Councillor John Adzija

Councillor Sarah Emons

Councillor Scott Fellows

CAO/Clerk Jeff Carswell

Deputy Clerk June McLarty

Director of Infrastructure and Development Services Aaron VanOorspronk

- 3. How can the public provide input into the draft plan of subdivision? Specific plan concerns RE: Traffic and safety in the apartment block – 1 entry/exit road only.**

The province removed the public meeting requirement for a draft plan of subdivision. There is no public input. Sidewalks must be AODA compliant. Staff review conditions imposed on the DPS and use design guidelines. Get involved when the next Official Plan is being reviewed. Email staff with your comments. Attend the information centres.

- 4. Townhouse – All the same? Are there variations in size and price? Apartments – Seniors Only? Are there variety of options? Studio, 1 bedroom, 2 bedrooms.**

The townhouses to be built to suit, single storey for age in place, two storey, variety of exterior styles and finishes. The apartment units vary.

- 5. What is the projected growth rate of the units? How many houses per year? Who polices or controls the rate so the developer does not exceed that rate?**

Council can't control the building rates. The landowners and builders have rights. The market conditions control the rates.

6. Do you feel that prior to this uproar that the community was properly informed? – if yes. Did the lack of return engagement concern you? Why weren't more efforts made (even verbally) to engage so everyone was heard and consulted?

The community was properly informed in many ways and to the best of our ability. There are many ways to stay informed with what is happening in the community. There is a problem with communication. Over the years communication was done in different ways. We now have other ways to communicate and will hopefully fill in the gap. Community engagement is always appropriate. Council has heard that people want to retire here.

7. With so many houses and apartments built and so many young families moving in, the strain on local schools will be tremendous. We already have far too many younger kids in our schools.

Council members and staff have been in contact with the school boards. Funding needs to be approved by the province before a school can be built. The School Board has identified two new schools for north St. Thomas.

8. What are the provisions for schools, groceries, gas, doctor, etc.

New businesses and commercial activity is something that the Township cannot directly control, but they usually establish when there is a suitable population to support them.

9. How does the timing of this development (if any) align with this development build.

Council and staff meet with the school board on a yearly basis. Growth projections are provided to them. The School Board is required to provide schools.

10. Does anyone on Council has any financial interest on this development?

No.

11. Are we going to have to put in a water tower?

No, there is sufficient capacity in the water system. A potential water tower is not related to development.

12. How did the connection fee go from \$15,000 to \$20,000?

The construction costs have ballooned since 2016. Everything is more expensive.

13. How is this planning going to make housing affordable for other people to move into the community? How was council able to approve this without including and informing the community?

More housing options make them affordable. The higher levels of government are investing in housing. The Planning Act dictates who is to be notified for a planning application. It may be possible to increase the notification distance so more people can be notified, but that also comes with increased costs.

Municipal staff can determine the costs to do a mailout to everyone in the Township.

14. Given the size of the crowd here is Council amenable to changing the proposed to 2 storey only?

It would be more cost effective to do 3 storey apartments. Council supports the 3 storey apartments. The housing is geared to different incomes.

Councillor Adzija commented that Council would like to hear feedback from the community. There have been efforts to get information out to the residents. Mailing notices to everyone in the municipality can get expensive. The onus is on the residents to get involved. This type of development has been in place for several years. We are working on getting the infrastructure in place. Prices and development fees have gone up. We must develop other ways to communicate with the community.

15. If Council fails to approve a certain amount of development, will the province send in the Ministry of Housing to rule over Council? Who will then have control over development.

The Ministry can come in and make this happen. The grants that the Township received were because of the increase in housing.

16. If Council had not approved the rezoning at the February 2026 meeting , would that have prevented the multi-unit building from being developed?

If Council had not approved the rezoned the developer could appeal the decision. There is an appeal in place, but Council has not received a response. The report from the Planner demonstrated the proposal met all the requirements. If the provincial rules were followed, Council can't stop it. Private landowners can build what they want as long as they follow the rules. There is going to be more housing like this being built.

17. Given the added population density and structures coming to Shedden, is Council increasing funding to emergency services for more volunteer firefighters?

At this time we have a fully staffed fire department. Fire personnel and equipment are continuously monitored to address current and upcoming needs. Taxpayer dollars pay for the firefighters.

- 18. When the developer says “mostly” that is what can happen. Mayor said growth needs to happen to bring in business but how can gas/grocers be/stay competitive with St. Thomas and the reservation.**

The housing market supports what we are doing. Businesses are coming forward.

- 19. Can the development be specifically designed for senior living such as single floor homes, walking and recreation spaces and social centres? There are no sidewalks shown at all in this development.**

The sidewalks are done during the site plan phase of the development. The condos could be privately owned. The Recreation facilities with the parks and trails were included in the Parks and Trails Master Plan. The pathway is staying. There will be no multi-generations in one unit.

The property at 9925 Union Road will have a zoning by-law amendment coming forward soon. This development will have multi-unit and single detached dwellings. A private developer is developing these lands. They comply to move forward with this development.

- 20. Can the Township buy land and develop it?**

It is a risky move to buy the land as prices for land go up and down. When the Township bought the Teetzel and Stoss properties it worked out in our favour

- 21. Slide 13 on the park layout in the staff presentation does not show the ball diamond. Is there plans to remove it? Will it be replaced?**

The ball diamond will not be removed. There may be a need for another ball diamond.

BY-LAWS:

- By-law No. 2026-26, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 30, 2026

Confirmation By-law

2026-102 Councillor Adzija – Councillor Emons

RESOLVED THAT By-law No. 2026-26 be read a first and second

time, considered read a third time and finally passed this 30th day of March, 2026.

CARRIED

ADJOURNMENT:

2026-103 Councillor Fellows - Deputy Mayor Pennings

RESOLVED THAT Council for the Township of Southwold adjourns this Special meeting of Council at **10:15 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



Canada Day Committee Agenda

Wednesday, March 25th, 2026, at 7 pm
Southwold Keystone Complex

Attendance: Councillor John Adzija, Melissa Day, Stacy Danielson (virtual), Allison Duncan

Regrets: Joe McKinnon, Severn Day

1. **Welcome:** Planning for the Canada Day Event, June 30th, with a rain date of July 2nd.
2. **Call to Order:** Councillor Adzija opened the meeting at 7:14 am.
3. **Approval of Agenda:** The agenda was approved as amended.
4. **Approval of Minutes from Previous Meeting:** Minutes were approved as amended.
5. **Division of Responsibilities**
 - a. **Invitation to Local Dignitaries:**
 - Allison has the draft and will create them for Councillor Adzija.
 - Allison to check when they need to be sent out.
 - b. **Insurance**
 - Confirmed that Andrea is completing.
 - c. **Fireworks Permit**
 - Confirmed that Steve Garvin is completing.
 - d. **Canada Day Swag**
 - Stacy can only find items that cost money.
 - There is some leftover swag (flags, tattoos, stickers).
 - Stacy to request some more from Heritage Canada.

e. Harvest Hands

- Harvest Hands is confirmed.

f. Southwold Fire Department

- Councillor Adzija to follow up with the Fire Department to confirm.

g. Music

- Musician, Barb, has quoted the event at \$550.
- Barb has confirmed she can address the issue of music not being loud enough.
- Melissa to confirm Barb's booking.

h. Registration table

- The topic of having more Optimist members for the registration table was not covered at the last meeting.
- The topic will be brought up at the next Optimist meeting on April 15th.

i. Cakes

- Melissa confirmed cake prices remain \$25 each.
- Melissa will order 10 cakes.
- The Committee will have access to the fridge at the ball diamond and can store the cakes there overnight.

j. Food Truck

- Councillor Adzija received an email from Patricia, who owns a food truck, *La Cucina*, and is interested in being a part of the event.
- *La Cucina* is from Woodstock, and the group noted all the food trucks they have booked, both from Fingal. The Committee would like to keep things local.
- Councillor Adzija noted it may be important to keep in mind the number of food trucks they would like at the event. There shouldn't be

too many, as it becomes unprofitable for all, and it is a deterrent from coming back.

- The committee notes it is good to know she is interested, and they will bank it for another event, but will pass for this year.

k. Baseball Park

- Fingal Ball Park booking is confirmed.
- Allison brought up that construction is set to be ready in time; however, the group should consider an alternative location as a backup.
- The committee recommends we book off the Keystone Complex.

l. Advertising

- Advertising will begin closure to the date, the May long weekend, as previously discussed.

m. Fireworks

- Steve Garvin confirmed he is doing.
- Steve orders the fireworks from Mike.

n. MC and Program:

- Barb will address the issue with the microphone volume.
- Melissa and Stacy will be the MCs.
- Stacy has the program and will be sending it to Melissa.

o. Glowsticks:

- Councillor Adzija has bought the glow sticks and will bring them to the next meeting.

p. Tables

- Councillor Adzija to organize tables from the Township.
- Will try to get 15 tables and 15 chairs, as discussed in the previous meeting.

q. Dotsy

- Stacy has confirmed Dotsy is booked.

r. Games

- Stacy has not heard back from the company she reached out to for a quote on games.
- Stacy will look into another company.

s. Parking Lot

- The Committee will block off an area for the trailer
- Last year, there were no issues with the fire truck. The location and the table had no issues, and all went well.

t. Drone

- Stacy's contact quoted \$1000 to complete aerial images.
- The individual decided it was not good with their schedule.
- Stacy is to discuss with her dad to see how much it costs, as he has a drone.
- There is a possibility that Stacy's dad could do it, but the Committee would need to cover the cost of licensing.

6. Financial/Budget Discussion

- Allison confirmed that the report to the Council to request an increase in funding had not been made
- The Committee's budget from the Township for 2026 remains \$2,000.
- In 2025, \$5,000 was received from Green Lane. The committee believes the thank-you letter was done by Lizanne.
- Canada Day Budget from 2025 was \$7,088.71.
- Total expenses for the event totalled \$5,757.38
- \$1,331.33 left over from the 2025 Budget.
- Deduction of the cost of glow sticks last year, of \$100.

- Total left over from 2025 is \$1,231.33
- If the group can find a company to do games, the surplus would help cover the cost.
- This year's expenses:
 - \$99.98 for the glow stick this year
 - Music is quoted at \$550, with a \$100 cheque deposit at the time of booking.
 - Allison to email Michelle to confirm who makes out the cheque.
 - Allison to reply to the email chain to inform Melissa so that she is able to reach out to Barb.
 - Stacy is in charge of the budget and keeps track of expenses

7. Next Meeting

- Next meeting is set for May 6th, at 6:30 pm in Council Chambers.

8. Adjournment

- Meeting adjourned at 7:53 pm.



Southwold Economic Development Committee

Meeting Minutes

**Thursday, March 26, 2026 at 8:00 am
Council Chambers/Webex Meeting**

Present: Deputy Mayor Justin Pennings
Councillor John Adzija (left at 9 am)
Steve Bushell
Barry Harrison

Staff/Resource: Jeff Carswell, CAO/Clerk
Carolyn Krahn, Manager of Economic Development
& Strategic Initiatives

Guests: Tanya Buttinger
Stuart Lackey
Scott Young

Regrets: Aaron Van Orspronk, Director of Infrastructure & Development
Tanya Wilson, Elgin Business Resource Centre

1. Call to Order

Deputy Mayor Pennings called the meeting to order at 8:02 am.

2. Approval of Agenda

The Committee approved the agenda for the March 26, 2026 meeting.

3. Disclosure of Pecuniary Interest

None

4. Approval of the February 5, 2026 Minutes

The Committee approved the minutes as drafted from the February 5, 2026 meeting.

5. Economic Development Plan – Request for Proposals - Interviews

- a) The Committee reviewed the proposal summary information and prepared for the presentations / interviews.
- b) Presentation / Interview with Townhall Consulting – Rob Adams and Emily Adams attended online to present the Townhall Consulting proposal. They provided background on the company, previous experience, approach and project deliverables. They highlighted items such as the Implementation Tool they provide to track KPI's. Following the presentation, the Committee asked several questions to clarify the proposal.
- c) Presentation / Interview with McSweeney & Associates – Kevin McPhillips attended in person and presented the McSweeney & Associates proposal. He provided background on the company, previous similar projects and their approach to this project. He also highlighted that Economic Development Plans are their core business and area of expertise. He also highlighted the company's recent work on the Elgin County Economic Development and Tourism Plan. Following the presentation, the Committee asked several questions to clarify the proposal and ensure the Plan will be unique and tailored to Southwold.
- d) Consultant Selection

Following the presentations and interviews the Committee discussed the proposals, including the strengths and weaknesses of each one. Both proposals met the RFP requirements. Following review, the committee's consensus solidified around McSweeney & Associates. There was also a desire to include the post project Health Check that was proposed by Town Hall Consulting. Staff were instructed to determine if something similar could be incorporated into the McSweeney & Associates Proposal. At the February 9, 2026 meeting, Council authorized the Southwold Economic Development Committee to engage a consultant to complete the Economic

Development Plan Project.

Engage McSweeney & Associates

That the Southwold Economic Development Committee accepts the proposal from McSweeney & Associates dated March 4, 2026 for delivery of an Economic Development Plan. **CARRIED.**

6. New and Other Business

New Members – Recommendation to Council

The Southwold Economic Development Committee recommends to Council that Scott Young, Stuart Lackey and Tanya Buttinger be appointed to the Committee.

2026 Cultivating Success Networking Event

Steve Bushel and Carolyn Krahn provided an update on the 2026 Cultivating Success Networking Event. There will be one event in 2026. It will be held on Tuesday, June 16th, 2026 at Nature’s Oasis Retreat. The guest speaker will be Peter Katz.

7. Next Meeting date, time and location

The next meeting was scheduled for April 23, 2026 at 8:00 am.

8. Adjourn

The meeting adjourned at 9:40 am.

Chairperson, Justin Pennings

Staff Resource, Jeff Carswell



Elgin Incentives

COMMUNITY IMPROVEMENT PLAN

2026 CIP Update | Public Meeting

April 13, 2026

Legislative Notes

This meeting is being held in accordance with the requirements of Sections 17 and 28 of the *Planning Act*

Notice of this meeting was provided in accordance with the prescribed process defined in the *Planning Act*

Anyone can make an oral and/or written submission to the Township of Southwold regarding the Plan

If a person does not make oral and/or written submissions to the Township of Southwold respecting the CIP **before** a decision is made to approve this Plan, their eligibility to appeal and/or be added as a party to a hearing of an appeal before the Ontario Land Tribunal (OLT) may be affected





Elgin Incentives

COMMUNITY IMPROVEMENT PLAN

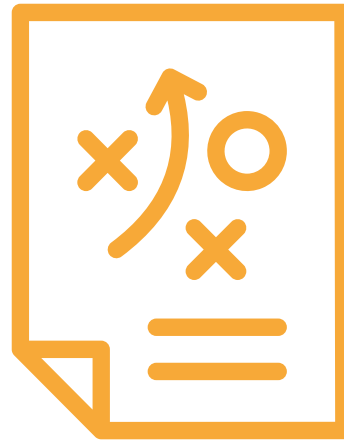
About the Project

What is a Community Improvement Plan?

Statutory plan under Section 28 of the Planning Act allowing municipalities to...



Identify areas in need of improvement



Set out a strategy for improving those areas



Use tools such as financial incentives to support improvements

What is Elgincintives?

Elgincintives is an award-winning County-wide Community Improvement Plan (CIP) prepared in 2015

Offers 12 financial incentive programs to assist with a range of improvement projects on private property/businesses (signage, facades, etc.)

The Plan is prepared, administered, and largely funded by the County but needs to be adopted at the local level to comply with Planning Act requirements

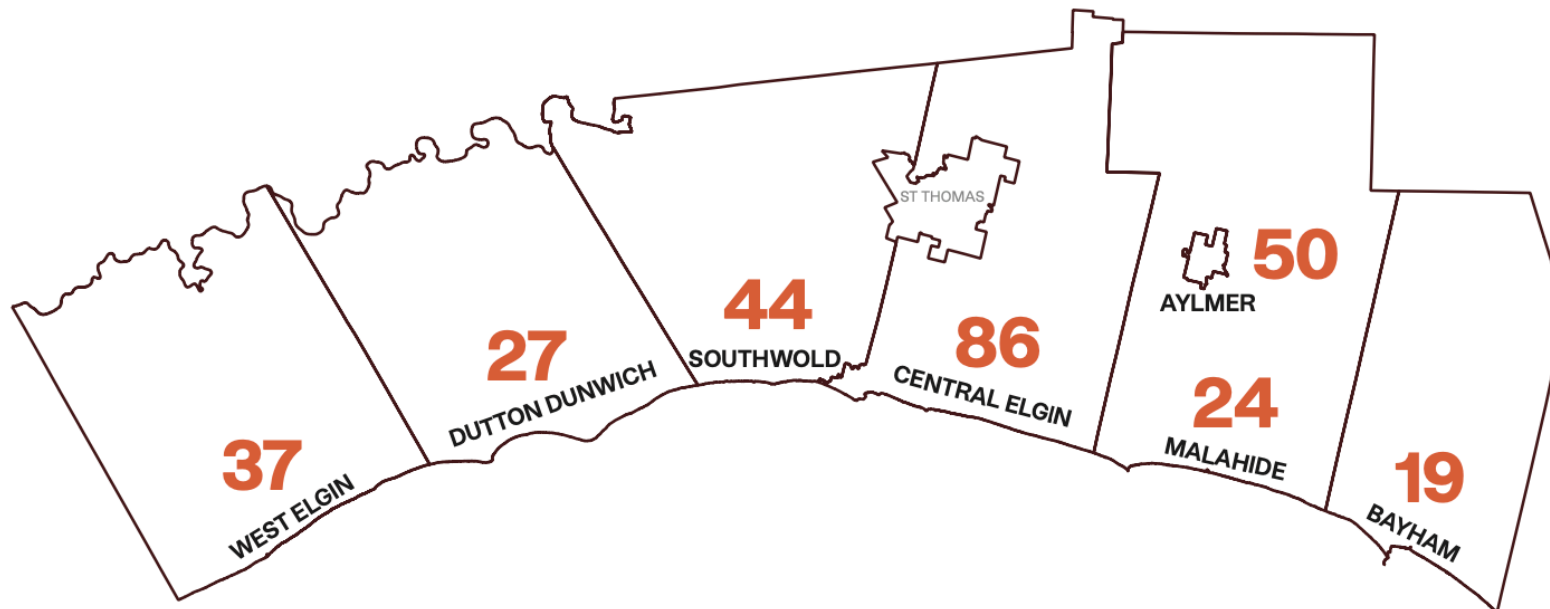


After a Decade of Community Improvement...

287 (90%) of 319
Applications Approved

\$1.56 Million¹ in Grant
Funding Approved

\$9.44 Million²
Invested by Applicants



Project Phasing



Phase 1: Background Review
(Fall 2024-Spring 2025)



Phase 2: Document Update
(Fall 2025 – Winter 2026)

After 10 years of Elgincentives, the County needs to:

- Find out what's worked, what hasn't
- Identify components in need of update & modernization
- Realign with current planning and economic-development priorities



Elginincentives
COMMUNITY IMPROVEMENT PLAN

Background Work

Background Review

Key findings from the background review were used to inform the updates, which included:

- Grant amounts no longer reflect development & labour costs
- There is opportunity and interest in housing programs (not currently in the Plan)
- Clarity and accessibility of the Plan and financial incentives can be improved
- Need to explore more ways to attract and support large-scale economic drivers, while supporting existing local business
- A modernization and visual refresh is needed

Elgin County Elgincentives Community Improvement Plan Review

April 2025



Recommendations Brief

Key recommendations were then identified to ensure we're on the right path before updating:

- Restructure financial incentives according to type of improvement being made
- Include housing-focused grants
- Increase grant amount maximums from \$15k
- Introduce “Municipal Leadership Initiatives” to help guide Council-led community improvement efforts
- Pursue several “quality of life” changes to the document to simplify administration and implementation



Elgin County **Elgincenives Community Improvement Plan** Recommendations Brief

Draft.V1 | September 2025



Elginincentives
COMMUNITY IMPROVEMENT PLAN

Summary of Updated Plan

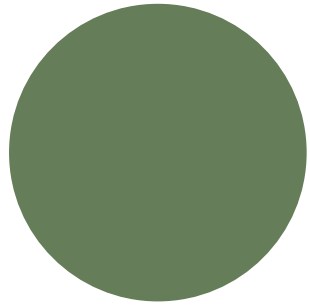
Vision Statement (no change)



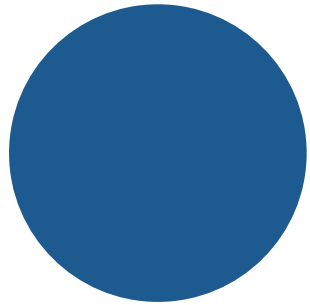
“Through the Elgincentives CIP, Elgin County will provide leadership in community improvement planning by offering incentives to eligible owners and tenants of lands and buildings in key sectors/areas of economic activity, County-wide.

Over the next 10 years, the Elgincentives CIP will advance the County’s economic goals and priorities; assist with improvement to the built and social environment; and support diversification of the local economic base.”

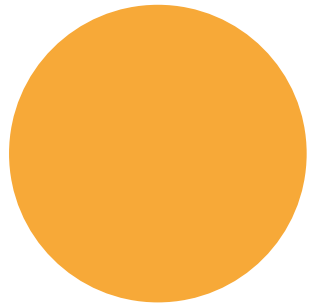
Updated Goals



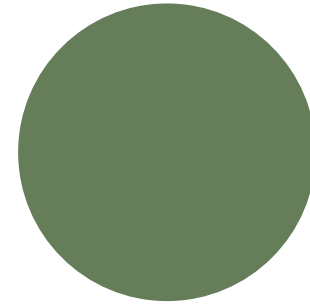
Create more Affordable & Attainable Housing Options



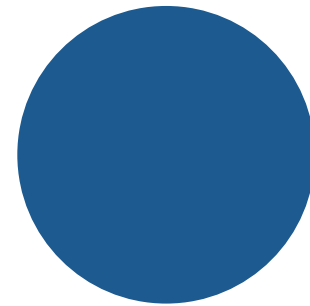
Revitalize Sense of Place in Core Areas & Main Streets



Diversify Agri-Tourism & Rural Economic Development



Improve Building Efficiency & Sustainability of Development



Stimulate Economic Growth & Vitality

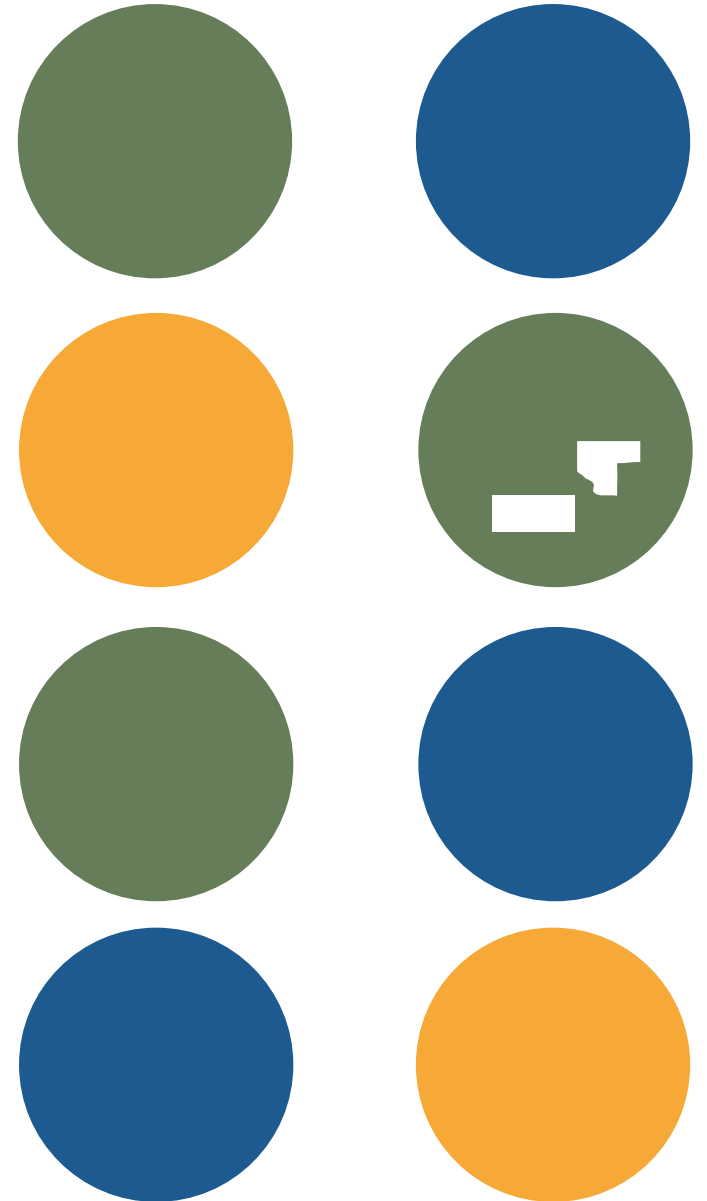
Updated Financial Incentives

Twelve existing incentives have been restructured down to six to simplify administration and better reflect the projects they support

Two all-new incentives were introduced to support affordable housing and additional dwelling units

Maximum funding per project is determined according to the specific incentive program – combined total cannot exceed 50% of eligible project costs

All incentives are intended to be administered and funded by Elgin County – local municipalities may participate at their sole discretion



Restructured Incentive Programs



Façade, Signage, & Property Improvement Program

Matching grants to cover:

- 50% of materials and labour, up to \$18,500
- 50% of professional fees, up to \$4,500
- 50% of application fees, up to \$4,500



Brownfield Program

Matching grant to cover 50% of professional fees for site studies, up to \$10,000

3-Year Tax Cancellation (County and/or Local) for up to 3 years during site cleanup/remediation

5-Year Tax Increment Grant for brownfield redevelopment: 100% in Year 1, reduces by 20% annually

Restructured Incentive Programs



Building Improvement, Conversion, & Expansion Program

Matching grants to cover:

- 50% of materials and labour, up to \$30,000
- 50% of professional fees, up to \$5,000
- 50% of application fees, up to \$5,000

5-Year Tax Increment Grant for redevelopment: 100% in Year 1, reduces by 20% annually

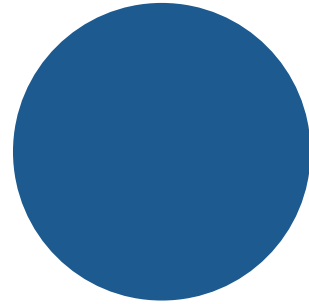


Building Efficiency & Sustainability Improvement Program

Matching grants to cover:

- 50% of materials and labour, up to \$7,500
- 50% of professional fees, up to \$2,500
- 50% of application fees, up to \$1,500

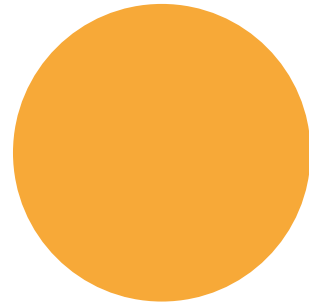
Restructured Incentive Programs



Industrial Stimulus Program

5-Year Tax Increment Grant for industrial development:
100% in Year 1, reduces by 20% annually

10-Year Tax Increment Grant available for industrial
development creating >60,000 ft² of new development:
100% in Year 1, reduces by 10% annually

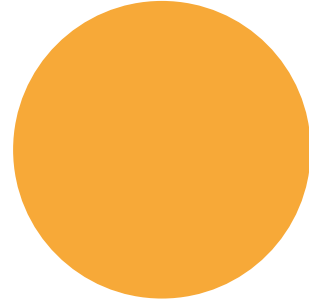


Agri-Tourism & Rural Diversification Program

Matching grants to cover:

- 50% of materials and labour, up to \$10,000
- 50% of professional fees, up to \$2,500
- 50% of application fees, up to \$2,500

All New Incentive Programs

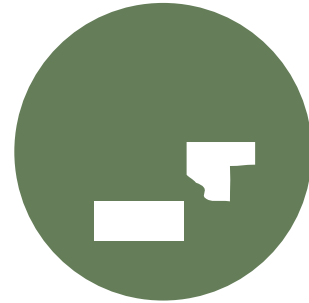


Affordable Rental Housing Program

Matching grants to cover:

- 50% of professional fees, up to \$5,000
- 100% of application fees, up to \$5,000

10-Year Tax Increment Grant: Annual grant of \$2,000 to \$5,000 per new affordable rental unit created, based on level of affordability achieved



Additional Dwelling Unit Program

Matching grants to cover:

- 50% of materials and labour, up to \$10,000
- 50% of professional fees, up to \$2,500
- 50% of application fees, up to \$2,500

Municipal Leadership Initiatives

All new to Elgincentives – five Municipal Leadership Initiatives identified that can be led by the County, local municipality, or collaboratively, at their discretion

These are not financial incentive programs – nor are they formal commitments to action. They are intended as flexible strategic actions that may be considered over the life of the CIP, subject to Council direction, priorities, & resources

When pursued alongside financial incentives, they can help strengthen the overall effectiveness of the CIP by aligning public initiatives with private improvement activity

Pursuit or participation in any of the identified initiatives is solely at the discretion of County, local councils, and may include external partner agencies/organisations

Streetscaping & Public Space Improvement Strategy

Public Land Inventory & Opportunity Analysis

Brownfield Inventory

Ready-to-Build Additional Dwelling Unit (ADU) Catalogue

Climate Change Adaptation/Resiliency

Streetscaping & Public Space Improvement Strategy



Example tasks:

- Sidewalk upgrades, curb extensions, pedestrian crossings, lighting, street trees, and street furniture.
- Accessibility improvements
- Public space enhancements
- Gateway treatments and wayfinding signage
- Public art and placemaking projects

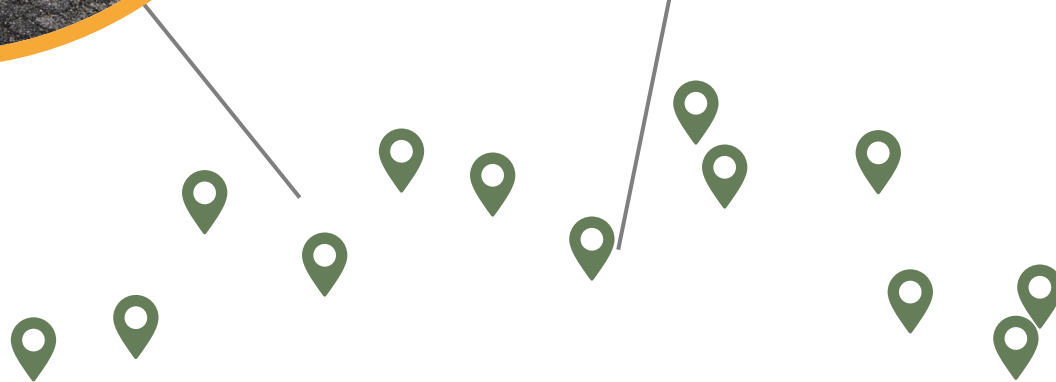
Public Land Inventory & Opportunity Analysis



Example tasks:

- Create consolidated inventory of municipal/County lands via GIS
- Conduct analysis to determine development appropriateness or potential
- Identify sites with potential for housing, employment, green space, etc.
- Use inventory to inform partnerships, funding applications, future redevelopment

Brownfield Inventory



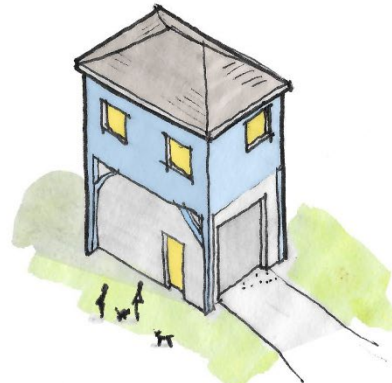
Example tasks:

- Identify and catalogue brownfield sites via GIS
- Collaborate and coordinate with property owners and provincial agencies for remediation efforts
- Use inventory for targeted application of CIP incentives

Ready-to-Build Additional Dwelling Unit Catalogue



STAND-ALONE DETACHED



ADU OVER A GARAGE



ATTACHED ADU



BASEMENT ADU

Example tasks:

- Prepare catalogue of pre-approved or pre-reviewed ADU building designs that comply with regulations
- Establish fast-track or simplified approval process
- Align Catalogue with CIP Incentives

Climate Change Adaptation/Resiliency



Location & Transportation



Sustainable Site Development



Water Savings



Energy Efficiency



Materials Selection



Indoor Environmental Quality

Example tasks:

- Integrate green infrastructure into public spaces/projects (e.g., bioswales)
- Retrofit of municipally owned buildings and facilities
- Increase tree canopy and naturalized landscapes in settlement areas
- Integrate climate-resilient design into municipal projects





Elgin Incentives

COMMUNITY IMPROVEMENT PLAN

Next Steps

Next Steps

Following this public meeting, the County will consider all feedback and comments received and revise the CIP as necessary before presenting to County Council for endorsement. Once endorsed, the final CIP will be forwarded to local Councils for adoption.

Per the requirements of the *Planning Act*, adoption of the Plan will be by way of By-law. Council's decision may be appealed in accordance with Section 17 of the *Planning Act*.

If no appeals are received within 20 days following a decision, the new CIP will come into effect, with programming availability for 2026 to be determined by the County.

March/April 2026

Public Meetings &
CIP Refinement

April 28th, 2026

Anticipated County Council
Endorsement

May 2026

Local Municipal Council
Adoptions (date TBD) &
Implementation

We want your feedback!

Scan the QR code or visit engageelgin.ca/elgincentives to learn more and submit your feedback!



For any other questions or more information on the project, please contact:

Carolyn Krahn

Manager of Economic Development
& Strategic Initiatives

Elgin County, 450 Sunset Dr

St. Thomas, ON N5R 5V1

ckrahn@elgin.ca



Elginincentives
COMMUNITY IMPROVEMENT PLAN

Comments & Questions

Version 4 of the Elgincentives CIP includes an update to the Industrial TIG program (page 49). Changes include:

- Changed the name of the 5- and 10-year programs to “Basic Increment Amount” and “Enhanced Increment Amount” to reflect a longer grant period
- Included the following criteria in the “Enhanced Increment”
 - “Project must be directly associated with a manufacturing use and result in a minimum of 60,000 ft² in new building construction”
- Further to the above, added a note below the table with the following statement:
 - “Final determination of what constitutes a manufacturing use shall be at the sole discretion of Elgin County and/or [Insert Municipality] staff.



Elgincentives
COMMUNITY IMPROVEMENT PLAN

2026 Update (Draft V4 – March 25, 2026)



Elginincentives
COMMUNITY IMPROVEMENT PLAN
2026 Update (Draft.V4)

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1.0 Introduction

1.1 Introduction

As part of its progressive approach to economic development, Elgin County has established a coordinated, County-wide framework for community improvement planning, with the Elgincentives Community Improvement Plan (CIP) serving as the cornerstone of this approach. Originally prepared in 2014 and adopted by each Local Municipal Partner (LMP) in 2015, the Elgincentives CIP has since guided public and private reinvestment across the County. Over the past decade, the program has supported nearly **300 community improvement projects through more than \$1.5 million in approved grants**, leveraging an estimated \$9.4 million in private-sector reinvestment. These outcomes highlight the role of the CIP as a practical and effective implementation tool, translating County-wide economic priorities and local policy objectives into tangible, on-the-ground improvements to buildings, businesses, and sites across Elgin County.

1.2 Purpose

The Elgincentives CIP is a planning document enabled under the Planning Act and sets out tools and strategies to support improvements to the economic, built, and social environment within participating municipalities. It is intended to function as a coordinating, long-term instrument to encourage reinvestment, support local businesses, stimulate redevelopment, and diversify the

economic base of Elgin County's seven local municipalities. This CIP forms part of a broader County-wide framework, under which each local municipality adopts a locally applicable version of the Elgincentives Community Improvement Plan.

In developing the Elgincentives framework, the overarching intent has been to align community improvement tools with County and local economic development priorities. The CIP recognizes the importance of Elgin County's multi-faceted rural economy and seeks to support a diverse range of community improvement projects across our urban and rural areas. To support economic growth and reinvestment in key focus areas, the primary purpose of this Plan is to establish a County-wide vision for community improvement as well as the tools for achieving it, including:

- **Municipal Leadership Initiatives** providing high level guidance and inspiration for County and Municipal-led improvement projects to public lands, infrastructure, spaces, and buildings (e.g., streetscaping); and,
- **Financial Incentives** providing direct funding to property and building owners, tenants, and businesses to support improvement projects that align with the vision of the CIP (e.g., Facade Improvement, Building Redevelopment).

The Municipality of [Insert Municipality] will work in partnership with Elgin County to implement the Plan,

including the determination of which financial incentive programs to offer and which, if any, of the municipal leadership initiatives to explore further or pursue. County participation in the implementation of this plan, and specifically financial incentive programs, will occur in accordance with the Planning Act.

- Finally, **Sections 12 through 14** address program administration, marketing, monitoring, and future updates, outlining how the Plan will be implemented, evaluated, and refined over time.

1.3 Document Structure

This Community Improvement Plan is organized to provide a clear understanding of the policy basis, implementation framework, and incentive tools that guide community improvement across [Insert Municipality] and Elgin County.

- **Sections 2 through 4** establish the legislative authority and policy foundation for the Plan, including an overview of Community Improvement Plans, applicable provisions of the Planning Act, and the County-wide economic, land use, and housing priorities that support community improvement.
- **Sections 5 through 9** outline the evolution of Elgincentsives, the County-wide vision, goals, and objectives, and the geographic focus of community improvement, including Community Improvement Project Areas and priority focus areas.
- **Sections 10 and 11** describe municipal leadership initiatives and the financial incentive programs available under this Plan, including program objectives, eligibility criteria, and available forms of assistance.

2.0 What is a CIP?

A Community Improvement Plan (CIP) is a municipal planning and economic development tool enabled under Section 28 of the Planning Act, R.S.O. 1990, c. P.13. A CIP allows Ontario municipalities to promote the rehabilitation, revitalization, and redevelopment of defined areas or key sectors within the community through the use of different powers and incentivization tools. The Planning Act definition of “Community Improvement” is quite flexible and, as a result, CIPs are commonly used to support a wide range of priorities, including but not limited to main street revitalization, rural economic development, affordable housing, employment growth, and brownfield redevelopment.

Many municipalities across Ontario have adopted CIPs to help achieve important community goals, such as:

- Facilitating and coordinating the transition of neighbourhoods and key areas;
- Stimulating economic growth and private-sector investment;
- Assisting businesses and property owners with repair, rehabilitation, and redevelopment projects; and
- Raising awareness of local needs, opportunities, and priorities.

Simply put, a CIP is a planning document that sets out a vision for improving certain aspects of the community and offers tools and strategies to help achieve it. A key component of most CIPs is the use of financial incentives to encourage private investment that aligns with municipal objectives – an action that would otherwise be considered “Bonusing” under the Municipal Act, which is not permitted without a CIP. In addition to financial incentives, a CIP may also support municipally-led initiatives, policy coordination, and strategic investments intended to reinforce broader community improvement objectives.

3.0 Legislative Authority & Powers

Community Improvement Plans are primarily enabled through the Municipal Act and Planning Act. These Acts establish the authority and limitations under which municipalities may undertake community improvement activities and provide financial incentives.

Municipal Act, 2001, S.O. 2001, c.25

Section 106 of the Municipal Act, 2001, S.O. 2001, c.25 generally prohibits municipalities from directly or indirectly assisting commercial or industrial enterprises through the provision of grants, loans, guarantees, or other forms of financial assistance, commonly referred to as “bonusing.”

Subsection 106(3), however, establishes an important exception by permitting municipalities to provide financial assistance where such assistance is carried out in accordance with a Community Improvement Plan adopted under the Planning Act. This exception provides the legal authority for municipalities to offer grants, loans, tax assistance, and other financial incentives to private landowners, tenants, and businesses, provided it is in alignment with an adopted CIP.

Planning Act, R.S.O. 1990, c. P.13

The Planning Act provides the primary legislative authority for community improvement planning in Ontario. Section 28 establishes the framework under which municipalities may designate Community Improvement Project Areas and adopt Community Improvement Plans.

The Act defines “community improvement” broadly, encompassing the planning, redevelopment, rehabilitation, and improvement of land, buildings, infrastructure, and facilities for a wide range of residential, commercial, industrial, institutional, and other uses. The Act explicitly recognizes the provision of affordable housing as a form of community improvement.

Where an official plan contains provisions relating to community improvement, Section 28 authorizes a municipal council to designate, by by-law, the whole or any part of the municipality as a Community Improvement Project Area (CIPA). Once a CIPA has been designated, council may prepare and adopt a Community Improvement Plan to guide revitalization and improvement efforts within the area.

In addition to local municipalities, the Planning Act now clarifies that upper-tier municipalities may designate Community Improvement Project Areas and participate in community improvement planning, subject to applicable legislative and regulatory requirements.

Section 28 further authorizes municipalities, for the purpose of carrying out an adopted CIP, to:

- Acquire, hold, clear, and prepare land within a Community Improvement Project Area;

- Construct, repair, rehabilitate, or improve buildings on municipally owned land in conformity with the CIP; and
- Sell, lease, or otherwise dispose of municipally owned lands and buildings for uses consistent with the CIP.

Municipalities are also authorized to make grants or loans, in conformity with an adopted CIP, to registered owners, assessed owners, and tenants of lands and buildings within a Community Improvement Project Area to pay for all or part of the eligible costs of community improvement projects. Eligible costs may include, but are not limited to, expenses related to environmental site assessment, remediation, development, redevelopment, rehabilitation, and improvements that enhance energy efficiency or building performance.

The Planning Act also enables financial participation between upper-tier and lower-tier municipalities in the implementation of Community Improvement Plans. This authority allows municipalities to work collaboratively in funding and delivering community improvement initiatives, while ensuring that implementation remains consistent with the adopted CIP. As described in Section 6, this is a key foundation to how Elgincentives is administered between the County and local municipal partners.

4.0 Basis for Community Improvement

4.1 County-wide Economic Goals/Priorities

Elgincentives is intended to function as a coordinated, County-wide framework for applying community improvement tools consistently across the County's seven local municipalities. The overarching objective of this approach is to advance shared economic development, land use, and community-building priorities.

In support of this objective, a review of the County's Economic Development and Tourism Plan, County Official Plan, and related policy documents was undertaken to identify common goals and priority areas where community improvement initiatives can deliver broad public benefit. This review confirms that community improvement planning is a well-established and appropriate mechanism for addressing a range of County-wide challenges, including reinvestment in aging building stock, rural and downtown economic vitality, affordable housing delivery, employment growth, tourism development, and placemaking.

4.2 Elgin County Economic Development & Tourism Plan (2025)

Elgin County's Economic Development and Tourism Plan provides strong strategic direction in support of continued and enhanced community improvement efforts. The Strategy emphasizes the need to strengthen economic resilience, support business retention and expansion, attract new investment, and ensure that communities across the County are competitive, adaptable, and investment-ready. Community improvement incentives are identified as a practical tool for addressing these focus areas.

The Strategy highlights the economic and social importance of vibrant downtowns, main streets, and settlement areas. These areas function as centres of employment, commerce, tourism, and community life. Incentives that support building reinvestment, adaptive reuse, accessibility improvements, and placemaking initiatives are recognized as critical to sustaining their long-term viability.

Agriculture and rural economic diversification are similarly identified as foundational to the County's long-term prosperity. Opportunities related to value-added agriculture, agri-tourism, and on-farm diversification are viewed as key drivers of rural economic resilience. Community improvement programming can support

these activities by assisting with the adaptive reuse or expansion of existing buildings to accommodate new or evolving rural enterprises.

Tourism development is another core pillar of the Strategy, with emphasis placed on enhancing visitor experiences, supporting tourism-oriented businesses, and leveraging the County's natural, cultural, and recreational assets. Strategic reinvestment in buildings, sites, and amenities along key corridors and within destination areas aligns directly with the objectives of community improvement planning.

Overall, the Strategy reinforces the role of Elgin incentives as an implementation tool that translates high-level economic development and tourism priorities into tangible, place-based improvements across the County.

4.3 Elgin County Official Plan

The Elgin County Official Plan provides a comprehensive policy framework that supports the use of community improvement planning to advance County-wide land use, economic development, housing, and placemaking objectives.

From a growth management perspective, the Official Plan promotes intensification and redevelopment within existing built-up areas as a means of making efficient use of land and infrastructure. Community improvement programs can be an effective funding mechanism to support redevelopment and intensification initiatives, particularly where reinvestment may otherwise be constrained by cost or site conditions.

Economic development policies in the Official Plan emphasize the protection and enhancement of employment areas, agricultural operations, and key transportation and infrastructure corridors, while reinforcing the role of downtowns, main streets, waterfronts, and scenic routes as focal points for business activity, tourism, and community identity. These policies support targeted reinvestment in buildings, sites, and public-facing improvements that strengthen economic function and visual quality.

Tourism-related policies further recognize the County's lakeshore, scenic routes, downtowns, and cultural assets as important economic drivers. The Official Plan supports initiatives that enhance the quality, appearance, and functionality of these areas, including investments in design, wayfinding, heritage conservation, and placemaking.

The Official Plan also places strong emphasis on the creative economy and placemaking as tools to attract talent, investment, and visitors. Policies encourage the development of distinctive, high-quality places through urban design, public art, adaptive reuse, and the celebration of local cultural and natural heritage. Community improvement planning is identified as a mechanism to support these outcomes, particularly where initiatives demonstrate broader County-wide economic or tourism benefit.

Housing policies within the Official Plan further reinforce the role of community improvement tools in supporting affordable housing delivery, intensification, and redevelopment. The Plan identifies a County-wide target

for affordable housing and encourages the exploration of community improvement programming as a means of facilitating housing affordability, adaptive reuse, and the efficient use of existing lands and buildings.

Within the Rural Area, the Official Plan supports the long-term viability of agriculture while encouraging appropriate on-farm diversified uses, agri-tourism, and rural economic development that complement agricultural operations and rural character. Community improvement incentives can assist in achieving these objectives by supporting the adaptation and improvement of existing buildings for new or expanded rural uses.

Settlement area policies similarly emphasize compact, complete, and pedestrian-oriented communities centred on vibrant main streets and commercial cores. Community improvement planning is recognized as an important local implementation tool to support reinvestment, redevelopment, and environmental sustainability within these areas, while respecting local context and character.

4.4 Community Improvement as an Implementation Tool

Taken together, the County's Economic Development and Tourism Plan and Official Plan establish a clear policy basis for the continued use of community improvement planning as a coordinated implementation tool. The Elgincentives Community Improvement Plan provides a structured framework through which County-wide priorities related to economic development, housing, rural diversification, tourism, placemaking, and environmental sustainability can be advanced in partnership with local municipalities.

By aligning financial incentives and municipal leadership initiatives with established policy direction, the CIP supports reinvestment in existing communities, strengthens local economies, and contributes to the long-term social, economic, and environmental well-being of Elgin County.

5.0 Elgincentives History & Update

5.1 Developing Elgincentives

In October 2014, Elgin County initiated the process to develop the County-wide framework for community improvement planning. The goal of the project was to prepare a CIP that would be:

- Strongly aligned with the County’s economic development goals;
- Endorsed by County Council and supported by Elgin’s seven local municipalities; and
- Administered by senior staff at the County, in partnership with the local municipalities.

As part of the work program, background research and additional analysis was completed in order to determine the needs, goals, and opportunities for a County-wide framework for community improvement planning. Specifically, the following tasks were undertaken:

1. A review of County and local municipal planning and economic development background materials;
2. Additional independent research with respect to the legislative framework for upper- and lower-tier municipal community improvement planning and relevant best practices;
3. Consultation with the local municipalities and community stakeholders, including multiple needs assessment workshops and a community survey;
4. On-going meetings with the Elgin Economic Development Advisory Group; and
5. Consultation with the Ministry of Municipal Affairs and Housing in order to obtain input on the County’s overall approach to the CIP.

The findings of this work were compiled and used to inform the ultimate preparation of the first iteration of Elgincentives, adopted County-wide by each local municipality in 2015.



5.2 Industrial & Brownfield Lands Update (2017)

Due to the success of the Elgincentives CIP, in 2017 the County initiated a review and update of Elgincentives to determine where and how incentives could be made available to industrial and employment land uses to further support the economic goals and objectives for the County. This update exercise confirmed that Elgincentives had been effective in supporting community improvement projects, particularly within downtowns and main streets, but that additional tools were required to encourage reinvestment, redevelopment, and remediation in industrial and employment areas. As a result, the CIP was updated to expand eligibility and introduce new incentive mechanisms to better support industrial and brownfield redevelopment.

5.3 Elgincentives 10-Year Review (2025)

In late 2024 and 2025, Elgin County undertook a comprehensive review of Elgincentives to assess its performance over ten years of implementation and to confirm its continued relevance as a County-wide economic development tool. The review included an analysis of program uptake and outcomes, a comparison with similar community improvement programs in other Ontario municipalities, and input from municipal staff and interested parties across the County. The intent of the review was not to reconsider the overall County-wide framework, which has proven effective, but rather to identify opportunities to modernize and strengthen

Elgincentives in response to changing economic conditions, policy priorities, and market realities. The review confirmed that Elgincentives has played an important role in supporting reinvestment in existing buildings, strengthening local business activity, and encouraging private-sector investment across Elgin County's communities. At the same time, the review identified several areas where updates were warranted to ensure the program remains effective and responsive over the next decade.

Key conclusions from the 10-year review included the following:

- The scope of eligible community improvement projects should be broadened to better support evolving priorities, including affordable housing, agritourism, and rural economic diversification;
- Funding levels and grant caps should be reviewed and updated to better reflect current construction and rehabilitation costs;
- Program structure and documentation should be simplified to improve clarity and accessibility for applicants and municipal staff; and
- A refreshed and updated CIP document would help reinvigorate awareness of the program and support continued uptake across the County.

These findings directly informed the updates and refinements incorporated into the 2026 update to the Elgincentives CIP and are reflected throughout the focus areas, incentive programs, and administrative framework described herein.

5.4 Elgincincentives Results to Date

Since its adoption in 2015, Elgincincentives has supported a wide range of community improvement projects across Elgin County, demonstrating strong uptake and sustained interest from property owners and businesses in both urban and rural areas. Over the last decade, a total of 287 grants were approved under the Elgincincentives program, representing more than \$1.56 million in public investment. These grants are estimated to have leveraged approximately \$9.44 million in private-sector investment in community improvement projects across the County.

Program data indicates that the most frequently utilized incentive programs during this period were those supporting reinvestment in existing buildings and visible improvements to commercial areas. The table on the right provides a summary of the most popular programs over the last decade from 2015 to 2024.

Collectively, these results demonstrate the effectiveness of Elgincincentives as a catalyst for private investment and incremental improvement across a diverse range of communities and property types. The program has supported reinvestment in historic downtowns and main streets, improvements to rural and agricultural-related properties, and the modernization of existing building stock, contributing to broader economic development and placemaking objectives. The outcomes achieved to date reinforce the value of maintaining a coordinated, County-wide approach to community improvement planning.

Elgincincentives Most Popular Programs (2015-2024)
Building Improvement and Restoration Program 149 grants / \$773,000
Facade Improvement Program 93 grants / \$333,000
Signage Improvement Program 89 grants / \$160,000
Property Improvement Program 61 grants / \$153,000
Building Conversion and Expansion Program 15 grants / \$76,000

6.0 Implementation Framework

6.1 County-Led Approach to Implementation

This Community Improvement Plan has been adopted by the Council of [Insert Municipality] as part of the Elgincentives County-wide framework for community improvement planning. While the Plan is a local statutory document under the Ontario Planning Act, it is implemented through a County-led administration and delivery model, with Elgin County assuming primary responsibility for program coordination, application intake and review, funding participation, and overall program oversight.

As the upper-tier municipality, Elgin County plays a central leadership role in advancing community improvement initiatives that align with County-wide economic development, tourism, housing, and land use priorities. Through Elgincentives, the County administers a consistent suite of financial incentive programs and municipal leadership initiatives across participating municipalities, helping to ensure clarity, efficiency, and consistency in program delivery while reducing administrative burden at the local level.

Under this framework, [Insert Municipality] retains authority over the adoption of this Community Improvement Plan and participation in community improvement initiatives within its jurisdiction. Elgin County leads the day-to-day operation of the program, including application review, funding recommendations,

and monitoring, while working collaboratively with municipal staff as needed to ensure local context, policy conformity, and site-specific considerations are addressed.

While Elgincentives is intended to be primarily administered and funded through County participation, nothing in this Plan precludes [Insert Municipality] from directly contributing to community improvement initiatives at its discretion. This may include, but is not limited to, providing additional funding toward financial incentive applications, participating in cost-sharing arrangements, or advancing complementary municipal leadership initiatives such as streetscape improvements, public realm investments, or placemaking projects. Where pursued, such local participation may occur independently or in coordination with Elgin County and is encouraged as a means of strengthening the overall effectiveness and local impact of the CIP. Further details regarding program administration, funding mechanisms, application processes, and the delivery of municipal leadership initiatives are outlined in Sections 10 through 12 of this Plan.

6.2 The Elgincentives Framework

The Elgincentives framework consists of the following:

The Community Improvement Plan, establishing:

- Community improvement vision & goals;
- The Community Improvement Project Area and program focus areas within the Municipality;
- Financial incentive programs that may be offered during the term of the Plan;
- Municipal leadership initiatives that may be actioned during the term of the Plan; and
- Supporting marketing and monitoring approaches.

County-led Administration, which:

- Administers financial incentive programs on behalf of the Municipality;
- Leads application intake, evaluation, and approval processes;
- Provides County funding participation where applicable; and
- Oversees program monitoring, reporting, and updates.

While the policy framework and incentive programs are coordinated County-wide, implementation within [Insert Municipality] occurs only where this Plan has been adopted and where Council has elected to participate in specific programs.

6.3 Elgincentives Implementation Committee

Financial incentive programs under this Plan are administered through the Elgincentives Implementation Committee, which has been established by Elgin County to deliver the Elgincentives program on behalf of participating municipalities, including [Insert Municipality]. The Implementation Committee is responsible for:

- Receiving and reviewing all applications for financial incentives under this Plan;
- Evaluating applications against the eligibility criteria and objectives of the CIP;
- Making decisions to approve or refuse applications (or preparing recommendations to County/Local Council where necessary); and,
- Overseeing the administration of approved grants and tax-based incentives.

The Committee is composed primarily of senior Elgin County staff as well as representation from municipal staff, who have responsibility for all administrative, evaluative, and decision-making functions related to Elgincentives (unless a Council decision is required per this plan). Final decisions regarding incentive approvals, funding allocation, and program administration rest with the County-led Implementation Committee, consistent with the County's role in administering the Elgincentives program.

The Implementation Committee is also responsible for:

- Coordinating marketing and promotion of incentive programs available in [Insert Municipality];
- Monitoring program uptake and outcomes within the Municipality; and
- Reporting on program performance to County Council and the Council of [Insert Municipality], as required.

Further details regarding committee composition, application procedures, and approval processes are provided in Section 12 – Administration.

6.4 Municipal Leadership Initiatives & Financial Incentive Programs

Community improvement within [Insert Municipality] may be supported through two complementary mechanisms under this Plan:

- **Financial Incentive Programs**, which are administered through the County-led Elgincentives framework and represent the primary implementation tool of this CIP; and
- **Municipal Leadership Initiatives**, which may be undertaken by [Insert Municipality], Elgin County, or jointly, to support placemaking, public realm improvements, or strategic investments aligned with community improvement objectives.

Financial incentive programs are delivered through a centralized application and approval process administered by Elgin County. Municipal leadership initiatives, where pursued, are coordinated with the Elgincentives framework to ensure alignment with the goals and priorities of this Plan.

Nothing in this Plan shall obligate the County of Elgin or [Insert Municipality] to provide funding or otherwise participate financially in the implementation of this Plan, including any Municipal Leadership Initiatives or Financial Incentive Programs.

Roles, responsibilities, and funding arrangements related to these initiatives are addressed in greater detail in Sections 10, 11, and 12 of this Plan.

7.0 County-Wide Vision, Goals, & Objectives

7.1 Guiding Community Improvement

The Elgincentives Community Improvement Plan is guided by a shared vision and a set of County-wide goals that reflect Elgin County’s long-term economic development, land use, and community-building priorities. Together, the vision and goals establish the strategic intent of the CIP and provide a framework for evaluating incentive programs, municipal leadership initiatives, and investment decisions over the life of the Plan. More detailed objectives, performance measures, and indicators associated with these goals are addressed through the monitoring and reporting framework outlined in Section 14 of this Plan.

7.2 Vision Statement

“Through the Elgincentives CIP, Elgin County will provide leadership in community improvement planning by offering incentives to eligible owners and tenants of lands and buildings in key sectors/areas of economic activity, County-wide. Over the next 10 years, the Elgincentives CIP will advance the County’s economic goals and priorities; assist with improvement to the built and social environment; and support diversification of the local economic base.”

7.3 Community Improvement Goals

Create more Affordable/Attainable Housing Options

This goal recognizes the critical role community improvement tools can play in responding to the housing crisis by supporting the creation and retention of affordable and attainable housing. The CIP is intended to help facilitate new housing supply, protect existing affordable units, and encourage a broader range of housing forms, including purpose-built rental housing, additional dwelling units, and community housing.

Revitalize Sense of Place in Core Areas and Main Streets

Strong, attractive, and active main streets and core areas are essential to economic vitality, community identity, and quality of life. This goal focuses on reinvestment in downtowns and main streets through improvements to private properties and key sites, helping to enhance streetscapes, support local businesses, and foster civic pride.

Support Agri-Tourism and Rural Economic Diversification

Elgin County's rural economy is a defining asset that continues to evolve beyond traditional agricultural production. This goal supports value-added agriculture, agri-tourism, and on-farm diversified uses that strengthen rural economic resilience while remaining compatible with agricultural land use policies and rural character.

Improve Building Efficiency and Support Sustainable Development

Improving the performance and resilience of existing buildings is an important component of long-term community sustainability. This goal encourages energy efficiency upgrades, climate-resilient design, and sustainable development practices that reduce operating costs, extend building lifespans, and contribute to environmental stewardship.

Stimulate Economic Growth and Local Vitality

This goal seeks to strengthen Elgin County's economic base by supporting business growth, expansion, and investment across a range of sectors. Through targeted incentives, the CIP aims to encourage business retention and expansion, attract new enterprises, support creative and tourism-related industries, reduce vacancy, increase employment opportunities, and grow the assessment base in key areas of economic activity.

8.0 Community Improvement Project Area

8.1 Community Improvement Project Area

Subsection 28(1) of the Planning Act defines a Community Improvement Project Area (CIPA) as “a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings, or for any other environmental, social, or community economic development reason.” For the purpose of this Plan, the entirety of [Insert Municipality] is designated as a Community Improvement Project Area, as shown below.

9.0 Focus Areas

To support the effective application of financial incentives and align community improvement programming with local planning objectives, this CIP organizes [Insert Municipality] into a series of Focus Areas. The Focus Areas provide a clear policy and geographic framework for determining eligibility, prioritizing projects, and directing incentives to locations where they can achieve the greatest community benefit, supporting transparency for applicants and consistent program delivery.

The four Focus Areas identified in this Plan are:

1. **Main Street Corridors**, which capture the traditional commercial and mixed-use cores that form the heart of many communities in [insert municipality].
2. **Settlement Areas**, which include the primary built-up areas where most growth, redevelopment, and housing activity is expected to occur. This focus area overlaps with the Main Street Corridors focus area.
3. **Agricultural Area**, which includes lands that support the agricultural system, rural economy, and agri-tourism opportunities.
4. **Employment Lands**, which consist of the municipality's industrial and employment districts that support job creation and economic development.

Each Focus Area is supported by a description of its purpose, and a list of intended focus and priority uses, which together guide the application of incentive programs in [Insert Municipality].

In addition to the above, there is a **Tourism Corridor Overlay**, which is identified in accordance with Elgin County's Tourism Corridor system in the County Official Plan. This overlay generally includes properties which abut a County or local road that has been identified as "Tourism Corridor".

9.1 Focus Area 1: Main Street Corridors

Main Street Corridors include the traditional commercial main streets and mixed-use cores within the settlement areas of [Insert Municipality]. These areas typically contain a concentration of commercial storefronts, pedestrian-oriented streetscapes, historic building stock, and a mix of community-serving businesses and services.

For the purpose of this CIP, Main Street Corridor boundaries are established using the County Road network as the base structure. Properties located within approximately 50 metres on either side of the designated County Road are included, which captures the majority of commercial frontages, older building fabric, and active mixed-use areas. This approach ensures the mapped area reflects the linear nature of traditional main streets while capturing rear-lot connections, laneways, secondary access points, and adjacent parcels that function as part of the commercial core.

Intended Focus & Priority Uses:

- Support for active storefronts, small businesses, restaurants, services, and retail uses.
- Encouraging upper-storey residential units, including adaptive reuse of vacant or underutilized space.
- Improvements that enhance walkability, public realm quality, streetscape character, and overall sense of place.

- Prioritizing projects that contribute to downtown revitalization, facade enhancement, accessibility improvements, and reinvestment in older building stock.
- Complementing municipal leadership initiatives such as streetscaping, wayfinding, and public space improvements.

9.2 Focus Area 2: Settlement Areas

Settlement Areas include all lands identified as Settlement Areas in the County Official Plan. These areas contain the primary built-up portions of [Insert Municipality], including residential neighbourhoods, mixed-use districts, commercial areas, community facilities, and other community-serving uses. They also represent the locations where most growth, redevelopment, and community improvement activity is anticipated to occur. For the purpose of this CIP, the boundaries of the Settlement Areas are taken directly from the County Official Plan to ensure consistency with local planning policy and growth management direction.

Intended Focus & Priority Uses:

- Encouraging diverse housing options, including additional dwelling units (ADUs), purpose-built rental housing, and community housing.
- Supporting commercial and mixed-use redevelopment, adaptive reuse of existing

buildings, and site improvements that enhance neighbourhood character.

- Promoting infill development and redevelopment that makes efficient use of existing infrastructure.
- Supporting investments that improve energy efficiency, climate resiliency, or site design performance.
- Reinforcing compact, complete communities with a mix of housing, shops, services, and community facilities.

9.3 Focus Area 3: Agricultural Area

The Agricultural Area includes all lands located outside Settlement Area boundaries that are designated Agricultural or Rural in the County Official Plan and supporting Local Municipal Partner Official Plans. These lands form part of the broader agricultural system and rural economy within [Insert Municipality], and consist of working farms, value-added agricultural operations, on-farm diversified uses permitted by policy, and associated rural landscapes. The Agricultural Area contributes to both the economic base and the cultural identity of the municipality and represents an important focus for rural economic diversification and agri-tourism activities that are compatible with agricultural land use policies.

Intended Focus & Priority Uses:

- Supporting agri-tourism and on-farm diversified uses permitted by OMAFRA guidelines and local

planning policy (e.g., value-added production, educational experiences, tours, small events, farm cafés, roadside stands).

- Encouraging rural economic diversification through low-impact, farm-compatible enterprises that supplement agricultural livelihoods.
- Prioritizing improvements to visitor experience, safety, site function, and accessibility, such as facade upgrades, signage, parking, and building retrofits.
- Reinforcing and enhancing the agriculture-based tourism economy while protecting the County's agricultural land base and minimizing land use conflicts.
- Ensuring all projects align with Provincial Planning Statement policies regarding agricultural land, on-farm diversified uses, and agri-tourism.

9.4 Focus Area 4: Employment Lands

Employment Lands include all areas designated for industrial, manufacturing, warehousing, logistics, and related employment uses in the County Official Plan and supporting Local Municipal Partner Official Plans. These areas form an important part of the economic base of [Insert Municipality], providing locations for businesses that generate jobs, support goods movement, and contribute to local and regional economic growth. Employment Lands may include established industrial parks, business parks, and vacant lands identified for

future employment development in accordance with long-term land use planning and economic development objectives.

Intended Focus & Priority Uses:

- Supporting the growth, expansion, and modernization of employment-generating businesses.
- Facilitating the development of new industrial or advanced manufacturing facilities and redevelopment of underutilized lands.
- Prioritizing projects that create or retain local jobs, diversify the economic base, and support investment readiness.
- Encouraging site improvements that address environmental performance, modern building standards, and site functionality (e.g., circulation, loading, landscaping, screening).
- Aligning with County-wide economic development goals, including attraction of targeted sectors and support for high-impact industrial projects.

9.5 Tourism Corridor Overlay

The Tourism Corridor Overlay Area consists of properties located along the County's identified Tourism Corridor system. These corridors represent key travel routes and visitor destinations within **[Insert Municipality]** and play an important role in supporting the local tourism economy, agri-tourism activities, and rural recreational experiences.

This overlay applies in addition to the four primary Focus Areas and is used to identify locations where certain incentive programs may receive enhanced support. Properties located within the Tourism Corridor Overlay Area may be eligible for increased funding under the following programs:

- Facade, Signage, and Property Improvement Program
- Building Improvement, Conversion, and Expansion Program
- Agri-Tourism and Rural Diversification Program

For clarity, the Tourism Corridor Overlay includes properties that are located within approximately 50 metres of a designated Tourism Corridor roadway and that are adjacent to, predominantly fronting on, or directly accessed from the corridor. The overlay is intended to apply only to properties that have a clear functional and visual relationship to the tourism corridor.

10.0 Municipal Leadership Initiatives

In addition to the financial incentive programs outlined in this Plan, the Elgincentives Community Improvement Plan identifies Municipal Leadership Initiatives that may be undertaken by [Insert Municipality], Elgin County, or collaboratively between both parties. Municipal leadership initiatives support community improvement by helping to enhance public spaces, improve development readiness, address long-term challenges, and reinforce sense of place. When pursued alongside financial incentives, they can help strengthen the overall effectiveness of the CIP by aligning public investment with private improvement activity.

The initiatives identified in this section are not prescriptive and do not constitute a formal commitment or implementation schedule. Rather, they are intended to serve as a flexible menu of potential actions that may be considered over the life of the CIP, subject to Council direction, local priorities, and available resources. Roles and responsibilities will be coordinated between [Insert Municipality] and Elgin County in accordance with the framework set out in this Plan.

The municipal leadership initiatives identified for consideration under this CIP include, in no order of priority:

- **Streetscaping & Public Space Improvement Strategy**
- **Public Land Inventory and Opportunity Analysis**
- **Brownfield Inventory**
- **Ready-to-Build Additional Dwelling Unit (ADU) Catalogue**
- **Climate Change Adaptation/Resiliency**

*The initiatives, example actions, and potential partners in the following sections are illustrative and non-prescriptive. **These initiatives are not financial incentive programs.** The identification, timing, and scope of any initiative and/or involvement of one or more partners would be determined at the discretion of Council and coordinated with Elgin County, subject to available resources and priorities.*

10.1 Streetscaping & Public Space Improvement Strategy

Main streets, downtowns, and public spaces play a critical role in shaping community identity, economic vitality, and quality of life. Welcoming, attractive, and pedestrian-friendly streetscapes can help support local businesses, draw residents and visitors, and reinforce civic pride. Municipal leadership in the public realm also helps set the tone for private-sector reinvestment, ensuring that improvements to buildings and sites supported through the Elgincentives CIP are complemented by visible and functional public-space enhancements.

This initiative encourages coordinated leadership by [Insert Municipality] and Elgin County in identifying and implementing streetscaping, public space, and gateway improvements within the municipality. These initiatives focus on enhancements to publicly owned lands and infrastructure—such as roads, sidewalks, parks, and civic spaces—that contribute to a high-quality public realm and support broader community improvement objectives.

Example Actions

- Streetscape improvements such as sidewalk upgrades, curb extensions, pedestrian crossings, lighting, street trees, and street furniture.
- Accessibility improvements within public rights-of-way and civic spaces to support universal access.
- Public space enhancements, including plazas, parks, waterfront areas, and community gathering spaces.

- Temporary or pilot placemaking initiatives such as planters, seasonal installations, or flexible street treatments.
- Gateway treatments and wayfinding signage along key entry points and tourism corridors.
- Public art and placemaking projects that reflect local identity, culture, and heritage.

Potential Partners

- The Municipality of [Insert Municipality]
- Elgin County
- Local business associations and community organizations
- Accessibility advisory committees
- Arts, culture, and tourism organizations
- Senior levels of government and external funding agencies

10.2 Public Land Inventory & Opportunity Analysis

Description

A Public Land Inventory and Opportunity Analysis would identify publicly owned lands that may be underutilized, surplus, or strategically positioned to advance community improvement objectives. These lands can represent a significant opportunity to support affordable housing, economic development, placemaking, or other public-interest outcomes when considered proactively and in coordination with private-sector investment. By maintaining an up-to-date land inventory, the Municipality of [Insert Municipality] and Elgin County would be better positioned to respond to funding opportunities, support strategic partnerships, and align public land assets with long-term community improvement goals.

Through a coordinated County–local approach, this initiative would involve cataloguing publicly owned parcels and evaluating their current use, planning context, servicing, constraints, and redevelopment potential. The analysis would help establish a shared understanding of which sites may be suitable for future initiatives such as affordable or community housing, mixed-use redevelopment, business incubation, or community facilities. Section 28(6) of the Planning Act provides municipalities with clear authority to develop, improve, sell, lease, or otherwise dispose of lands within a Community Improvement Project Area in conformity with an adopted CIP, reinforcing the relevance of this initiative as a practical implementation tool.

Example Actions

- Prepare a consolidated inventory of municipally and County-owned lands
- Evaluate each parcel based on criteria such as current use, zoning and policy permissions, servicing availability, constraints, and development potential.
- Identify sites with potential to support affordable housing, mixed-use redevelopment, employment uses, or community-serving facilities.
- Establish a GIS-based layer or internal database to support ongoing review, monitoring, decision-making.
- Use the inventory to inform partnerships, funding applications, or future municipal-led redevelopment

Potential Partners

- Elgin County (Economic Development, Planning, GIS)
- Local Municipal Partner departments (Planning, Public Works, Finance)
- Affordable housing providers and non-profit housing organizations
- Provincial and federal funding agencies
- Indigenous communities and organizations, where applicable
- Private-sector or not-for-profit development partners

10.3 Brownfield Inventory

Brownfield sites, including vacant or underutilized properties affected by real or perceived environmental contamination, represent both a challenge and an opportunity for community improvement. These sites can constrain reinvestment, contribute to underutilization of serviced lands, and limit the efficient use of existing infrastructure. At the same time, they often occupy strategic locations within settlement areas, employment lands, or along key corridors where redevelopment could deliver significant economic, housing, or placemaking benefits.

A coordinated brownfield inventory would support the goals of this CIP by improving understanding of the scale, location, and redevelopment potential of brownfield sites within [Insert Municipality]. By proactively identifying and assessing these properties, the Municipality and Elgin County can better align incentive programming, target outreach efforts, and reduce uncertainty for prospective investors. This initiative would also help position the Municipality to leverage senior government brownfield funding programs and support more efficient redevelopment of existing urban lands.

Example Actions

- Prepare and maintain a confidential or controlled-access inventory of known or suspected brownfield sites, including basic site characteristics, land use context, and redevelopment potential.

- Work collaboratively with property owners to confirm site conditions, identify barriers to redevelopment, and communicate available incentive programs
- Coordinate with provincial agencies to align local brownfield priorities with existing remediation, risk assessment, and redevelopment programs.
- Use the inventory to support targeted application of CIP incentives, particularly for projects that support housing, employment, or strategic redevelopment
- Explore opportunities to integrate brownfield data into broader land use, economic development, and investment-readiness initiatives.

Potential Partners

- Elgin County
- Local Municipal Partner departments (planning, economic development, engineering)
- Property owners and developers
- Ontario Ministry of the Environment, Conservation and Parks (MECP)
- Canada Mortgage and Housing Corporation (CMHC) and other senior government funding bodies
- Environmental consultants and technical service providers

10.4 Ready-to-Build Additional Dwelling Unit Catalogue

Additional Dwelling Units (ADUs) represent a practical and incremental approach to increasing housing supply within existing neighbourhoods, particularly in settlement areas where servicing and infrastructure already exist. ADUs can help address housing affordability, provide flexible housing options for seniors and extended families, and support gentle intensification while maintaining neighbourhood character.

A Ready-to-Build ADU Catalogue would support the objectives of this CIP by reducing barriers to ADU construction and accelerating delivery. By pre-identifying a set of standardized, policy-compliant ADU designs, the Municipality, in coordination with Elgin County, can simplify the approvals process, reduce planning and design costs for homeowners, and improve certainty for applicants. This initiative would complement CIP incentive programs by pairing financial assistance with streamlined implementation tools.

Example Actions

- Develop a catalogue of pre-approved or pre-reviewed ADU building designs that comply with applicable zoning, Official Plan policies, and Ontario Building Code requirements.
- Include a range of ADU typologies (e.g., detached, attached, garage-based, secondary suites) that respond to different lot sizes and neighbourhood contexts.

- Establish a fast-tracked or simplified planning and building permit process for ADUs selected from the catalogue.
- Align the catalogue with CIP incentives, such as reduced or rebated planning application fees and building permit fees for eligible ADU projects.
- Provide clear guidance materials to homeowners outlining eligibility, approval steps, and available incentives tied to catalogue-based ADU construction.

Potential Partners

- Elgin County
- Local Municipal Partner planning and building departments
- Housing and community services departments
- Architects, designers, and building professionals
- Canada Mortgage and Housing Corporation (CMHC)
- Local builders and residential contractors

10.5 Climate Change Adaptation/Resiliency

As climate change continues to affect communities, municipalities play a critical role in strengthening local resilience and advancing sustainability. While the financial incentive programs in this CIP encourage private-sector investment in energy efficiency, sustainable construction, and green infrastructure, municipal leadership is equally important. Strategic investments in publicly owned buildings, facilities, and lands allow the Municipality, in coordination with Elgin County, to lead by example and reinforce community-wide climate action objectives.

Municipal leadership initiatives focused on climate adaptation and resiliency can help mitigate the impacts of extreme weather, reduce long-term operating costs, and improve the health, safety, and livability of public spaces. These initiatives support both environmental and economic goals by enhancing the performance of public assets while contributing to placemaking and community well-being.

Example Actions

- Integrate green infrastructure into public spaces, such as permeable paving, rain gardens, bioswales, and enhanced stormwater management systems to reduce flooding and heat-related impacts.
- Retrofit municipally owned buildings to improve energy efficiency, reduce greenhouse gas emissions, and increase climate resilience.

- Expand tree canopy coverage and naturalized landscapes in settlement areas, main streets, and public gathering spaces to provide shade, manage stormwater, and improve urban comfort.
- Incorporate climate-resilient design principles into streetscaping, park improvements, and municipal capital projects.
- Align municipal climate investments with CIP objectives to reinforce private-sector improvements and support tourism, economic vitality, and long-term sustainability.

Potential Partners

- Elgin County
- Local Municipal Partner public works, parks, and facilities departments
- Conservation Authorities
- Provincial and federal climate and infrastructure funding programs
- Utility providers and energy service organizations
- Environmental and community-based organizations

11.0 Financial Incentive Programs

11.1 Overview

This Community Improvement Plan establishes a suite of eight financial incentive programs intended to support a broad range of community improvement objectives across [Insert Municipality]. Each program is designed to address specific types of development, reinvestment, or redevelopment activity and is aligned with the Vision, Goals, and Focus Areas of the Elgincentives CIP. Collectively, these programs are intended to encourage private-sector investment, improve the built environment, support housing and economic development priorities, and strengthen the overall vitality and resilience of the community.

The following financial incentive programs may be implemented over the life of the CIP, subject to annual funding availability and program activation decisions:

- Facade, Signage, and Property Improvement Program
- Building Improvement, Conversion, and Expansion Program
- Brownfield Cleanup Program
- Building Efficiency and Sustainability Program
- Industrial Stimulus Program
- Affordable Rental Housing Program
- Additional Dwelling Unit Program

- Agri-Tourism and Rural Diversification Program

One or more incentives may be combined between the programs above unless otherwise restricted by eligibility criteria and so long as it would not constitute a “double-dipping” of incentives (i.e. receiving grant money from two separate programs for the same improvement project/component).

Financial incentive programs will be funded through a partnership between the Municipality of [Insert Municipality] and Elgin County. As part of the annual budgeting process, both Councils will identify community improvement funding allocations to be made available for the upcoming year, if any. For more details on the financing of incentive programs, please see Section 12.3.

Incentive Program Availability

In addition to general and program-specific eligibility criteria, incentive program availability will largely depend on where a subject property is located. The table below provides a summary of program availability by Focus Area.

	Main Street Corridors	Settlement Areas	Agricultural Area	Employment Lands
Facade, Signage, and Property Improvement	✓	x	x	x
Building Improvement, Conversion, & Expansion	✓	✓	x	x
Brownfield	✓	✓	✓	✓
Building Efficiency & Development Sustainability	✓	✓	x	x
Industrial Stimulus	x	x	x	✓
Affordable Housing	✓	✓	x	x
Additional Dwelling Unit	x	✓	x	x
Agri-Tourism & Rural Diversification	x	x	✓	x

11.2 Grant Types

Each financial incentive program offered through this CIP may include one or a combination of the grant types described below. These grant types are used to define eligible costs and establish how financial assistance may be calculated.

Materials and Labour

Includes the costs of materials and labour associated with construction, development, renovation, or installation works. Eligible costs must be supported by a quote or invoice from a qualified construction company, tradesperson, developer, and/or other construction-related business with a valid GST number.

Professional Fees

Includes costs associated with consulting services provided by one or more qualified professionals engaged in the preparation of plans, studies, drawings, reports, or other materials required to support, inform, or guide the proposed improvements. Eligible professional services may include, but are not limited to, the following:

- Architect or Landscape Architect
- Engineer
- Planner
- Urban Designer
- Graphic Designer

Building and Planning Fees

Includes municipal and/or County fees associated with development approvals and permits, in accordance with the applicable municipal fee schedule. Eligible fees generally include fees associated with building permits and planning applications (site plan control, minor variance or permission, etc.)

Tax Increment Grant (TIG)

A grant calculated as a percentage of the net increase in municipal and/or County property taxes resulting from a completed development or redevelopment project. The grant is based on the difference between the pre-development assessment and the post-development assessment, commonly referred to as the "tax increment."

Tax Cancellation

The cancellation of all or a portion of the municipal and/or County property taxes levied against a property, typically applied during a defined rehabilitation, redevelopment, or construction period.

11.3 General Eligibility Criteria

To be eligible for any financial incentive program offered under this Community Improvement Plan (CIP), all applications must satisfy the general eligibility criteria outlined below. In addition, applicants must meet any program-specific eligibility criteria identified within the applicable incentive program(s).

General Eligibility

1. The lands and buildings subject to an application must be located within the Community Improvement Project Area (CIPA) designated by by-law for the purposes of this CIP.
2. The property must be located within an appropriate Focus Area, and the proposed project must align with an eligible project type identified within the applicable incentive program(s).
3. All proposed projects must result in a demonstrable improvement or rehabilitation of existing conditions and shall not be limited to routine maintenance or standard life-cycle replacement.
4. All projects must contribute to achieving or aligning with one or more of the community improvement goals identified in Section 7.2 of this Plan.
5. Unless otherwise specified within a particular program, only registered owners, assessed owners, or tenants of private lands or buildings (with the written consent of the owner) are eligible to apply for financial incentives.
6. The total value of all grants, loans, and tax assistance provided in respect of a project shall not exceed the total value of eligible costs as defined within the applicable incentive program(s) and shall otherwise not exceed the total eligible costs of the project.
7. Except where otherwise specified (including for Tax Increment Grants), a property may be eligible for multiple incentive programs, and applicants may submit more than one application during the term of this CIP. In all cases, the combined value of incentives approved in any given year shall not exceed the total eligible costs of the project.
8. Financial incentives shall not be applied retroactively. Any works commenced prior to the written approval of an application are not eligible for funding. Costs incurred prior to the adoption of this CIP are not eligible.
9. At the time of application, the subject property must have no outstanding property tax arrears or other outstanding Municipal or County accounts receivable.
10. Applicants must disclose all other sources of funding or incentives being used to support the proposed project, including governmental, private, or not-for-profit funding. These sources will be considered during application review, and the value of incentives approved under this CIP may be adjusted accordingly. Projects receiving funding under this CIP are not eligible to receive funding for the same works

under any other Community Improvement Plan adopted by Municipal Council.

11. All proposed works must conform with applicable Municipal and County policies, standards, and procedures, including the Official Plan, Zoning By-law, design guidelines (where applicable), heritage requirements, and all necessary planning approvals and building permits under the Ontario Building Code.

Additional Eligibility Criteria for Tax Increment Grants

In addition to the general eligibility criteria above, the following criteria apply specifically to applications for Tax Increment Grants.

1. A property is eligible to receive a Tax Increment Grant once during the term of this CIP, unless otherwise approved by the County and/or municipality in writing.
2. To be eligible, the proposed project must be considered “major,” meaning it is anticipated to result in a reassessment and corresponding increase in municipal and/or County property taxes (the tax increment).
3. The total value of all Tax Increment Grants approved for a project shall not exceed the total eligible costs invested by the applicant or shall not be paid beyond the defined period in the incentive program under which it applies.
4. Applications for Tax Increment Grants may be subject to additional requirements, including:
 - a. A financial pro forma prepared at the applicant’s expense;
 - b. An independent third-party financial review, where required, at the applicant’s expense; and
 - c. A grant agreement setting out terms, conditions, performance expectations, and the duration of the grant.
5. If a participating property is sold, in whole or in part, prior to the expiry of the approved grant period, the applicant and/or any subsequent owner is not entitled to receive any remaining grant payments. At its sole discretion, the Municipality may enter into a new agreement with a subsequent owner to permit continued receipt of grant payments.
6. Unless otherwise specified within a particular incentive program, applicants receiving a Tax Increment Grant shall not be eligible to receive additional financial incentive programs under this Plan during the same year.

11.4 Facade, Signage, & Property Improvement Program

Program Summary

The Facade, Signage, & Property Improvement Program provides financial support to property and business owners and tenants (with consent of the owner) looking to invest in projects that enhance the look, feel, and functionality of their buildings and properties. Its purpose is to advance vibrancy, placemaking, and universal accessibility by encouraging high-quality aesthetic and material upgrades. Through grants that cover materials and labour, professional fees, and permit fees, the program reduces financial barriers to improvements that might otherwise be cost-prohibitive. Eligible projects range from facade upgrades and signage enhancements to landscaping features, and accessibility improvements.

Eligible Areas

This program is available to properties located within the following Focus Areas:

- Main Street Corridors

Eligible Projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
Facade Improvement	<p>Permanent physical improvements to the exterior wall(s) of a building that faces and is openly visible from a public street, such as:</p> <ul style="list-style-type: none">• Restoration or replacement of exterior building treatments, such as brickwork/cladding/siding;• Restoration or replacement of cornices, eaves, and parapets;• Restoration or replacement of windows, doors and awnings;• Restoration or replacement of exterior lighting;• Exterior painting, including artistic murals;

Project Type	Eligible Improvements
	<ul style="list-style-type: none"> • Chemical or other facade cleaning; • Redesign of storefront or entrance modifications, including provisions to improve accessibility; and • Such other similar improvements and repairs that may be necessary to improve the appearance of a building facade exterior
<p>Signage Improvement</p>	<p>Permanent improvement to the main storefront sign(s), such as:</p> <ul style="list-style-type: none"> • New or replacement permanent signage (building-mounted or freestanding) • Signage integrated into an overall facade redesign
<p>Property Improvements</p>	<p>Permanent aesthetic or functional improvements to the property including the front yard and other publicly visible areas of the property, such as:</p> <ul style="list-style-type: none"> • Addition of landscaping features (plants/green space, including sod, trees, vegetation, etc.); • Addition of street-facing patios, terraces, or publicly accessible outdoor spaces tied to a business • Addition of permanent landscaping elements such as fencing, benches, planters, and lighting; • Addition of new parking/existing parking area upgrades for cars, motorcycles, and bicycles; • Improvements to rear building entrances and rear parking areas; • Addition of walkways; and • Such other similar improvements and repairs that may be necessary to improve the aesthetics of a property or otherwise improve the compatibility of the building with neighbouring land uses (i.e. screening).

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

	Materials & Labour	Professional Fees	Building & Planning Fees
Facade Improvement	50% of eligible costs, up to \$10,000 ¹	50% of eligible costs, up to \$2,500	50% of eligible costs, up to \$2,500
Signage Improvement	50% of eligible costs, up to \$3,500 ²	50% of eligible costs, up to \$1,000	50% of eligible costs, up to \$1,000
Property Improvement	50% of eligible costs, up to \$5,000	50% of eligible costs, up to \$1,000	50% of eligible costs, up to \$1,000

- 1. Maximum may be increased to \$12,500 where a project involves multiple facades fronting onto a public road (e.g., corner lots).*
- 2. Maximum may be increased to \$7,000 where a project involves multiple facades fronting onto a public road (e.g., corner lots).*
- 3. (applies to all projects) Where the premises is located within the Tourism Corridor Overlay, an additional \$2,500 may be added to the maximum grant amount, so long as it does not result in a combined grant amount over 50% of the eligible project costs*

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria:

1. The property or use that is the subject of the application must be a permitted commercial, mixed-use, institutional, or other non-residential use. Properties used exclusively or predominantly for residential purposes are not eligible.
2. All proposed improvements must be visible from a public right-of-way or publicly accessible space (e.g., parks, laneways, municipal parking lots).
3. The property must be accessible to and/or serve the general public, employees, or clients and contribute to the public life and its surrounding community.

Program-Specific Design Considerations

In addition to meeting the general and program-specific eligibility criteria, applicants are encouraged to propose improvements that consider local design elements and enhance placemaking and identity by retaining architectural character and historic legacy. Design interventions should reinforce the existing scale, colour, and material palette of the building and surrounding streetscape, while also supporting contemporary needs such as accessibility, energy efficiency, and business visibility. Applications that integrate the following design considerations may be prioritized:

1. Consistency with the original architectural design of the building (e.g., form, materials, proportions, detailing);
2. A substantial visual improvement to the facade and/or surrounding site;
3. Alignment with urban design and heritage conservation policies of the Official Plan;
4. Incorporation of cultural or historic design elements (e.g., signage style, period appropriate detailing);
5. Removal of incompatible cladding (e.g., vinyl, aluminum) and replacement with context-appropriate materials; or,
6. Restoration or enhancement of key facade components (windows, doors, signage, cornices, etc.).

11.5 Building Improvement, Conversion, & Expansion Program

Summary

The Building Improvement, Conversion, and Expansion Program supports upgrades, repairs, renovations, and adaptive reuse projects that improve the safety, functionality, and usability of existing buildings. The program assists property and business owners in completing improvements that may otherwise be cost prohibitive, including work required to meet Building Code standards, enhance accessibility, improve interior layout and performance, or address structural and safety needs. Routine lifecycle replacements are not intended to be eligible. The program also supports the conversion of vacant or underutilized non-residential space into new commercial, mixed-use, institutional, or other eligible uses, as well as eligible expansions that increase operational capacity or accommodate business growth. These improvements help strengthen the long-term viability of buildings and contribute to economic vitality.

Eligible Areas

This program is available to properties located within the following Focus Areas:

- Main Street Corridors
- Settlement Areas

Eligible Projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
Building Improvement	<p>Eligible improvements may include interior or structural work that improves the safety, functionality, and long-term performance of an existing building. Examples include:</p> <ul style="list-style-type: none">• Structural repairs to walls, ceilings, floors, or foundations• Interior renovation, layout reconfiguration, or interior design improvements• Repair, replacement, or installation of building systems, including plumbing, electrical, HVAC, or fire protection

Project Type	Eligible Improvements
	<ul style="list-style-type: none"> • Repair, replacement, or installation of roofing, windows, or doors • Weatherproofing or building envelope improvements that enhance performance • Accessibility upgrades for people with disabilities • Improvements required to bring a building into compliance with the Ontario Building Code or to address health, safety, or risk management issues
<p>Building Conversion & Expansion</p>	<p>Eligible improvements may include the conversion or expansion of space to accommodate a new or expanded use. Examples include:</p> <ul style="list-style-type: none"> • Conversion of vacant or underutilized non-residential space into new commercial, mixed-use, institutional, or other eligible uses • Conversion of upper-storey space into new residential units, where permitted • Expansion of an existing building containing a permitted non-residential use to increase floor area or functional capacity of the building

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

	Materials & Labour	Professional Fees	Building & Planning Fees
<p>Building Improvement</p>	<p>50% of eligible costs, up to \$15,000</p>	<p>50% of eligible costs, up to \$2,500</p>	<p>50% of eligible costs, up to \$2,500</p>
<p>Building Conversion & Expansion</p>	<p>\$20/ft² up to \$15,000</p>	<p>50% of eligible costs, up to \$2,500</p>	<p>50% of eligible costs, up to \$2,500</p>

1. *(applies to all projects) Where the premises is located within the Tourism Corridor Overlay, an additional \$2,500 may be added to the maximum grant amount, so long as it does not result in a combined grant amount over 50% of the eligible project costs. This does not apply to the Tax Increment Grant described below.*

Tax Increment Grant (Major Projects Only)						
<p>As an alternative to the grants above, a Tax Increment Grant (TIG) may be offered for major improvement, conversion, or expansion projects that are expected to generate a significant increase in property assessment. The TIG provides an annual grant based on all or a portion of the County and/or Municipal tax increase that results from the completed project (the increment). This option is intended for large-scale improvements where the projected tax increment is expected to exceed the combined value of the grants otherwise available.</p> <p>The Tax Increment Grant (TIG) will follow the payment schedule below, depending on where the property is located. The lifetime amount of a TIG shall not exceed the total costs of the project.</p>						
Year	1	2	3	4	5	6
Increment Amount - County Portion (within Tourism Corridor Overlay)	100%	90%	80%	70%	60%	0%
Increment Amount - County Portion (outside the Tourism Corridor Overlay)	100%	80%	60%	40%	20%	0%
Increment Amount – Local Portion	Initial increment amount and reduction schedule to be determined by the local municipality in its sole discretion.					

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria.

1. The property or use that is the subject of the application must be a permitted commercial, mixed-use, or institutional use. Properties used exclusively or predominantly for residential purposes are not eligible.
2. The project must involve improvements to an existing building. New standalone buildings or detached additions that do not relate to the functional improvement or expansion of an existing structure are not eligible.
3. The work must result in a measurable functional, structural, or code-related improvement. Projects that simply replace materials or finishes with no demonstrated functional benefit are not eligible.

4. Routine lifecycle replacements are not eligible. Eligible improvements must extend the useful life of the building, address deficiencies, or provide a functional upgrade beyond basic maintenance.
5. Conversions must involve a change in use or purpose of a space. Examples include adapting vacant or underutilized interior space for commercial, mixed-use, or institutional purposes, or other eligible uses identified in the CIP.
6. Expansions must be directly tied to business or operational needs. Eligible expansions include increases in floor area or functional capacity required to accommodate a permitted and active use.
7. Accessibility improvements shall comply with minimum regulatory requirements to create a safer, more inclusive, or barrier-free environment.
8. The Tax Increment Grant (TIG) component of this program is subject to the specific requirements of (11.3). Applicants seeking a TIG will be required to submit information that demonstrates the anticipated reassessment impact of the project. The municipality will confirm eligibility based on a preliminary assessment estimate and may offer a TIG in lieu of the standard grant types where this form of assistance provides a more suitable level of support for the scale and impact of the proposed work.

Program-Specific Design Considerations

The following design considerations are intended to guide applicants and municipal staff in shaping and evaluating projects submitted under this program. Projects that effectively address one or more of these considerations may be viewed more favourably during the review process, particularly where they demonstrate clear community benefit or high-quality design outcomes.

1. Projects should enhance the long-term functionality and adaptability of the building, particularly where improvements support evolving business needs or future reuse opportunities.
2. Proposed work should demonstrate a clear contribution to the overall vitality of the surrounding area, including benefits such as improved building condition, increased activity, or renewed occupancy.
3. Interior improvements should prioritize user safety, accessibility, and comfort, including energy efficiency and indoor environmental quality where appropriate.

4. Where heritage or older building stock is present, applicants are encouraged to maintain or sensitively restore character-defining features, while ensuring modern standards of performance and safety.
5. Applicants should consider how improvements can support economic resilience, such as creating flexible spaces, enabling business growth, or improving operational efficiency.
6. The scale and scope of work should be proportional to the intended use of the space and should reflect thoughtful investment that strengthens the value and longevity of the building.
7. Collaboration with qualified professionals, including architects, engineers, or designers, is encouraged to support high-quality outcomes and ensure technical feasibility.
8. Projects that address long-term deficiencies, resolve persistent functional challenges, or enable the productive use of previously underutilized spaces are especially encouraged.

11.6 Brownfield Remediation Program

Summary

The Brownfield Remediation Program provides financial support to encourage the assessment, cleanup, and redevelopment of contaminated or potentially contaminated sites, known as “Brownfields”. Brownfield sites often consist of former industrial, commercial, or institutional properties that are vacant, underutilized, or impacted by past uses. These properties may present significant barriers to redevelopment due to environmental uncertainty or remediation costs. The program offers assistance for environmental studies, remediation activities, and tax relief during the rehabilitation and redevelopment period. By reducing financial barriers and de-risking early investigative work, the program aims to support environmental improvement, enable adaptive reuse, and return underutilized lands to productive use consistent with local planning policy and revitalization goals.

Eligible Areas

This program is available to any identified Brownfield in the entire municipality.

Eligible Projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
<p>Environmental Studies</p>	<p>Eligible studies may include work required to assess the extent and nature of contamination, evaluate risk, and prepare for remediation or the filing of a Record of Site Condition (RSC). Examples include:</p> <ul style="list-style-type: none"> • Phase II Environmental Site Assessment (ESA) • Remedial Action Plan or Remedial Work Plan • Risk Assessment and Risk Management Plans • Other environmental studies required under the Environmental Protection Act to support an RSC filing
<p>Remediation and Risk</p>	<p>Eligible remediation work must be undertaken to reduce or manage contaminants on a site in order to permit redevelopment for an intended use. Examples include:</p>

Project Type	Eligible Improvements
Management Activities	<ul style="list-style-type: none"> • Environmental remediation activities such as soil excavation, removal, or treatment • Costs of preparing an RSC, including subsurface characterization work required to support filing • Placement of clean fill and site grading • Installation of environmental or engineering controls, such as vapour mitigation or groundwater control systems • Monitoring, maintaining, and operating environmental or engineering controls • Environmental insurance premiums directly related to remediation or risk management • Other eligible costs as permitted under Section 365.1 of the Municipal Act, 2001
Redevelopment	Redevelopment of a former brownfield property for a new commercial, mixed-use, institutional, industrial, or multi-unit residential use following the investigation and subsequent remediation of a site, as well as the filing of a Record of Site Condition, in support of redevelopment.

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

	Professional Fees	Tax Cancellation
Environmental Study	50% of eligible costs, up to \$10,000	N/A
Remediation Activities	N/A	Up to 100% of municipal and/or County portion of taxes cancelled for up to three years, from the date a Phase II ESA described in Note 1 below was completed for the property ¹

1. In accordance with Section 365.1 of the Municipal Act, to be eligible for tax cancellation, a Phase II Environmental Site Assessment must be prepared and submitted by a qualified professional demonstrating that the property did not meet the

standards that must be met under subparagraph 4 i of subsection 168.4 (1) of the Environmental Protection Act to permit a record of site condition to be filed under that subsection in the Environmental Site Registry.

Tax Increment Grant (Major Projects Only)

In addition to the grants above, a Tax Increment Grant (TIG) may be offered for redevelopment projects that are expected to generate a significant increase in property assessment on a former brownfield. The TIG provides a grant based on all or a portion of the County and/or municipal tax increase that results from the completed project (the increment). This option is intended for large-scale improvements where the projected tax increment is expected to exceed the combined value of the grants otherwise available.

The Tax Increment Grant (TIG) will follow the payment schedule below, depending on where the property is located. The lifetime amount of a TIG shall not exceed the total costs of the project.

Year	1	2	3	4	5	6
Increment Amount - County Portion (within Tourism Corridor Overlay)	100%	90%	80%	70%	60%	0%
Increment Amount - County Portion (outside the Tourism Corridor Overlay)	100%	80%	60%	40%	20%	0%
Increment Amount – Local Portion	Initial increment amount and reduction schedule to be determined by the local municipality in its sole discretion.					

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria.

1. The property must meet the definition of a brownfield site and must be confirmed or suspected to be contaminated based on a Phase I ESA.
2. All studies supported under this program shall be completed by a Qualified Person.
3. Applicants must submit all required documentation, including study results, certifications, and detailed cost estimates, prior to reimbursement.
4. For environmental study grants, applicants must provide one hard copy and one digital copy of completed studies along with proof of payment.

5. Applicants must provide written consent allowing [Insert Municipality] to use non-sensitive study findings to inform future planning or economic development initiatives.
6. The program is intended for non-residential, mixed-use redevelopment, or multi-unit residential redevelopment projects comprising four (4) or more units.
7. Grants will only be offered where there is demonstrated potential for redevelopment, renovation, or adaptive reuse of an existing building or site.
8. Applicants must be the registered owner or assessed owner of the property. Tenants are not eligible to apply.
9. Remediation work supported through this program must support the eventual filing of an RSC in the Environmental Site Registry.

Additional information on Provincial Programming

To further support brownfield revitalization, the municipality may work with eligible applicants to pursue the Province of Ontario's Brownfields Financial Tax Incentive Program (BFTIP). This provincial tool allows municipalities to request a matching cancellation of the education portion of property tax from the Province. Eligibility under the provincial matching program requires:

- that the site is located within a designated CIP area; and
- that a Phase II ESA confirms the presence of contamination requiring remediation.

Through BFTIP, the Province may cancel education property taxes for up to six (6) years for business development and up to ten (10) years for residential development, proportionate to the municipal cancellation.

For more information on provincial brownfield programming, please visit: <https://www.ontario.ca/page/brownfields-financial-tax-incentive-program>

11.7 Building Efficiency & Sustainability Program

Program Summary

The Building Efficiency & Sustainability Program provides financial support to upgrade the environmental efficiency and sustainability of their buildings and sites. Its purpose is to advance climate resilience, reduce greenhouse gas emissions, and promote sustainable building practices through high performance building envelopes, efficient mechanical systems, and renewable energy installations. These improvements will also support improved comfort, durability, and operating efficiency while supporting broader community sustainability objectives.

Eligible Areas

This program is available to properties located within the following Focus Areas:

- Main Street Corridors
- Settlement Areas

Eligible Projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
All Projects	<p>Major Interior or exterior renovations that result in a third-party certification or meet a third-party energy efficiency standard which exceeds the requirements of the Ontario Building Code and demonstrably increases energy efficiency including:</p> <ul style="list-style-type: none">• Interior or exterior renovations that result in any level of LEED certification as determined by the Canada Green Building Council.• Interior or exterior renovations that result in compliance with ASHRAE SNAE Standard 90.1.1999 or newer energy performance standards for buildings except low rise residential buildings as certified by a professional engineer or professional architect.

Project Type	Eligible Improvements
	<ul style="list-style-type: none"> • Installing roof upgrades for energy or water management such as a green roof, cool roof materials, reflective roof coatings, or other improvements that help reduce heat, save energy, or better manage rainwater. • Installation of green infrastructure to support draining of stormwater such as bioswales, permeable surfacing, or rain gardens • Improvements that increase the building's resiliency to climate change impacts such as improved drainage systems to mitigate flood risk • Installation of small-scale renewable energy systems such as solar panels, heat pumps, solar water heaters, geothermal.

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

	Materials & Labour	Professional Fees	Building & Planning Fees
All Projects	50% of eligible costs, up to \$7,500	50% of eligible costs, up to \$2,500	50% of eligible costs, up to \$1,500

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria.

1. The property or use that is the subject of the application must be a permitted commercial, mixed-use, or institutional use. Properties used exclusively or predominantly for residential purposes are not eligible.
2. Applications may be required to be supported by a professional energy audit completed in order to determine and demonstrate the need for energy efficiency upgrades.

11.8 Industrial Stimulus Program

Summary

The Industrial Stimulus Program is intended to encourage private investment in major projects that establish or significantly expand employment-generating uses within designated Employment Areas. The program supports large-scale industrial and employment developments that create new jobs, diversify the local economy, and strengthen the municipality's long-term competitiveness. Funding is intended for high-impact projects with clear economic benefits.

Eligible Areas

This program is available to support employment and industrial-focused development projects on any lands designated employment lands or industrial in the Official Plan.

Eligible Projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
Industrial Development, Redevelopment, or Expansion	<p>Major development or redevelopment projects that support the establishment, expansion, or modernization of an industrial or employment-generating use, where the project would result in an increase in assessment value on the lands. Examples include:</p> <ul style="list-style-type: none">• Construction of new buildings or facilities for industrial, manufacturing, logistics, warehousing, or other employment uses;• Expansion of existing industrial or employment buildings to increase production capacity or operational space; and/or• Redevelopment or adaptive reuse of underutilized or vacant employment lands for new industrial or advanced manufacturing uses.

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

Tax Increment Grant (Major Projects Only)											
<p>A Tax Increment Grant (TIG) is available to support major development projects that are expected to generate a significant increase in property assessment. The TIG provides an annual grant based on all or a portion of the County and/or municipal tax increase that results from the completed project. This grant is intended for large-scale improvement projects only.</p> <p>The Tax Increment Grant (TIG) will follow the payment schedules outlined below, subject to all eligibility criteria being satisfied. The lifetime amount of a TIG shall not exceed the total costs of the project.</p>											
Year	1	2	3	4	5	6	7	8	9	10	11
Basic Increment Amount (County Portion) – all other eligible project types	100%	90%	80%	70%	60%	0%	0%	0%	0%	0%	0%
Enhanced Increment Amount (County Portion) – project must be directly associated with a manufacturing ¹ use and result in a minimum of 60,000 ft ² in new building construction	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%	0%
Increment Amount (Local Portion)	Initial increment amount and reduction schedule to be determined by the local municipality in its sole discretion.										

1. Final determination of what constitutes a manufacturing use shall be at the sole discretion of Elgin County and/or [Insert Municipality] staff.

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria.

1. Projects must involve the establishment of a new employment-generating use or a significant expansion of an existing eligible industrial or employment use.
2. The proposed development must be permitted by the zoning bylaw and consistent with the Official Plan designation for the site.
3. The project should demonstrate clear economic benefits, including job creation, increased assessment, business expansion, or strengthened competitiveness.
4. A minimum capital investment threshold may be required, to be determined by the County and/or [Insert Municipality] at the time of application.
5. Applicants may be required to submit a business plan, development concept, or financial pro forma to demonstrate feasibility and economic impact.
6. A scoring system or evaluation matrix may be used to prioritize projects that provide the greatest benefits to [Insert Municipality] or align with targeted sectors.
7. Applicants requesting a TIG must also meet the TIG-specific eligibility criteria set out in Section 11.3 and may be required to submit assessment impact estimates prepared by a qualified third party.
8. Routine maintenance or minor alterations are not eligible. Only substantial industrial development, redevelopment, or expansion projects qualify under this program.
9. The property must be located within a designated Employment Area as defined by the Official Plan.

11.9 Affordable Rental Housing Program

Summary

This program supports the creation of new affordable, purpose-built rental housing to diversify the local housing supply and expand housing options for residents. By offering financial incentives such as municipal fee relief and tax increment grants, the program helps offset the reduced revenues experienced by housing providers when offering units at affordable rental rates. The program encourages collaboration between the development community and local or regional housing service providers, such as the City of St. Thomas Housing and Homelessness Services, to align projects with community housing needs and priorities. For the purpose of administrating this program, the County and Municipality will maintain an annual statement of Average Market Rent (AMR) for each of the following unit types, to be updated as-needed: Bachelor / 1-Bedroom / 2-Bedroom / 3+ Bedroom

Eligible Areas

This program is available to properties located within the following Focus Areas:

- Main Street Corridors
- Settlement Areas

Eligible Projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
New Rental Housing Creation	New multi-unit development resulting in the creation of four or more new housing units on a property where at least 20% of the units (with a minimum of 1) are purpose-built rentals having rent(s) maintained at or below Average Market Rent (AMR), as determined by the Municipality, for the lifetime of the grant period.

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

	Professional Fees	Building & Planning Fees
All Eligible Projects	50% of eligible costs, up to \$5,000 (one time)	100% of eligible costs, up to \$5,000 (one time)

Tax Increment Grant

A Tax Increment Grant (TIG) will be offered in combination with the grants above to provide greater support to affordable housing creation. The TIG for this program differs from the other TIGs in this CIP in that the total annual grant offered under the Tax Increment Grant (TIG) will be tied to the number of rental housing units provided at each level of affordability, the combined maximum of which shall not exceed 50% of the tax increment annually.

TIG amounts will be determined in accordance with the level of affordability achieved and maintained for the minimum grant period, which is measured as a percentage of the current Average Market Rent (AMR) for the respective unit type/size. The grant amounts shown below are an annual payment made on a per-unit basis.

Affordability Level ¹	Percentage of AMR	Grant Per Unit
Average Market Rent	91% to 100%	\$2,000 annually for up to 10 Years
Near-Market Rent	81% to 90%	\$3,500 annually for up to 10 Years
Affordable Rent	≤80%	\$5,000 annually for up to 10 Years

1. Elgin County and/or [Insert Municipality] shall maintain full discretion in the determination of Average Market Rent (AMR) based on unit size/type and the maximum rent permitted to qualify for each Affordability Level described above.

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria.

1. Registered owners of lands and buildings must enter into an agreement with the Municipality outlining the obligations and responsibilities of the owner, including but not limited to the criteria listed in this section.
2. A minimum of 20% of the total housing units in the development must be rented at or below Average Market Rent (AMR) for a minimum period 10 years from occupancy, known as the Grant Period.
3. If any unit(s) change in their affordability level but remain eligible for funding under this program, the grant amount(s) may be adjusted accordingly. If the units are no longer deemed to be affordable per the definition in this program, the Municipality may cancel the annual grants paid under this program and/or may require past grant funding, plus interest, to become repayable to the Municipality in full.
4. During tenancy, the housing provider must agree not to increase the rent during the affordability period by more than the prevailing rent increase guideline established for each calendar year pursuant to the *Residential Tenancies Act, 2006* or any successor legislation or the rental rates established through the agreement, whichever is less. However, the rent rate established through the agreement may be adjusted to the current year during unit turnover.
5. The total combined annual maximum grant offered under the Tax Increment Grant (TIG) component shall not exceed 50% of the tax increment as defined below:

Tax Increment: The incremental increase in property taxes generated by an eligible project. Determined as the difference between pre- and post-project completion municipal property taxes levied as a result of the revaluation of the property by Municipal Property Assessment Corporation (MPAC).

6. Tenancy for Affordable Units rented at 80% or less of AMR should be coordinated with City of St. Thomas Housing and Homelessness Services to ensure those most in need of housing have priority access, based on wait list or other available data deemed appropriate.
7. Any housing unit (affordable or not) within a development supported under this program shall not be used as a short-term rental for the duration of the grant period.
8. Prior to the payment of any TIG grants, the following must be satisfied:

- The development is complete and occupancy permits have been issued;
 - The property has been reassessed by MPAC;
 - Property taxes for the respective year have been paid in full, and each year subsequent;
 - The Municipality has confirmed the rent levels are in accordance with the requirements of the CIP and any funding agreement(s).
9. In addition to the above, applicants must meet the TIG-specific eligibility criteria set out in Section 11.3 and may be required to submit assessment impact estimates prepared by a qualified third party.

11.10 Agri-Tourism & Rural Diversification

Program Summary

The Agri-Tourism & Rural Diversification Program provides financial support to establish, expand, or enhance non-traditional, agriculture-related ventures that contribute to Elgin County's rural economy and tourism landscape. Its purpose is to encourage value-added agricultural enterprises, on-farm diversified uses, agri-tourism experiences, and rural recreation amenities that celebrate the County's agricultural heritage while advancing economic diversification. The program is not intended to fund general production-based agricultural activities such as livestock operations, dairy production, cash cropping, or conventional horticulture. Instead, it supports projects that introduce new visitor experiences, create additional revenue streams for rural properties, and strengthen the vitality and resilience of Elgin County's rural area.

Eligible Areas

This program is available to properties located within the following Focus Areas:

- Agricultural Area

Eligible projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
All Projects	<p>Eligible improvements generally include the permanent establishment, expansion, or improvement of a bona fide agri-tourism, on-farm diversified, or rural recreation use permitted under the Provincial Planning Statement and the Municipality's Official Plan. Examples include:</p> <ul style="list-style-type: none">• Construction of new buildings or additions directly associated with the use;• Renovations or upgrades to existing buildings, including Fire safety, electrical, HVAC, plumbing systems, and general compliance with the Ontario Building Code for the proposed use(s) to support the conversion of buildings or structures to accommodate occupancy related to the use;• Facade, signage, and property improvements generally consistent with the eligible projects supported under the Facade, Signage, and Property Improvement Program

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

	Materials & Labour	Professional Fees	Building & Planning Fees
All Projects	50% of eligible costs, up to \$10,000	50% of eligible costs, up to \$2,500	50% of eligible costs, up to \$2,500

1. *Where the premises is located within the Tourism Corridor Overlay, an additional \$2,500 may be added to the maximum grant amount, so long as it does not result in a combined grant amount over 50% of the eligible project costs*

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria.

1. The project must be directly tied to a bona fide agri-tourism use, value-added agricultural use, on-farm diversified use, or commercial rural recreation use permitted in the Official Plan.
2. All proposed uses must be consistent with OMAFRA's guidelines for permitted uses in the agricultural area.
3. Any improvements related to a dwelling or residential portion of a use or business are not eligible. Properties used exclusively for residential purposes are not eligible, unless the proposed improvement is clearly integral to an eligible agri-tourism or value-added agricultural activity.
4. Eligible uses must generally be open and accessible to the public to access the service, experience, or good(s).
5. The project must support activities that are compatible with agricultural operations and do not compromise the long-term function of the agricultural land base.

11.11 Additional Dwelling Unit Program

Program Summary

The Additional Dwelling Unit (ADU) Program provides financial support to property owners seeking to create new ADUs or legalize existing units that were not previously compliant with zoning, building, or fire code requirements. Given shifting demographics and increased housing pressures, the use of ADUs can help increase the affordable housing stock and provide alternate housing options within existing lots and at often a lower cost. The purpose of the Additional Dwelling Unit (ADU) Program is to encourage the development of safe, functional, and well-designed secondary units that expand housing choice and support gentle residential intensification within designated areas of the community.

Eligible Areas

This program is available to properties located within the following Focus Areas:

- Main Street Corridors
- Settlement Areas

Eligible Projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
<p>All Projects</p>	<ul style="list-style-type: none"> • The establishment of a new permanent Additional Dwelling Unit in compliance with the Municipality’s Official Plan and Zoning By-law. • Where one or more code-related deficiencies exist with an existing ADU, permanent upgrades or renovations directly related to bringing the ADU into compliance with applicable building, fire, and safety codes.

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

	Materials & Labour	Professional Fees	Building & Planning Fees
All Projects	50% of eligible costs, up to \$10,000	50% of eligible costs, up to \$2,500	50% of eligible costs, up to \$2,500

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria.

1. All proposed ADU projects must comply with the applicable Official Plan policies, Zoning By-law provisions, and the Ontario Building Code, including any required planning approvals and building permits.
2. Eligible works must be functional in nature and directly related to the creation, legalization, or improvement of an additional dwelling unit. Cosmetic or purely decorative improvements (e.g., painting, flooring replacement, or aesthetic upgrades) are not eligible for funding unless they form part of a broader, eligible scope of work.
3. As a condition of funding, the financial assistance agreement shall prohibit the use of any additional dwelling unit supported under this program as a short-term rental for a minimum period of five (5) years. Failure to comply with this requirement may result in the requirement to repay all or a portion of the grant funding, in accordance with the terms of the agreement.
4. No portion of any works associated with the main residence or dwelling unit will be eligible for funding support (i.e., the primary dwelling unit).

Program-Specific Design Considerations

Applications under this program will be evaluated in the context of the Municipality's Official Plan policies related to additional dwelling units, including considerations related to scale, compatibility, location, servicing, and access. In addition, to ensure that supported projects contribute positively to neighbourhood quality, livability, and long-term housing outcomes, priority may be given to applications that demonstrate strong design and planning merit in one or more of the following areas.

1. The additional dwelling unit is well integrated with the principal dwelling and surrounding neighbourhood, including compatibility in form, massing, scale, and materials, and reflects the established character of the area.
2. The project incorporates barrier-free design features or enhances housing accessibility for seniors, persons with disabilities, or individuals with mobility challenges (e.g., ground-level units, single-storey layouts, or direct pedestrian access).
3. The project incorporates energy-efficient design strategies or environmentally responsible materials that exceed minimum building code requirements.
4. The placement and orientation of entrances, windows, and access points respect adjacent properties, minimize privacy impacts, and contribute positively to the public realm.
5. The additional dwelling unit supports identified housing needs within the community, such as increasing rental supply, providing workforce housing, or enabling aging in place.

These design considerations are intended to inform the review and prioritization of applications and do not represent mandatory eligibility thresholds. Where funding is limited, projects that best reflect these principles may be prioritized for support.

12.0 Administration

This section outlines the administrative framework for the implementation of the Elgincentives within [Insert Municipality], including the term of the Plan, governance structure, funding approach, and application requirements for financial incentive programs. While this Plan is adopted locally under the Ontario Planning Act, it is administered through a County-led delivery model in partnership with Elgin County, as described below.

12.1 Term of the CIP

It is anticipated that the Elgincentives Community Improvement Plan will be implemented over a ten (10) year period from 2026 to 2036. An amendment to this CIP is not required to extend the term of this plan if there is a desire to do so, unless any updates or revisions trigger the need under the Planning Act. The ultimate term of Elgincentives shall be determined by the County and [insert municipality] at their sole discretion.

12.2 Administrative Body

This Community Improvement Plan will be administered through a County-led committee structure, in partnership with the Municipality of [Insert Municipality]. Specifically, an Elgincentives Implementation Committee has been established to oversee delivery of the financial incentive programs contained in this Plan. The Elgincentives Implementation Committee is responsible for:

1. Receiving and reviewing all applications for financial incentives;
2. Coordinating the further exploration and pursuit of municipal leadership initiatives; and

3. Making decisions on whether applications should be approved or refused, in accordance with the eligibility criteria and program requirements outlined in this Plan OR preparing recommendations to council where required to approve tax-related incentives.

In addition, the Elgincentives Implementation Committee will be responsible for:

4. Marketing the Elgincentives CIP in accordance with the Marketing Strategy outlined in Section 13.0 of this Plan, with Elgin County taking a lead role; and
5. Monitoring program uptake and performance, including the financial incentive programs, in accordance with the Monitoring framework set out in Section 14.0 of this Plan.

The Committee will consist primarily of senior staff from Elgin County, who will assume responsibility for day-to-day program administration, application intake, evaluation, and coordination. Staff from the Municipality of [Insert Municipality] will participate on the Committee on an as-needed basis, including the review of applications originating within the municipality and coordination of local implementation considerations.

Applications will be evaluated based on criteria established by the Elgincentives Implementation Committee, which are grounded in the Vision, Goals, and policy direction set out in this CIP.

12.3 Funding of Financial Incentives

Any number of the financial incentive programs identified in this Plan may be brought into effect during the term of the CIP, subject to the availability of funds and other resources. On an annual basis, the Elgincentives Implementation Committee will report to the Council of the Municipality of [Insert Municipality] and Elgin County Council regarding which incentive programs will be in effect for that year.

Financial incentive programs will be funded through a partnership between the Municipality of [Insert Municipality] and Elgin County. As part of the annual budgeting process, both Councils will identify community improvement funding allocations to be made available for the upcoming year, if any.

During the annual budgeting exercise, the Councils of the Municipality of [Insert Municipality] and Elgin County will also determine the extent to which each level of government will participate in the incentive programs that are activated for that year. Subject to available resources, up to 100% of certain grant programs may be funded by Elgin County. Exceptions include tax-based programs such as the Tax Increment Grant, Application and Permit Fee Rebates, and Brownfield Tax Assistance,

where each level of government may only fund its respective portion of the tax increase or fee.

The provision of incentives in any given year is subject to available funding. Once approved annual budgets have been fully allocated, no further incentives will be granted until additional funding is approved.

Annual budgets for financial incentives do not apply to tax-based incentive programs, as these programs do not represent direct “out-of-pocket” expenditures. Funding for tax-based incentives is provided through cancellation or reimbursement in the year following payment and does not require upfront budget allocation.

Actual payment of all incentives, including both the municipal and County-funded portions, will remain the responsibility of the Municipality of [Insert Municipality], with County contributions transferred to the Municipality accordingly, not directly to the applicant.

It is recognized that other Community Improvement Plans may exist or be adopted in the future by the Municipality of [Insert Municipality]. This Plan is separate from any other CIP adopted by Municipal Council. Elgin County participation is limited to the financial incentive programs contained within this CIP.

12.4 Financial Incentive Application Process

1. Pre-Consultation

All applicants are required to participate in a pre-consultation meeting with a representative of the Elgincentives Implementation Committee prior to submitting a formal application. The purpose of pre-consultation is to improve application quality and administrative efficiency by:

- Confirming general and program-specific eligibility;
- Identifying appropriate financial incentive programs;
- Clarifying required supporting documentation;
- Providing preliminary feedback on project alignment with the goals and objectives of this CIP; and
- Identifying whether the proposed project may involve any tax-based incentives requiring Council approval.

Pre-consultation does not constitute approval of an application or guarantee funding.

2. Application Submission

Following pre-consultation, applicants may submit a formal application for financial incentives in accordance with the requirements of this Plan. Applications must include:

1. One (1) completed application form, signed by the registered or assessed owner, or tenant with owner consent;
2. Supporting documentation, as identified through pre-consultation and as determined by the Elgincentives Implementation Committee, which may include, but is not limited to:
 - a. Specifications of the proposed project, including plans, drawings, and studies;
 - b. Photographs of the existing building or site condition;
 - c. Past or historical photographs and/or drawings, where available;
 - d. Two (2) cost estimates for eligible work provided by qualified contractors;
 - e. Disclosure of all other funding sources or incentives supporting the project;
 - f. A statement describing how the proposed project meets the goals and objectives of this CIP; and
 - g. Any additional information required by the Committee.

3. Completeness and Eligibility Review

Upon receipt of an application, a designated representative of the Elgincentives Implementation Committee will conduct an initial review to confirm that the submission is complete and generally consistent with the eligibility requirements of this Plan. Only applications deemed complete will be circulated to the full Elgincentives Implementation Committee for evaluation. Incomplete applications will be returned to the applicant with written notice identifying deficiencies.

4. Application Review and Committee Decision

Complete applications will be evaluated by the Elgincentives Implementation Committee based on the general and program-specific eligibility criteria outlined in this Plan, as well as alignment with the CIP's goals and priorities. Based on this review, the Committee may:

- a) Approve the application, in whole or in part;
- b) Refuse the application, with reasons provided; or
- c) Request revisions or additional information prior to making a final decision.

Applicants will be notified in writing of the Committee's decision.

5. Council Approval for Tax-Based Incentives

Notwithstanding Sections 12.4.3 and 12.4.4, any application that includes a tax-based incentive—such as a Tax Increment Grant, tax cancellation, tax rebate, or tax deferral—shall require approval by the respective Council having authority over that portion of taxes.

Where an application includes both grant-based incentives and tax-based incentives:

- The Elgincentives Implementation Committee may approve the grant-based components of the application, subject to Council approval of the tax-based incentive; and,
- The tax-based incentive component, along with a recommendation from the Committee, shall be forwarded to the respective Council having authority over that portion of taxes for consideration.

No tax-based incentive shall be provided unless Council approval has been granted.

6. Appeal of Committee Decisions

If an application is refused by the Elgincentives Implementation Committee the applicant may appeal the decision to Municipal Council. Applications refused due to lack of funding availability are not eligible for appeal but may be resubmitted in a future funding cycle.

In considering an appeal, Council may approve or refuse the application upon reconsideration. If Council approves the application, the Elgincentives Implementation Committee will proceed with execution of the Financial Assistance Agreement. All Decisions of Council are final.

7. Financial Assistance Agreement

For approved applications, a Financial Assistance Agreement shall be prepared and executed between the Municipality of [Insert Municipality] and the applicant. The Agreement will outline:

- Approved works and incentive amounts;
- Terms and conditions of funding;
- Required permits and approvals;
- Timelines for project initiation and completion;
- Documentation and inspection requirements; and
- Default provisions and remedies.

No CIP-funded work may commence prior to execution of the Financial Assistance Agreement, unless expressly authorized in writing.

8. Project Initiation, Completion, and Payment

Unless otherwise specified in the Financial Assistance Agreement:

1. Approved projects must commence within six (6) months of agreement execution.

2. Projects must be completed within twelve (12) months of commencement.
3. Requests for extensions must be submitted in writing and are subject to approval at the discretion of the Elgincentives Implementation Committee.
4. Upon project completion, applicants must submit:
 - A statement of completed works;
 - Invoices and proof of payment;
 - Photographic documentation; and
 - Any additional documentation required by the Agreement.

The Elgincentives Implementation Committee reserves the right to inspect completed works or audit project costs prior to authorizing payment. Incentives may be delayed, reduced, cancelled, or recovered if project requirements are not met.

Elgincentives Application Process

13.0 Marketing

The success of Elgincentives will depend in large part on how effectively it is communicated to eligible applicants, partners, and the broader community. A coordinated and sustained marketing approach is essential to ensure awareness of available programs, support program uptake, and reinforce the role of the CIP as a key economic development and community improvement tool. Marketing and communications activities will be led by the Elgincentives Implementation Committee, with support from Elgin County and the Municipality of [Insert Municipality] and will be adapted over time based on program performance, available resources, and evolving priorities.

13.1 Target Markets

Primary Target Markets	Secondary Target Markets
<p>Property owners and operating businesses located within the Community Improvement Project Area, particularly within identified Focus Areas, to ensure awareness of available incentives and program requirements.</p> <p>Commercial and industrial real estate professionals, to encourage the inclusion of CIP incentives as part of the value proposition for properties located within the Community Improvement Project Area.</p>	<p>The broader business community and potential investors, both within and outside Elgin County, to promote the Municipality’s proactive approach to economic development and reinvestment; and</p> <p>The general public, to build awareness of community improvement initiatives and their contribution to local economic vitality and quality of place.</p>

A key communications activity will also be regular reporting to the Councils of the Municipality of [Insert Municipality] and Elgin County, including updates on program uptake, outcomes, and any recommended changes to the CIP. Reporting is discussed further in Section 14.0.

13.2 Key Messages

Communications related to the Elgincentives CIP will be tailored to the needs and interests of each target market. Key messages may include the following.

Target Market	Communication and Messaging Approach
Property Owners and Business Managers	<ul style="list-style-type: none"> • Clear direction on how to access information on available incentive programs, including application guides and forms; • An overview of the application and approval process; and • Emphasis on the financial and strategic benefits of participating in the CIP, including assistance with reinvestment, modernization, and business growth.
Commercial and Industrial Realtors	<ul style="list-style-type: none"> • Messaging that highlights the CIP as a tool that enhances property attractiveness and marketability within the Community Improvement Project Area; • Positioning realtors as partners in promoting awareness of available incentives; and • Sharing examples of successful projects supported through the CIP.
Agricultural Operators and Agri-Tourism Businesses	<ul style="list-style-type: none"> • Information on how the CIP can support value-added agriculture, agri-tourism, and rural economic diversification; • Emphasis on the ability of incentives to leverage private investment; and • Clear guidance on eligibility and alignment with agricultural land use policies.
Tourism Businesses	<ul style="list-style-type: none"> • Messaging that emphasizes how the CIP can support investment in visitor-serving uses and facilities; • Alignment with broader County and municipal tourism objectives; and • Use of success stories, including before-and-after examples, where available.
Business and Community Organizations	<ul style="list-style-type: none"> • Encouragement to help promote awareness of the CIP among members; • Emphasis on the broader economic and community benefits of reinvestment; and • Sharing of program outcomes and success stories.

Target Market	Communication and Messaging Approach
Potential Investors	<ul style="list-style-type: none"> • Messaging that reinforces the Municipality of [Insert Municipality] and Elgin County as investment-ready communities; • Emphasis on coordinated planning, available incentives, and a supportive development environment.
General Public	<ul style="list-style-type: none"> • Sharing of visible community improvement outcomes; • Use of project examples to demonstrate how the CIP contributes to community vitality, placemaking, and economic development.
Municipal and County Councils	<ul style="list-style-type: none"> • Regular reporting on implementation, program uptake, and progress toward achieving CIP goals; and • Identification of any recommended adjustments to improve program effectiveness.

13.3 Marketing and Communications Tools

Marketing and communications activities may be undertaken as part of the initial launch of the CIP and will continue on an ongoing basis throughout the lifetime of the Plan. Efforts may be refreshed periodically to maintain visibility, share success stories, and encourage continued participation.

A range of marketing and communications tools may be used to promote the Elgincentives CIP and increase awareness of available programs and opportunities. Tools will be selected and deployed by the Elgincentives Implementation Committee based on effectiveness, available resources, and target audiences. In addition, the Elgincentives Implementation Committee may identify specific properties, areas, or sectors on an annual basis

where community improvement would be particularly beneficial. Targeted outreach or direct engagement with property owners or business operators may be undertaken to promote awareness of the CIP and encourage program uptake.

Dedicated CIP Web Presence

A dedicated Elgincentives website will serve as the primary source of information for the CIP and may include:

- Program goals and objectives;
- Descriptions of available financial incentive programs;

- Community Improvement Project Area maps and Focus Areas;
- Application requirements, process, and key timelines; and
- Contact information for program inquiries and pre-consultation.

A link to this website may also be provided on the Municipality of [Insert Municipality] and Elgin County websites.

Digital Communications and Direct Outreach

Digital tools may be used to communicate directly with eligible applicants and interested parties, including:

- Email notifications or newsletters;
- Targeted outreach to property owners and businesses within identified Focus Areas; and
- Periodic reminder communications to maintain awareness over the life of the CIP.

Printed Materials and Information Packages

Program guides, information sheets, and summary materials may be prepared for distribution at municipal offices, community events, or through partner organizations.

Presentations and Stakeholder Engagement

Presentations or information sessions may be delivered to property owners, business operators, agricultural organizations, business associations, and members of the public to communicate program opportunities and application processes.

Media and Promotional Activities

Traditional and digital media may be used to support program awareness, including local newspaper notices or feature stories, social media communications, and short promotional or informational videos.

Sector-Specific Outreach

Targeted materials may be prepared for specific sectors, such as agriculture and agri-tourism, and distributed through relevant organizations to ensure information reaches appropriate audiences.

14.0 Monitoring, Amendments, & Updates

Ongoing monitoring and evaluation are essential to ensuring that the [Insert Municipality] Elgincentives Community Improvement Plan (CIP) remains effective, responsive, and aligned with local and County-wide priorities. This section establishes a framework for tracking program performance, assessing outcomes, and identifying when adjustments or formal amendments to the CIP may be required over its life.

14.1 Purpose

The purpose of the monitoring strategy is to:

1. Track financial incentives provided through the CIP to owners and tenants of lands and buildings located within the Community Improvement Project Area;
2. Track funding contributions from the Municipality of [Insert Municipality] and Elgin County toward financial incentive programs;
3. Evaluate whether the incentive programs and related initiatives are achieving the overall Vision and Goals of the CIP;
4. Identify opportunities for program refinement, reallocation of resources, or implementation improvements; and
5. Provide a transparent basis for reporting on the uptake, outcomes, and effectiveness of the Elgincentives CIP to the Councils of the Municipality of [Insert Municipality] and Elgin County.

14.2 Monitoring Frequency & Review Cycles

Data collection related to financial incentive applications, approvals, and completed projects will occur on an ongoing basis throughout the implementation of this Plan. Program performance and outcomes will be evaluated annually using the measures outlined in Section 14.3. In recognition that community improvement programs require time to build awareness and momentum, aggregate performance targets should be assessed over rolling five-year periods rather than on a year-by-year basis.

14.3 Measures

Monitoring of the Elgincentives Community Improvement Plan will be undertaken using a structured framework that links each Plan Goal to a set of supporting objectives and corresponding performance indicators. This approach is intended to support clear, transparent, and repeatable evaluation over the life of the Plan. The objectives describe the specific outcomes the CIP seeks to achieve under each goal, while the performance indicators identify both quantitative and qualitative metrics that can be tracked through program administration, applicant reporting, and periodic evaluation. Together, these measures provide the basis for annual reporting to Council and longer-term assessment of program effectiveness.

Goal 1: Create More Affordable and Attainable Housing Options

Objective	Performance/Monitoring Measure
<p>Increase the supply of new affordable and attainable housing units.</p>	<ul style="list-style-type: none"> • Number of new housing units supported through CIP incentives • Number of affordable or below-market rental units supported • Type of housing supported (e.g., purpose-built rental, ADU, community housing) • Location of supported housing projects by Focus Area
<p>Support the retention and reinvestment in existing affordable housing stock.</p>	<ul style="list-style-type: none"> • Number of existing rental units improved or rehabilitated • Type of improvements completed (e.g., building systems, accessibility, energy efficiency) • Estimated extension of building life or continued affordability (where applicable)

Goal 2: Revitalize Sense of Place in Core Areas and Main Streets

Objective	Performance/Monitoring Measure
<p>Improve the appearance, function, and vibrancy of downtowns, main streets, and core areas.</p>	<ul style="list-style-type: none"> • Number of facade, signage, and property improvement projects supported • Geographic distribution of projects along main street corridors • Before-and-after photographic documentation of completed projects • Number of vacant or underutilized storefronts improved or reactivated
<p>Enhance the visual quality of gateways, tourism corridors, and prominent sites.</p>	<ul style="list-style-type: none"> • Number of projects supported within Tourism Corridor Overlay areas • Types of improvements completed (e.g., signage, landscaping, building upgrades) • Visual documentation demonstrating improvement to key sites or corridors

Goal 3: Diversify Agri-Tourism and Rural Economic Opportunities

Objective	Performance/Monitoring Measure
<p>Support value-added agriculture, agri-tourism, and rural diversification initiatives.</p>	<ul style="list-style-type: none"> • Number of agri-tourism or rural diversification projects supported • Types of uses supported (e.g., farm retail, visitor amenities, value-added processing) • Location of projects within the Agricultural Area • Estimated investment leveraged in rural and agricultural settings

Goal 4: Improve Building Efficiency and Sustainability of Development

Objective	Performance/Monitoring Measure
<p>Encourage sustainable building practices and energy-efficient reinvestment.</p>	<ul style="list-style-type: none"> • Number of projects incorporating energy efficiency or sustainability upgrades • Types of improvements completed (e.g., insulation, HVAC, renewable energy, green infrastructure) • Estimated reduction in energy consumption or improvement in building performance (where available) • Number of projects aligned with climate adaptation or resilience objectives

Goal 5: Stimulate Economic Growth and Vitality

Objective	Performance/Monitoring Measure
<p>Support business expansion, start-ups, and reinvestment across key economic sectors.</p>	<ul style="list-style-type: none"> • Number of businesses supported by sector (commercial, industrial, agri-business, creative economy) • Number of business expansions or start-ups assisted • Type of business activity supported (new, expansion, relocation, modernization)
<p>Encourage reinvestment in employment lands and underutilized buildings.</p>	<ul style="list-style-type: none"> • Number of industrial or employment-related projects supported • Square footage of employment space improved, expanded, or repurposed • Change in utilization of previously vacant or underutilized buildings or sites
<p>Strengthen the municipal assessment base over time.</p>	<ul style="list-style-type: none"> • Change in assessed value for properties receiving CIP assistance • Aggregate assessed value change within Focus Areas over time • Comparison of total incentives provided to long-term assessment growth (trend-based)

Comprehensive Elgincntives Performance Measures

In addition to goal-specific measures, the following indicators should be tracked annually:

- Total number of applications received, approved, and declined
- Total value of grants approved and paid
- Total estimated private-sector investment leveraged
- Distribution of funding by incentive program and Focus Area
- Average processing time from application submission to approval
- Summary of notable or catalytic projects supported during the year

14.4 Reporting

An annual monitoring report will be prepared to summarize program activity, funding allocations, and outcomes achieved through the Elgincntives CIP. The report will be presented to the Council of the Municipality of [Insert Municipality] and Elgin County Council for information and consideration. The annual report may include:

- A summary of applications received, approved, and completed;
- Total incentive funding committed and leveraged private investment;
- Findings from the monitoring activities undertaken in Section 14.3, in accordance with available data;
- Progress toward achieving the Goals of the CIP;
- Geographic and sectoral distribution of incentives; and
- Identification of emerging trends, challenges, or opportunities.

Where appropriate, the report may also recommend program adjustments, implementation refinements, or amendments to the CIP, as outlined in Section 14.5.

14.5 Adjustments and Amendments to the CIP

Over time, it may be necessary to review and update the CIP to reflect the results of the monitoring exercises above, evolving community needs, legislative changes, or emerging opportunities. Any proposed adjustment or change to the Plan contemplated should be assessed to determine whether it requires a formal amendment under the Planning Act.

The table below provides guidance as to what Plan adjustments or changes would trigger an amendment to the Plan in accordance with the requirements of the Planning Act.

Adjustment or Change	Amendment Required?
Modify Vision or Goals	Yes
Modification to Community Improvement Project Area	No, but requires by-law amendment
Repeal of Community Improvement Project Area	No, but requires by-law repeal
Add, modify, or remove financial incentive programs or initiatives	Yes, except for technical changes, clarification, or error correction
Add, modify, or remove general eligibility criteria	Yes
Adjust funding allocations (budgetary allocation)	No
Activate or cancel financial incentive programs	No
Administering the Plan beyond the 10-year horizon	No

Any amendment to this CIP will be adopted by the Council of the Municipality of [Insert Municipality] in accordance with the Planning Act. For any proposed amendments or updates, the County will lead and coordinate the statutory approvals process.

Appendix A | Glossary

Additional Dwelling Unit (ADU)

A self-contained residential dwelling unit located on the same lot as a principal residential dwelling, including units within, attached to, or detached from the main building, that contains independent kitchen, bathroom, and sleeping facilities and is permitted in accordance with the Official Plan and zoning by-law.

Affordable Rental Housing

For the purposes of this Plan, housing that is rented at or below Average Market Rent for the Municipality, County, or Regional Market area, as applicable.

Agri-Tourism Use

A tourism-related use located on, or in association with, a farm operation that promotes agricultural activities, rural culture, or farm-based experiences, and is compatible with agricultural uses, as permitted by provincial policy, OMAFRA guidelines, and local planning regulations.

Applicant

A registered owner, assessed owner, tenant (with owner consent), or other eligible party who submits an application for financial incentives or support under this Community Improvement Plan.

Average Market Rent (AMR)

For the purposes of this CIP, the average rent charged for a rental housing unit in the Municipality, County, or Regional Market Area (according to available data), according to building type and number of bedrooms.

Brownfield

A property that may be vacant, underutilized, or abandoned, and where past industrial, commercial, or institutional uses have resulted in actual or perceived environmental contamination requiring assessment, remediation, or risk management prior to redevelopment.

Community Improvement Plan (CIP)

A statutory planning document adopted by municipal council under Section 28 of the Planning Act that establishes a framework for community improvement, including the designation of a Community Improvement Project Area and the authorization of financial incentive programs and municipal initiatives.

Community Improvement Project Area (CIPA)

A municipality or defined area within a municipality designated by by-law under Section 28 of the Planning Act, where community improvement is considered desirable due to environmental, social, economic, or physical conditions.

County

The Corporation of the County of Elgin.

Development

The creation of a new building or structure, or a change in use, including construction, reconstruction, or expansion, as defined under the Planning Act and applicable municipal regulations.

Eligible Costs

Costs that are directly related to an approved eligible project and are permitted under this Community Improvement Plan and the specific incentive program, including materials and labour, professional services, fees, or other costs expressly identified as eligible.

Eligible Project

A development, redevelopment, rehabilitation, or improvement project that meets the general and program-specific eligibility criteria of this Community Improvement Plan and is approved for support.

Elgincentives Implementation Committee

The County-led committee responsible for administering the Elgincentives CIP, including reviewing applications, making funding decisions, coordinating program delivery, and monitoring results, with local municipal participation as required.

Employment Lands

Lands designated for industrial, manufacturing, warehousing, logistics, business park, or other employment-generating uses in the County Official Plan and supporting local Official Plans.

Financial Assistance Agreement

A legally binding agreement between the Municipality and an approved applicant that sets out the terms, conditions, funding amounts, timelines, reporting requirements, and default provisions associated with approved financial incentives.

Focus Area

A defined geographic or land use category within the Community Improvement Project Area used to guide the application, eligibility, and prioritization of incentive programs under this Plan.

Intensification Project / Infill

Development or redevelopment that occurs within existing built-up areas, including the reuse of vacant or underutilized land or buildings, resulting in more efficient use of land and infrastructure.

Mixed-Use

A development or building containing two or more different land uses, such as residential, commercial, office, or institutional uses, integrated within a single structure or site.

Multiple Facades

More than one exterior building wall that faces a public street, park, or publicly accessible space and is visible from the public realm.

Municipal Leadership Initiative

A public-sector initiative identified in this Community Improvement Plan that may be undertaken by the Municipality and/or County to support community improvement goals, including investments in public spaces, infrastructure, land use planning, or strategic studies.

Municipality

The local lower-tier municipality adopting this Community Improvement Plan.

On-Farm Diversified Use

A small-scale commercial or industrial use that is secondary to a principal farm operation, compatible with agriculture, and permitted by provincial policy, OMAFRA guidelines, and local planning regulations.

Owner

The registered owner or assessed owner of land or buildings subject to an application under this Community Improvement Plan.

Professional Fees

Costs associated with consulting services provided by qualified professionals, including architects, engineers, planners, designers, or other specialists, required to prepare plans, studies, reports, or designs for an eligible project.

Sustainability Improvements / Green Infrastructure

Improvements that enhance environmental performance or climate resilience, including energy efficiency upgrades, renewable energy systems, water conservation measures, low-impact development features, and natural or nature-based infrastructure.

Tax Increment

The net increase between the pre-development and post-development municipal and/or county property taxes levied as a result of the revaluation of the property by the Municipal Property Assessment Corporation (MPAC).

Tourism Corridor Overlay

An overlay applied to properties located along designated tourism corridors identified in the County Official Plan, recognizing areas where incentive programs may be enhanced or prioritized due to tourism visibility and economic significance.

BOWLBY-FUTCHER DRAIN 2025
Township of Southwold



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London, Ontario
December 19, 2025

BOWLBY - FUTCHER DRAIN 2025

Township of Southwold

To the Mayor and Council of
The Township of Southwold

Mayor and Council:

We are pleased to present our report on the reconstruction of the Main Drain, Branches D, E, F, and parts of Branch C of the Bowlby-Futcher Municipal Drain serving parts of Lots 25 to 36, Concessions S.E.B.T.R. and N.E.B.T.R., and Lots 26 to 33, Concession S.N.B.T.R in the Township of Southwold. The total watershed area contains approximately 750 hectares.

AUTHORIZATION

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

HISTORY

The Bowlby-Futcher Drain was originally constructed pursuant to a report submitted by Fred A. Bell, O.L.S., C.E., dated July 14, 1928, and consisted of a Main Drain and six Branch Drains. The Main Drain consists of an open ditch from the Casey Drain to the Branch C junction in Lot 28. Branch C continues as an open ditch from there, north-easterly to the south side of the Chesapeake and Ohio Railway, to the line between Lots 29 and 30, Concession N.E.B.T.R.

The remainder of the Main Drain continues upstream as 400mm to 300mm tile from the Branch C junction to the line between Lots 32 and 33, Concession N.E.B.T.R. The portion from the Branch F junction to the 32-33 lot line was replaced with a 350mm tile as part of the Watson-Annet Drain 1969 report.

The portion of Branch A along Fingal Line consisted of 350mm tile and was relocated onto private property by the County of Elgin in the late 1960's.

Branch C continued across the railway with a 350mm to 200mm tile northeasterly to the north side of the road allowance in the west part of Lot 32. Branches D, E, and F consist of 125mm to 250mm tile located in the middle parts of Lots 31 and 32.



HISTORY (cont'd)

An overflow ditch to provide outlet for surface water was constructed pursuant to a report by J.R. Spriet, P. Eng., dated December 27, 1990. This ditch was constructed from Branch A, north-westerly for 250 meters along the east ditch of Mill Road, and partially on private property. From there it crosses Mill Road with a 1200mm diameter culvert and extends south-westerly for 211 meters to the Main Drain-Open Portion in Lot 28. This overflow ditch provides some relief from surface water flooding in Lots 28 and 29.

Branch A was reconstructed and partially relocated pursuant to a 2012 report by Spriet Associates. This report also included deepening and improving the portion of the existing 1990 overflow ditch from Mill Road to the Main Drain.

EXISTING DRAINAGE CONDITIONS

A site meeting was held with respect to the project and through later discussions the owners reported and /or requested the following:

- that the Main Drain open ditch be cleaned out
- that the existing concrete culvert on the property line in Lot 25 between Roll No's 001-089-04 and 001-089 is not in good condition and was requested to be replaced with a pipe culvert
- that we investigate the cost and feasibility of relocating the portion of Branch C on the west side of Mill Road adjacent to the road
- that the existing tile portions of the Main Drain and Branch C, along with Branches D, E and F, are too small to provide a good drainage outlet
- it was requested that the above tiles be replaced with new tile drains sized to present day standards
- it was also requested that we investigate connecting Branches D, E, F, and the upper portion of Branch C southerly into the Main Drain to relieve the capacity of Branch C downstream of those branches and save costs
- that we investigate extending Branches E and F

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

OPEN PORTION:

- that portions of the Main Drain have silted in and do not provide a proper outlet for tributary sub-surface drainage tiles
- that the upper portion of Branch C has silted in and is too shallow to provide a proper drainage outlet for the new Branch C tile



EXISTING DRAINAGE CONDITIONS (cont'd)

- that several locations along the Main Drain are experiencing erosion due to flow in the ditch and surface water entering the drain
- that some existing private tiles outletting into the drain require repair and erosion control measures
- that the farm culvert in Lot 26, Concession NEBTR is in poor condition, unsafe, and undersized for today's standards and farming practices
- that most of the channel through cultivated lands has a grassed buffer

CLOSED PORTION:

- that the existing closed portions of the Main Drain, Branches C, D, E, and F are considerably undersized by today's standards, are 97 years old, and in poor working condition
- that there is erosion through the surface runs in the affected watershed area and frequent flooding of the low-lying areas
- that the closed portions of both the Main Drain and Branch C cross the Chesapeake and Ohio Railway

We prepared the following three Alternatives for the proposed works:

Alternative 1:

- cleanout and reconstruction of the Main Drain-Open Portion and Closed Portion
- divert Branches C and D southerly along the middle of Lot 31 to the Main Drain

Alternative 2:

- as Alternative 1, plus the portion of Branch C-Open Portion west of Mill Road, be relocated adjacent to the road and Branch A ditch be improved to the Main Drain ditch

Alternative 3:

- cleanout and reconstruction of the Main Drain-Open Portion and Closed Portion
- reconstruct Branch C-Closed Portion in its natural location (no diversion)

Preliminary design, cost estimates, and assessments were prepared for the above alternatives, and an informal public meeting was held to review the findings and preliminary proposals. The following further input and requests were provided by the affected owners at that time and at later dates:

- that the lower portion of Branch C be left in its present location and no cleanout downstream is necessary
- that the Main Drain and Branch C - Closed Portions be replaced with new up-to-date tiles to serve their present natural watersheds
- that Branches E and F not be extended at this time



DESIGN CRITERIA AND CONSIDERATIONS

The Drainage Coefficient method contained in "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Agribusiness (OMAFRA) is typically used to design municipal drains. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient used to design this drain with respect to capacity was 38mm per 24 hours. This includes the area tributary to the Watson-Annett Drain which was previously assessed to have surface water flows outlet into Branch A. This allows for the future improvement of the Watson-Annett Drain to the 38mm design standard recommended by OMAFA.

We would like to point out that there have been no indications of any adverse soil conditions. It should be noted that no formal soil investigation has been made, with this information being provided by the owners.

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

The capacity of the new farm culvert has been designed in accordance with the rational method to a design frequency of a 1 in 2-year storm. Design frequency is the frequency with which a given storm event is equalled on the average, once in a period of years. Thus a 2-year frequency event would be expected to be equalled or exceeded 50 times in 100 years

RECOMMENDATIONS

We are therefore recommending the following:

OPEN PORTION:

- that the existing ditch bottom of the Main Drain and the upper 120 meters of Branch C be cleaned out to provide a proper sub-surface drainage outlet
- that ditch banks be reconstructed where specified including seeding of newly exposed ditch slopes
- that the ditch bottom and ditch slopes be cleared only (stumps are to be left) of trees, brush, and scrub
- that the working space and access route be cleared and grubbed of trees, brush, and scrub where required for machines to access and complete the work on the ditch and the areas where excavated material is to be levelled
- that the stumps, logs, and brush be piled beyond this width
- that a new 3300mm span x 2080mm rise pipe arch farm culvert consisting of aluminized corrugated steel be constructed on the line between the 001-089-04 and 001-089 properties, including the removal and disposal of the existing culvert



RECOMMENDATIONS (cont'd)

CLOSED PORTION:

- that the existing Main Drain and Branches C, D, E, and F be replaced with a new 750mm to 250mm concrete tile and sewer pipe, including related appurtenances, and that the existing tile be destroyed where possible
- that the remaining existing portions of the above tile drain, if any, be officially abandoned as municipal drains under Section 19 of the Drainage Act. The owners may maintain the intact portions as private header tiles if they so wish
- that a new 675mm concrete sewer pipe be constructed across the Chesapeake & Ohio Railway bed at both locations
- that catchbasins be installed at various locations on the proposed drains to allow direct surface water entry into the tiles and thereby reduce surface flow and erosion
- that, if the Watson-Annett Drain is improved in the future, the Assessment Schedule for Branch A (2012) should be amended at that time

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

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

We have reviewed the existing Schedule of Assessment for the Branch C – Open Portion and found it to be out-of-date and unfair due to property splits and changes in land use, the watershed and drainage conditions. We therefore recommend that a new Schedule for Branch C – Open Portion be included as part of this report.

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

Based on the information available, there are no significant wetlands, sensitive areas, or endangered species along the route of the drains. The proposed construction of the Bowlby-Futcher Drain 2025 includes quarry stone outlet protection and surface inlets which greatly help reduce the overland surface flows and any subsequent erosion. A temporary flow check of silt fencing is to be installed in the ditch downstream of the tile outlet for the duration of the construction.



ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES (cont'd)

We are also recommending that the following erosion and sediment control measures be included as part of our reconstruction proposal to help mitigate any potential adverse impacts of the proposed drainage works on water quality and fishery habitat:

- timing of construction is to be only at times of low or no flow
- a temporary flow check of silt fencing is to be installed for the duration of the construction at the bottom end of the ditch cleanouts
- a cleanout of the ditch bottom only has been specified so that the existing bank vegetation is not disturbed. However, where the existing banks are unstable, or may become unstable, they are to be resloped and seeded as noted on the plans
- 2 meter wide grassed buffer strips between the top of the bank and any adjacent cultivated lands on both sides of the ditch are to be incorporated and/or be constructed in accordance with the attached plans
- some existing washouts along the course of the drain are to be backfilled and protected with quarry stone rip-rap
- quarry stone rock chutes are to be constructed at surface inlet points to reduce erosion from direct surface water access into the ditch
- some severe bends in the drain are to be protected from erosion with the installation of quarry stone rip-rap on the ditch bank as specified on the plans
- all new tile drain outlets are to be installed with quarry stone rip-rap protection
- some existing tile outlets along the course of the drain are to be repaired using an outlet pipe with a rodent gate with quarry stone rip-rap protection

It is to be noted that both the existing and newly vegetated banks as well as the existing natural and newly created buffer strips along each side of the ditch are permanent parts of the Bowlby-Futcher Drain 2025 and shall not be disturbed or destroyed.

SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 1,527 lineal meters of open ditch cleanout/reconstruction including quarry stone rip-rap bank protection, rock chutes, bank seeding, and construction of a farm culvert and approximately 3,593 lineal meters of 750mm to 250mm concrete field tile, HDPE, and concrete sewer pipe, including related appurtenances.



SCHEDULES

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

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

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$875,200.00. This estimate includes engineering and administrative costs associated with this project.

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

Schedule 'D' - Assessment for Maintenance. In accordance with Section 38 of the Drainage Act, this schedule outlines the distribution of future repair and/or maintenance costs for portions of, or the entire drainage works.

Drawing No.'s 1 to 4, Job No. 224149, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

ALLOWANCES

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

For tile drains where the owners will be able to continue to use the land, the allowance provides for the right to enter upon such lands, and at various times for the purpose of inspecting such drain, removing obstructions, and making repairs. Also, the allowance provides for the restrictions imposed on those lands to protect the right-of-way from obstruction or derogation. The amounts granted for right-of-way on tile drains is based on a percentage of the value of the land designated for future maintenance. Therefore, the amount granted is based on \$9,000.00/ha. through cropped lands. This value is multiplied by the hectares derived from the width granted for future maintenance and the applicable lengths.

For open ditches, the allowance provides for the loss of land due to the construction provided for in the report. The amounts granted are based on the value of the land, and the rate used was \$60,000.00/ha. When any buffer strip is incorporated and/or created, the allowance granted is for any land beyond a 1.8-meter width deemed to have always been part of the drain. For existing open ditches, the right-of-way to provide for the right to enter and restrictions imposed on those lands is deemed to have already been granted.

DAMAGES: Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain.



ALLOWANCES (cont'd)

The amounts granted are based on the following:

- a) for closed drain installed with wheel machine - \$5,550.00/ha.
- b) for open ditch work with excavated material levelled adjacent to drain - \$7,513.00/ha.
- c) for open ditch work through bush with excavated material levelled adjacent to drain - \$4,000.00/ha.

These base rates are multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.

ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These assessments are known as benefit, outlet liability and special benefit as set out under Sections 22, 23, and 24 of the Act.

BENEFIT

Benefit as defined in Section 22 of the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair, or maintenance of a drainage works such as will result in a higher market value, increased crop production, improved appearance, better control of surface water, or any other advantages relating to the betterment of lands, roads, buildings, or other structures.

Special Benefit is assessed to lands for which some additional work or feature has been included in the construction repair or improvement of a drainage works. The costs of such work are separated and assessed independently from the regular work. These assessments can be made under Section 22 and/or 24 depending on the type of work.

OUTLET

Outlet liability is assessed under Section 23 to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse.

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

ASSESSMENT

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



ASSESSMENT (cont'd)

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

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

The cost to restore water supply for any well determined to be impacted by any construction covered under this report shall become part of this report and be pro-rated with the costs provided for in this report.

SPECIAL BENEFIT ASSESSMENTS

Special Benefit Assessments have been made against individual properties for their portion of the cost of various special works provided to them. These works typically include farm or access culverts, outlet pipes, rock chutes, and rip-rap protection on banks and around existing outlet pipes and shall be as shown on Schedule 'C' - Assessment for Construction and shall be pro-rated for construction purposes.

For open drains the Contractor shall contact the owner and request that all known outlet pipes be marked by the owner prior to commencement of excavation on each property. All outlets so marked or visible or as noted on the profile, and subsequently damaged by the Contractor's operations, will be repaired by the Contractor at his cost. All other outlet pipes repaired by the Contractor under direction of the Drainage Superintendent or Engineer shall be considered an extra to the contract price. This cost shall be assessed to the property as a non-pro-rateable special benefit. These outlet pipes are not part of the drain for future maintenance purposes.

SPECIAL ASSESSMENT

In accordance with Section 26 of the Drainage Act, Special Assessments have been made against the Township of Southwold being the increased cost to the drainage work for installing sewer pipe across Mill Road and the road allowance across Lots 31 and 33, Concession NEBTR on the Main Drain and Branches C, D, and E, due to the construction and operation of their roads. The Special Assessments shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessments are to be calculated as follows:

SPECIAL ASSESSMENT (cont'd)

Drain	Cost of Work	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest, Contract Security, & Net H.S.T.	Special Assessment
Main Drain	\$12,000.00	\$1,910.00	\$3,500.00	\$750.00	\$14,340.00
Branch C	\$4,200.00	\$520.00	\$2,410.00	\$330.00	\$6,420.00
Branch D	\$4,480.00	\$610.00	\$2,410.00	\$350.00	\$6,630.00
Branch E	\$3,830.00	\$430.00	\$2,410.00	\$320.00	\$6,130.00

In accordance with Section 26 of the Drainage Act, Special Assessments have been made against the Chesapeake & Ohio Railway being the increased cost to the drainage work for installing 675mm diameter concrete sewer pipe across their right of way on the Main Drain and Branch C due to the construction and operation of the railway bed. The Special Assessments shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessments are to be calculated as follows:

Drain	Cost of Work	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest, Contract Security, & Net H.S.T.	Special Assessment
Main Drain	\$26,640.00	\$2,500.00	\$6,360.00	\$1,680.00	\$32,180.00
Branch C	\$22,980.00	\$2,140.00	\$6,360.00	\$1,500.00	\$28,700.00

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

GRANTS

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

MAINTENANCE

Upon completion of construction all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain. This includes tree roots penetrating tiles from trees planted by owners or naturally occurring. For tiles through bush areas, we recommend the owner maintain the cleared space by either mowing (hay) or growing a crop over it. If no maintenance is completed over several years, we recommend the Municipality complete the mowing/clearing as part of maintenance at the discretion of the Drainage Superintendent.

MAINTENANCE (cont'd)

After completion, the entire Main Drain-Open Portion shall be maintained by the Township of Southwold at the expense of all upstream lands and roads assessed in Schedule 'C' - Assessment for Construction and in the same relative proportions, with the exception that the following assessments be reduced as follows: 001-089-04 Kerkvliet Farms Ltd. from \$17,780.00 to \$7,510.00 and 001-089 P. & C. Kierkvliet from \$17,460.00 to \$7,190.00 until such time as the assessment is changed under the Drainage Act.

After completion, the Main Drain-Open Portion, Branch C – Closed Portion, Branches D, E, and F shall be maintained by the Township of Southwold at the expense of all upstream lands and roads assessed in Schedule 'C' - Assessment for Construction and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

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

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

The Branch C – Open Portion, downstream of Sta. 0+990, shall be maintained in accordance with the grades and dimensions set out in the plans and specifications contained in the reports dated December 19, 1953.

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

The existing farm culvert on the property described by Roll No. 007-060-50 shall be incorporated as part of this drain for future maintenance purposes. Future maintenance costs for the existing culvert (Roll No. 7-060-050) and new farm culvert on the properties described by Roll No's 1-089-04 & 1-089 shall be levied 57 percent to the adjacent property (split 50-50 for the new culvert) and the remainder shall be pro-rated over the upstream outlet assessments.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

M.P. DeVos, P. Eng.



MPD:



BOWLBY - FUTCHER DRAIN 2025

Township of Southwold

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

CON.	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
MAIN DRAIN - OPEN PORTION					
NEBTR	E½25	001-088(Kerkvliet Farms Ltd.)	\$ 1,080.00	\$ 3,370.00	\$ 4,450.00
NEBTR	W½26	001-089-04(Kerkvliet Farms Ltd.)	760.00	2,380.00	3,140.00
NEBTR	E½26	001-089(P. & C. Kerkvliet)	730.00	2,280.00	3,010.00
NEBTR	Pt. 27	007-060-50(C. Hoffsuemmer)	1,620.00	5,080.00	6,700.00
NEBTR	Pt.28	007-063(C. Hoffsuemmer)	850.00	2,660.00	3,510.00
Total Allowances			\$ 5,040.00	\$ 15,770.00	\$ 20,810.00
TOTAL ALLOWANCES ON THE MAIN DRAIN - OPEN PORTION					\$ 20,810.00
MAIN DRAIN - CLOSED PORTION					
NEBTR	Pt.28	007-063(C. Hoffsuemmer)	\$ 1,780.00	\$ 2,180.00	\$ 3,960.00
NEBTR	SW¼29	007-066(M. & O. Tufford)	1,810.00	2,210.00	4,020.00
NEBTR	SPts.29-31	007-068(O. Tufford)	7,990.00	9,770.00	17,760.00
NEBTR	SPts.31&32	007-070(J. & L. Futcher)	3,720.00	4,540.00	8,260.00
Total Allowances			\$ 15,300.00	\$ 18,700.00	\$ 34,000.00
TOTAL ALLOWANCES ON THE MAIN DRAIN - CLOSED PORTION					\$ 34,000.00
BRANCH C - OPEN PORTION UPPER					
NEBTR	SPts.29-31	007-068(O. Tufford)	\$	\$ 860.00	\$ 860.00
Total Allowances			\$	\$ 860.00	\$ 860.00
TOTAL ALLOWANCES ON BRANCH C - OPEN PORTION UPPER					\$ 860.00
BRANCH C - CLOSED PORTION					
NEBTR	SPts.29-31	007-068(O. Tufford)	\$ 5,890.00	\$ 7,190.00	\$ 13,080.00
NEBTR	SPts.31&32	007-070(J. & L. Futcher)	3,290.00	4,030.00	7,320.00
NEBTR	N½32&Pt.33	007-072(Nor-mac Farms Ltd.)	50.00	70.00	120.00
Total Allowances			\$ 9,230.00	\$ 11,290.00	\$ 20,520.00
TOTAL ALLOWANCES ON BRANCH C - CLOSED PORTION					\$ 20,520.00

SCHEDULE 'A' - ALLOWANCES (Cont'd)

BOWLBY - FUTCHER DRAIN 2025

Township of Southwold

CON.	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
BRANCH D					
NEBTR	N¼30&N½31	007-069(Oegema Grains Ltd.)	\$ 50.00	\$ 70.00	\$ 120.00
NEBTR	SPts.31&32	007-070(J. & L. Futcher)	1,810.00	2,210.00	4,020.00
Total Allowances			\$ 1,860.00	\$ 2,280.00	\$ 4,140.00
TOTAL ALLOWANCES ON BRANCH D					\$ 4,140.00
BRANCH E					
NEBTR	SPts.31&32	007-070(J. & L. Futcher)	\$ 900.00	\$ 1,100.00	\$ 2,000.00
NEBTR	SE¼32	007-071(F. & J. Davey)	2,150.00	2,630.00	4,780.00
NEBTR	N½32&Pt.33	007-072(Nor-mac Farms Ltd.)	50.00	70.00	120.00
Total Allowances			\$ 3,100.00	\$ 3,800.00	\$ 6,900.00
TOTAL ALLOWANCES ON BRANCH E					\$ 6,900.00
BRANCH F					
NEBTR	SE¼32	007-071(F. & J. Davey)	\$ 1,830.00	\$ 2,230.00	\$ 4,060.00
NEBTR	N½32&Pt.33	007-072(Nor-mac Farms Ltd.)	50.00	70.00	120.00
Total Allowances			\$ 1,880.00	\$ 2,300.00	\$ 4,180.00
TOTAL ALLOWANCES ON BRANCH F					\$ 4,180.00
TOTAL ALLOWANCES ON THE BOWLBY - FUTCHER DRAIN 2025					\$ 91,410.00

SCHEDULE 'B' - COST ESTIMATE

BOWLBY - FUTCHER DRAIN 2025**Township of Southwold**

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

MAIN DRAIN - OPEN PORTION

Mobilization of equipment	\$	500.00
1407 meters of open ditch cleanout (Approx. 1,300 m ³)	\$	7,000.00
Levelling of excavated material	\$	3,500.00
Clearing & grubbing	\$	3,500.00
Construct the following helical corrugated aluminized steel pipe arch as new farm culvert including removal and disposal of existing structure (where applicable):		
Sta. 0+887± - 7-089 (P. & C. Kerkvliet)		
Supply & delivery of 14.5 m - 3300mm x 2080mm dia, 3.5mm thick, (including couplers)	\$	20,010.00
Installation of pipe including supply and installation of bedding and backfill including breaking up of exist. concrete culvert for use as rip-rap (7m ³) and disposal of any unacceptable material	\$	8,500.00
Supply & installation of 7m ³ quarry stone riprap & installation of broken concrete	\$	3,500.00
Backfill washouts, supply and place quarry stone rip-rap protection with geotextile on ditch slopes as rock chutes (Approx. 33.5 m ³ quarry stone required)	\$	9,210.00
Grading of designated surface inlet areas to downstream rock chute where specified including stripping & releveling of topsoil (Approx. 100m grading req'd)	\$	1,200.00
Supply & install one 3 meter length of 150mm dia., H.D.P.E. plastic sewer pipe on end of existing tile (with rodent gates) including quarry stone rip-rap protection (Approx. 1.5 m ³ quarry stone required)	\$	510.00
Supply and install quarry stone rip-rap around existing tile outlets (2) including one rodent gate (approx. 3.0m ³ quarry stone required)	\$	900.00
Backfill & reslope banks, supply & place N.A.G. S 75 erosion control blanket protection on backfilled, re-sloped and seeded banks at the following locations (see Detail "B" Dwg 2 of 4) :		
(Approx. 310 m ² seeding required)	\$	310.00
(Approx. 330 m ² S 75 ECB required)	\$	2,310.00

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

BOWLBY - FUTCHER DRAIN 2025
Township of Southwold**MAIN DRAIN - OPEN PORTION** (cont'd)

Regrade ditch banks, seed, supply and place N.A.G. C350 Erosion Control Mat with quarry stone rip-rap base protection on resloped and seeded bank around bend including backfilling exist. ditch and scariying and seeding opposite new bank (Approx. 95 m ² seeding required)	\$ 100.00
(Approx. 52 m ² C350 ECM required)	\$ 1,300.00
(Approx. 22 m ³ quarry stone required)	\$ 6,050.00
Contract security financing	\$ 1,030.00
Contingencies	\$ 2,800.00
Allowances under Sections 29 & 30 of the Drainage Act	\$ 20,810.00

MAIN DRAIN - CLOSED PORTION

Mobilization of equipment	\$ 500.00
Supply & install 6 meters of 900mm dia., H.D.P.E. outlet pipe including rodent gate and quarry stone rip-rap protection around pipe and opposite bank (Approximately 7.5m ³ quarry stone req'd)	\$ 5,240.00
Installation of the following concrete field tile including supply & installation of geotextile around tile joints	
406 meters of 600mm dia. concrete tile	\$ 13,750.00
261 meters of 675mm dia. concrete tile	\$ 9,750.00
828 meters of 750mm dia. concrete tile	\$ 32,610.00
195 meters of 825mm dia. concrete tile	\$ 8,580.00
Supply of the above listed tile/pipe	\$ 152,080.00
Hauling of excess material for 750mm tile (approx. 220 m ³) to locations on properties	\$ 2,200.00
Contingency Allowance to install the new tile immediately adjacent to the existing tile and destroying the existing tile with a rubber tired backhoe afterwards (See General Notes on Drawings) (Approx. 1,696 meters)	\$ 5,940.00
Strip, stockpile and relevel topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 1,696m)	\$ 10,180.00
14.0 meters of 750mm sewer pipe	
Supply	\$ 3,600.00
Installation under Mill Road by open cut	\$ 8,400.00
10.0 meters of 750mm sewer pipe	
Supply	\$ 2,570.00
Installation under laneway by open cut	\$ 2,500.00

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

BOWLBY - FUTCHER DRAIN 2025
Township of Southwold**MAIN DRAIN - CLOSED PORTION (cont'd)**

21.0 meters of 675mm concrete sewer pipe (100-D)		
Supply	\$	8,790.00
Installation under C. & O. Railway by open cut	\$	17,850.00
Supply and install three 900mm x 1200mm (benched) standard catchbasins, two 900mm x 1200mm standard catchbasins and three 900mm x 1200mm ditchinlet catchbasins, including berms with Turfmat overflow chutes, grates, leads, removal and disposal of existing catchbasins	\$	32,800.00
Exposing and locating existing tile drains		
(report)	\$	500.00
(construction)	\$	3,400.00
Tile connections as noted on plan including fittings	\$	2,500.00
Contract security financing	\$	4,860.00
Tile connections and contingencies	\$	12,000.00
Allowances under Sections 29 & 30 of the Drainage Act	\$	34,000.00

BRANCH C - OPEN PORTION UPPER

Mobilization of equipment	\$	500.00
120 meters of open ditch cleanout	\$	1,200.00
leveling excavated material	\$	360.00
Clearing & grubbing	\$	6,000.00
Regrade ditch banks, seed, supply and place N.A.G. C350 Erosion Control Mat with quarry stone rip-rap base protection on resloped and seeded bank		
(Approx. 42 m ² seeding required)	\$	40.00
(Approx. 44 m ² C350 ECM required)	\$	1,100.00
(Approx. 5 m ³ quarry stone required)	\$	1,300.00
Contract security financing	\$	160.00
Contingencies	\$	1,000.00
Allowances under Sections 29 & 30 of the Drainage Act	\$	860.00

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

BOWLBY - FUTCHER DRAIN 2025
Township of Southwold**BRANCH C - CLOSED PORTION**

Mobilization of equipment	\$ 500.00
Supply & install 4 meters of 750mm dia., H.D.P.E. outlet pipe including rodent gate and quarry stone rip-rap protection around pipe and end of ditch (Approximately 4m ³ quarry stone req'd)	\$ 3,040.00
Installation of the following concrete field tile including supply & installation of geotextile around tile joints	
376 meters of 350mm dia. concrete tile	\$ 9,780.00
220 meters of 450mm dia. concrete tile	\$ 6,330.00
218 meters of 525mm dia. concrete tile	\$ 6,670.00
145 meters of 600mm dia. concrete tile	\$ 4,910.00
73 meters of 675mm dia. concrete tile	\$ 2,760.00
Supply of the above listed tile	\$ 44,460.00
Contingency Allowance to install the new tile immediately adjacent to the existing tile and destroying the existing tile with a rubber tired backhoe afterwards (See General Notes on Drawings) (Approx. 1042 meters)	\$ 3,650.00
Strip, stockpile and relevel topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 1042m)	\$ 6,250.00
10.0 meters of 375mm sewer pipe	
Supply	\$ 700.00
Installation under laneway by open cut including removal & disposal of ex. pipe	\$ 3,500.00
18.0 meters of 675mm concrete sewer pipe (100-D)	
Supply	\$ 7,680.00
Installation under C. & O. Railway by open cut including removal & disposal of exist. 525mm concrete pipe	\$ 15,300.00
Reinstall exist. 2.4m length of 1050mm conc. sewer pipe to exist pipe with marmac coupler including bedding and backfill in accordance with detail A on Drawing 4, backfill slope, supply & rip-rap around pipe and backfilled slope (approx. 5m ³ req'd)	\$ 5,000.00
Supply and install one 900mm x 1500mm (benched), one 600mm x 600mm standard catchbasins and one 900mm x 1200mm ditch inlet catchbasin, including berm with Turfmat overflow chute, grates, removal and disposal of existing catchbasins	\$ 12,300.00
Exposing and locating existing tile drains	\$ 1,320.00
Tile connections as noted on plan including fittings	\$ 3,000.00
Contract security financing	\$ 2,060.00
Tile connections and contingencies	\$ 3,500.00
Allowances under Sections 29 & 30 of the Drainage Act	\$ 20,520.00

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

BOWLBY - FUTCHER DRAIN 2025
Township of Southwold**BRANCH D**

Mobilization of equipment	\$ 500.00
Installation of the following concrete field tile including supply & installation of geotextile around tile joints	
212 meters of 400mm dia. concrete tile	\$ 5,770.00
Supply of the above listed tile	\$ 7,120.00
Contingency Allowance to install the new tile immediately adjacent to the existing tile and destroying the existing tile with a rubber tired backhoe afterwards (See General Notes on Drawings) (Approx. 212meters)	\$ 740.00
Strip, stockpile and relevel topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 212m)	\$ 1,270.00
10.0 meters of 450mm sewer pipe	
Supply	\$ 980.00
Installation under laneway by open cut including removal & disposal of ex. pipe	\$ 3,500.00
Supply and install one 600mm x 600mm standard catchbasins including grates, leads	\$ 3,200.00
Exposing and locating existing tile drains	\$ 420.00
Tile connections as noted on plan including fittings	\$ 300.00
Contract security financing	\$ 360.00
Tile connections and contingencies	\$ 800.00
Allowances under Sections 29 & 30 of the Drainage Act	\$ 4,140.00

BRANCH E

Mobilization of equipment	\$ 300.00
Installation of the following concrete field tile including supply & installation of geotextile around tile joints	
222 meters of 250mm dia. sewer pipe	\$ 5,380.00
125 meters of 350mm dia. concrete tile	\$ 3,250.00
Supply of the above listed tile	\$ 7,440.00
Contingency Allowance to install the new tile immediately adjacent to the existing tile and destroying the existing tile with a rubber tired backhoe afterwards (See General Notes on Drawings) (Approx. 340meters)	\$ 1,190.00

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

BOWLBY - FUTCHER DRAIN 2025
Township of Southwold**BRANCH E** (cont'd)

Strip, stockpile and relevel topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 340m)	\$	2,040.00
Supply and install one 600mm x 600mm catchbasin and one 600mm x 600mm ditch inlet catchbasin with berm with Turfmat overflow chute including grates and lead	\$	7,100.00
10.0 meters of 250mm sewer pipe		
Supply	\$	330.00
Installation under laneway by open cut including removal & disposal of ex. pipe	\$	3,500.00
Exposing and locating existing tile drains	\$	680.00
Tile connections as noted on plan including fittings	\$	1,500.00
Contract security financing	\$	490.00
Tile connections and contingencies	\$	1,000.00
Allowances under Sections 29 & 30 of the Drainage Act	\$	6,900.00

BRANCH F

Mobilization of equipment	\$	300.00
Installation of the following concrete field tile including supply & 209 meters of 300mm dia. concrete tile	\$	5,220.00
Supply of the above listed tile	\$	4,540.00
Contingency Allowance to install the new tile immediately adjacent to the existing tile and destroying the existing tile with a rubber tired backhoe afterwards (See General Notes on Drawings) (Approx. 209meters)	\$	730.00
Strip, stockpile and relevel topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 209m)	\$	1,250.00
Supply and install one 900mm x 1200mm ditch inlet catchbasin, including berms with Turfmat overflow chute, berm & lead	\$	4,700.00
Exposing and locating existing tile drains	\$	420.00
Tile connections as noted on plan including fittings	\$	150.00
Contract security financing	\$	260.00
Tile connections and contingencies	\$	1,000.00
Allowances under Sections 29 & 30 of the Drainage Act	\$	4,180.00

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

BOWLBY - FUTCHER DRAIN 2025
Township of Southwold

ADMINISTRATION

Conservation Authority Review Fee	\$ 300.00
Interest and Net Harmonized Sales Tax	\$ 27,272.00
Survey, Plan and Final Report	\$ 74,867.00
Expenses	\$ 2,321.00
Supervision and Final Inspection	\$ <u>34,100.00</u>

TOTAL ESTIMATED COST **\$ 875,200.00**

BOWLBY - FUTCHER DRAIN 2025
Township of Southwold

Job No. 224149

December 19, 2025

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL	
MAIN DRAIN - OPEN PORTION							
SNBTR	SPt.26&27	30.0	007-047(Donkers Farms Ltd.)	\$	\$ 2,081.00	\$ 2,081.00	
SNBTR	SPt.28-30	44.5	007-057(Fife Farms Ltd.)		2,713.00	2,713.00	
SNBTR	SEPt.30	0.2	007-059(D. Ferguson)		14.00	14.00	
SNBTR	SWPt.31	0.6	006-052-05(Donkers Farms Ltd)		24.00	24.00	
SNBTR	SEPt.31	1.5	006-053-01(Donkers Farms Ltd)		52.00	52.00	
SNBTR	SWPt.32	3.6	006-054(M. Draper)		125.00	125.00	
SNBTR	SWPt.33	1.2	006-055(M. Draper)		42.00	42.00	
NEBTR	E½25	6.3	001-088(Kerkvliet Farms Ltd.)	10,630.00	131.00	10,761.00	
NEBTR	W½26	12.7	001-089-04(Kerkvliet Farms Ltd.)	17,780.00	352.00	18,132.00	
NEBTR	E½26	21.2	001-089(P. & C. Kerkvliet)	17,460.00	735.00	18,195.00	
NEBTR	Pt. 27	57.0	007-060-50(C. Hoffsuemmer)	16,040.00	2,555.00	18,595.00	
NEBTR	NPt.¼28	11.7	007-064(M. Palmer)		746.00	746.00	
NEBTR	Pt.28	46.0	007-063(C. Hoffsuemmer)	8,680.00	2,834.00	11,514.00	
NEBTR	SPt.28	10.6	007-062(A. & A. Wadsworth)		699.00	699.00	
NEBTR	NPt.29	39.3	007-065(MNR)		1,363.00	1,363.00	
NEBTR	SW¼29	20.1	007-066(M. & O. Tufford)		1,252.00	1,252.00	
NEBTR	SPts.29-31	98.5	007-068(O. Tufford)		6,577.00	6,577.00	
* NEBTR	Spt.30	0.33	007-067(O. & M. Tufford)		46.00	46.00	
NEBTR	N¼30&N½31	60.7	007-069(Oegema Grains Ltd.)		4,211.00	4,211.00	
NEBTR	SPts.31&32	39.7	007-070(J. & L. Futcher)		2,754.00	2,754.00	
NEBTR	SE¼32	17.4	007-071(F. & J. Davey)		1,197.00	1,197.00	
* NEBTR	Pt. SE¼32	0.30	007-071-01(D. & W. Berger)		42.00	42.00	
NEBTR	N½32&Pt.33	100.8	007-072(Nor-mac Farms Ltd.)		6,993.00	6,993.00	
* NEBTR	Pt.N½34	0.35	007-076(K. & R. Vachon)		49.00	49.00	
* NEBTR	Pt.N½34	0.35	007-077(R. & J. Andrews)		49.00	49.00	
NEBTR	Pt.S½34&35	2.9	007-078-01(R. & P. Curtis)		201.00	201.00	
NEBTR	Pt.N½34-36	86.3	007-079(A. Annett)		5,981.00	5,981.00	
SEBTR	N½29	4.2	007-104(G. Futcher)		291.00	291.00	
SEBTR	Pt.30	5.5	007-105(J. & L. Kruppe)		382.00	382.00	
* SEBTR	Pt.30	0.98	007-105-01(J. Marsh & L. Hoshal)		82.00	82.00	
SEBTR	N½31	0.1	007-107(J. & L. Kruppe)		7.00	7.00	
* Right-of-way		4.8	010-038-02(C. & O. Railway)		475.00	475.00	
* Right-of-way		4.5	003-118-50(Hydro One)		468.00	468.00	
TOTAL ASSESSMENT ON LANDS				\$	70,590.00	\$ 45,523.00	\$ 116,113.00
Mill Road		4.0	Township of Southwold	\$	\$ 833.00	\$ 833.00	
John Wise Line (Cty 45)		2.4	Elgin County		624.00	624.00	
Blind Line		5.2	Township of Southwold		541.00	541.00	
Road Allowance		1.3	Township of Southwold		180.00	180.00	
Fingal Line(Cty 16)		3.3	Elgin County		859.00	859.00	
TOTAL ASSESSMENT ON ROADS				\$	\$ 3,037.00	\$ 3,037.00	
TOTAL ASSESSMENT ON THE MAIN DRAIN - OPEN PORTION						\$ 119,150.00	

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

BOWLBY - FUTCHER DRAIN 2025**Township of Southwold**

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MAIN DRAIN - CLOSED PORTION						
SNBTR	SWPt.31	0.6	006-052-05(Donkers Farms Ltd)		\$ 469.00	\$ 469.00
SNBTR	SEPt.31	1.5	006-053-01(Donkers Farms Ltd)		1,003.00	1,003.00
SNBTR	SWPt.32	3.6	006-054(M. Draper)		2,407.00	2,407.00
SNBTR	SWPt.33	1.2	006-055(M. Draper)		802.00	802.00
NEBTR	Pt.28	1.7	007-063(C. Hoffsuemmer)	26,260.00	248.00	26,508.00
NEBTR	SW¼29	5.6	007-066(M. & O. Tufford)	21,730.00	993.00	22,723.00
NEBTR	SPts.29-31	32.7	007-068(O. Tufford)	93,490.00	19,460.00	112,950.00
NEBTR	SPts.31&32	13.6	007-070(J. & L. Futcher)	37,780.00	17,144.00	54,924.00
NEBTR	SE¼32	6.4	007-071(F. & J. Davey)		8,358.00	8,358.00
NEBTR	N½32&Pt.33	39.7	007-072(Nor-mac Farms Ltd.)		53,094.00	53,094.00
* NEBTR	Pt.N½34	0.08	007-077(R. & J. Andrews)		214.00	214.00
NEBTR	Pt.N½34-36	49.0	007-079(A. Annett)		65,531.00	65,531.00
* Right-of-way		0.8	010-038-02(C. & O. Railway)	6,350.00	1,240.00	7,590.00
* Right-of-way		1.6	003-118-50(Hydro One)		3,064.00	3,064.00
TOTAL ASSESSMENT ON LANDS				\$ 185,610.00	\$ 174,027.00	\$ 359,637.00
Mill Road		0.4	Township of Southwold	\$ 6,380.00	\$ 176.00	\$ 6,556.00
John Wise Line (Cty 45)		1.9	Elgin County		9,537.00	9,537.00
Road Allowance		0.7	Township of Southwold		711.00	711.00
Blind Line		1.4	Township of Southwold		3,659.00	3,659.00
TOTAL ASSESSMENT ON ROADS				\$ 6,380.00	\$ 14,083.00	\$ 20,463.00
SPECIAL ASSESSMENT against the Township of Southwold for the for the increased cost of constructing a 750mm sewer pipe under Mill Road by open cut						\$ 14,340.00
SPECIAL ASSESSMENT against the Chesapeake & Ohio Railway for the increased cost of constructing a 675mm dia. concrete sewer pipe under their railway by open cut						\$ 32,180.00
TOTAL ASSESSMENT ON THE MAIN DRAIN - CLOSED PORTION						\$ <u>426,620.00</u>

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

BOWLBY - FUTCHER DRAIN 2025

Township of Southwold

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL	
BRANCH C							
SNBTR	SPt.28-30	2.8	007-057(Fife Farms Ltd.)	\$	\$ 1,128.00	\$ 1,128.00	
SNBTR	SEPt.30	0.2	007-059(D. Ferguson)		80.00	80.00	
NEBTR	SPts.29-31	28.5	007-068(O. Tufford)	46,350.00	9,946.00	56,296.00	
NEBTR	N¼30&N½31	46.0	007-069(Oegema Grains Ltd.)		20,988.00	20,988.00	
NEBTR	SPts.31&32	5.2	007-070(J. & L. Futcher)	23,240.00	6,303.00	29,543.00	
NEBTR	SE¼32	0.4	007-071(F. & J. Davey)		267.00	267.00	
NEBTR	N½32&Pt.33	50.2	007-072(Nor-mac Farms Ltd.)	2,310.00	44,356.00	46,666.00	
* Right-of-way		1.0	010-038-02(C. & O. Railway)	10,620.00	753.00	11,373.00	
* Right-of-way		0.9	003-118-50(Hydro One)		547.00	547.00	
TOTAL ASSESSMENT ON LANDS				\$	82,520.00	\$ 84,368.00	\$ 166,888.00
Road Allowance		0.6	Township of Southwold	\$ 5,320.00	\$ 1,456.00	\$ 6,776.00	
Blind Line		1.0	Township of Southwold		1,136.00	1,136.00	
TOTAL ASSESSMENT ON ROADS				\$	5,320.00	\$ 2,592.00	\$ 7,912.00
SPECIAL ASSESSMENT against the Chesapeake & Ohio Railway for the increased cost of constructing a 750mm dia. concrete sewer pipe under their railway by open cut						\$ 28,700.00	
SPECIAL ASSESSMENT against the Township of Southwold for the increased cost of constructing a 375mm sewer pipe under their road allowance by open cut						\$ 6,420.00	
TOTAL ASSESSMENT ON THE BRANCH C						\$ 209,920.00	

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

BOWLBY - FUTCHER DRAIN 2025

Township of Southwold

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
BRANCH D						
NEBTR	N¼30&N¼31	4.1	007-069(Oegema Grains Ltd.)	\$ 2,250.00	\$ 1,969.00	\$ 4,219.00
NEBTR	SPts.31&32	1.7	007-070(J. & L. Futcher)	12,930.00	495.00	13,425.00
NEBTR	N¼32&Pt.33	22.2	007-072(Nor-mac Farms Ltd.)		10,663.00	10,663.00
*	Right-of-way	0.3	003-118-50(Hydro One)		216.00	216.00
TOTAL ASSESSMENT ON LANDS				\$ 15,180.00	\$ 13,343.00	\$ 28,523.00
=====						
Blind Line		0.1	Township of Southwold		144.00	144.00
Road Allowance		0.2	Township of Southwold	5,220.00	193.00	5,413.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 337.00	\$ 5,557.00
=====						

SPECIAL ASSESSMENT against the Township of Southwold for the for the increased cost of constructing a 450mm sewer pipe under their road allowance by open cut \$ 6,630.00

TOTAL ASSESSMENT ON BRANCH D **\$ 40,710.00**

BRANCH E

NEBTR	SPts.31&32	1.2	007-070(J. & L. Futcher)	\$ 5,580.00	\$ 143.00	\$ 5,723.00
NEBTR	SE¼32	4.1	007-071(F. & J. Davey)	13,620.00	2,458.00	16,078.00
NEBTR	N¼32&Pt.33	23.4	007-072(Nor-mac Farms Ltd.)	1,830.00	15,297.00	17,127.00
TOTAL ASSESSMENT ON LANDS				\$ 21,030.00	\$ 17,898.00	\$ 38,928.00
=====						
Road Allowance		0.4	Township of Southwold	\$ 5,190.00	\$ 522.00	\$ 5,712.00
TOTAL ASSESSMENT ON ROADS				\$ 5,190.00	\$ 522.00	\$ 5,712.00
=====						

SPECIAL ASSESSMENT against the Township of Southwold for the for the increased cost of constructing a 250mm sewer pipe under their road allowance by open cut \$ 6,130.00

TOTAL ASSESSMENT ON BRANCH E **\$ 50,770.00**

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

BOWLBY - FUTCHER DRAIN 2025

Township of Southwold

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
BRANCH F						
NEBTR	SE¼32	1.7	007-071(F. & J. Davey)	\$ 12,160.00	\$ 1,056.00	\$ 13,216.00
NEBTR	N½32&Pt.33	15.8	007-072(Nor-mac Farms Ltd.)	1,850.00	12,644.00	14,494.00
TOTAL ASSESSMENT ON LANDS				\$ 14,010.00	\$ 13,700.00	\$ 27,710.00
=====						
Road Allowance		0.2	Township of Southwold	\$	\$ 320.00	\$ 320.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 320.00	\$ 320.00
=====						
TOTAL ASSESSMENT ON BRANCH F						\$ <u>28,030.00</u>
TOTAL ASSESSMENT ON THE BOWLBY - FUTCHER DRAIN 2025						\$ <u>875,200.00</u>

SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE

BOWLBY - FUTCHER DRAIN 2025
Township of Southwold

Job No. 224149

December 19, 2025

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
BRANCH C - OPEN PORTION						
SNBTR	SPt.26&27	30.0	007-047(Donkers Farms Ltd.)	%	3.54 %	3.54 %
SNBTR	SPt.28-30	44.5	007-057(Fife Farms Ltd.)		4.61	4.61
SNBTR	SEPt.30	0.2	007-059(D. Ferguson)		0.02	0.02
NEBTR	NPt.¼28	10.6	007-064(M. Palmer)		0.81	0.81
NEBTR	Pt.28	27.4	007-063(C. Hoffsuemmer)	25.62	2.23	27.85
NEBTR	NPt.29	39.3	007-065(MNR)		2.62	2.62
NEBTR	SW¼29	4.7	007-066(M. & O. Tufford)	6.38	0.38	6.76
NEBTR	SPts.29-31	38.3	007-068(O. Tufford)	8.76	9.19	17.95
NEBTR	N¼30&N½31	60.7	007-069(Oegema Grains Ltd.)		13.81	13.81
NEBTR	SPts.31&32	5.2	007-070(J. & L. Futcher)		1.36	1.36
NEBTR	SE¼32	0.4	007-071(F. & J. Davey)		0.05	0.05
NEBTR	N½32&Pt.33	50.20	007-072(Nor-mac Farms Ltd.)		13.15	13.15
* Right-of-way		2.8	010-038-02(C. & O. Railway)		0.78	0.78
* Right-of-way		2.7	003-118-50(Hydro One)		0.48	0.48
TOTAL ASSESSMENT ON LANDS				40.77 %	49.49 %	93.80 %
Mill Road		2.4	Township of Southwold	4.08 %	0.94 %	5.02 %
Road Allowance		0.6	Township of Southwold		0.32	0.32
Blind Line		3.7	Township of Southwold		0.87	0.87
TOTAL ASSESSMENT ON ROADS				4.08 \$	2.13 \$	6.21 %
TOTAL ASSESSMENT ON THE BRANCH C - OPEN PORTION					\$ <u>100.00</u> %	

SCHEDULE OF NET ASSESSMENT

BOWLBY - FUTCHER DRAIN 2025

Township of Southwold

Job No. 224149

December 19, 2025

* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL GRANTABLE ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
007-047(Donkers Farms Ltd.)	\$ 2,081.00	\$ 694.00	\$	\$ 1,387.00
007-057(Fife Farms Ltd.)	3,841.00	1,280.00		2,561.00
007-059(D. Ferguson)	94.00	31.00		63.00
006-052-05(Donkers Farms Ltd)	493.00	164.00		329.00
006-053-01(Donkers Farms Ltd)	1,055.00	352.00		703.00
006-054(M. Draper)	2,532.00	844.00		1,688.00
006-055(M. Draper)	844.00	281.00		563.00
001-088(Kerkvliet Farms Ltd.)	10,761.00	3,587.00	4,450.00	2,724.00
001-089-04(Kerkvliet Farms Ltd.)	18,132.00	6,044.00	3,140.00	8,948.00
001-089(P. & C. Kerkvliet)	18,195.00	6,065.00	3,010.00	9,120.00
007-060-50(C. Hoffsuemmer)	18,595.00	6,198.00	6,700.00	5,697.00
007-064(M. Palmer)	746.00	249.00		497.00
007-063(C. Hoffsuemmer)	38,022.00	12,674.00	7,470.00	17,878.00
007-062(A. & A. Wadsworth)	699.00	233.00		466.00
007-065(MNR)	1,363.00	454.00		909.00
007-066(M. & O. Tufford)	23,975.00	7,992.00	4,020.00	11,963.00
007-068(O. Tufford)	175,823.00	58,608.00	31,700.00	85,515.00
* 007-067(O. & M. Tufford)	46.00			46.00
007-069(Oegema Grains Ltd.)	29,418.00	9,806.00	120.00	19,492.00
007-070(J. & L. Futcher)	106,369.00	35,456.00	21,600.00	49,313.00
007-071(F. & J. Davey)	39,116.00	13,039.00	8,840.00	17,237.00
* 007-071-01(D. & W. Berger)	42.00			42.00
007-072(Nor-mac Farms Ltd.)	149,037.00	49,679.00	360.00	98,998.00
* 007-076(K. & R. Vachon)	49.00			49.00
* 007-077(R. & J. Andrews)	263.00			263.00
007-078-01(R. & P. Curtis)	201.00	67.00		134.00
007-079(A. Annett)	71,512.00	23,837.00		47,675.00
007-104(G. Futcher)	291.00	97.00		194.00
007-105(J. & L. Kruppe)	382.00	127.00		255.00
* 007-105-01(J. Marsh & L. Hoshal)	82.00			82.00
007-107(J. & L. Kruppe)	7.00	2.00		5.00
* 010-038-02(C. & O. Railway)	19,438.00			19,438.00
* 003-118-50(Hydro One)	4,295.00			4,295.00
Mill Road	\$ 7,389.00	\$	\$	\$ 7,389.00
John Wise Line (Cty 45)	10,161.00			10,161.00
Blind Line	5,480.00			5,480.00
Road Allowance	19,112.00			19,112.00
Fingal Line(Cty 16)	859.00			859.00
<u>Non Prorated Special Assessments</u>				
C. & O. Railway	60,880.00			60,880.00
Mill Street	14,340.00			14,340.00
Road Allowance	19,180.00			19,180.00
	\$ 875,200.00	\$ 237,860.00	\$ 91,410.00	\$ 545,930.00

**SPECIFICATIONS FOR CONSTRUCTION
OF
MUNICIPAL DRAINAGE WORKS**

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

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



SECTION A - GENERAL WORK

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SECTION A

GENERAL WORK

A.1 COMMENCEMENT AND COMPLETION OF WORK

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

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

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

A.2 WORKING AREA AND ACCESS

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

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

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

A.3 ROAD CROSSINGS

.1 General

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

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

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

.2 **Jacking and Boring**

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

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

.3 **Open Cut**

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

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

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

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

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

A.5 **FENCES**

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

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

A.6 **LIVESTOCK**

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

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

A.7 **STANDING CROPS**

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

A.8 **RAILWAYS, HIGHWAYS, UTILITIES**

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

A.9 **UTILITIES**

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

A.10 **IRON BARS**

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

A.11 **STAKES**

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

A.12 **RIP-RAP**

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

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

A.13 **GABION BASKETS**

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

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

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

A.14 **RESTORATION OF LAWNS**

- .1 **General**: Areas noted on the drawings to be restored with seeding or sodding shall conform to this specification, and the Contractor shall allow for all costs in his lump sum bid for the following works.
- .2 **Topsoil**: Prior to excavation, the working area shall be stripped of existing topsoil. The topsoil stockpile shall be located so as to prevent contamination with material excavated from the trench. Upon completion of backfilling operations, topsoil shall be spread over the working area to a depth equal to that which previously existed but not less than the following:
 - Seeding and sodding - minimum depth of 100mm
 - Gardens - minimum depth of 300mmIn all cases where a shortfall of topsoil occurs, whether due to lack of sufficient original depth or rejection of stockpiled material due to Contractor's operations, imported topsoil from acceptable sources shall be imported at the Contractor's expense to provide the specified depths. Topsoil shall be uniformly spread, graded, and cultivated prior to seeding or sodding. All clods or lumps shall be pulverized, and any roots or foreign matter shall be raked up and removed as directed.

.3 **Sodding**

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

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

A.14 **RESTORATION OF LAWNS (cont'd)**

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

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

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

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

A.15 **RESTORATION OF ROADS AND LANEWAYS**

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

SECTION B - OPEN DRAIN

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SECTION B
OPEN DRAIN

B.1 PROFILE

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

B.2 ALIGNMENT

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

B.3 CLEARING AND GRUBBING

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

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

B.4 EXCAVATION

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

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

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

B.5 EXCAVATED MATERIAL

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

B.5 EXCAVATED MATERIAL (cont'd)

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

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

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

B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS

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

B.7 PIPE CULVERTS

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

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

B.8 MOVING DRAINS OFF ROADS

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

B.9 TRIBUTARY OUTLETS

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

B.10 **SEDIMENT BASINS AND TRAPS**

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

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

B.11 **SEEDING**

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

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

Seeding shall not be completed after September 30.

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

SECTION C - TILE DRAIN

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SECTION C

TILE DRAIN

C.1 PIPE MATERIALS

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

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

C.2 TESTING

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

C.3 LINE

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

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

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

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

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

C.4 **CLEARING AND GRUBBING**

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

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

C.5 **PROFILE**

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

C.6 **GRADE**

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

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

C.7 **EXCAVATION**

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

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

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

C.8 **INSTALLATION**

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

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

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

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

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

C.10 **BACKFILLING**

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

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

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

C.11 **UNSTABLE SOIL**

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

C.12 **ROCKS**

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

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

C.13 **BROKEN, DAMAGED TILE OR EXCESS TILE**

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

C.14 **TRIBUTARY DRAINS**

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

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

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

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

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

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

C.15 **OUTLET PIPES**

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

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

C.16 **CATCHBASINS AND JUNCTION BOXES**

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

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

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

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

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

C.17 **BLIND INLETS**

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

C.18 **GRASSED WATERWAY**

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

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

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

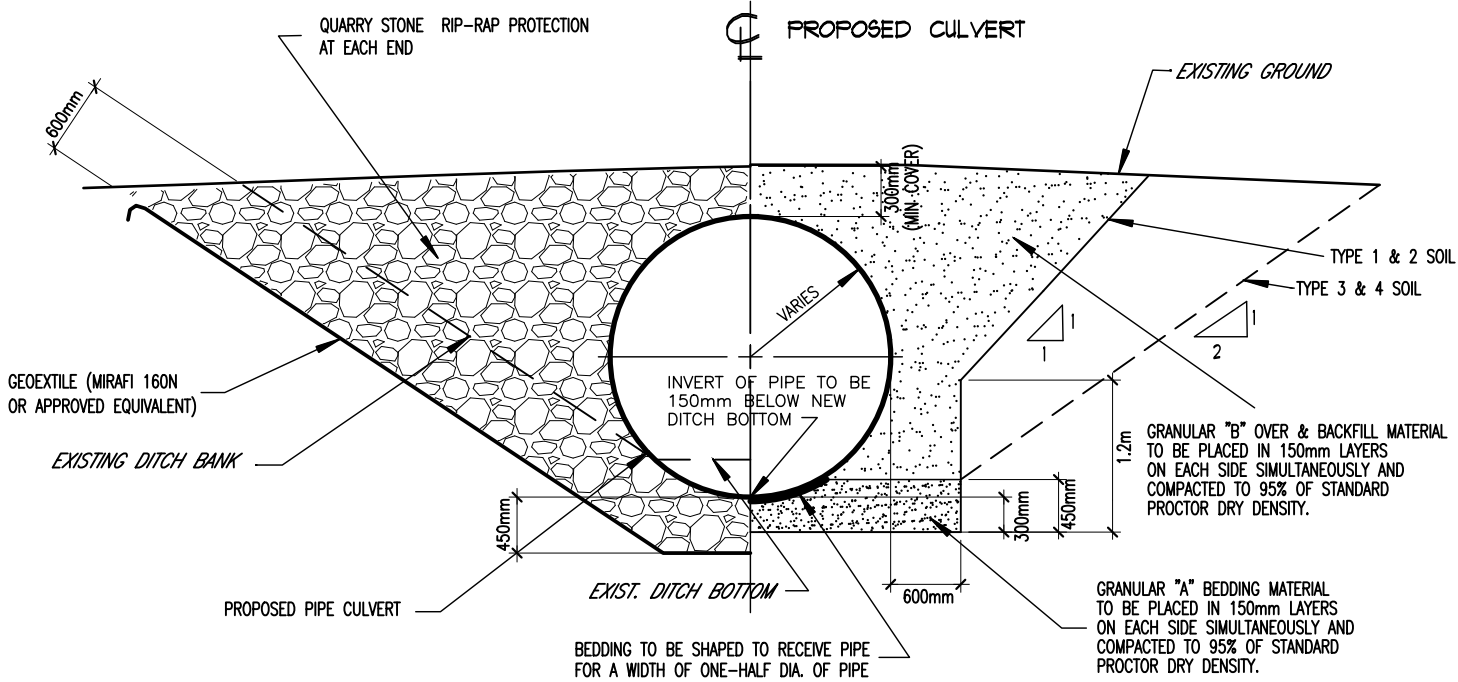
C.19 **BACKFILLING EXISTING DITCHES**

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

C.20 **RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM**

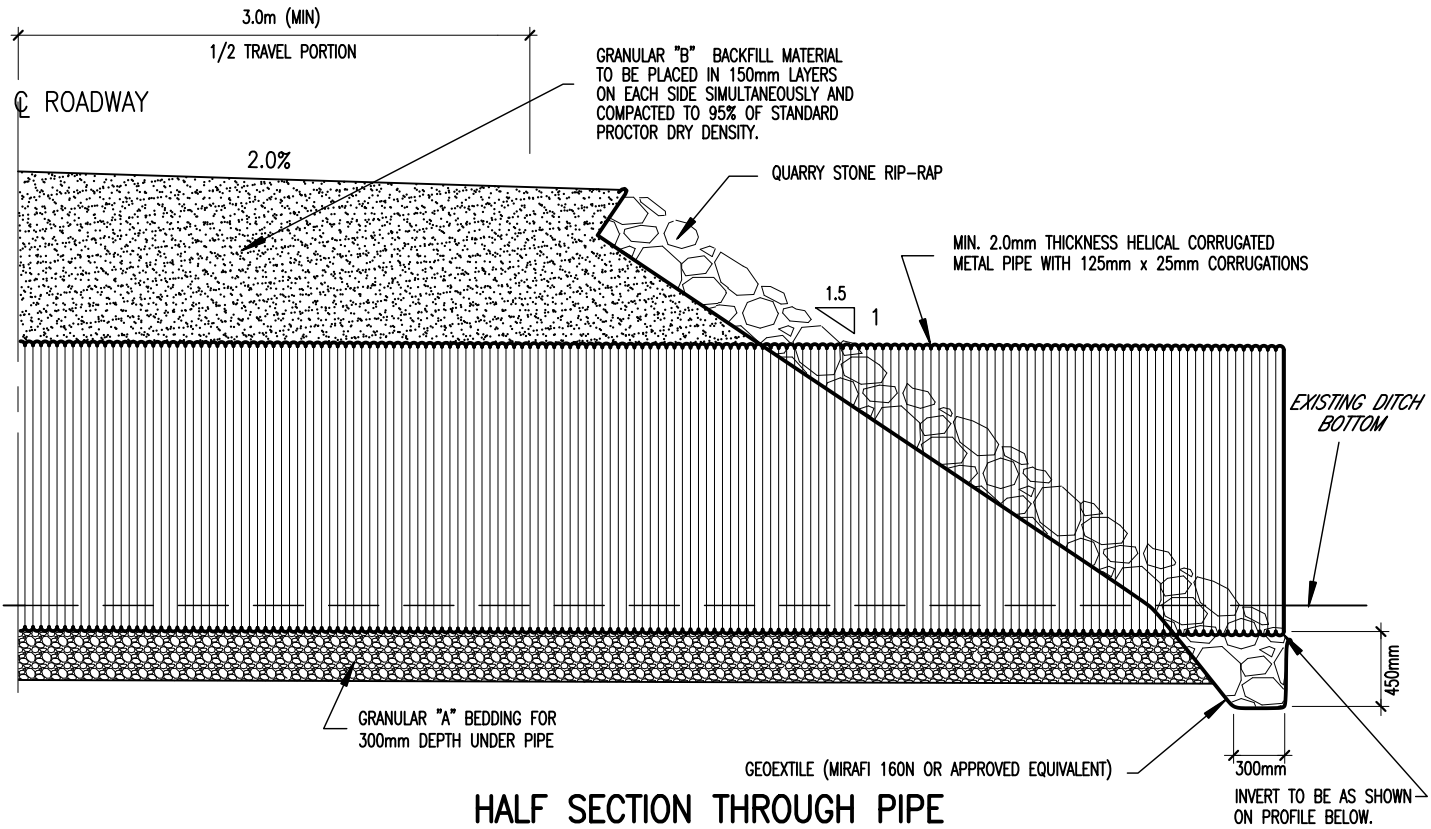
Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by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

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



HALF ELEVATION


HALF SECTION



HALF SECTION THROUGH PIPE

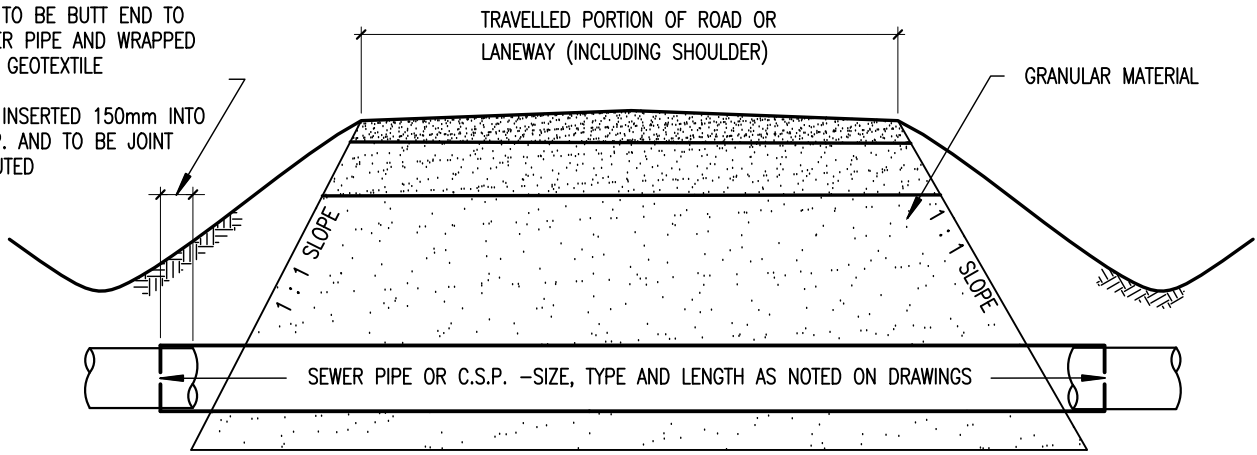
NOTES

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

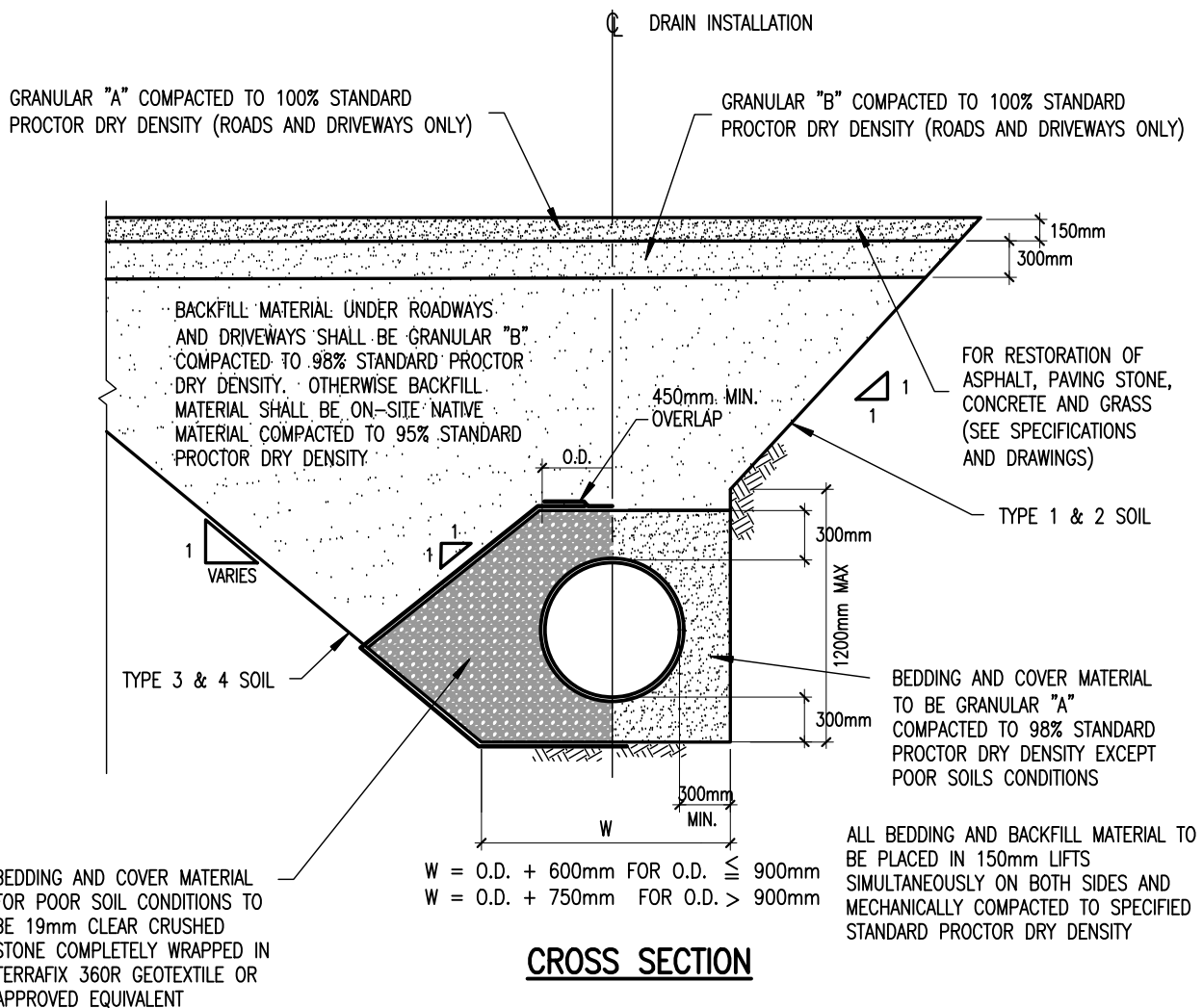
TYPICAL FARM CULVERT INSTALLATION DETAIL		
Scale: N.T.S.	Approved by:	Date: January 1983
Drawn by: jk	M.P.D.	Revised: November 2000
ELEVATION & SECTION		STANDARD DETAILED DRAWING
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		No. 01

1. TILE TO BE BUTT END TO SEWER PIPE AND WRAPPED WITH GEOTEXTILE

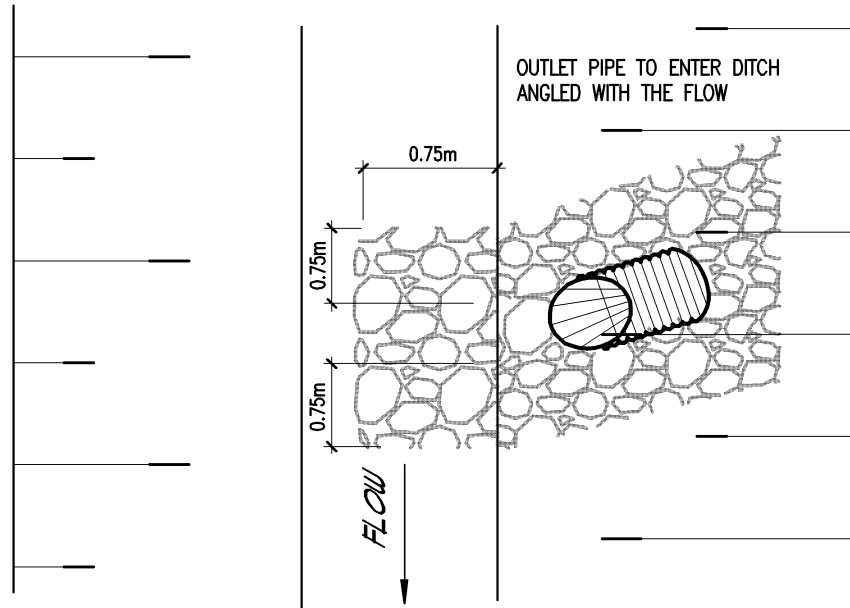
2. TILE INSERTED 150mm INTO C.S.P. AND TO BE JOINT GROUTED



SECTION THROUGH PIPE



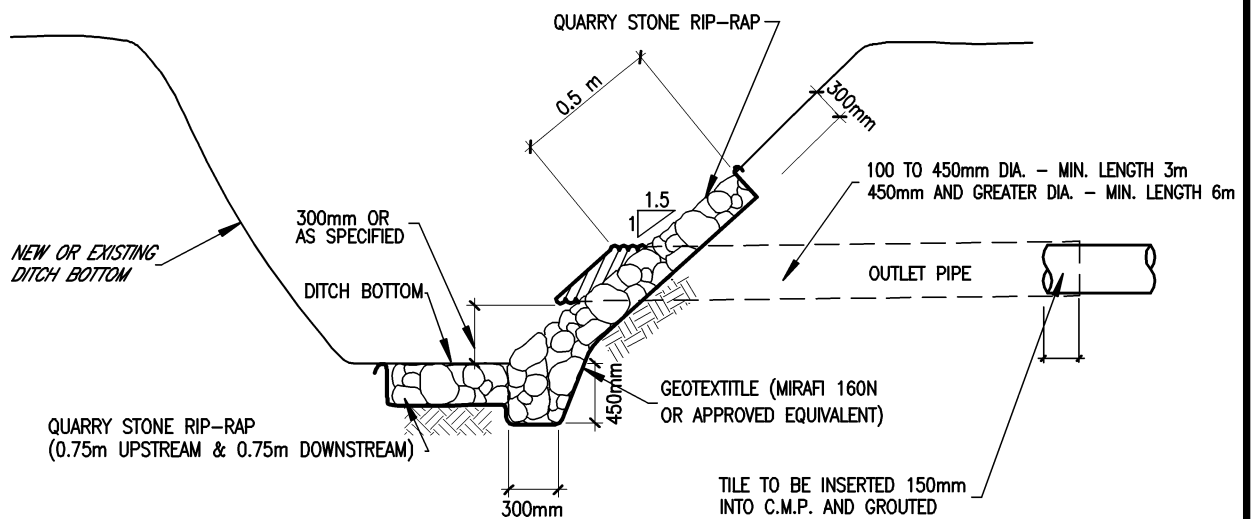
TYPICAL INSTALLATION DETAIL FOR SEWER PIPE UNDER DRIVEWAYS AND TRAVELLED PORTIONS OF ROADS		
Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: JULY 2018
ELEVATION & SECTION		STANDARD DETAILED DRAWING
SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		No. 02



PLAN

NOTES

1. WHERE THE DISTURBED AREA EXCEEDS THE MIN. WIDTHS, RIP-RAP TO EXTEND TO A MIN. OF 600mm BEYOND THE DISTURBED AREA



TYPICAL OUTLET RIP-RAP

NOTES

1. RIP-RAP TO EXTEND UP THE SLOPE 0.5 METER ABOVE TOP OF OUTLET
2. WHERE SURFACE RUN ENTERS DITCH AT OUTLET PIPE, A ROCK CHUTE SHALL BE INSTALLED (SEE S.D.D. No. 05) AND PIPE SHALL BE INSTALLED ADJACENT TO ROCK CHUTE.
3. HINGED RODENT GATE TO BE AFFIXED TO END OF OUTLET PIPE.

TYPICAL OUTLET RIP-RAP THROUGH SIDE SLOPE OF DITCH

Scale: N.T.S.

Approved by:

Date: November 2000

Drawn by: jk

M.P.D.

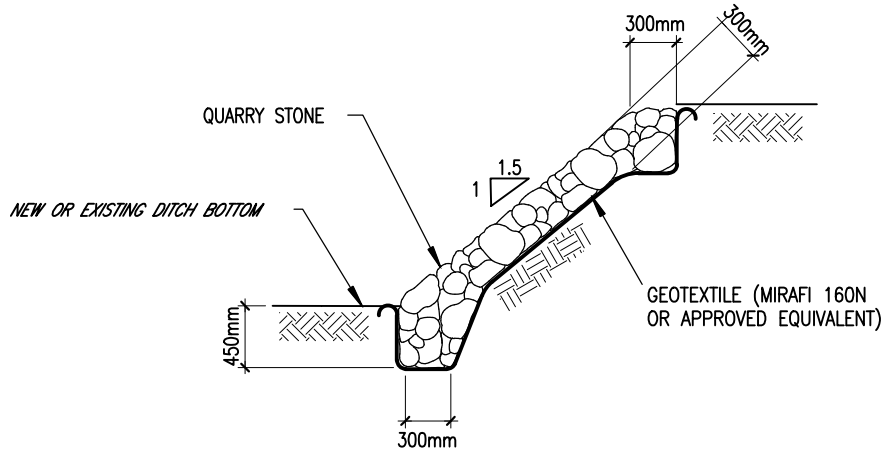
Revised: January 2009

PLAN & SECTION

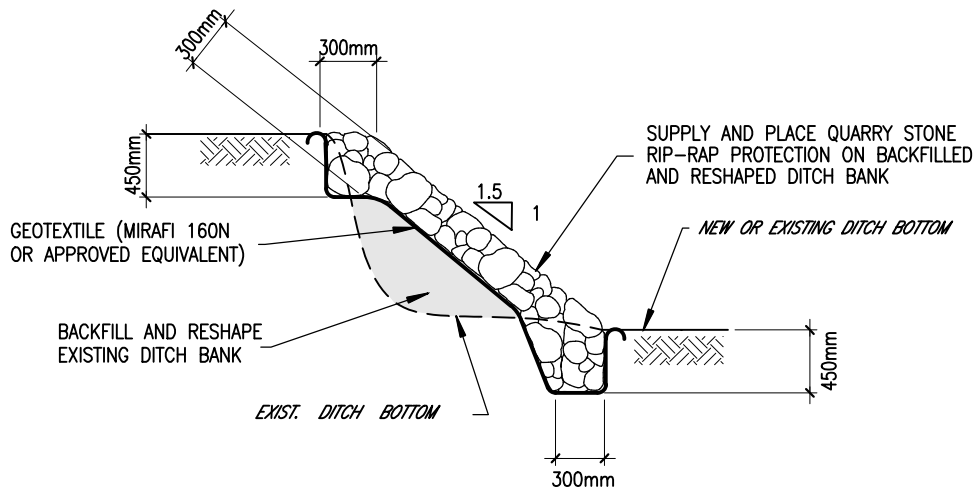


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. 03



TYPICAL DITCH BANK RIP-RAP

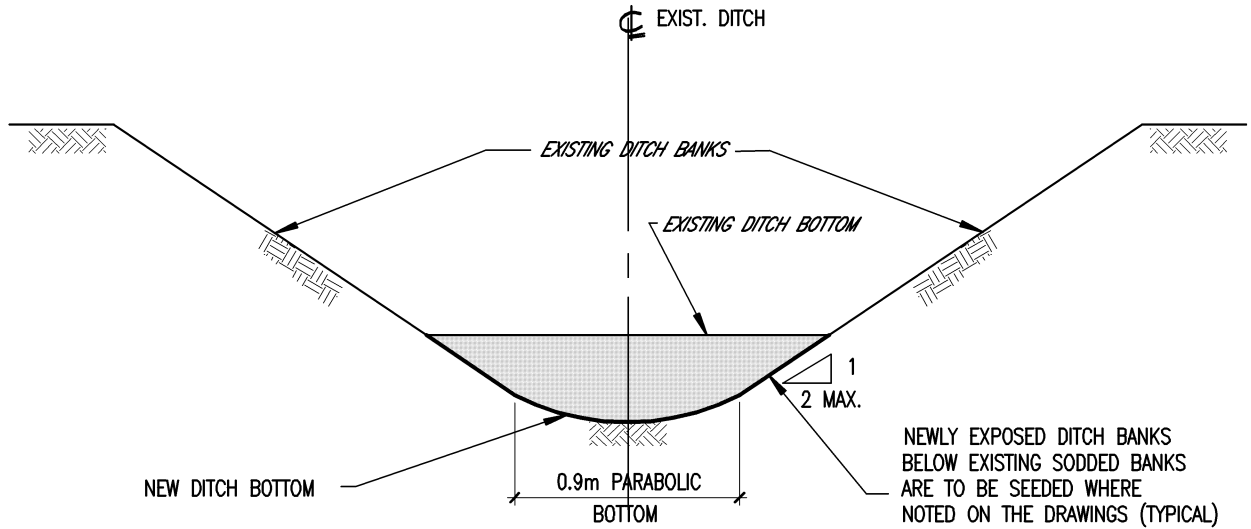


TYPICAL DITCH BANK RIP-RAP WITH BACKFILLING OF WASHOUT

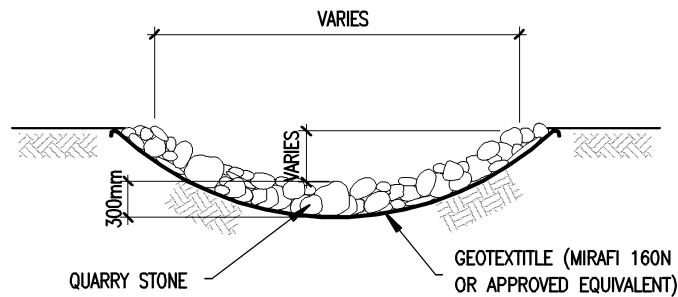
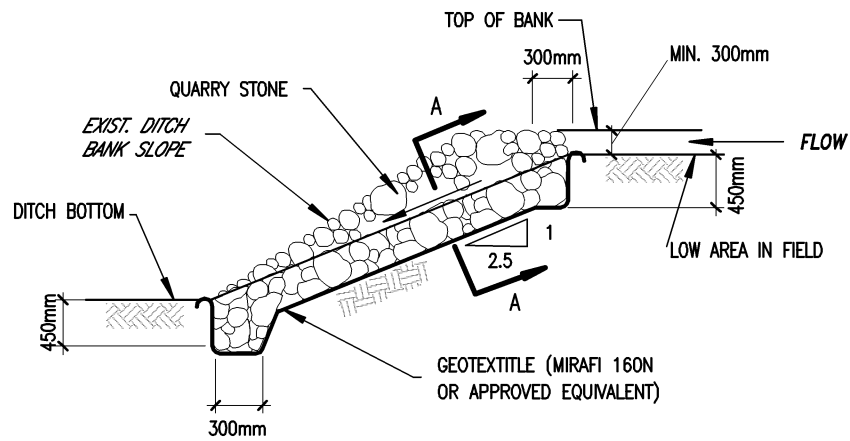
TYPICAL DITCH BANK RIP-RAP DETAILS

Scale: N.T.S.	Approved by:	Date: July 2000
Drawn by: jk	M.P.D.	Revised: November 2000

SECTIONS		STANDARD DETAILED DRAWING No. 04
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		




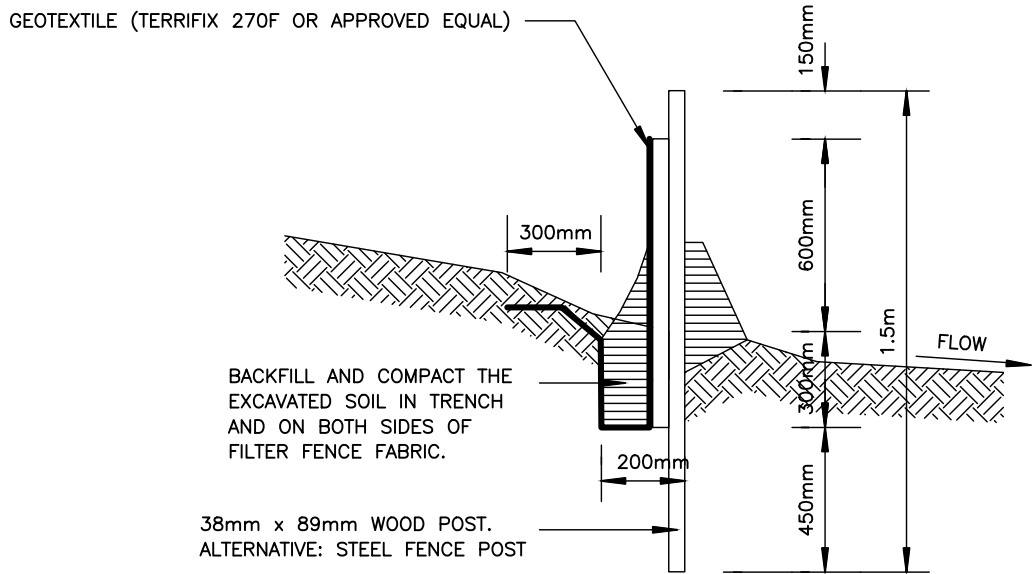
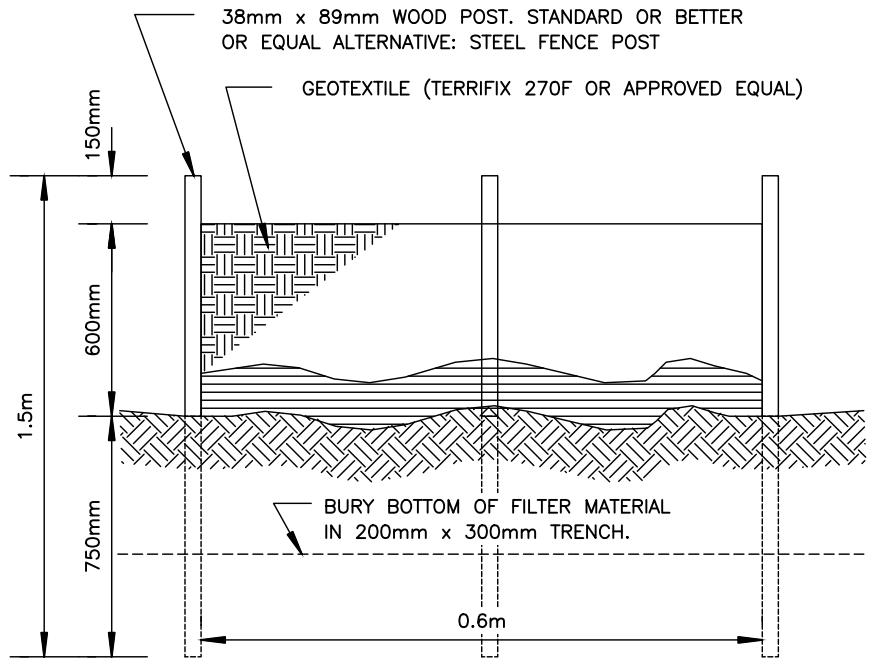
TYPICAL DITCH BOTTOM CLEANOUT



SECTION A-A

TYPICAL ROCK CHUTE

TYPICAL DITCH BOTTOM CLEANOUT TYPICAL ROCK CHUTE CONSTRUCTION		
Scale: N.T.S.	Approved by:	Date: November 2000
Drawn by: jk	M.P.D.	Revised:
SECTIONS		STANDARD DETAILED DRAWING No. 05
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		



SILT FENCE DETAIL

Scale: N.T.S.

Approved by:

Date: February 2025

Drawn by: TF

M.P.D.

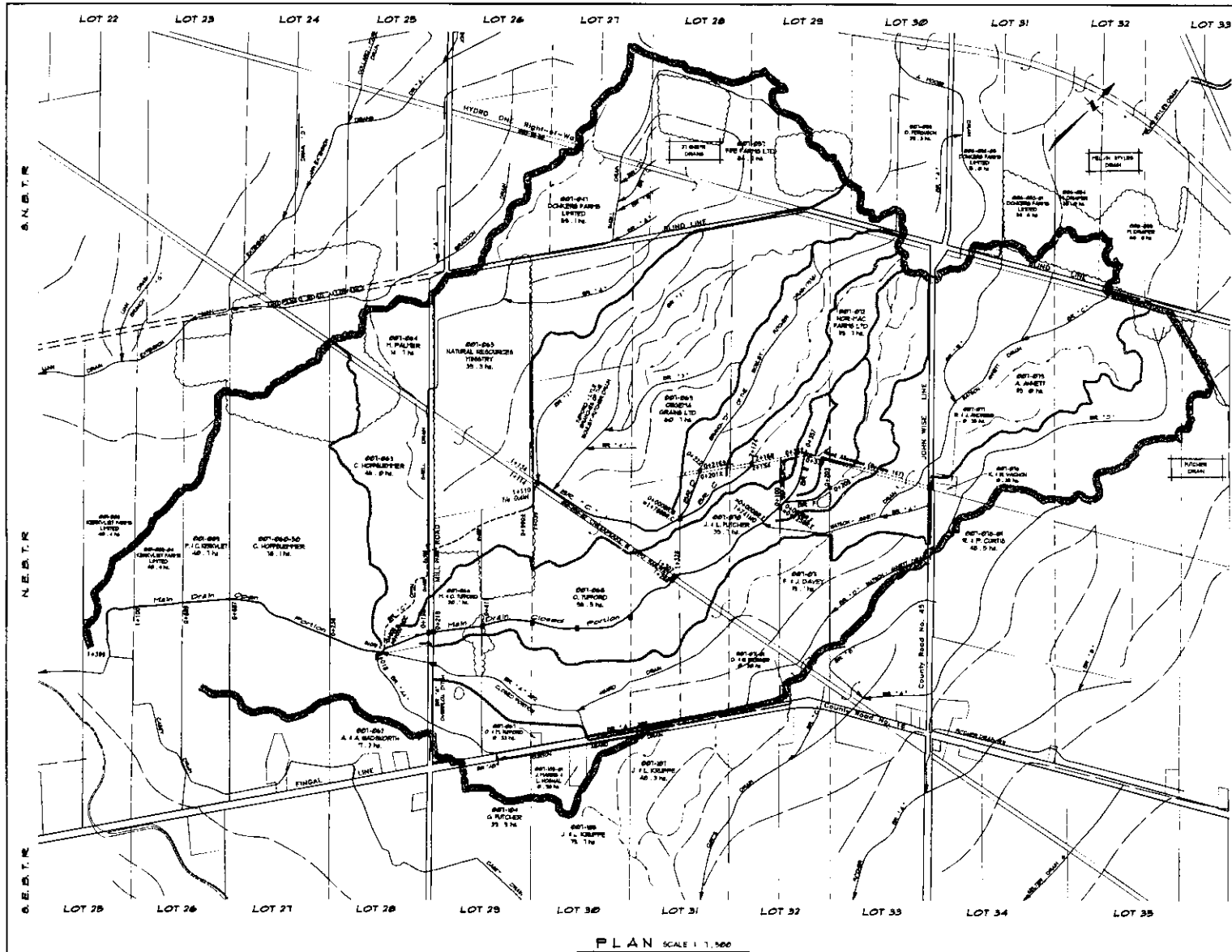
Revised:

SECTION

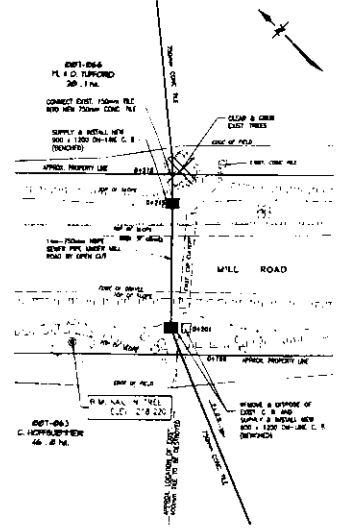


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. 08



PLAN SCALE 1:1,500



MILL ROAD CROSSING DETAIL
SCALE 750

- PLAN LEGEND**
- 10m contour lines
 - 5m contour lines
 - Drainage lines
 - Proposed drainage lines
 - Proposed drainage lines with flow direction
 - Proposed drainage lines with flow direction and slope
 - Proposed drainage lines with flow direction, slope, and flow rate
 - Proposed drainage lines with flow direction, slope, and flow rate, and a note about flow rate
 - Proposed drainage lines with flow direction, slope, and flow rate, and a note about flow rate and a note about flow rate
 - Proposed drainage lines with flow direction, slope, and flow rate, and a note about flow rate and a note about flow rate, and a note about flow rate

BOWLBY-FUTCHER DRAIN 2025



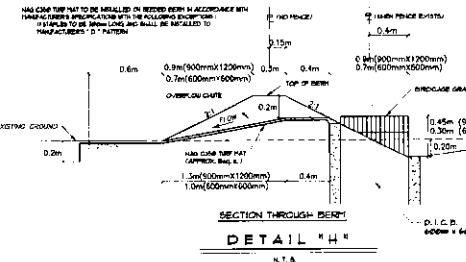
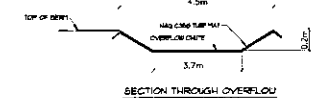
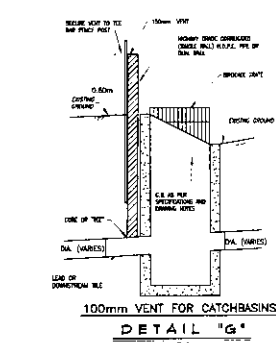
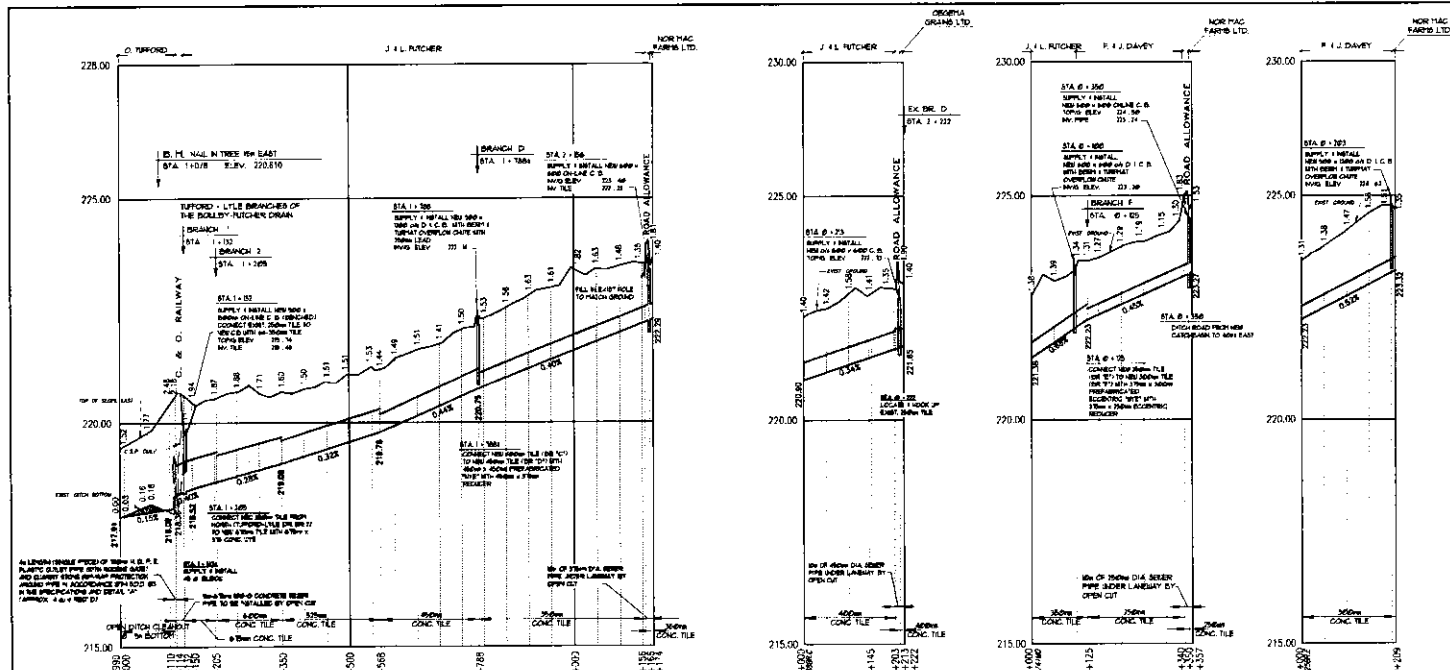
Township of Southwold

Drawn/Checked/Approved	DATE	REVISIONS	DATE
BRENT CLUTTERBUCK	5/10/16		

	Drawn By: S.P. Bous	1:500 Scale	JUN 19	Drawing No.
	Date: 28.12.2025	D-1800 38.00%	22.41.45	1 of 4

PLAN 4 DETAILS

SPRIET ASSOCIATES
LONDON LIMITED
CONSULTING ENGINEERS



GENERAL NOTES

- 1) SEE SPECIFICATIONS FOR THE CONSTRUCTION OF PRINCIPAL DRAINAGE WORKS DATED JANUARY 2002 APPLY TO THIS PROJECT.
- 2) THE WORKING WITH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAIN SHALL CONSIST OF THOSE LANDS IMMEDIATELY ADJACENT TO THE DRAIN AND CONNECTIONS AND SHALL NOT EXCEED THE FOLLOWING AVERAGE WIDTHS:
 - a) OPEN PORTION - 18 METERS INCLUDING A BUFFER 1.5 METERS TOTAL (RESERVE ONLY THESE ALONG BANK AND OPEN PORTION)
 - b) CLOSED PORTION - 30 METERS (COVERED ON THE DRAIN)
 - c) THE WORKING WITH FOR PURPOSES OF THESE DIMENSIONS SHALL BE THE HIGHEST ABOVE ELEVATION FOR CLOSED PORTIONS (NOT THROUGH CUTS) SHALL BE 10%.
- 3) ALL DRAINAGE ALONG THE COURSE OF THE DRAIN SHALL HAVE AN ACCESS FROM THE NEAREST ROAD TO THE DRAIN LINE AVAILABLE TO THE CONTRACTOR THE AVERAGE WIDTH OF THE ROUTE SHALL NOT EXCEED 8 METERS THE ACCESS ROUTE SHALL ALSO APPLY FOR FUTURE MAINTENANCE PURPOSES.
- 4) ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW TILE CHANNEL CAN BE CONSTRUCTED THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY THE ENGINEER IS TO BE NOTIFIED IMMEDIATELY TO THE CONTRACTOR TO NOTIFY ALL UTILITIES TO BE EXPOSED PRIOR TO THE WORKING THE ABOVE WORK.
- 5) THE EXISTING UTILITIES SHALL BE RELOCATED IN THE TOP ON THE EXISTING OF SOME AND AN EXTRA PAYMENT SHALL BE MADE TO THE CONTRACTOR TO DEMOLISH ROAD RESTORATION IS REQUIRED.
- 6) ALL TREES, BUSHES, BUSHES, ETC TO BE CLEARED AND GRABBED IN ACCORDANCE WITH SECTION B 3 AND C 4 SPECIFICATIONS.
- 7) REPAIRS TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH SECTION A 2 IN THE SPECIFICATIONS.
- 8) SURF REINFORCEMENT SHALL BE 12MM AMERICAN GREEN C 308 OR APPROVED EQUAL THAT SHALL BE INSTALLED ON REINFORCED BANK IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS AT THE FOLLOWING LOCATIONS:
 - a) IN ALL PLACES TO BE OPEN LOGS AND SHALL BE INSTALLED TO MANUFACTURERS 'D' PATTERN IN PLACES TO BE OPEN LOGS BELOW DITCH BOTTOMS FROM INTO BANK SLOPE AT UPSTREAM END AND SHALL BE STAPLED TO THE INSIDE OF BANK.
 - b) CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERVISOR AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 48 HOURS NOTICE TO THE MEETING.
 - c) ALL CONCRETE TILE PLASTIC TILE, HDPE PIPE AND HDPE SEWER PIPE TO CONFORM TO SECTION C 4 IN THE SPECIFICATIONS.
 - d) CONCRETE TILE SHALL BE HEAVY DUTY POLISHED (PREPARED 3000 D OR 4000 D ON PROFILE) TO RESIST ROOTS TO BE L.D. 6.0 IN PLACING OVER 10% (REEL) WITH BARRIS GUADETES, CONFORMING TO C.S.A. 900-8-04. PVC IS TO BE 100% ON PVC 80R 30.
 - e) HDPE PIPE SHALL BE 100% HDPE WITH FLEXIBLE JOINTS SUCH AS 'SOLIDPLEX' WITH NO FLEX OR APPROVED EQUAL.
- 9) ALL CATCHBASINS SHALL BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH SECTION C 4 IN THE SPECIFICATIONS. EXCEPT AS FOLLOWS:
 - a) ALL CATCHBASINS LEAD TO BE CONNECTED TO NEW TILE DRAIN WITH PRE-FABRICATED CONCRETE 'H' FITTINGS AND BE KEPT ALL ROAD WIDTHS FOR A MINIMUM OF 0.5 METERS FROM ALL CATCHBASINS.
 - b) ALL NON ROAD DITCH CATCHBASINS TO HAVE SEWERS (CONNECTED WITH BERRIS) WITH COVER OR COVER PROTECTED WITH 14 G.G. COARSE SAND REMOVED FROM THE DETAIL 'G'.
 - c) ALL CATCHBASINS TO HAVE 100MM DIA. VERTICAL PIPES WITH PRE-FABRICATED CONCRETE, EXTERIOR FOR 100MM ABOVE CATCHBASIN TOP. PIPES MUST BE HEAVY GRADE SINGLE OR DOUBLE BALL PLASTIC CONNECTED TO MAIN TILE WITH APPROVED FITTING (SEE DETAIL 'G').
 - d) ALL PRE-FABRICATED FITTINGS SPECIFIED AS CONCRETE MAY BE SUBSTITUTED WITH SAME SIZE PLASTIC (WHERE AVAILABLE BUT SHALL BE COMPLETELY IDENTICAL WITH 20% CONCRETE REINFORCEMENT THEREIN).
- 10) NEW TILE DRAIN TO BE PLACED IN SAME LOCATION AS EXISTING TILE DRAIN WHERE POSSIBLE. EXIST TILE TO BE DEMOLISHED AND EXPOSED. TILE SHALL BE DEMOLISHED TO TOP OF RITS.
- 11) EXACT LOCATION TO BE DETERMINED AT TIME OF CONSTRUCTION BY DRAINAGE SUPERVISOR OR ENGINEER.
- 12) EXISTING TILE DRAIN TO BE EXPOSED IN MANY LOCATIONS AS ARE NECESSARY TO CORRECT THEIR EXACT LOCATION AND ELEVATION PRIOR TO CONSTRUCTION. EXACT LOCATION OF NEW TILE DRAIN TRENCH TO BE CONFIRMED BY DRAINAGE SUPERVISOR OR ENGINEER.
- 13) ALL INSTALLATION OF TILE AND TRENCH WORK SHALL BE IN ACCORDANCE WITH SECTION C - TILE DRAIN IN THE SPECIFICATIONS.
- 14) SEWER PIPE UNDER TRENCH POSITION OF ROADS AND LANWAYS TO BE INSTALLED IN ACCORDANCE WITH STANDARD DETAILED DRAWING NO. 60 IN THE SPECIFICATIONS.
- 15) ALL OTHER SEWER PIPE EXCEPT ON RITS TO BE INSTALLED IN ACCORDANCE WITH DETAIL 'A' (TRENCH) OF AS FOR RAILWAY BED SEE DRAWING 4 OF 4.
- 16) ALL CONCRETE TILE AND TILE PIPE JOINTS TO BE BRANDED WITH GYPTOLENE IN ACCORDANCE WITH SECTION C 8 IN THE SPECIFICATIONS.
- 17) NO CONSTRUCTION EQUIPMENT OR MATERIALS SHALL CROSS OVER THE PROPOSED BACKFILLED TILE TRENCHES UNTIL SUFFICIENT SETTLEMENT HAS OCCURRED.
- 18) STOP AND REPAIRS TO BE MADE PRIOR TO CONSTRUCTION AREA (4 METERS FROM EXISTING LANWAYS) IN REPAIRS TO BE MADE PRIOR TO CONSTRUCTION AND TRENCHES TO BE FILLED OVER PROPOSED TRENCH AND REPAIRS CONSTRUCTION AREA.
- 19) WHERE THE TILE PIPE IS LARGER THAN EXISTING THE EXISTING MATERIAL APPROXIMATELY EQUAL TO THE VOLUME OF THE TILE BEING INSTALLED SHALL BE WAIVED AWAY AND DISPOSED OF BY THE CONTRACTOR. EXCESS MATERIAL SHALL BE RETURNED TO PROVIDE SUFFICIENT COVER OVER TILE TO ALLOW FOR SETTLEMENT.
- 20) IF IT BECOMES APPROPRIATE TO INSTALL THE NEW TILE IN THE EXISTING TILE LOCATION DUE TO EXISTING TILE ALIGNMENT AND/OR TOO HIGH WATER HEADS THROUGH THE TILE THEN THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER BEFORE THE DRAINAGE SUPERVISOR. IF SO DETERMINED BY THE ENGINEER AND/OR DRAINAGE SUPERVISOR THEN THE CONTRACTOR SHALL BE REQUIRED TO RELOCATE THE TRENCH PRIOR TO THE EXISTING TILE. AFTER CONSTRUCTION IS COMPLETED THE EXISTING TILE SHALL BE DEMOLISHED WITH A RUBBER TIE BACKWARDS. TILE CONNECTIONS INTO THE EXISTING TILE SHALL BE CONNECTED TO THE NEW TILE.
- 21) THE CONTRACTOR SHALL ENSURE THAT ALL TERTIARY DRAINAGE ARE CONNECTED DURING THE ST. CONSTRUCTION. ANY MISSED TILE CONNECTIONS THAT ARE FOUND DURING THE WARRANTY PERIOD OF THE CONTRACT SHALL BE CORRECTED BY THE CONTRACTOR AND SHALL BE PAID THE AMOUNT SET OUT ON PAGE 2 OF THE 'FORM OF TENDERS'. NO ADDITIONAL PAYMENT FOR TERTIARY DRAINAGE SHALL BE ALLOWED. THE CONTRACTOR IS NOT RESPONSIBLE FOR CORRECTING MISSED TILE CONNECTIONS THAT ARE FOUND AFTER THE WARRANTY PERIOD FOR THE CONTRACT HAS EXPIRED.
- 22) ALL TILE CONNECTIONS TO BE MADE WITH CORING MACHINE AND PLASTIC ADAPTOR OR PRE-FABRICATED FITTINGS.
- 23) THE CONTRACTOR SHALL SUPPLY THE ENGINEER WITH A LIST SHOWING LOCATIONS OF ALL TILE CONNECTIONS UPON COMPLETION OF CONSTRUCTION.
- 24) ALL TRENCHES TO BE PLACED ACROSS DITCH BOTTOM AT AT LEAST 1.0 METRE FROM CLOSED PORTION (1.0 METRE FROM CLOSED PORTION) DURING CONSTRUCTION TO PREVENT SILT FROM RUNNING DOWNSTREAM AND ARE TO BE MAINTAINED AS NECESSARY DURING CONSTRUCTION. SILT FENCES AND SALT TO BE REMOVED AND DISPOSED OF AFTER CONSTRUCTION.

BOWLBY-FUTCHER DRAIN 2025

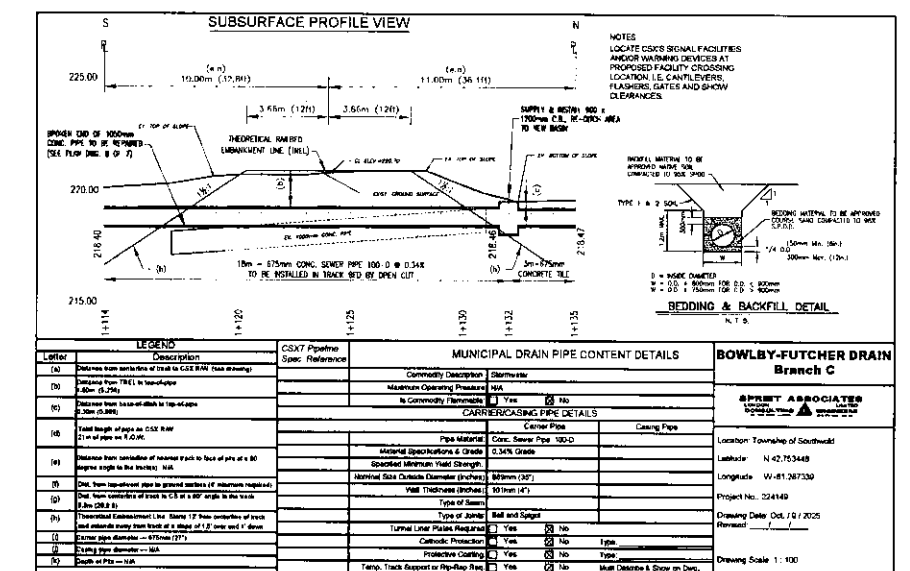
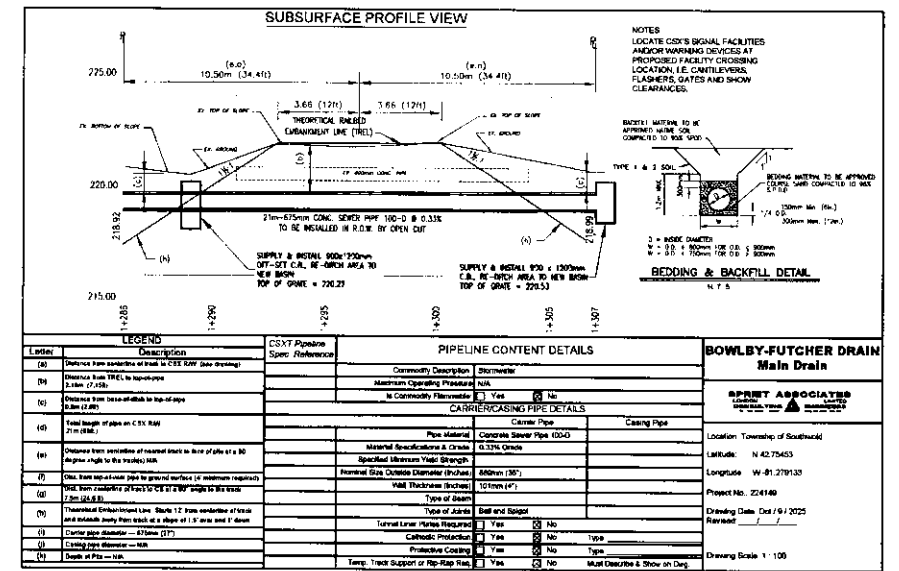
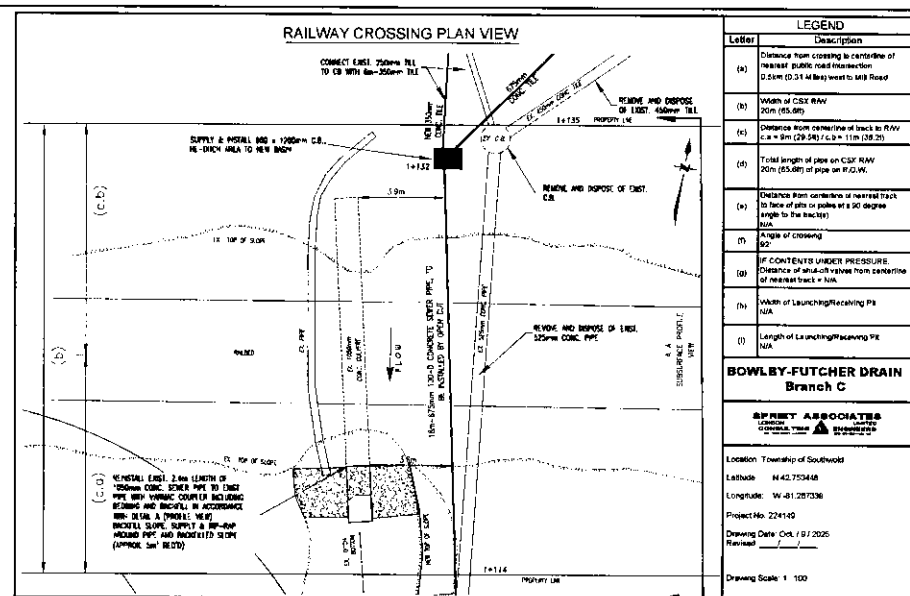
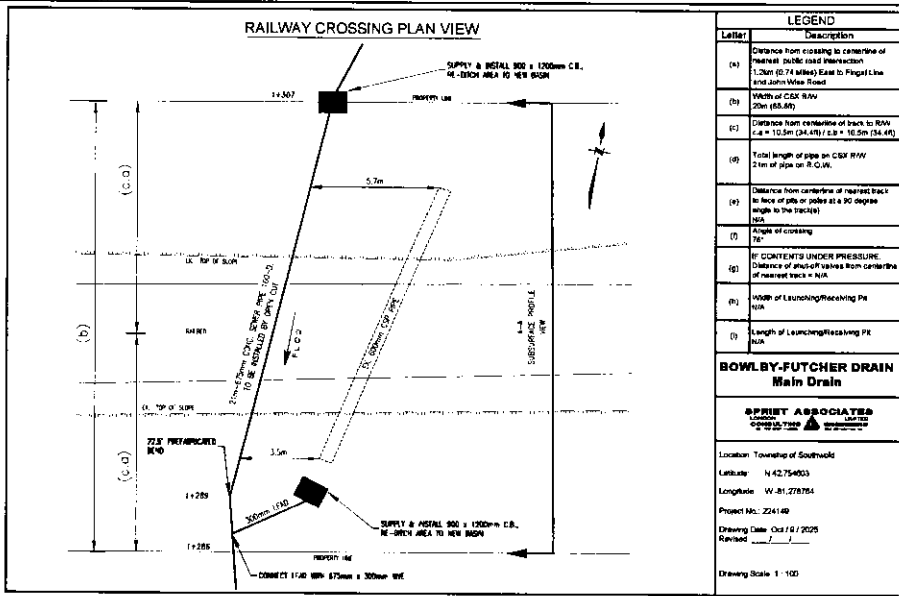
Township of Southwold

Drainage Superintendent	NO.	REVISIONS	DATE
BRENT CLUTTERBUCK			
519-769-2010			

Drawn By: P.L.M. 1:00 Scale: 200:1
 Date: 08-18-2025 2:28:41 PM 22-4143
 Drawing No. 3 of 4

PROFILES & DETAILS

SPRIET ASSOCIATES
 LONDON
 CONSULTING ENGINEERS
 250-1001-10000 6000-11000000-00




AL CONSTRUCTION NOTES	COMPLETION	NO.	REVISIONS	DATE	BY	COMMENTS


SPRIET ASSOCIATES
LONDON CONSULTING ENGINEERS LIMITED

158 YORK STREET - GERRYSVILLE ONTARIO
(519) 472-4100 ext. 410

ENGR'S Stamp



SCALE: 1 : 100



Township of Southwold

BOWLBY-FUTCHER DRAIN 2025
C. & O. RAILWAY DETAIL
PLANS AND PROFILES

Project No.: 224149
Sheet No.: 4 of 4
Page 114 No.

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

Re: Fowler 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:

to improve the lower portion of the Fowler Drain to accommodate the efficient functioning of the Fingal Storm Water Management system as well as providing an improved outlet for lands within the watershed.

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

Fingal Optimist Ball Park, 8086 Millpark Street Fingal On.

Ward or Geographic Township

Southwold

Parcel Roll Number

████████████████████

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

Ownership

Corporation

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

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

Name of Signing Officer (Last, First Name) (Type/Print) Jones, Grant	Position Title Mayor
---	-------------------------

Name of Corporation Township of Southwold
--

I have the authority to bind the Corporation. Signature 	Date (yyyy/mm/dd) 2026/02/23
--	---------------------------------

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


Last Name VanOorspronk	First Name Aaron	Middle Initial
---------------------------	---------------------	----------------

Mailing Address

Unit Number	Street/Road Number 35663	Street/Road Name Fingal Line	PO Box
City/Town Fingal	Province Onatario	Postal Code	
Telephone Number 519-769-2010	Cell Phone Number (Optional)	Email Address (Optional) development@southwold.ca	

To be completed by recipient municipality:

Notice filed this 23rd day of February 20 26

Name of Clerk (Last, First Name) Carswell, Jeff	Signature of Clerk 
--	--

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

Re: Lewis 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:

Complete replacement of the Lewis D as it is not functional and water is backing up on our farm.

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

37103 Stafford Line CON NW/3TR N PTS LOTS 23 24

Ward or Geographic Township

Southwold

Parcel Roll Number

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

Partnership

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

Partnership (Each partner in the ownership of the property must sign the form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
Thompson, Ted	[Redacted]	March 29 / 26
Thompson, Jennifer	[Redacted]	March 29 / 26

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

Last Name Thompson	First Name Ted	Middle Initial W
-----------------------	-------------------	---------------------

Mailing Address

Unit Number	Street/Road Number [Redacted]	Street/Road Name [Redacted]	PO Box
City/Town Shedden	Province ON	Postal Code N4L 2E0	
Telephone Number [Redacted]	Cell Phone Number (Optional) [Redacted]	Email Address (Optional) [Redacted]	

To be completed by recipient municipality:

Notice filed this 30th day of March 20 26

Name of Clerk (Last, First Name) Carswell, Jeff	Signature of Clerk [Redacted]
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TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 13th, 2026

PREPARED BY: Evan McKinstry, Junior Planner

REPORT NO: PLA 2026-12

**SUBJECT MATTER: Consent Application E 28-26
33875 Fifth Line**

Recommendation:

1. That Council recommend APPROVAL to the Elgin County Land Division Committee for Consent Application E 28-26 subject to the recommended conditions provided in this report.

Purpose:

The applicant proposes to sever a parcel with a frontage of 62.4m, a depth of 726.6m, and an area of 9712.5m² for a surplus farm dwelling. The applicant proposes to retain a parcel with an area of 51.6 ha to remain in agricultural use.

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

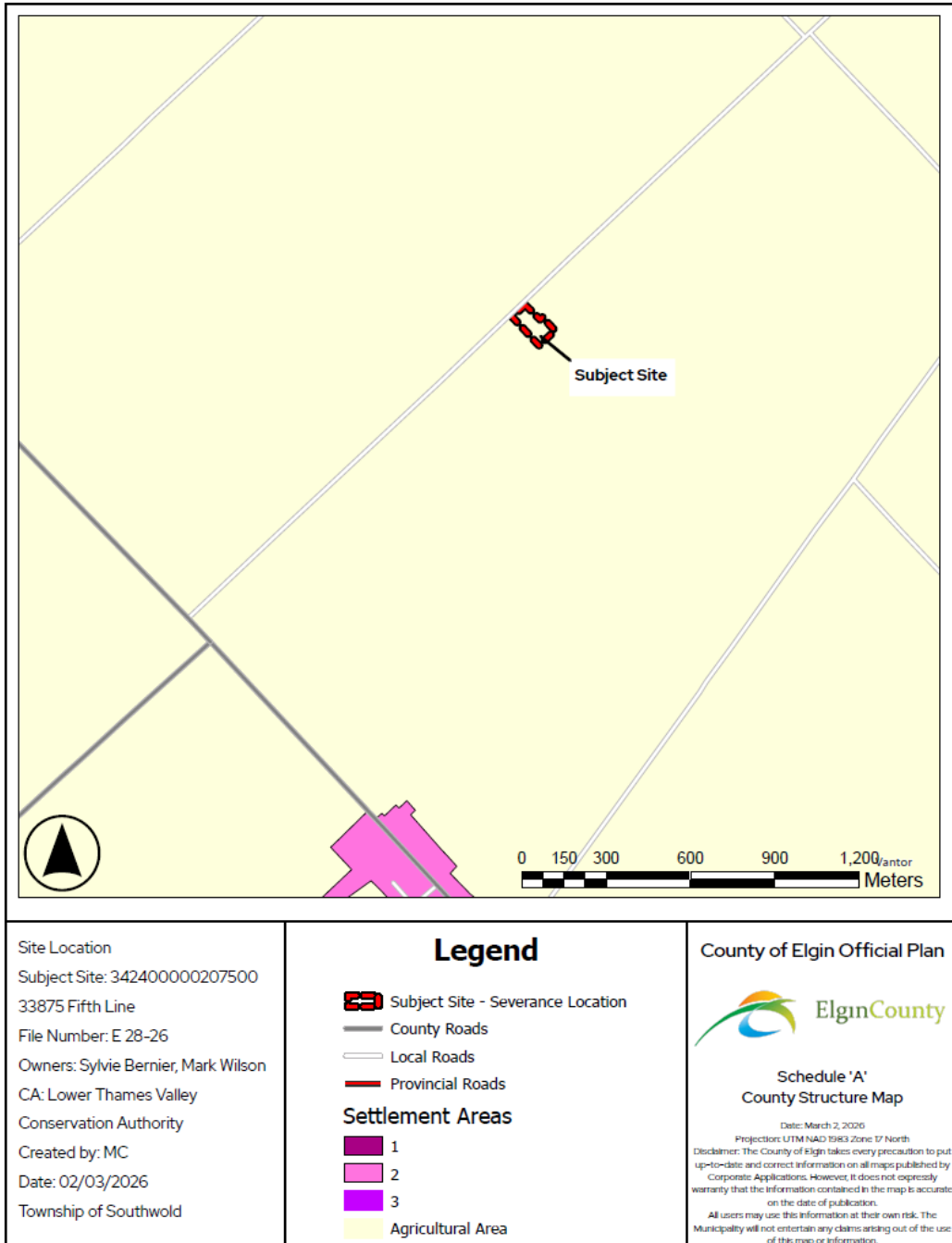
Consent Application E 28-26 has been submitted to Elgin County for lands located within the Township of Southwold.

Background:

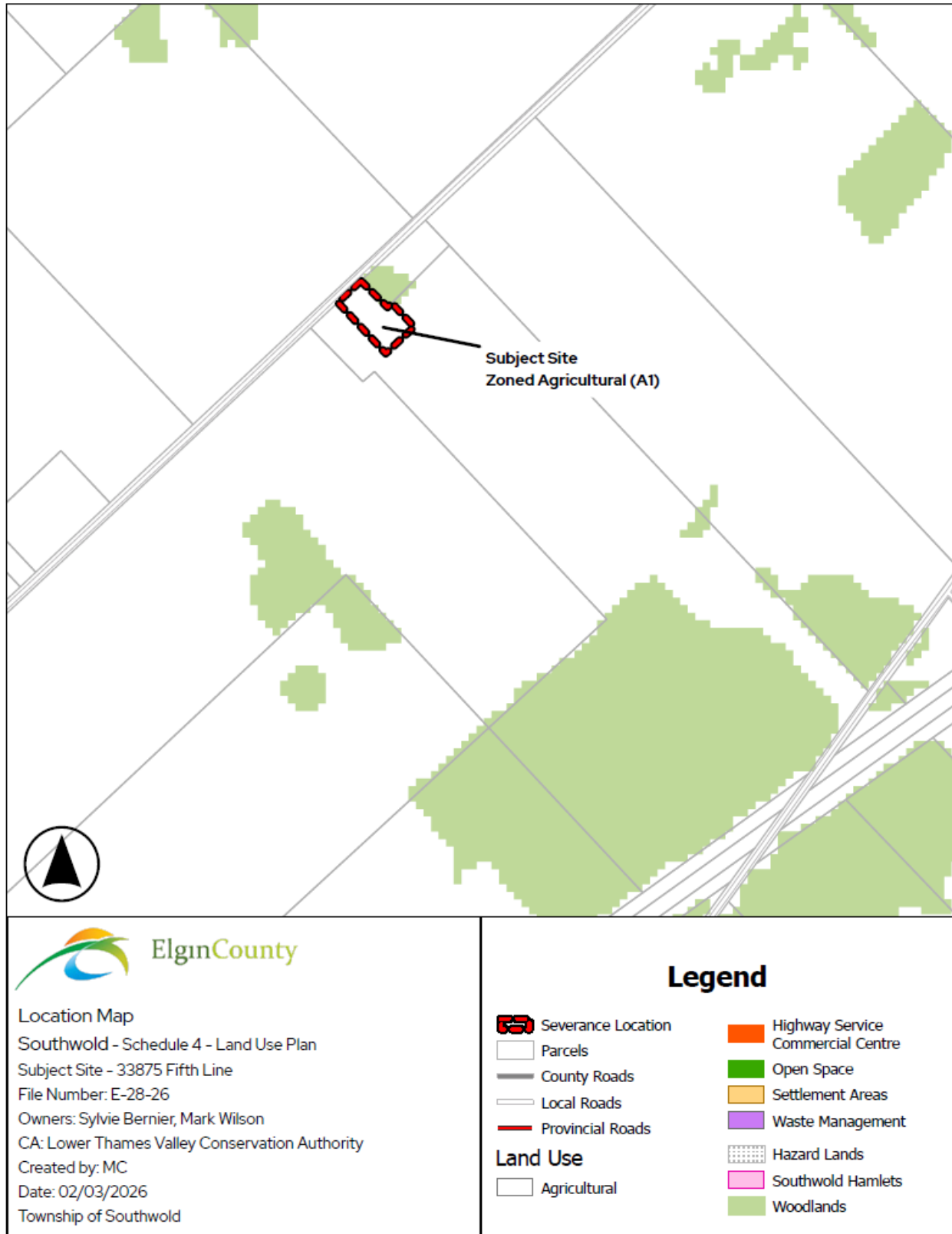
Application No.	E 28-26
Owners:	Sylvie Bernier & Mark Wilson
Agent:	N/A
Address:	33875 Fifth Line, ON
Water Supply:	Municipal Water Supply
Sewage Supply:	Private septic
Buildings/Structures	Singe detached dwelling and garage
Elgin County Official Plan	Agricultural Area
Township Official Plan Designation	Agricultural

<p>Zoning By-law 2011-14</p>	<p>Agriculture 1 (A1) Minimum Lot Area – 40.0ha Minimum Lot Frontage – 200m Minimum Front Yard – 19m Minimum Interior Side Yard – 4.5m Minimum Rear Yard – 8.0m</p> <p>For surplus farm lots: Minimum Lot Area- 1,858m² Maximum Lot Area- 6,000m² Minimum Lot Frontage- 30m</p> <p>Environmental Protection (EP) The provisions of the Environmental Protection (EP) Zone are intended to regulate the use of lands that are occupied by Provincially Significant Wetlands.</p>
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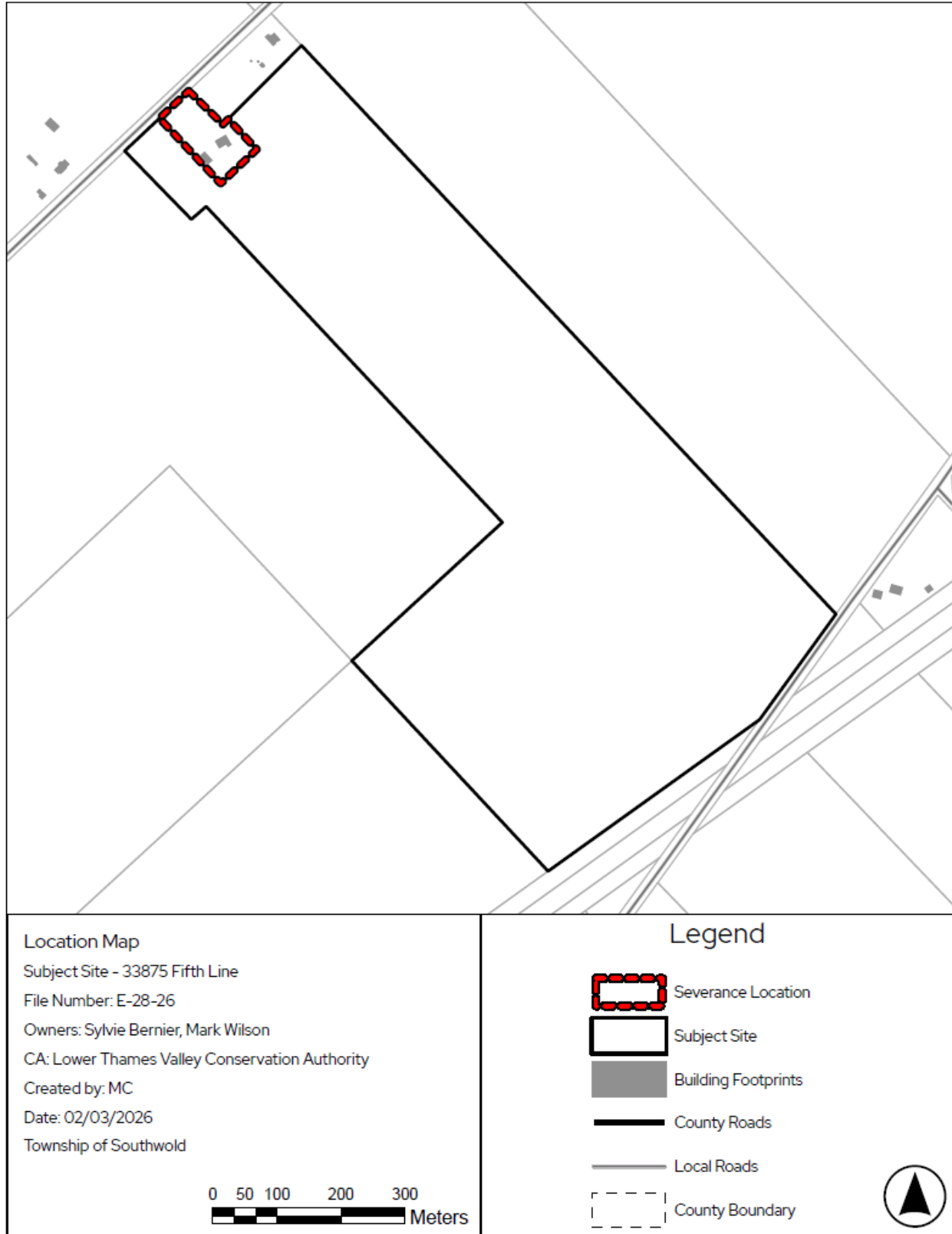
County Official Plan Map:



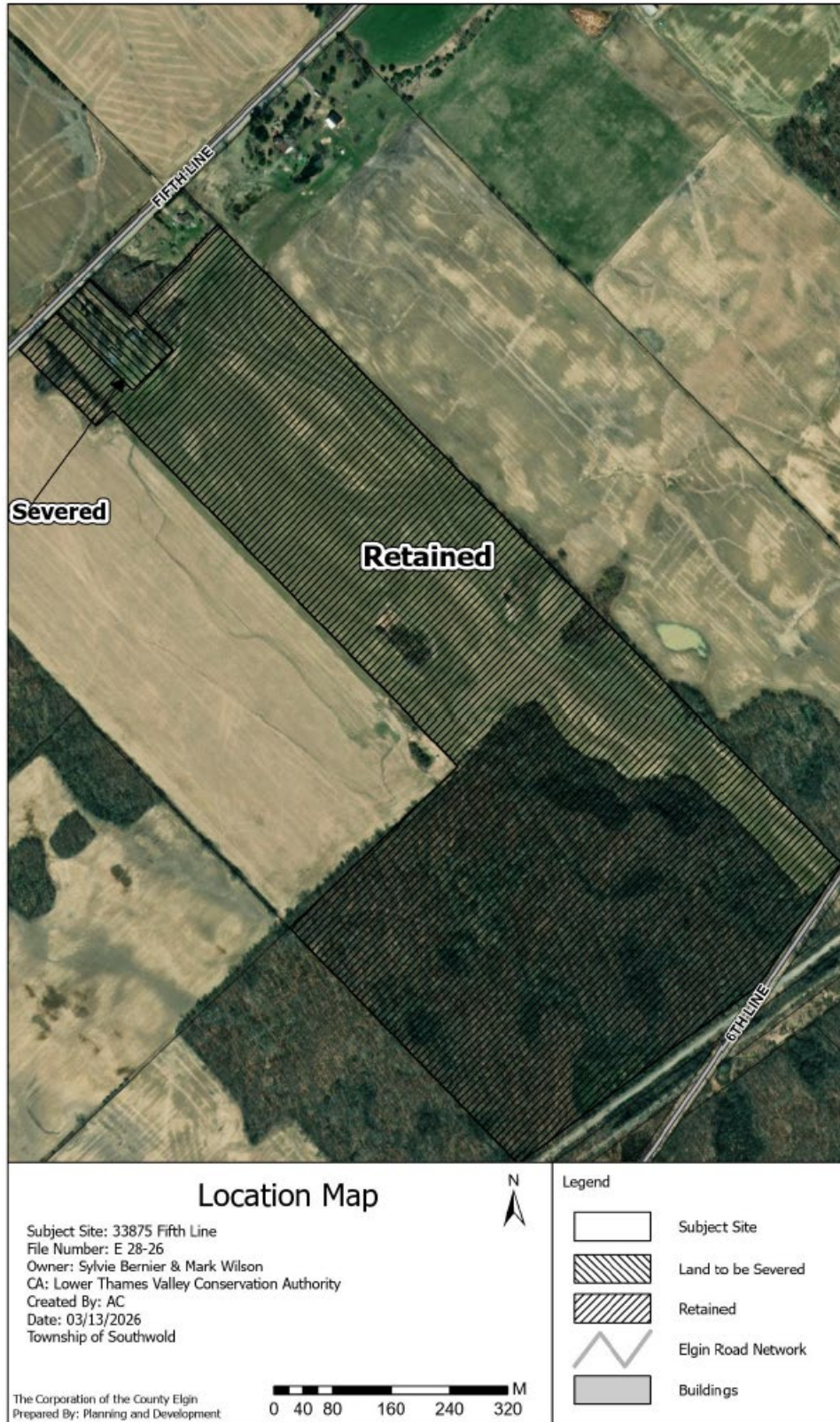
Township Official Plan Key Map:



Location Key Map:



Proposed Severance Map:



Planning Analysis:

Consent Application E28-26 was submitted to, and declared complete, by Elgin County. Elgin County is the Approval Authority for applications considered under Section 53 of the *Planning Act*. The Township of Southwold is a commenting agency and provides a recommendation to the Land Division Committee, including conditions of approval.

The proposed severed area is approximately 9712.5m². The proposed property line configuration has been designed to accommodate the existing accessory building, which is utilized as a garage, while also reflecting the current topography of the severed parcel and the location of existing services. In the opinion of staff, the accessory building does not support agricultural operations, and the surrounding lands proposed for severance with the dwelling are not suitable for agricultural use due to the site's topographic constraints which is shown in Appendix 1. A site visit confirmed that these lands are neither currently used nor reasonably capable of being used for agricultural purposes in the future, given the significant changes in elevation across the property.

Consent Application E 28-26 was reviewed by staff with consideration to the *Provincial Planning Statement (2024)*, Elgin County Official Plan, Township of Southwold Official Plan, and the Township of Southwold Zoning Bylaw 2011-14. A summary of the applicable planning policies and regulations, as well as the relevance to the subject application and commentary, is provided below.

While the *Provincial Planning Statement (2024)* encourages approval authorities to ensure that severed surplus farm dwellings are of a "minimum size needed to accommodate the use and appropriate sewage and water services," it does not prescribe what the minimum or maximum size is.

Elgin County Official Plan Section 5.9

No new residential building lots are permitted in an agricultural designation in a local official plan with the exception of a lot containing an existing dwelling that has become surplus to a farming operation because of a farm consolidation. Notwithstanding any other polices to the contrary, such a residence may be severed from the farm subject to:

The lot containing the dwelling being limited in size to the area needed to accommodate the dwelling and on-site servicing only; and,

All residential uses being prohibited on the remnant farm parcel by way of official plan amendment and / or zoning by-law amendment.

Township of Southwold Official Plan Section 7.23.4.5

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

1. *The retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;*
2. *The non-farm parcel will be zoned to recognize the non-farm residential use; and*
3. *Minimum Distance Separation I provisions can be met;*

Likewise, neither the County Official Plan nor the Township of Southwold Official Plan prescribes any measurement for the area of a severed surplus farm dwelling. Rather, when evaluating the planning merit of surplus farm dwelling severances, County staff consider numerous factors, including existing site conditions, the type of servicing, and the presence of accessory structures.

The proposed severed parcel does not include any land currently in cultivation. The current property contains an accessory structure, which are proposed to remain with the severed lot.

Legislation	Section(s)	Relevance To Application	Comments
<p>Provincial Planning Statement, 2024</p>	<p>2.6 Rural Lands in Municipalities 4.3.3 Lot Creation and Lot Adjustments</p>	<ul style="list-style-type: none"> • Residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services • Residential lot creation for a surplus residence is permitted, based on lot size limits, appropriate servicing 	<p>Residential lot creation is permitted in the rural area when surplus to an agricultural operation, subject to regulations and appropriate servicing</p>
<p>Elgin County Official Plan</p>	<p>5.9 New Residential Lots in Agricultural Area</p>	<ul style="list-style-type: none"> • New lots are permitted to sever surplus farm dwellings 	<p>County Official Plan permits surplus farm dwelling severances provided lot is minimum in size and retained lands are</p>

Legislation	Section(s)	Relevance To Application	Comments
			rezoned to prohibit residential development
Township of Southwold Official Plan	5.1 Agricultural Area 7.23.4 Agricultural Consent Policies	<ul style="list-style-type: none"> Existing single-detached non-farm dwellings are permitted Land severances in the Agricultural Area may be permitted for surplus farm dwellings, subject to conditions 	Residential lot creation for surplus farm dwellings may be permitted subject to conditions
Township of Southwold Zoning Bylaw	Agricultural 1 (A1)	<ul style="list-style-type: none"> A zoning amendment is required for both the severed and retained lands. 	A zoning by-law amendment will be required to rezone the retained farm parcel to an A3 zone to prohibit residential dwellings. The surplus farm lot requires a special provision permitting a reduced lot area.

Consultation:

Consent Application E 28-26 was circulated internally for review and comment by Township departments. At the time of writing this report, the following comments have been received and where applicable, recommended conditions of approval have been included.

Finance	No comments
Infrastructure	No comments
Chief Administrative Officer	No comments
Building Department	Requests septic report and confirm location required

Drainage	Reapportionment of the Firby Drain, Whalls Drain, McLellan Drain, Mutual agreement drain
Environmental Services	No comments
Fire	911 sign required for entrance on Sixth Line

Conclusion:

Planning staff recommend support of Consent Application E 28-26, which would facilitate the severance of a dwelling which is surplus to the needs of a farming operation. This recommendation is subject to the conditions listed below to Planning Report PLA 2026-12. This report and recommended conditions of approval (below) will be forwarded to the Elgin County Land Division Committee and should be considered in the decision-making process.

Conditions of approval

1. That the Applicant must pay all fees, and satisfy all obligations required pursuant to the duly enacted by-laws of the Township of Southwold, to the satisfaction of the Municipality.
2. That the Applicant successfully apply to the Township and obtain a Zoning By-law amendment to rezone the retained farm parcel to an Agricultural 3 (A3) zone, and the severed lot to an Agricultural 1 (A1) special provision zone.
3. That the Applicant provide the Township with a septic report, a plan showing the location of the septic system and setbacks from proposed lot lines.
4. That the Applicant shall install a 911 civic address sign at the entrance to the property on Sixth Line, to the satisfaction of the Municipality. All associated costs shall be borne by the Owner.
5. That the Applicant have a drainage reapportionment of the Firby Drain, Whalls Drain, and McLellan Drain pursuant to the *Drainage Act*, to the satisfaction of the Township.
6. That the Applicant enter into a mutual drain agreement pursuant to the *Drainage Act*, to the satisfaction of the Township.

Financial and Resource Implications:

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

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

Strategic Plan Goals:

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

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

Respectfully submitted by:

Evan McKinstry
Junior Planner

Reviewed by:

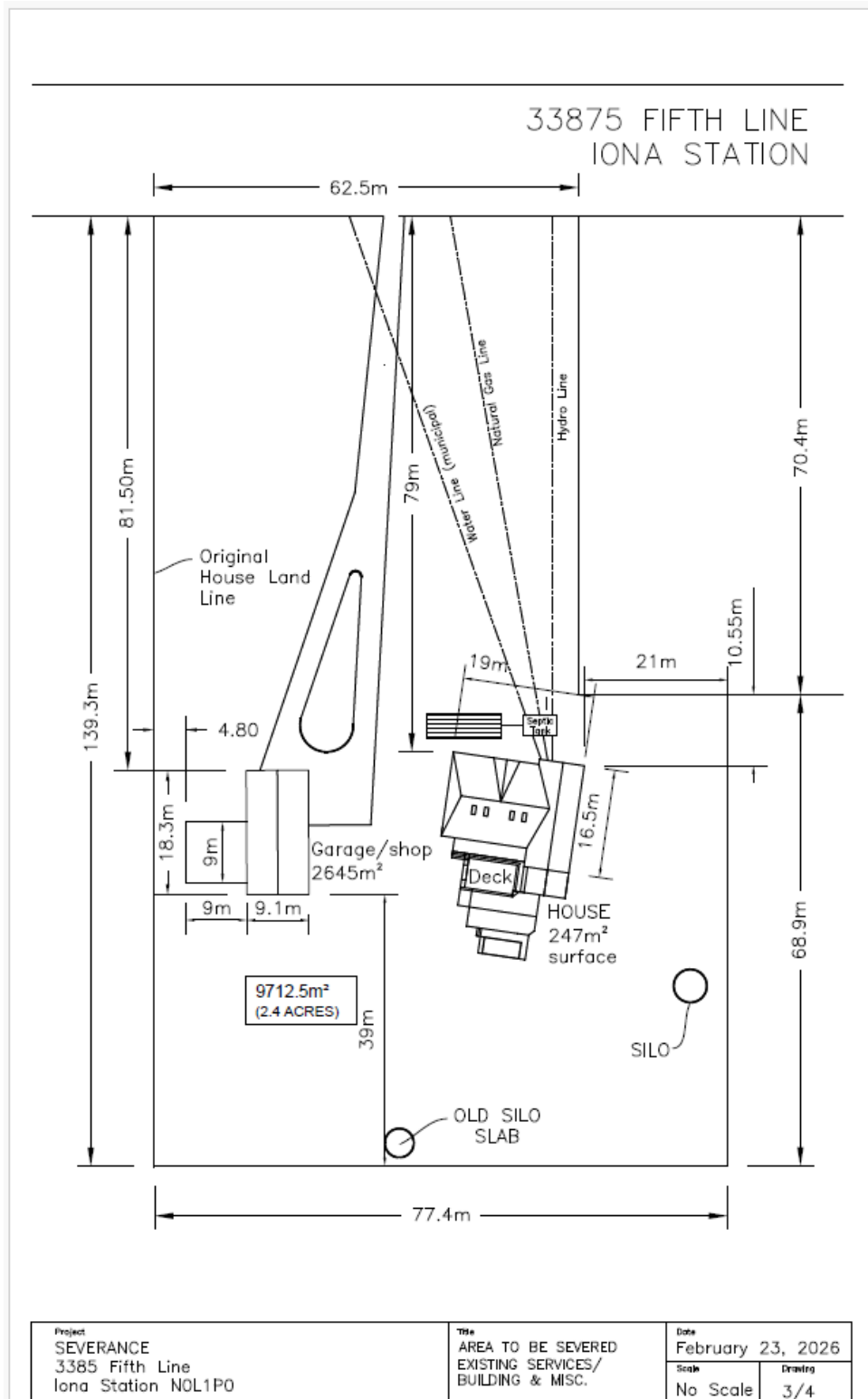
Mat Vaughan
Director of Planning and Development (Elgin
County)

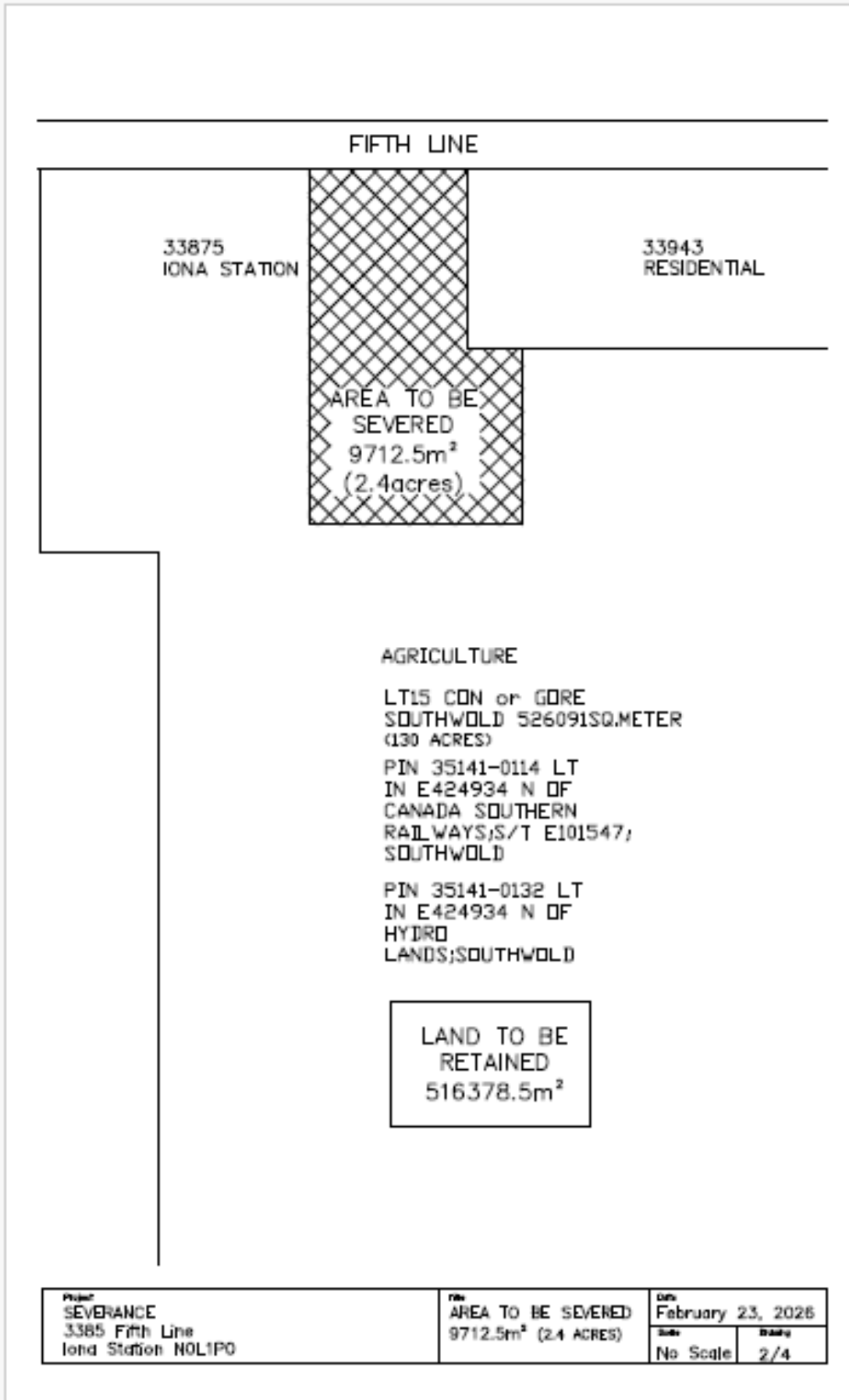
Reviewed by:

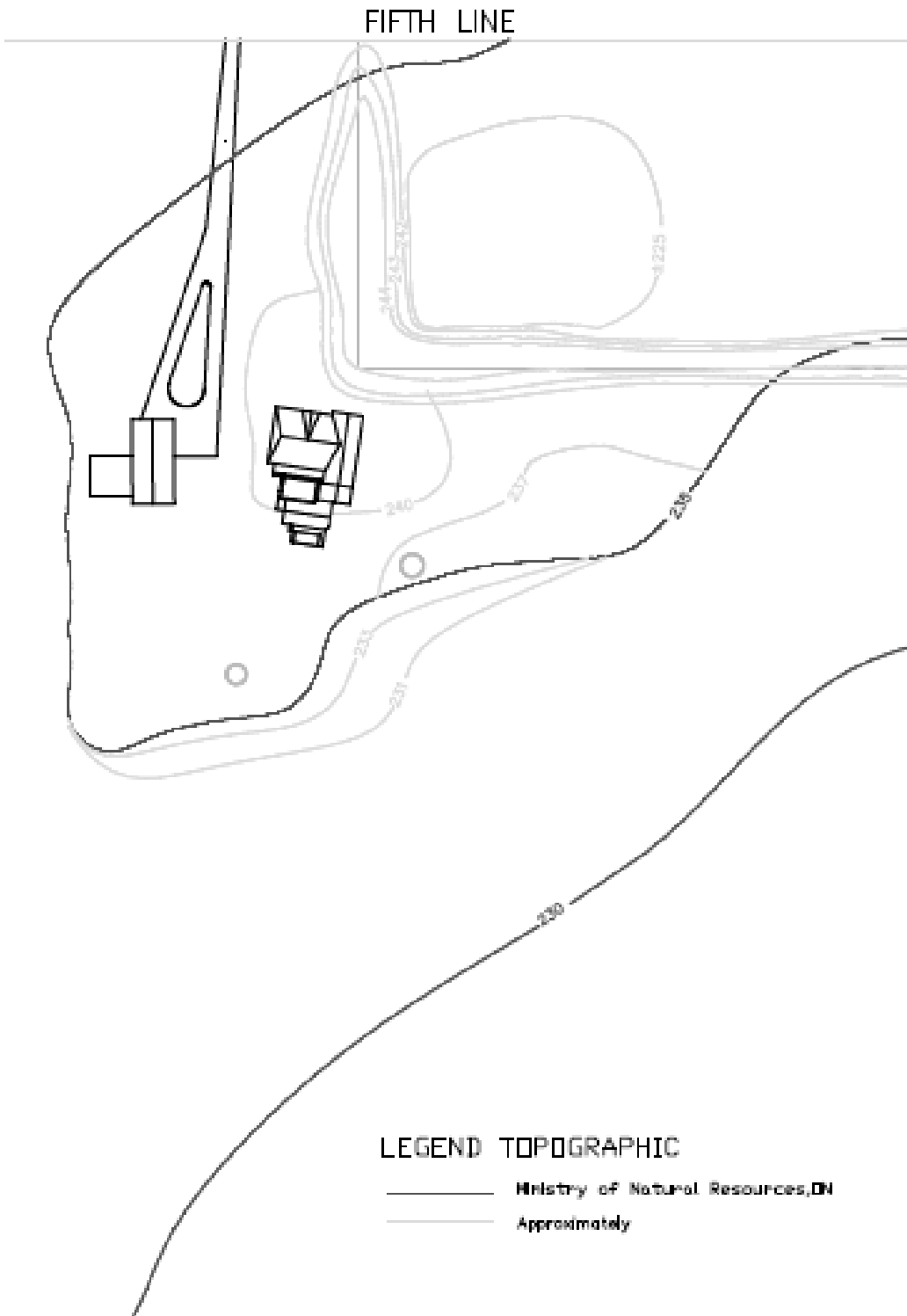
Aaron Van Oorspronk, L.E.T.
Director of Infrastructure and Development

Approved for submission by:

Jeff Carswell
CAO/Clerk







Project SEVERANCE 3385 Fifth Line Iona Station NOL1PO	Title AREA TO BE SEVERED TOPOGRAPHIC MAP	Date February 23, 2026	
		Scale No Scale	Drawing 4/4



TOWNSHIP OF SOUTHWOLD
Report to Council

MEETING DATE: April 13, 2026
PREPARED BY: Evan McKinstry, Junior Planner
REPORT NO: PLA 2026-13
SUBJECT MATTER: Consent Application E 30-26 & E 31-26
35866 Rose Avenue

Recommendation:

1. That Council recommend approval to the Elgin County Land Division Committee for Consent Applications E 30-26 and E 31-26 subject to the recommended conditions provided in this report.

Purpose:

The applicant proposes to sever two parcels from the subject lands. The first severed parcel (E 30-26) will have an area of approximately 0.32 hectares and is intended for a future residential development. The second severed parcel (E 31-26) will have an area of approximately 3.89 hectares and is proposed to facilitate a future plan of subdivision. The retained lands will contain approximately 0.59 hectares and will consist of the existing dwelling and accessory building. In addition, an easement with an area of approximately 0.17 hectares is proposed to provide temporary vehicular access to John Street until a formal extension of John Street is constructed as part of a future subdivision.

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

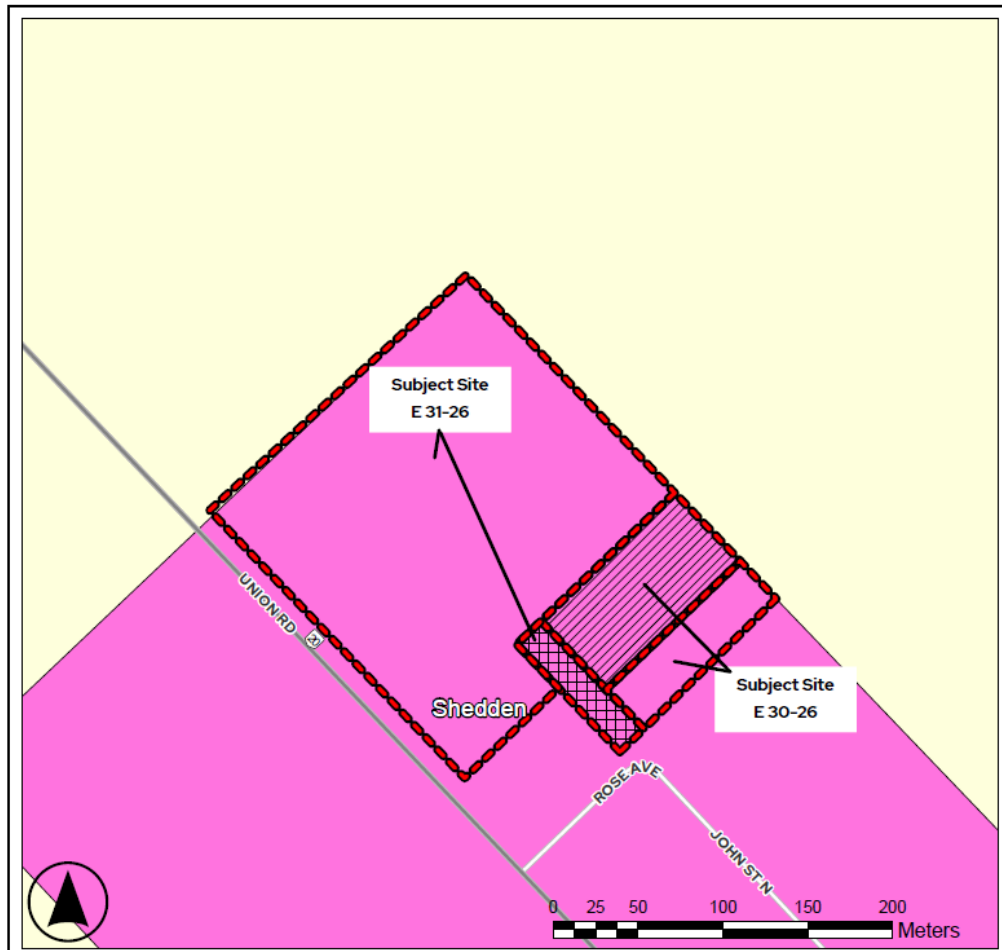
Consent Applications E 30-26 and E 31-26 have been submitted to Elgin County for lands municipally known as 35866 Rose Avenue, Shedden. The subject property is legally described as PLAN 157 PT LOT 7 AND CON; NNBTR PT LOT 16 RP 11R7324; PART3, Township of Southwold.

Background:

Application No.	E 30-26 & E 31-26
Owners:	Steve Moss and Sharon Moss
Agent:	Zelinka Priamo Ltd. (c/o Aliyah Richards)

Address:	35866 Rose Ave, Shedden
Water Supply:	Municipal Water Supply
Sewage Supply:	Private servicing
Buildings/Structures	Existing single detached home and one accessory building
Elgin County Official Plan	Tier 2 Settlement Area
Settlement Area:	Shedden
Township Official Plan Designation	Residential
Zoning By-law 2011-14	<p>Agriculture 1 (A1) Zone Minimum Lot Area – 40.0ha Minimum Lot Frontage – 200m Minimum Front Yard – 19m Minimum Interior Side Yard – 4.5m Minimum Rear Yard – 8.0m</p> <p>Residential 1 (R1) Zone Minimum Lot Area – 450m² Minimum Lot Frontage – 15m Minimum Front Yard – 6.0m Minimum Interior Side Yard – 1.2m Minimum Rear Yard – 9.0m</p>

County Official Plan Map:



Site Location Information
 Township of Southwold
 Subject Site: 342400000402600
 35866 Rose Avenue, Shedden
 File Number: E 30-26 / 31-26
 Owners: Steve Moss, Sharon Moss
 CA: Lower Thames Valley
 Conservation Authority
 Created by: MC
 Date: 3/25/2026

Legend

Severed	Provincial Roads
Retained	Settlement Areas
Easement Severance	1
County Roads	2
Local Roads	3
	Agricultural Area

County of Elgin Official Plan

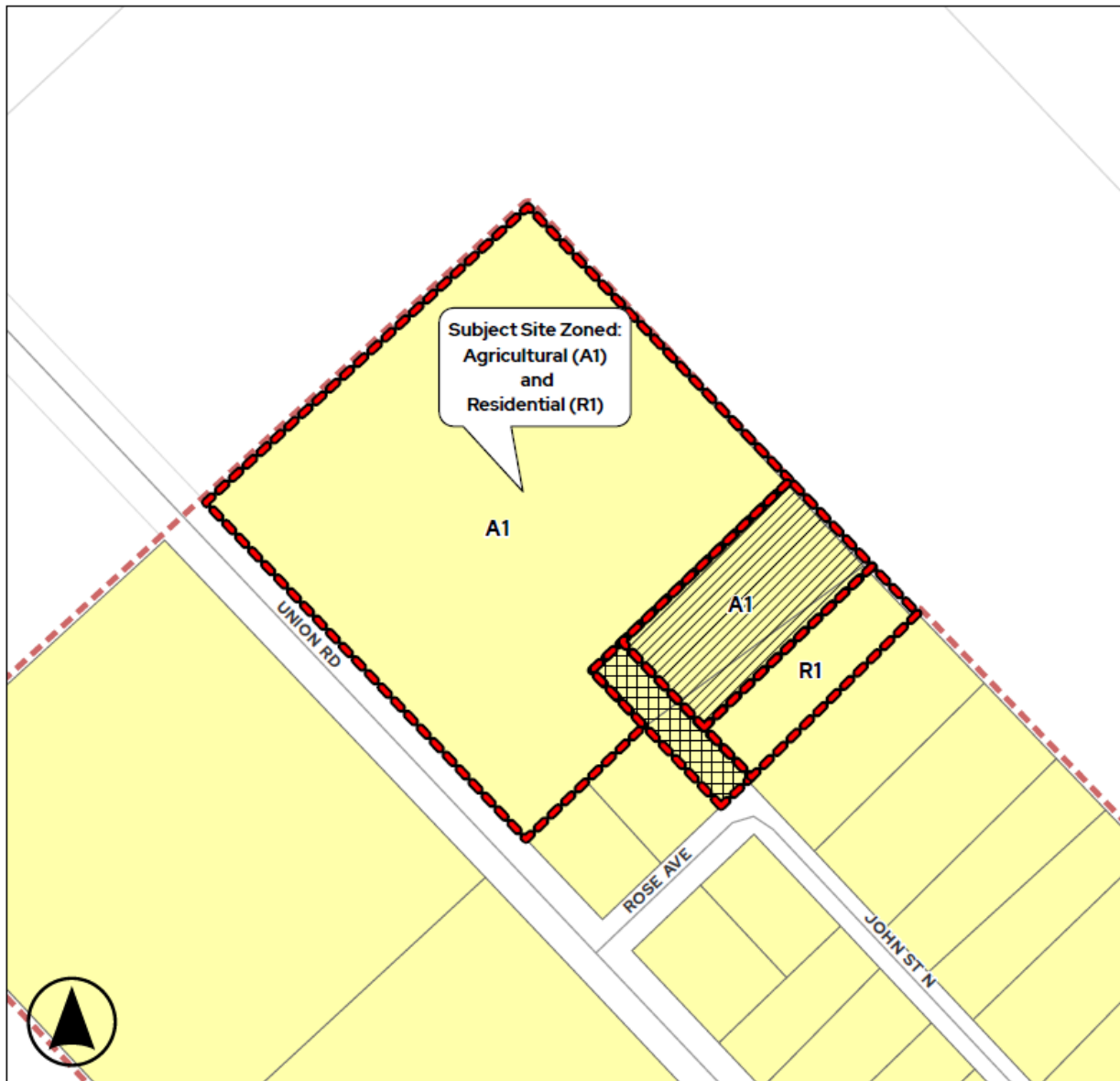
Elgin County

Schedule 'A'
County Structure Map

Date: March 25, 2026
 Projection: UTM NAD 1983 Zone 17 North

Disclaimer: The County of Elgin takes every precaution to put up-to-date and correct information on all maps published by Corporate Applications. However, it does not expressly warrant that the information contained in the map is accurate on the date of publication.
 All users may use this information at their own risk. The Municipality will not entertain any claims arising out of the use of this map or information.

Township Official Plan Key Map:



ElginCounty

Official Plan Location Map

Southwold Official Plan - Schedule 4 - Land Use Plan

Subject Site: 35866 Rose Avenue, Shedden

File Number: E 30-26 / 31-26

Owners: Steve Moss, Sharon Moss

CA: Lower Thames Valley Conservation Authority

Created by: MC

Date: 4/1/2026

Legend

Land Use

- Residential
- General Commercial
- Industrial
- Open Space
- Highway
- Roads

Severance Location

- Severed
- Retained
- Easement Severance

Location Key Map:



Aerial Imagery Location Map

Township of Southwold

Subject Site: 35866 Rose Avenue, Shedden

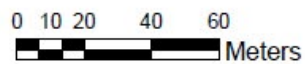
File Number: E 30-26 / 31-26

Owners: Steve Moss, Sharon Moss

CA: Lower Thames Valley Conservation Authority

Created by: MC

Date: 3/25/2026



Legend

County Roads

Local Roads

Severance Location

Severed

Retained

Easement Severance



Planning Analysis:

Consent Applications E 30-26 and E 31-26 were submitted to, and declared complete, by Elgin County on March 3rd, 2026. The application will be circulated to the public and prescribed bodies by the Elgin County Land Division Committee in April 2026. Elgin County is the Approval Authority for applications considered under Section 53 of the *Planning Act*. The Township of Southwold is a commenting agency and provides a recommendation to the Land Division Committee, including conditions of approval.

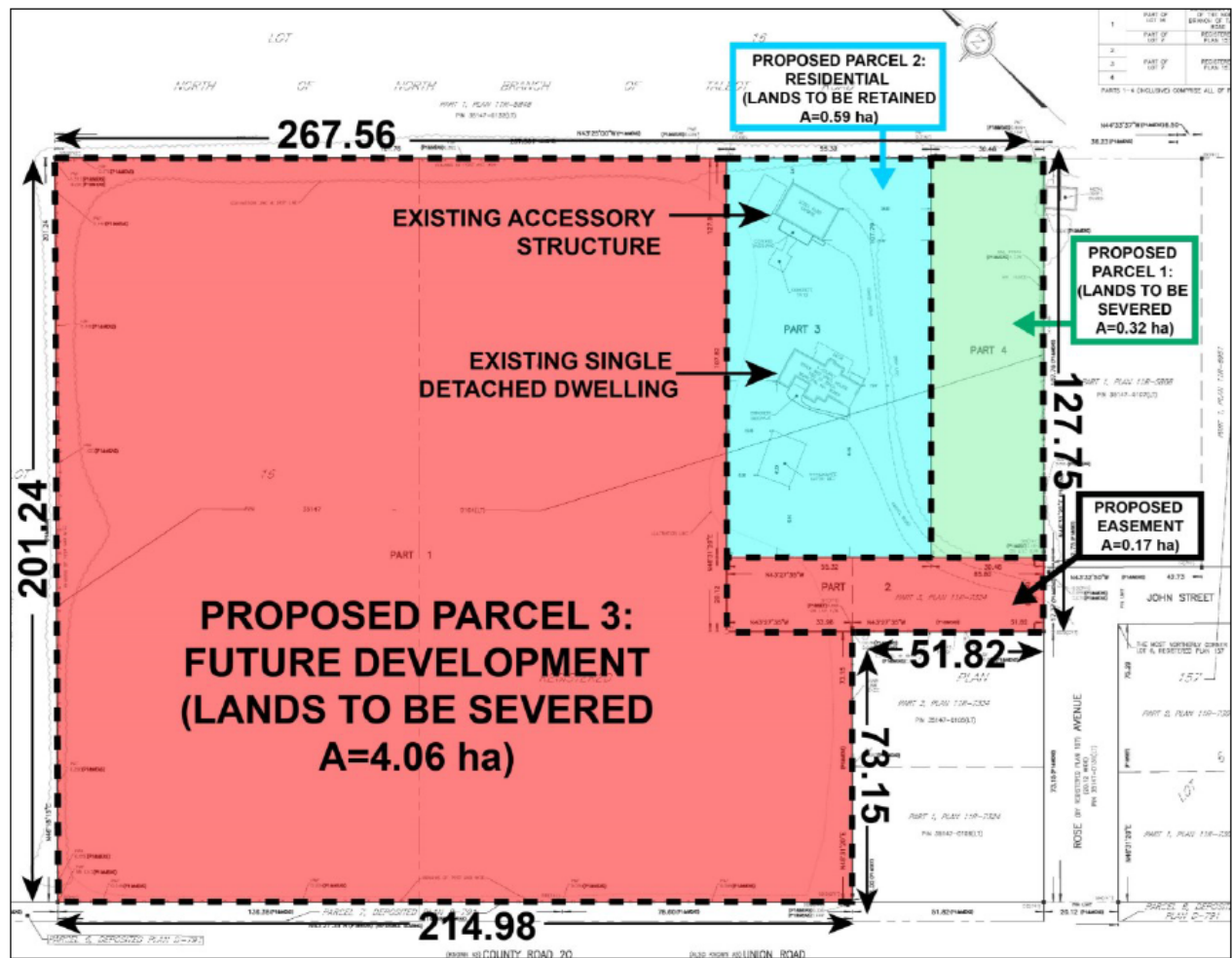
Consent Applications E 30-26 and E 31-26 were reviewed by staff with consideration to the *Provincial Planning Statement (2024)*, Elgin County Official Plan, Township of Southwold Official Plan, and the Township of Southwold Zoning Bylaw 2011-14. A summary of the applicable planning policies and regulations, as well as the relevancy to the subject application and commentary are provided below.

Legislation	Section(s)	Relevance To Application	Comments
<p>Provincial Planning Statement, 2024</p>	<p>2.2.1 Housing 2.3 Settlement Areas</p>	<ul style="list-style-type: none"> • Municipalities should ensure a variety of densities and types of housing • New lot creation for residential development is permitted in Settlement Areas 	<p>The proposed severances will result in the establishment of three separate lots, along with an easement for access purposes. Two new lots are proposed, one intended for a future building lot, and the other to accommodate a future subdivision. The retained lands will contain the existing single detached dwelling and accessory building. The proposed application is consistent to the Provincial Policy</p>

Legislation	Section(s)	Relevance To Application	Comments
			Statement, as the subject lands are located within a designated settlement area, which is intended to accommodate and focus growth and development.
Elgin County Official Plan	6.0 Settlement Areas	<ul style="list-style-type: none"> Growth and development for residential uses is encouraged within settlement areas 	Application is for future residential development within the settlement area of Shedden. Permitted uses within the Settlement Areas are to be the widest possible range of urban land uses.
Township of Southwold Official Plan	5.2 Settlement Area Land Uses	<ul style="list-style-type: none"> Permitted uses in Settlement Areas include residential uses of a variety of densities. 	The application is intended to facilitate future residential development. The Township of Southwold Official Plan supports appropriate infill and intensification of underutilized lands within its settlement areas.
Township of Southwold Zoning Bylaw	5.2 Agriculture 1 Zones 8.2 Residential 1 Zone	<ul style="list-style-type: none"> Proposed consent applications will require an additional <i>Planning Act</i> application, as the newly created lots will need to be 	An additional <i>Planning Act</i> application will be required to establish the appropriate land

Legislation	Section(s)	Relevance To Application	Comments
		rezoned to appropriately designate both the severed and retained parcels.	use permissions, designating Parcels 1 and 2 for residential use and Parcel 3 for future residential development.

An easement with an area of approximately 0.17 hectares is proposed to provide temporary vehicular access to John Street until a formal extension of John Street is constructed as part of a future subdivision. The easement is technical in nature and is permitted within any Official Plan land use designation. The proposed easement is shown on the image below located within Parcel 3.



Consultation:

Consent Applications E30-26 and E31-26 were circulated internally for review and comment by Township departments. At the time of writing this report, the following comments have been received and where applicable, recommended conditions of approval have been included.

Finance	No comments
Infrastructure	Part 4 will require easement rights over Part 2 for access until such a time as Part 1 is developed through Subdivision Process and John Street Extended and assumed using Part 2 through the Subdivision Process.
Chief Administrative Officer	No comments
Building Department	Report from licensed septic installer stating system is wholly located within the new property boundary and is in good operation.
Drainage	Reapportionment of the Orchard Carroll Drain, a legal drainage outlet must be provided for Parcel 1 and 2 (Mutual Agreement Drain) when John Street north is extended Parcel 1 & 2 to be provided with a storm PDC connected to the developments storm water system.
Environmental Services	Lot 1 new water service shall be installed on the frontage of John Street when watermain and road has been extended. Lot 2 existing water service shall be abandoned from current location at the watermain and relocated to front when John Street has been extended and new watermain installed.

Conclusion:

Planning staff recommend support of Consent Applications E 30-26 and E 31-26, which would facilitate the creation of a future residential lot and the severance of a portion of agricultural land within a Settlement Area for a future plan of subdivision. This recommendation is subject to the conditions listed below to Planning Report PLA 2026-13. This report and recommended conditions of approval will be forwarded to the Elgin County Land Division Committee and should be considered in the decision-making process.

Conditions for E 30-26:

1. That the Applicant must pay all fees, including cash in lieu of parkland and satisfy all obligations required pursuant to the duly enacted by-laws of the Township of Southwold, to the satisfaction of the Municipality.
2. That the Applicant apply for and obtain approval of a Zoning By-law Amendment from the Township to rezone the severed and retained parcels to a site-specific Residential 1 (R1) Zone, in order to recognize the existing deficient lot frontage on both parcels and to appropriately reflect their intended residential use.
3. Report prepared by a licensed septic installer confirming that the existing septic system is wholly contained within the boundaries of the proposed lot and is in good working condition, to the satisfaction of the Township.
4. That the Applicant have a drainage reapportionment of the Orchard Carroll Drain pursuant to the *Drainage Act*, to the satisfaction and clearance of the Township.
5. That the Owner enter into a Mutual Drain Agreement pursuant to the *Drainage Act*, to the satisfaction of the Township.
6. That the Owner enter into a Development Agreement with the Township, to be registered on title, requiring that: (i) a new water service be installed for Lot 1 along the frontage of John Street upon extension of the road and installation of the watermain; (ii) the existing water service for Lot 2 be abandoned at its current connection to the watermain and relocated to the frontage of John Street upon road extension and installation of the new watermain, all to the satisfaction of the Township and at the Owner's expense.

Conditions for E 31-26:

1. That the Applicant must pay all fees, including cash in lieu of parkland and satisfy all obligations required pursuant to the duly enacted by-laws of the Township of Southwold, to the satisfaction of the Municipality.

2. That the Applicant apply for and obtain approval of a Zoning By-law Amendment from the Township to rezone the severed agricultural parcel to a site-specific Settlement Reserve (SR) Zone, in order to recognize the deficient lot area and to appropriately reflect its intended use for future subdivision development.
3. That the Applicant provides a copy of the easement schedule, which grants easement over Part 2 in favour of Part 4 for access purposes, to the satisfaction of the Township.

Financial and Resource Implications:

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

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

Strategic Plan Goals:

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

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

Respectfully submitted by:

Evan McKinstry
Junior Planner

Reviewed by:

Mat Vaughan
Director of Planning and Development (Elgin
County)

Reviewed by:

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

Approved for submission by:

Jeff Carswell
CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 13, 2026

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

REPORT NO: FIR 2026-07

SUBJECT MATTER: Activity Report March 2026

Recommendation:

1. None – For Council Information.

Purpose:

To update Council on Fire Department Activities for March 2026.

Background:

Department updates on activities and meetings since last report:

- a. *Calls for service* – a total of 15 incidents were responded to, including two MVCs, and one burn complaint.
- b. *Meetings* – Fire Chief attended County Chiefs meetings, and the Provincial County Fire Coordinators Symposium. The quarterly SFD H&S meeting was held.
- c. *Inspections* – one follow up inspection was conducted, along with various alarm checks.
- d. *Public Education* – March Break Family Open House in Talbotville, social media, electronic sign.
- e. *Public Relations* – station tours.
- h. *Apparatus & Equipment* – ongoing routine maintenance including apparatus repair. Annual pump & ladder testing is scheduled for April.

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. A draft agreement has been created and sent to County Legal for review.
- 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.
- d. Site work at the Talbotville Station is expected to begin this spring, in preparation for the County Live Fire Training Facility.

Training Undertaken by Staff:

- a. Department training topics included operational guideline implementation and review, pre incident planning, ladders, driver training, PPE, hose lays, and medical recertification.
- b. A member attended NFPA 1041 Fire Instructor Level 1.
- c. Provincial Certificates were issued for NFPA 1001 Firefighter, NFPA 1002 Pumper Operations, NFPA 1035 Public Information Officer, NFPA 1072 Hazardous Materials.
- d. Additional courses included online Strength Warrior mental health, and Preventing and Managing Burnout in a Rural Community Environment.
- e. Talbotville Station hosed the Elgin County Fire School recruit class.

Capital Project Progress :

2026	Budget	Status/Comments
Shedden 4th Bay	\$175,000	Planning stages, pending final approval.
Shedden Bunker Gear Room	\$32,890	Planning stage, Provincial fire protection grant
2025		
Electronic Sign – New Talbotville Station (2024 allocation)	\$35,000	Planning stage

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: April 13, 2026

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

REPORT NO: FIR 2026-08

SUBJECT MATTER: Shedden Station 4th Bay Project

Recommendations:

1. That Report FIR 2026-08 relating to the Shedden Station 4th Bay Project, be received for information.
2. That Council of the Township of Southwold award the contract for the construction of the 4th bay at the Shedden Firehall to Westbuilt Structures Inc. at a cost of \$159,465.00 + HST.

Purpose:

The report is to update Council on a received proposal for the Shedden 4th Bay and request approval to enter into a construction contract.

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 approved 2026 capital budget for a 4th apparatus bay for the Shedden Station, at an amount of \$175,000.

Comment/Analysis:

Council previously approved entering a preconstruction agreement with Westbuilt Structures Inc, with the final proposal to be brought back to Council for approval. The

proposed construction contract has been included in this report as Appendix A, which meets staff expectations.

Staff are recommending approval of this report, as it is in within budget and the contract as proposed fulfils the projects' goal.

Financial and Resource Implications:

The cost of \$ 159,465.00 +HST falls within the approved budget for this project. The payment schedule is included in the construction contract.

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



CONSTRUCTION CONTRACT

TOWNSHIP OF SOUTHWOLD: Southwold Fire Station #1

SUBMITTED TO: Chief McArthur

DATE: March 25, 2026

WESTBUILT STRUCTURES INC.

34441 SIXTH LINE, SHEDDEN, ON, N0L 2E0

CONSTRUCTION CONTRACT

This Contract made on the 25th day of March in the year 2026.

OWNER INFORMATION

Name: Township of Southwold
Address: 35663 Fingal Line, Fingal, ON,
NOL 1K0
Phone: 519-494-0060
Email: 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

Hereinafter called the "Owner"

Hereinafter called the "Builder"

I/ We TOWNSHIP OF SOUTHWOLD agree to and with WESTBUILT STRUCTURES INC. to build an addition on the Property set out below for the Build Price and according to the terms and conditions set out in this Contract.

PROPERTY

In the TOWNSHIP OF SOUTHWOLD described as being 9331 UNION ROAD, SHEDDEN, ONTARIO, N0L 2E0.

CONDITIONS OF THE CONTRACT

1. THE STRUCTURE: The Builder agrees to construct a new addition in a good and workmanlike manner on the above-mentioned property in accordance with the specifications in Schedule "A" and the drawings indicated in Schedule "D". The addition shall be constructed in accordance with the requirements set forth in the Ontario Building Code and be in compliance with all building restrictions and zoning by-laws enforced by the municipality in which the property is located.

Actual dimensions and fixture locations may vary with those dimensions and locations shown in the specifications and drawings. The Owner acknowledges that there may be variations in colouring and shading of the Builder's samples and or samples provided by suppliers. The Owner also acknowledges that the locations of utility services, utility meters and HVAC equipment are at the discretion of the Builder's subcontractors and in accordance with policies of local utility authorities completing the work.

The Builder shall have the right to substitute any materials for those listed in the said specifications and drawings where such materials are of equal to or better quality than those listed.

2. BUILD PRICE: The price to build the addition shall be the sum of the construction cost plus the Harmonized Sales Tax (HST):

Build Price (excluding HST)

WRITTEN COST TO BUILD 00/100 \$159,465.00

Total HST To Be Paid

WRITTEN HST COST 00/100 \$20,730.45

Total Build Price (including HST)

TOTAL WRITTEN COST TO BUILD INCLUDING HST 00/100 \$180,195.45

DEPOSIT

The sum of \$15,946.50 plus HST shall be paid to the Builder upon signing this Contract. The remaining balance shall be paid to the Builder as stated in Schedule "C".

ALLOWANCES

Allowances for certain elements of construction forming a part of the Build Price have been set out in Schedule "A". If the final cost for any elements exceeds the allowance amount in Schedule "A", the difference between the final cost and the allowance shall be invoiced to the Owner, plus HST if applicable. The cost of other elements of construction identified in the Schedules to this Contract as "options" shall be the sole responsibility of the Owner and shall be invoiced in full to the Owner, plus HST if applicable, in addition to the Build Price.

3. HARMONIZED SALES TAX (HST-13%): The Owner agrees to pay the full amount of the HST stated above to the Builder. The Owner further acknowledges that he/she shall be solely responsible for filing for any HST rebate(s) that may be applicable to the dwelling following the completion of this Contract at the Owner's sole cost and expense.

4. DURATION OF UNSIGNED CONTRACT: Due to the current volatility of the construction industry, all pricing listed in this Contract shall be only valid for **FOURTEEN (14) DAYS** after the date the Owner receives this Contract for review. If the Owner has not signed this Contract and delivered a signed copy to the Builder within this fourteen (14) day period, this Contract shall be null and void, and all pricing listed in this Contract shall be subject to review and revision by the Builder.

5. FINANCING: The Owner is solely responsible to arrange his/her own financing and to pay all the costs necessary to arrange suitable financing, if required, including, but not limited to, the cost of legal fees, appraisals, etc. This Contract shall be conditional on the Owner arranging suitable financing for **FOURTEEN (14)** following the date this Contract is signed by both the Owner and Builder. Unless the Owner gives notice in writing to the Builder within this conditional period that is condition if fulfilled, this Contract shall be treated as null and void and all deposit monies paid by the Owner shall be returned to the Owner subject only to deduction for work performed and costs incurred by the Builder for the project to date (such as architectural drawings, site plans, and the Builder's design inputs). The Owner shall be required to provide the Builder with written verification of financing approval from their lender that is satisfactory to the Builder in the Builder's sole discretion.

6. INCLUDED IN THE BUILD PRICE: Included in the build price are the features listed in Schedule "A". The Owner acknowledges that many of the items in the Builder's showroom are optional items which are upgrades to the price of a standard addition and those items are not included in this Contract unless the items are specifically listed in Schedule "A".

7. BUILDING PERMIT AND DEVELOPMENT FEES: The Builder shall be responsible for paying the building permit fee if applicable. The Owner shall be responsible for paying all additional fees associated with obtaining any required permits or approvals from all relevant authorities having jurisdiction over the property, including, but not limited to septic permits, and a conservation authority review/permit and development fees that may be imposed on the project by the city or municipality in which the work is completed.

8. UTILITIES: The Owner shall be responsible for paying all fees associated with arranging and connecting to utility services and the utility accounts shall be set up using the Owner's information. The Owner shall be responsible for paying all utility bills, including but not limited to propane, hydro, municipal water, and natural gas, during the course of construction and the Builder does not include fees for such utility bills in this Contract nor shall the Builder be responsible for the cost of, or paying, such bills.

9. CABLE AND INTERNET: The Owner acknowledges that the Builder shall assist the Owner in pre-wiring cable/internet outlets in the addition, but further acknowledges and understands that the Builder shall not accept responsibility for the location of such pre-wiring and the Builder will not make or allow any changes, or corrections to the locations of any pre-wiring after drywall has been installed. All pre-wiring of cable/internet outlets and the cost of the pre-wiring shall be subject to the regulations and prices of the cable /internet companies, which may change from time to time. The Owner shall be responsible for arranging and paying for the Owner's own cable/internet services and for paying for the installation costs of any such services to the addition.

10. TENTATIVE CLOSING: The tentative closing date, on which vacant possession of the addition will be given to the Owner, shall be **DETERMINED BASED ON THE CONSTRUCTION START DATE** and shall be the date that is three (3) months following the start of construction. However, the Owner shall be responsible for setting up all utility accounts during the course of construction, as required. The Owner shall also be responsible for arranging his/her own insurance coverage to commence on the closing date.

11. COMPLETION OF BUILDING: For the purposes of closing, the addition shall be deemed to be completed when the addition is ready for occupancy (as evidenced by the issuing of an occupancy permit by the relevant municipal authority having jurisdiction over the property) notwithstanding that minor items of interior finishing and exterior work may remain to be completed (including but not limited to: painting, grading, seeding, sodding, driveway or walkway finishing, and/or landscaping). The Builder covenants to complete any outstanding items of construction required by this Contract within a reasonable time following closing having, regard to weather conditions and the availability of labour and supplies. If the Owner installs any item on the property following closing (e.g. sheds, decks, or landscaping) that interferes with the ability of the Builder to complete the grading of the property, then the Builder, at the Builder's option, may either levy an additional cost for the additional work involved in working around said item, or the Builder, at the Builder's option, may credit the Owner for the cost of grading the area and the Owner shall install then be responsible for completion of the required grading.

12. DELAYS: If the completion of the addition is delayed by reason of a delay in obtaining any necessary permits attributable to a government agency or other authority, or by weather conditions, labour shortages, material shortages, change orders, delays caused by the Owner, acts of war or God, fire, lighting, tempest, or by any other cause of any kind whatsoever, the closing date shall be extended accordingly. The Builder shall, use their reasonable best efforts to notify the Owner of the delay and the estimated additional time required to complete the Contract.

13. EXECUTION OF WORK: The Builder shall be solely responsible for construction means, methods, techniques, sequences, and procedures and for coordinating the various

parts of the project under this Contract. The Builder will provide and pay for all labour, materials, equipment, tools, construction equipment and machinery, transportation and other facilities and services necessary for execution and completion of the Contract. Unless otherwise specified in the Contract, products provided shall be new. The Builder shall comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority having jurisdiction over the performance of the work.

14. MATERIALS: All materials delivered to the site shall remain the property of the Builder until incorporated into the addition and shall be at the risk of the Builder.

15. SELECTIONS: The Owner acknowledges that they shall make selections for colour and/or materials, as stated in this Contract, in a timely manner upon the request of the Builder. All selections shall be verified in writing (email, mail, or printed copy) and recorded in the Builder's project management software for reference. The Owner acknowledges that the selections indicated on the software platform shall be the most current selections and are considered the agreed upon selections that will be incorporated into the project. If at any point during the construction the Owner is requested by the Builder to make any selection or decision with respect to the addition, if the Owner has not made such decision or approved such selection within seven (7) calendar days of written request by the Builder, the Builder may make all such selections and decisions on behalf of the Owner and such decisions by the Builder shall be finalized and shall be binding upon the Owner.

16. CHANGES AND UPGRADES: The Owner acknowledges and agrees as follows:

- The Owner shall not be allowed to make changes to the architectural drawings that affect the major structural components of the addition or addition location on the property after the building permit application has been submitted.
- The Owner may make changes to the specifications that consist of additions, deletions, or substitutions to finishes and materials.
- All changes or revisions to the specifications must be recorded in a Change Order and all Change Orders must be signed by the Owner and the Builder to be binding upon the parties.
- Certain requested changes may not allow enough time for the Builder to complete and issue a formal Change Order, and in such circumstances an email transmission between the Owner and Builder's authorized representative shall constitute acceptance of the change. The Owner shall thereafter be required to complete a formal Change Order describing the required change. A digital signature or digital acceptance of a computer-generated document shall constitute acceptance of the change.
- When the Owner and the Builder agree to the adjustments in the Change Order or to the method to be used to determine the adjustments, such adjustment shall be effective immediately and the value of the work performed as the result of a Change Order shall be included in the subsequent progress payment.

17. WARRANTY AND ENROLMENT FEES: Builder warranty shall be limited to defects in workmanship within the scope of work performed by the Builder and which arise and become known within two (2) years from the date hereof. All defects in materials are subject to warranties as provided by the manufacturer of such materials. The warranty commences when the Owner takes possession of the date of closing. Any work or materials not covered by the Contract and supplied by the Owner or at the direction of the Owner shall not be covered by the aforesaid warranty.

Additional information on warranty coverage can be found in Schedule "E".

18. EXISTING OR CONCEALED CONDITIONS: The Builder shall not be responsible for subsurface or latent physical conditions at the property that differ from those indicated or referred to in this Contract or those that are ordinarily encountered and generally recognized as typical. The Owner acknowledges that the Builder cannot be responsible for unstable soil conditions or buried debris in or around the location of the excavation for the dwelling foundations. If the Builder encounters any atypical condition that would increase the cost of the performance of any part of the work or increase the time required to complete the work, the Builder shall notify the Owner of the condition and the consequences of that condition, including any delay or increased cost associated with the condition.

19. NORMAL CONDITIONS: The Owner acknowledges and agrees as follows:

- The Builder is not responsible for the repair of any exterior work resulting from soil settlement, including any damage to driveways, patio stones, sidewalks, or sodded areas. The Owner acknowledges that it is anticipated that soil settlement will occur on the property due to soil disturbances associated with construction, and that any structures or features erected or installed by the Owner (including but not limited to, sheds, accessory building, decks, fences, patios, sidewalks, irrigation systems, underground lighting, trees, shrubs, gardens, pools, etc.) may experience shifting, movement, or damage from settlement. Any damage to structures or features erected or installed by the owner resulting from settlement, shall be the sole responsibility of the Owner.
- The Owner shall not install any landscaping or landscape structures (including, but not limited to sheds, accessory buildings, decks, fences, patios, sidewalks, irrigation systems, underground lighting, trees, shrubs, gardens, pools, etc.) until final grading has been completed and the Builder has obtained a final grading certificate for the property, which could be greater than one (1) year after the closing date.
- The Owner releases the Builder from any damage to interior improvements, décor, or chattels caused by leakage, material shrinkage, twisting, warping as well as any secondary or consequential damages, it being understood that the Builder's sole obligation shall be restricted to rectifying and defects or deficiencies for which it is responsible under the ONHWP
- The Owner acknowledges that wood is a natural building product and shrinkage, warping, twisting, and cracking is a normal occurrence with exposed wood finishes and agrees that the Builder shall not be responsible for shrinkage, warping, twisting, or cracking in exposed wood finishes.

20. CONSTRUCTION LIENS: The Builder will comply with its obligations under the *Construction Act* (Ontario) and shall pay all subcontractors and material suppliers for their respective performance of any work and supply of any materials so as to prevent construction liens from being filed against the property. The Builder shall indemnify, defend, and hold harmless the Owner for and from any such liens (provided that the Owner is not in default in the payment of any amounts due to the Builder under this Contract) and this indemnity shall survive termination or completion of this Contract. The Owner agrees that there will be no construction lien holdbacks and the Owner agrees to accept the

Builder's undertaking and indemnification agreement as stated in this paragraph.

21. INSURANCE: The Builder has, and will continue to maintain, insurance coverage sufficient to protect the Builder from the claims of workers under the *Workers' Compensation Act* (Ontario) and other employee benefit acts for damages because of bodily injury, including death, and from claims for damage to property, other than to the work itself, which may arise out of or result from the Builder's work under this Contract, whether such operations are conducted by the Builder or by any subcontractor or anyone directly or indirectly employed by the Builder or any subcontractor. The Builder shall obtain and maintain liability insurance sufficient to protect the Owner against claims that arise from any operations under this Contract.

The Builder shall also insure the addition under construction against the risk of fire as well as physical loss or damage including, without duplication of coverage, theft, vandalism, and malicious mischief. The Owner acknowledges that the Builder's insurance policy on the addition does not extend to any improvements, betterments, upgrades, extras, appliances or chattels provided by the Owner. It is the responsibility of the Owner after the closing date to insure such items and to replace and/or repair the same at the Owner's expense if they are removed, injured, or destroyed.

22. DEFAULT: The Owner shall be deemed to be in default under this Contract if any progress draw payment (or portion of payment) is not paid to the Builder according to the terms set forth in any Builder invoice, and in the event of such default. The Builder shall have the option to cease activity on the site until such payment is made to the Builder, including any interest, as stated in the Builder's invoice.

The Owner shall also be deemed to be in default under this Contract if any lien, execution or encumbrance arising from any action or default whatsoever of the Owner is charged against or affects the structure so as to prevent advances under the mortgage/lending terms. If the Builder is required to pay any lien, execution or encumbrance to obtain a mortgage advance, the Owner shall reimburse the Builder for all amounts and costs so paid together with interest thereon at the rate set forth in the mortgage being assumed.

23. NOTICE: Any notice required to be given shall be in writing and delivered to the Builder or to the Owner at the address set out in this Contract or such other address as the parties by writing may designate or may alternatively be given to any solicitor acting for either of them, and shall be deemed sufficiently given if delivered to an adult person at such respective address or sent by facsimile transmission or mailed by prepaid post in which latter case the notice shall be deemed to be given two business days after the date of posting.

24. PROMOTIONAL AND SIGNAGE: The Owner agrees to allow the Builder to take photographs of the construction and the finished addition to use as reference for marketing and promotional purposes. The Owner acknowledges that the Builder shall have site signage with the Builder's logo and contact information on or about the property to advertise the construction of the dwelling to the public.

25. RIGHT TO REENTER: Notwithstanding the closing of this transaction, the Builder or any person authorized by the Builder shall have the right at all reasonable times to re-enter the addition and/or the property to make inspections or to do any work or repairs therein or thereon which may be deemed necessary by the Builder in connection with the completion, rectification, or servicing of any installation in the addition. The Builder shall provide the Owner with sufficient notice as to the date and time when the Builder requires re-entry.

26. ENTIRE AGREEMENT: This Contract, including any schedules, constitutes the entire agreement between the parties with respect to the subject matter and supersedes all prior agreements, understandings, negotiations and discussions, whether written or oral. There are no conditions, covenants, agreements, representations, or other provisions, express or implied, collateral, or otherwise, relating to the subject matter except provided in this Contract. No reliance is placed by any party on any representation, opinion, advice or assertion of fact made by any part or its directors, officers, employees or agents, to any other party, except to the extent that it has been reduced to writing and included in this Contract.

27. SURVIVAL OF TERMS: All of the covenants, warranties and obligations contained in this Contract to be performed by the Owner and Builder shall survive the closing of this transaction and shall remain in full force and effect for the benefit of the party entitled thereto.

28. ENSUREMENT: This Contract shall ensure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrators, successors and permitted assigns.

29. ASSIGNMENT: Neither party may assign its rights under this Agreement without consent of the other party.

30. SCHEDULES: The following schedules are attached hereto and form part of this Contract:

Schedule "A" – Specifications

Schedule "B" – Upgrades and Options

Schedule "C" - Payment Schedule

Schedule "D" – Drawings

Schedule "E" – Warranty Coverage

Schedule "F" – Access to Site

Schedule "G" – Supply of Labour, Materials and/or Services by The Owner



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 _____ 2026.

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

SCHEDULE "A" SPECIFICATIONS

The following information is a detailed breakdown of all the items included in the construction of your new addition. All design selections and materials shall be made with WESTBUILT STRUCTURES INC. and recorded in our project management software for future reference.

The Builder shall have the right to substitute materials for those listed in the said specifications and drawings where such materials are of equal to or better quality than those listed. Actual dimensions and fixture locations may vary with those dimensions and locations shown in the specifications and drawings. The Owner acknowledges that there may be variations in colouring and shading of builders' samples and/ or samples provided by suppliers. The Owner acknowledges that the locations of utility services, utility meters and HVAC equipment are at the discretion of and in accordance with policies of local utility authorities. All allowances given are supplied and installed unless noted otherwise. When an allowance value is given as supplied only, the value shall be for the material only. The install price is included in the overall cost of the addition.

CONSTRUCTION / GENERAL

- Complete architectural drawing set ready for building permit submission- *by Y.C.LIU ENGINEERING Dated: March 12, 2026.*
- Structural engineering review – *a requirement for the building permit application*
- Building layout staked out on site – *by WESTBUILT STRUCTURES*
- Portable sanitary services for duration of project
- Trash bin for waste and debris
- Final clean prior to closing

DEMOLITION

- Remove existing wall and man door as indicated on architectural drawings

UTILITIES

- All trenching and installation of hydro service to structure to be billed separate as time + material basis
- All required trenching and installation of water service to new location to be billed separate as time + material basis, if required

EARTHWORK

- Strip topsoil for building footprint and stockpile on site
- Excavate footings to elevations indicated on the drawings and backfill foundation with native soil as required
- Full height compacted sand fill beneath floor
- Final grading with on-site topsoil (additional topsoil not included)

CONCRETE

- 24"x8" strip footings (25 MPa)
- 8" wide foundation walls – 5' 4" high with 12" anchor bolts, and strap anchors wet set (25 MPa)
- (2) 15m continuous rebar
- 6" thick floor slab (25 MPa) with fibre mesh. Cure and seal application

STRUCTURAL STEEL

- All structural steel beams and columns supporting the roof framing as indicated on the current drawings

WOOD FRAMING

- Interior ceiling height to match existing
- 2x6 exterior wall studs @ 16" o.c. with 1-rows of blocking
- Double 2x6 wall studs @ truss locations
- Exterior wall 1x4 strapping with Tyvek building wrap
- Pre-engineered wood trusses @ 48" o.c. with 2x4" strapping

WINDOWS AND DOORS

- (1) North Star Ltd. Window – frame size 48x36", location as indicated on drawings
Exterior Frame Colour – *white*
Interior Frame Colour – *white*
- Relocate existing man door to new wall as indicated on drawings.
- (1) 14'x13' overhead garage door –*to best match existing, Jackshaft opener with battery backup, remote*

Glass – (3) *black frame windows*
Insulation –*T-150 white*

PLUMBING

- Supply and install Zurn Trench Drain (approx. 8') with end caps and end outlets included.
- Pipe discharge to the existing drainage outside, before the grease interceptor
- Connect to the existing 1-1/2" copper line
- Run 3/4" copper over to the new desired location for the hose reel - 1/2" thick fiberglass insulation to be supplied and installed
- All insulation joints to be taped
- Isolation ball valve to be installed at the hose reel - 3/4" Garden Hose Connection to be supplied and installed
- Vacuum breaker supplied and installed

ELECTRICAL

- Supply and install all electrical as per drawings and as per the Ontario Electrical Code.
- All light fixtures and ceiling fan and thermostat are to be supplied by the owner
- Disconnect and relocate existing exit signage and battery pack.
- 1 nightlight circuit extended to new bay.
- Supply and install (1) 20a receptacle in new bay to match others.
- Supply and install receptacles, as per drawings and specs.

COMPRESSED AIR

- Connect to the existing 1" Black Iron Air Lines
- Run 3/4" supply overtop, to the new bay, for the Airline Reel - Install Dirt Leg before the quick connection
- Install a ball valve for isolation and service maintenance

HEATING, VENTILATION AND AIR CONDITIONING

- Relocate (1) 20' radiant tube heater and 4" vent to new exterior wall
- Extend gas line to new heater location
- Relocate (1) 36"x36" motorised air intake, with louver and damper

ROOFING

- 29-gauge 3/4" High Rib steel roof – *colour: Dark Red*

EXTERIOR FINISHES

- 29-gauge 3/4" High Rib wall steel- *colour: Charcoal grey*
- 29-gauge 3/4" High Rib gable steel- *colour: Charcoal grey*
- 5" seamless eavestrough w/ downpipe and all accessories. - *to best match from manufacturer colour samples*
- All penetrations to be caulked and sealed to prevent water from entering building envelope

INSULATION

- Exterior Walls
 - R22 Fibreglass batt insulation
- Ceiling
 - R50 blown insulation in addition
- Vapour barrier complete around building envelope

INTERIOR FINISHES

- 4' painted ½" plywood at top of curb
- 29-gauge ¾" Dia Rib interior wall steel installed above plywood- colour: white
- 29-gauge Tuff Rib interior ceiling steel

NOT INCLUDED

- Development or Conservation Authority
- Soil classification testing or digging of test pits to determine soil type and water table depth
- Additional soil required to build up grade around perimeter of home
- Removal of existing trees or brush on site
- Maintenance of driveway -to be completed by Owner during course of construction
- Propane service connection
- Hydro service connection and trenching
- Relocation of underground services if required
- Water service connection and trenching to new location
- Utility bills during construction assumed to be paid by the Owner
- Construction heat during construction
- Landscaping or outdoor structures including but not limited to irrigation systems, planting, shrubs, trees, retaining walls, paved pathways, pools, fences, and gazebos
- Hard surface driveway (i.e. concrete, asphalt, or paving stones)
- Underground connection of eavestrough downpipe
- Installation or connection of satellite dish or cable television service
- Internet connection
- Appliances or furnishings (including hot water tank)
- Window coverings
- Supply or installation of audio/video equipment including but not limited to speakers, components, volume controls, remote sensing units etc.

OWNER INITIALS _____

SCHEDULE "B" UPGRADES AND OPTIONS

The following upgrades and options are not included in the overall build price. Indicate a selected upgrade or option by initialling in the space provided and the amounts associated with the upgrade will be included in the first Change Order and be due with the second progress draw payment.

SCHEDULE "C" PAYMENT SCHEDULE

All payments shall be made to Westbuilt Structures Inc. at the following progress intervals.

PROGRESS MILESTONE	AMOUNT DUE	TOTAL % COMPLETE
PROGRESS DRAW 01-DEPOSIT (10% OF TOTAL) Total amount due upon signing of the Construction Contract	\$15,946.50+HST	0%

<p>PROGRESS DRAW 02- (30% OF TOTAL)</p> <p>Total amount due after completion of concrete foundations and backfill.</p> <p><i>OR (whichever comes first)</i></p> <p>30% of project total complete, as certified by Builder</p>	<p>\$47,839.50+HST</p>	<p>30%</p>
<p>PROGRESS DRAW 03- (30% OF TOTAL)</p> <p>Total amount due after completion of framing</p> <p><i>OR (whichever comes first)</i></p> <p>60% of project total complete, as certified by Builder</p>	<p>\$47,839.50+HST</p>	<p>60%</p>
<p>PROGRESS DRAW 04- (30% OF TOTAL)</p> <p>Total amount due at closing.</p>	<p>\$47,839.50+HST</p>	<p>100%</p>
<p>TOTAL AMOUNT DUE</p>	<p>\$ 159,465.00+HST</p>	

Note:

Our current draw schedule is based on a hybrid schedule between milestone events and percent complete of the overall project build cost. If the progress of construction has surpassed the next milestone event but portions of the milestone still need to be completed due to material or subcontractor delays, then the next progress draw will become due based on total percent complete rather than the milestone event. The total percent complete will supersede the milestone event and the progress draw will become due based on work being completed in the next milestone event. In all cases, the percentage of project completed shall be as certified by the Builder.

OWNER INITIALS _____

SCHEDULE “D” DRAWINGS

The following drawings attached in Appendix - Drawings are reference for the information given in Schedule “A”.

1. Architectural Drawing 26-016 by Y.C. LUI ENGINEERING dated March 12, 2026

OWNER INITIALS _____

SCHEDULE “E” WARRANTY COVERAGE

All questions and concerns regarding warranty shall be directed to Westbuilt Structures Inc. to the contact and address indicated below. Builder warranty shall be limited to defects in workmanship within the scope of work performed by the Builder and which arise and become known within two (2) years from the date thereof. All defects in materials are subject to warranties as provided by the manufacturer of such materials.

Westbuilt Structures Inc.
34441 Sixth Line
Shedden, ON
519-857-4113
westbuilt.structures@gmail.com

Timothy Westerveld
Warranty Liaison
westbuilt.structures@gmail.com

It is recommended that the Owner contact the Builder prior to the closing date to determine that construction is proceeding on schedule and that closing may occur on time. All warranty claims and concerns shall be directed to the Builder in writing via email or mail only to the address listed above. The Builder cannot be responsible for any verbal conversations that occur without proper written communication.

SCHEDULE "F" ACCESS TO SITE

The Owner hereby acknowledges and agrees that prior to the final completion of the addition they will not be permitted on the Builder's site or the property without being accompanied by a representative of the Builder. The Owner further acknowledges that any entry is at his, her or its sole risk and it releases the Builder, its employees, agents and contractors from and of all liability for an injury or damages which may result to him, her or it during his, her or its entry on to the Builder's site whether accompanied by the Builder or not.

In addition to the above requirements, the Owner may enter the site to view the structure only upon the following terms and conditions:

1. Owner shall not bring any material or fixtures onto the site or conduct any work without the express written permission of the Builder. Any permitted entry for such purposes, and any chattels or materials left on site, shall be at the Owner's sole risk and expense and the Owner shall indemnify and save harmless the Builder from any damages or costs incurred as a result.
2. No appliances, except those to be installed by the Builder, shall be delivered to the addition prior to the closing date without the consent of the Builder.
3. No furnishings or personal belongs shall be delivered to the addition prior to the closing date without the consent of the Builder.
4. The Owner shall not offer any direction or instructions to, nor will the Owner interfere with, and employees, agents, or subcontractors of the Builder. Any changes or instructions must be made through the Builder's representative at the office of the Builder, such change to be authorized and approved only in accordance with the change provisions in this Contract.
5. If as a result of the breach of these provisions the Builder incurs additional expenses, the Owner will be responsible for such expenses and will pay such expenses upon an invoice being supplied to the Owner. The Owner further assumes responsibility for any delays in construction resulting from any breach of these provisions.

OWNER INITIALS _____

SCHEDULE "G" SUPPLY OF LABOUR, MATERIALS AND/OR SERVICES BY THE OWNER

The Owner shall not supply labour, materials, or services to the construction of the addition unless such supply is provided for in this Contract or unless the Builder has otherwise agreed in writing to such supply by the Owner.

If the Owner receives written permission to supply labour, materials, or services to the addition from the Builder, such supply shall be made so as not to conflict or interfere with the construction of the addition by the Builder, and if such conflict or interference occurs, the costs and damages of such conflict or interference shall be assessed by the Builder and the Owner shall be responsible for reimbursing the Builder for those costs.

The Builder shall not be responsible for any loss or any damage to any supplies, fixtures, appliances, or materials left at or installed in the addition by the Owner.

Any light fixtures which the Owner wishes the Builder to install must be delivered to the site prior to the time the Builder's electrician will be on site for installation. The Builder will provide the Owner with reasonable notice of such required delivery date. All parts of the fixtures must be attached; bulbs and dimmers must be supplied with the fixtures; and, all fixtures must be clearly labeled for their intended location(s). If the light fixtures require extra time to install or assemble, the Owner will be responsible for any additional charges. All light fixtures provided by the Owner must be clearly labelled with a CSA designation and approved to be installed in Canada.

Appliances and furnishings shall not be provided by the Builder unless noted in this Contract. Any appliance which the Owner wishes the Builder to install must be in new condition (including, but not limited to, dishwashers and other built-in appliances). All appliances to be installed by the Builder must be delivered to site prior to the time the Builder's trades-people will be on site for installation. The Builder will provide the Owner with reasonable notice of such required delivery date. If the appliances require extra time to install or assemble, the Owner will be responsible for any additional charges. The Builder and Builder's trades people shall not be responsible for moving appliances inside the addition or into their final position. The Owner shall be responsible for communicating with the appliance delivery company to ensure the appliances are set in their final positions and all protective coatings are removed prior to install.

If the Builder's electrician, plumber, or other tradespeople must make a return trip to the site due to any items supplied by the Owner which have not been delivered to the

site in compliance with the Builder's time and schedule, or which have been improperly placed or installed by the Owner, the Owner will be required to pay the charges of such tradespeople for the return trip to the site. The Builder's electrician and plumber have included **One (1)** trip to site to install all Owner-supplied appliances. Additional trips to site for appliance installation shall be billed to the Owner at the price of **\$300.00 plus HST** per additional trip.

The Owner acknowledges and agrees that the Builder does not warrant and is not responsible for any work performed, or materials supplied by, the Owner's subtrades which the Owner requests directly from such sub-trades.

OWNER INITIALS _____

APPENDIX - DRAWINGS

ARCHITECTURAL DRAWINGS 26-016



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 13, 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 2026-15

SUBJECT MATTER: Activity Report for Infrastructure and Development Services (IDS) – March 2026

Recommendation:

1. None – For Council Information.

Purpose:

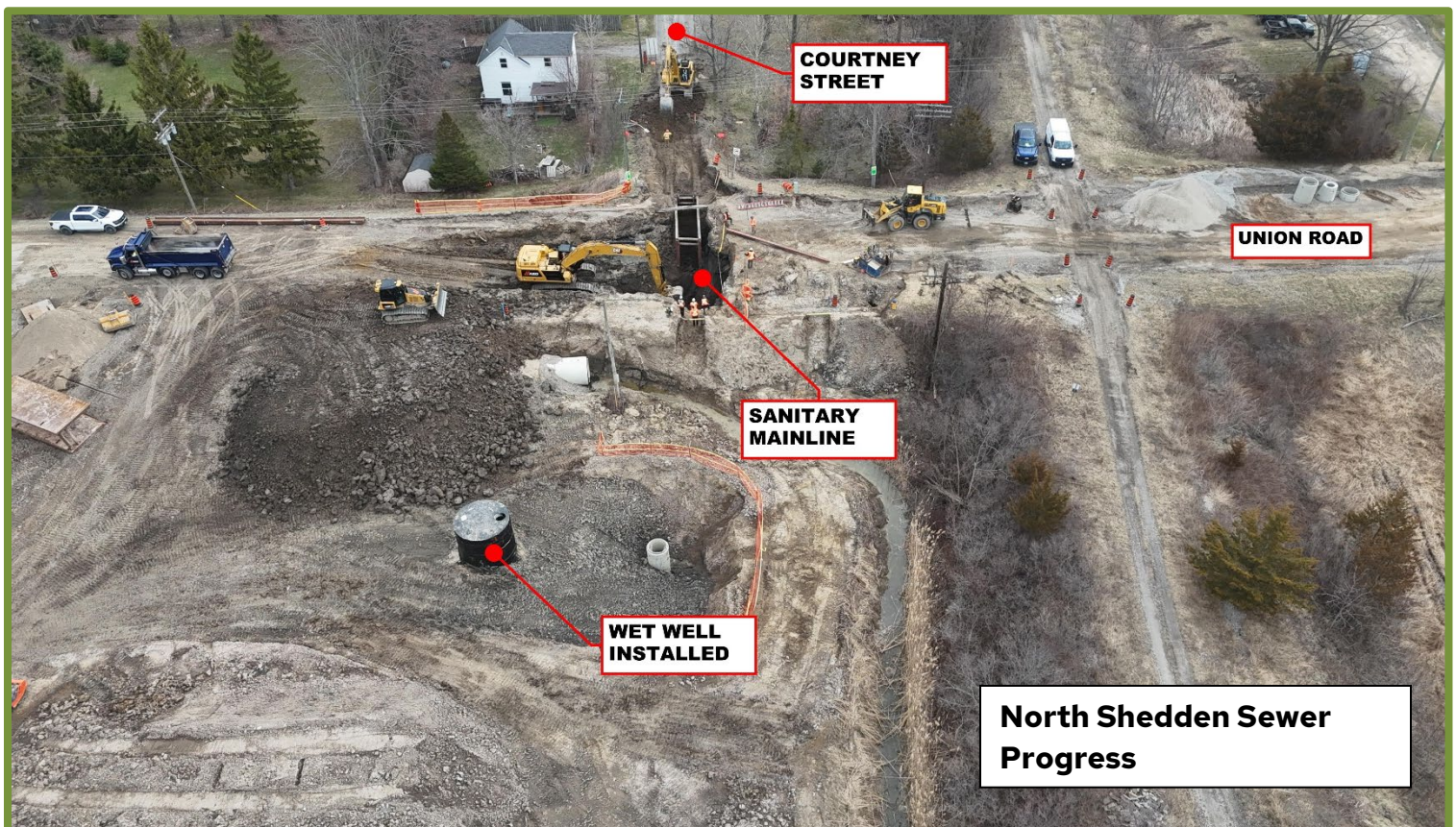
The purpose of the report is to update Council on the Infrastructure and Development Services team activities for March 2026.

Development:

- Union Road Sanitary Sewers – Contractor provided notification that they will mobilize to the site in May to complete remaining restoration works, address deficiencies and place surface asphalt. Targeting completion prior to Rosy Rhubarb Weekend.
- North Shedden Sanitary Sewers and Pumping Station – Construction is underway, the contractor has installed the wet well for the pumping station and is out into Union Road installing gravity sewer towards Courtney Street. Temporary traffic calming measures ordered for John Street.
- Fingal Pumping Station and Forcemain – construction continues, forcemain installation is set to begin early April.
- Fingal Reconstruction – Installation of gravity sewer on Union Road north of the pump station was installed. Utility relocations continue, to wrap up the first week of April. Soil conditions continue to be a challenge, installation methods are being reviewed, and additional trench support will be used to install the run south of the pumping station. In March a meeting with the Elgin Federation of

Agriculture was held to communicate changes to the design for Union Road and Fingal Line. Onsite meeting to discuss improper locates and utility conflicts resulting.

- Shedden Wastewater Treatment Plant (WWTP) – site servicing works continued all month as well as working on the headworks building. Project is progressing well.
- Parks and Trails Master Plan – final submission was received, shared with the Parks and Keystone Committees. Final comments and adjustments to be sent to the consultant.
- Extensive time was spent on handling the Public Meeting and managing concerns, and information requests for 9210 Union Road.
- Completed recruitment for the Engineering Technologist Position.
- Josh Hare joined the team as our new Engineering Tech, we welcome him to the Southwold team, the first few weeks will be onboarding to get him up to speed on the various projects around the Township.
- Biweekly meetings for active construction projects in Fingal, and Shedden, significant time is spent to coordinate these works.
- The Thomas Road construction project had it's kickoff meeting; work is expected to commence the first week of April. Notice was delivered to affected residents, and several have signed up for weekly updates.



- Lyle Bridge Rehabilitation was tendered and closed, award report to come to Council for review and direction.
- Continued collaboration with neighbouring municipalities on joint tenders
- Met with Project Team to discuss the Talbotville WWTP progress
- Meeting with local developers to discuss status of the Shedden and Fingal sewers and next steps.
- Ongoing review and coordination with various developments under construction to address concerns/maintain compliance.
- Met with Central Elgin to discuss the operation of the Turville Pumping Station once that development proceeds



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		Residential build out	Talbotville
The Clearing		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)	Pre-Servicing Agreement completed, work commencing.	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		Construction	Talbotville
Talbotville Meadows Blocks 178		Pre-Consultation	Talbotville

4324 Thomas Road		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	Zoning Approved	Draft Plan Submission	Shedden
8115 Union Road		Consultation	Fingal
35866 Rose Ave		Consultation	Shedden
11432 Sunset Road		Pre-Consultation	Talbotville
36391 Talbot Line		Construction	Shedden
7985 Church Street		Pre-Consultation	Fingal
11405 Wonderland Road		Site Plan Approval	Talbotville

Infrastructure:

a) *Water and Sanitary:*

- Staff attending ongoing bi-weekly construction meetings for Shedden WWTP project.
- Staff attending bi-weekly construction meetings with Bre-Ex, Dillon, Elgin County, and AECOM for Fingal construction project.
- Staff supporting North Shedden sanitary sewer project.
- Southwold Distribution System Municipal Drinking Water License up for renewal in 2026. Application submitted and MECF has acknowledged receipt of application.
- 81 locates received from One Call for March. 236 locates received/completed for first three months. Represents 26% increase year over year.
- St. Thomas secondary 24-hour shutdown (Part 2) completed March 26/27 for work relating to Power Co. No further planned major shutdowns expected.
- 2 water meters replaced in March (7 meters replaced year to date). (Meter replacements are generally due to customer driven complaints or meters have failed to register a reading.)
- Supporting MTO for relocating North Star Windows water service off the St. Thomas Secondary and over to the Southwold Distribution System. Forms part of greater MTO by-pass construction project. New service and chamber installed. Watermain commissioning and tie-in scheduled for April.
- Supporting MTO and Parsons for MTO Highway 3 By-pass. Work has commenced, (drawing review, attending meetings, watermain commissioning for Sunset). Watermain commissioning scheduled for April.
- Talbotville WWTP: Newterra commenced (March 23) replacement of old membrane cassettes With Zeeweed. Work completed in early April.
- Talbotville trunk gravity sewer main repairs completed. Five significant leaks discovered. Detailed report to be presented to Council at a future meeting. (See before/after images below at three locations.)
- New sewer service in Lynhurst Park Drive completed.
- All water meters read for Q1 2026.
- Building meter assemblies for new connections and repairs.



b) Roads and Bridges:

- Signs continue to be replaced throughout the township, most have been reinstalled after winter, some still need adjusting.
- Patching and repairs to roads are being completed throughout the Township, on both gravel and surface treated roads.
- Winter operations are coming to a close – trucks are being cleaned up, greased and plows removed in preparation for spring/summer projects.
- Tailing from the North Shedden construction project are being hauled to the Public Works Yard for re-use on future projects, as needed. Looking to expand some of the area around the Public Works Shop to allow for more parking and storage space.
- McBain Line has undergone temporary surface repairs after spring thaw – asphalt deterioration in several long stretches of road. Looking into ditching/drainage repairs and a more permanent surface repair for the spring/summer.
- The Roads Department responded to 32 Service Requests, 19 of which have been completed or were closed upon first contact, the remainder are either waiting on parts/materials, staff availability, or improved weather conditions (sidewalk/boulevard sod damage – waiting to topsoil/grass seed).
- Summer student hiring is complete – Liam Price will be returning for another season, and Russell Ferrada will be joining the team, both beginning their contracts on May 4th.



Temporary repairs completed along McBain Line.



2026 Capital Project Summary:

2025	Budget	Actual	Status/Comment
Water and Sewer			
Shedden Wastewater Treatment Plant	\$25 million		Site servicing underway, digester tank 1 foundations construction.
Talbotville Wastewater Servicing			Working with Ministry for the payment transfer
South Shedden Sanitary Sewers	\$3,663,048.41		Deficiency walkthrough completed, final restoration and asphalt planned for mid-May.
North Shedden Sanitary Sewers	\$5,364,151.12		Wet well installed, gravity sewer installed to Courtney, heading north on Union. Temporary Emergency Bypass in place.
Fingal Reconstruction	\$10,850,690.68		Sewer north of pumping station is in place, services installed on that run, temp watermain in place, south run to begin second week of April,
Fingal Pumping Station and Forcemain	\$3,814,971.76		Forcemain Drilling to begin April, wetwell is installed and backfilled, valve chamber and building construction to begin in May-June.
Roads			
Thomas Road Construction	\$2,060,000		Pulverizing end of March, construction start first week of April.
Grand Canyon Road – Micro Surface	\$25,000		
Mill Road – Single Surface Treatment and Spot Repair	\$260,000		
Second Line – Structural Repairs and Single Surface Treatment	\$150,000 (Edge Repairs incld.)		
Scotch Line – Structural Repairs	\$132,000		

and Single Surface Treatment			
Parsons Road Rehabilitation	\$429,000		
Paynes Mills Road Rehabilitation	\$260,000		
Bridges/Culverts			
Scotch Line Culvert Replacement	\$450,000		Waiting on the Engineer
Lyle Bridge Rehabilitation	\$200,000		Awaiting Award

c) Drainage:

Drains Before Council:

- **Bowlby Futcher Drain (2024)** The Meeting to consider the Report is tonight

Construction:

- **Edison Drain (2024)** tenders will be posted, with construction hopefully later this year
- **Ryan Drain (Sept 19):** 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.
- **Jones Drain (2024)** a meeting to review the proposal of the engineer was held January 22nd

- **Horton Drain (2025):** onsite meeting has been held, engineer is compiling information
- **Gold Seal Drain (2025)** on site meeting was held March 19, 2026
- **Fingal Drain (2025)** on site meeting to be arranged
- **Burwell Drain (2026):** on site meeting was held January 22nd
- **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.

2026 Capital Project Process:	
Edison Drain 2025	29,121.00
Bowlby Futcher Drain	65,501.00

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 by:

Jeff Carswell, CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 13, 2026

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

REPORT NO: IDS 2026-16

SUBJECT MATTER: Lyle Road Bridge Rehabilitation Award

Recommendation:

1. That the tender submitted by Vandenberg Construction Inc. in the amount of \$485,909.16 plus HST be accepted.

Purpose:

The purpose of this report is to present the results of the public tender for Lyle Bridge and to seek Council direction for project award or deferral.

Background:

Lyle Road bridge is situated in the northeast portion of the Township, between Highway 3 and Blind Line. The existing bridge surface consists of deteriorated concrete showing signs of degradation, indicating that rehabilitation is required. These deficiencies are consistent with age-related wear, exposure to environmental condition, and freeze thaw cycles.

A bridge condition study completed in 2024 identified that deck rehabilitation should be completed within 1 to 5 years (2025-2029). The 2024 condition assessment further identified the following deficiencies and areas of concern associated with the structure:

- Surface cracking and spalling of the bridge deck
- Cracking of steel posts
- Concrete deterioration at the underside of the bridge deck and the top of the east abutment joint

Design for the rehabilitation of Lyle Bridge was awarded to Spriet Associates as part of Report ENG 2024-20. The intent as mentioned in the report was to direct \$200,000 in available funding towards a capital project that will net the greatest benefit for the expenditure, the engineer and staff identified the rehabilitation of Lyle Bridge as the

best candidate. The structure is a poured in place rigid frame bridge, on a gravel road, with an exposed concrete deck. Exposed concrete decks can suffer greater impacts from environmental exposure leading to accelerated deterioration, especially when exposed to a chloride rich environment (i.e. anti-icing agents, or dust suppressants). To combat these effects the recommendation from the design team was to incorporate waterproofing and paving the exposed bridge deck. The project would also replace the substandard railing and extend guiderail to the standard distances at the four corners of the bridge.

Comment/Analysis:

A request for tender was posted through the Township’s electronic bidding system (<https://southwold.bidsandtenders.ca>) and received significant interest with a total of 7 bids submitted at closing. All bids were found to be compliant with the Tender Requirements.

	Bidder	Total Contract Price (excluding HST)
1	Vandenberk Construction Inc	\$ 485,909.16
2	Lancoa Contracting Inc.	\$ 531,924.90
3	5001630 Ontario LTD	\$ 562,963.18
4	Clearwater Structures Inc.	\$ 623,330.60
5	Premier North Ltd.	\$ 647,151.00
6	2585284 Ontario Inc. o/a Beton	\$ 670,090.00
7	Clarke Construction Inc.	\$733,370.00

The lowest bid was submitted Vandenberk Construction Inc., a construction company with a proven track record of successfully completing construction projects for neighboring municipalities. The tender specified a project completion date of no later than November 15, 2026. Any additional costs incurred due to winter conditions would be the contractor's responsibility.

An unbalanced bid was submitted by Lancoa Contracting Inc., a correction has been made from their tender price \$416,780.16 to \$531,924.90. The discrepancy was discovered in item 6: Supply and install steel beam guiderail with an initial unit price of \$102.00, now corrected to \$101,898 excluding HST. As this error was identified by Lancoa Contracting Inc. after tender closing, the bid has been withdrawn from consideration.

Financial Implications:

The following chart shows the cost for the project and funding allocations:

	Expenditures	Funding
Contract Price	\$ 427,132.00	
Engineering and Contract Administration	\$ 20,911.00	\$ 20,911.00
Contingency and Testing Allowance	\$25,000	
HST	\$ 58,777.16	
Sub-total Project Price	\$485,909.16	
Allocated Funding:		\$200,000
Funding Surplus/(Shortfall)	\$ (285,909.16)	

The rehabilitation of the Lyle Road Bridge was included in the approved capital budget with an estimated cost of \$200,000, based on preliminary condition assessment data and comparable projects. Following the detailed design, the engineer provided an updated engineer’s estimate at \$395,000 on December 10, 2025. The project went through the public tendering process; the lowest bid exceeded the original estimate by roughly \$283,000. The higher than anticipated price is attributed to the railing replacement and prevailing market conditions, including increased material costs, and the specialized nature of bridge rehabilitation work.

If Council wishes to proceed with the project additional funding is required. It is recommended that this funding source is provided by using the allocated budget for Scotch Line Culvert replacement (\$525,000) and deferring that project until 2027.

Alternatively, should Council choose not to approve the additional funding with Lyle Road Bridge being deferred until 2027, however this will add another year of deteriorating effects to the bridge deck. Although not an immediate structural concern, the project was publicly tendered and would extend the life for the structure considerably.

Staff will continue to monitor the bridge condition, and refine future costs estimates to improve budget accuracy for similar projects.

Strategic Plan Goals:

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

Respectfully submitted by:

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

Approved for submission by:

Jeff Carswell
CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 13, 2026

PREPARED BY: Brent Clutterbuck, Drainage Superintendent

REPORT NO.: IDS 2026-17

SUBJECT MATTER: Edison Drain 2025 Tender Results

Recommendations:

1. That Council of the Township of Southwold award the contract for the construction of the Edison Drain 2025 to Robinson Farm Drainage. for a total cost of \$126,215.00+HST.
2. That Council instructs the Mayor and Clerk to sign the contract and forward a copy to signed contract to the successful contractor.

Purpose:

To award the contract for the construction of the Edison Drain 2025.

Background:

Tenders were posted on the Bids and Tenders website Monday March 9, 2026. The tender closed on Monday March 30, 2026 at 1:00pm. The extent of the work comprised for this tender is for the construction of the Edison Drain 2025, as contained in the reports that forms part of Township of Southwold By-Law 2025-67. There were Fourteen (14) plan takers that included suppliers. There were four (4) tenders submitted on the bids and tender's website by the closing deadline. The Engineer's estimate for the construction portion of this drain is \$155,440.00 plus HST. The Tenders that we received back varied from approximately 81.2% to 117.0% of the Engineers estimate.

Comments/Analysis: Tender Results

<u>Contractor</u>	<u>Tender Amount</u>	<u>Completion Date</u>
Gillier Drainage Inc.	\$ 157,456.60 +HST	Aug. 1, 2026
McNally Excavating (Inwood)	\$ 181,800.00 +HST	May 31, 2025
Robinson Farm Drainage	\$ 126,215.00 +HST	Dec. 2026
VanBree Infrastructure	\$ 136,208.00+HST	Nov. 30, 2026

Financial and Resource Implications:

The tender submitted by Robinson Farm Drainage in the amount of \$126,215.00+HST is approximately 81.2% of the Engineer's estimate.

The estimated assessments to fourth line in the report totalled \$37,360.00. As a result of the tender estimated assessments are now \$29,121.00 which is a reduction of \$8,238.00.

The final actual cost of the drain is dependant on the number of tile connections not noted on the plan. Any unforeseen circumstances encountered during construction may result in extra contingencies costs plus actual interest charges.

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

Respectively 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



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 13, 2026

PREPARED BY: Aaron Van Oorspronk, Director of Infrastructure and Development Services

REPORT NO: IDS 2026-17

SUBJECT MATTER: Adjust Sanitary Connection Fees – Shedden and Fingal

Recommendations:

1. That Council grant authorization to staff to establish the early payment sanitary connection fee for eligible users of the Shedden and Fingal Wastewater System at \$16,000 for payments received prior to the Township's application for a loan from Infrastructure Ontario
2. That Council authorize staff to initiate a construction loan with Infrastructure Ontario for the Fingal and Shedden Sanitary Sewer Project in an amount not exceeding \$10,000,000.

Purpose:

The purpose of this report is to recommend that Council authorize staff to pass along financing-related cost savings to users serviced by the Shedden and Fingal Sanitary Projects who remit sanitary connection fees prior to the Township submitting a long-term loan application to Infrastructure Ontario. This would be accomplished by reducing the applicable connection fee for eligible early payments by an amount equal to the interest that would otherwise have been incurred over the term of the loan.

Background:

The Township collects sanitary sewer connection fees and administers sewer servicing and capacity commitments through the [Township's User Fee By-law](#) and the Sewage Allocation By-law. These connection fees are intended to recover the capital costs associated with constructing sanitary sewer infrastructure and ensure that the costs of new servicing are borne by the benefiting properties.

The Township has secured grant funding for the Shedden and Fingal Sanitary Servicing Projects through the Housing-Enabling Water Systems Fund (HEWSF), which will cover

up to 73% of eligible project costs. The remaining balance of the projects is anticipated to be financed through municipal debt, either internally through municipal reserves or externally through Infrastructure Ontario.

The Township has begun permitting connections to portions of the sanitary sewer system in Shedden, specifically in cases where building occupancy was contingent upon connection to the municipal system. Shortly thereafter, a notice will be issued to properties with failing septic systems that will require mandatory connection. At the same time, properties where a sanitary service stub has been installed will be provided with the option to connect. In accordance with the Township's Integrated Water Systems By-law, connection fees become payable once a property has been provided with a sanitary service stub, notice will inform the properties of this requirement as well.

The collection of connection fees will allow the Township to begin recovering capital expenditures related to the construction of the sanitary system. At present, the project has not yet incurred long-term borrowing costs. Where connection fees are collected prior to the Township securing long-term financing through Infrastructure Ontario, these early payments reduce the amount that must be financed and therefore reduce interest costs over the life of the loan.

Staff are therefore recommending that where connection fee payments are received prior to the Township securing long-term debt financing, the associated interest savings be passed on to those property owners through a reduced connection fee.

Comment/Analysis:

The Township administers sanitary connection fees on a cost-recovery basis, meaning the objective is not to generate revenue but to recover the full capital costs associated with providing the sanitary servicing infrastructure.

As the Shedden and Fingal sanitary servicing projects advance, estimated costs are gradually transitioning to known project costs. Throughout this process, staff have been monitoring and updating the inputs used in the sanitary connection fee calculation to ensure the fee reflects the most accurate estimate of the Township's recoverable costs. Given the scale and complexity of these infrastructure projects, achieving exact cost recovery is challenging; however, staff aim to align the connection fee as closely as possible with the final project costs.

The sanitary connection fee calculation incorporates numerous variables including:

- capital costs (both known and estimated)
- construction timelines and expenditure schedules
- grant funding contributions
- reserve financing and cash flow considerations
- loan amounts and borrowing terms
- system capacity and serviceable units
- infiltration allowances

In simplified terms, the connection fee is calculated as:

Connection fee = (Total capital cost – grant funding + borrowing costs) ÷ estimated serviceable units

Borrowing costs represent a significant component of the Township's share of project costs. Under typical financing scenarios available to municipalities through Infrastructure Ontario, interest accrued over the loan term can increase the Township's recoverable project costs by approximately 50% to 100%, depending on the borrowing term.

These borrowing costs become a fixed component of the project once a long-term loan application is submitted. However, connection fees received prior to the application reduce the amount that must be borrowed and therefore reduce total interest costs.

This creates an opportunity to pass these avoided interest costs directly to eligible users who remit connection fees before the Township applies for long-term financing. Based on the Township's current cash flow projections and construction schedules, staff anticipate that a long-term loan application may be required in early 2027. If interim financing is required prior to that time, the Township may open a construction loan with Infrastructure Ontario to manage cash flow during the project.

A construction loan from Infrastructure Ontario is a short-term financing arrangement designed to provide municipalities with access to funds during the construction phase of major infrastructure projects. Funds can be drawn up as project expenses are incurred, allowing the Township to pay contractors and suppliers without relying solely on reserves or grant funding. Once construction is complete and final project costs are established, the outstanding balance can be converted to a long-term debenture. Construction loans provide greater financial flexibility than traditional long-term borrowing, functioning similarly to a line of credit with open repayment terms until the balance is converted to a long-term debenture. This structure allows the Township to

defer the conversion to long-term debt until the appropriate time, potentially extending the period during which reduced connection fees could be offered.

Construction loan interest rates are typically tied to the overnight lending rate established by the Bank of Canada and are adjusted daily. As of March 16, 2026, the Infrastructure Ontario construction loan rate was approximately 2.74%, while a comparable 30-year long-term borrowing rate was approximately 4.81%.

If this rate disparity continues, maintaining the project financing as a construction loan for as long as practical may provide additional opportunities to minimize borrowing costs for both the Township and users.

Staff have evaluated several financing approaches and their implications for sanitary connection fees.

Option	Connection Fee	Considerations
No Early Payment Discount	\$20,006.40*	No incentive to pay early; potential cash flow challenges; does not capture financing efficiencies
Early Payment Discount and Direct Long-Term Loan	\$16,000 (until grant/internal funding exhausted – est. Dec 31, 2026) \$20,006.40* thereafter	Encourages early payment; reduces costs for early users; limited financing flexibility; limited discount window
Utilize Construction Loan – Extend Early Discount	\$16,000 until construction completion (est. Dec 31, 2027, potentially through warranty period in 2028) \$20,006.40* thereafter	Maximizes financing flexibility; encourages early payment; extends discount period; minimizes long-term borrowing; eliminates project cash flow concerns

*2026 Connection Rate, subject to further review and adjustment

Financial and Resource Implications:

Based on the analysis completed to date, staff recommend utilizing a short-term construction loan through Infrastructure Ontario. This approach provides the greatest flexibility to manage project cash flow while maximizing the opportunity to reduce interest costs associated with long-term borrowing.

Although borrowing rates fluctuate daily, the current rate differential between construction financing and long-term debt suggests that maintaining the project under construction financing for as long as practical would be advantageous.

An additional consideration is that the Township is permitted to submit only one loan application to Infrastructure Ontario per year. Given the anticipated loan requirements associated with the Public Works Building, submitting that application in 2026 could limit the Township's ability to secure a construction loan for the sanitary servicing projects during the same year.

However, Infrastructure Ontario does allow multiple loans within a single application, meaning both the Public Works Building loan and the sanitary servicing project financing could be requested simultaneously if Council determines that approach to be appropriate.

If Council approves the recommendation, staff will reduce the sanitary connection user fee for eligible connections by the calculated interest that would otherwise have been incurred over the term of the Infrastructure Ontario loan for connection fees received prior to the loan application.

This approach does not create additional financial pressure for the Township. Instead, it allocates a portion of the financing savings directly to applicants while maintaining overall project funding capacity.

Staff will incorporate the adjustment into the connection fee calculation and tracking process, confirm eligibility based on the timing of payment and applicable by-laws, and monitor the financial impacts through ongoing project reporting to Council. The administrative impact is expected to be minimal and can be accommodated within existing staff resources.

Strategic Plan Goals:

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

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

Respectfully submitted by:

Aaron VanOorspronk, LET.
Director of Infrastructure and
Development Services

Approved for submission by:

Jeff Carswell
CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 13, 2026

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

REPORT NO: FIN 2026-09

SUBJECT MATTER: Investment Summary

Recommendation:

1. That Council receive Report FIN 2026-09 Investment Summary as at December 31, 2025 for information.

Purpose:

To advise Council on the status of municipal investments as at the 2025 Year End.

Background:

To maximize the return on Township funds, some available funds are invested through CIBC and ONE Investment. These tend to be funds associated with reserves that are not immediately needed.

Comments/Analysis:

Investments are held with CIBC and the ONE Investment, a local government investment pool in which Ontario Municipalities may invest. ONE Investment is an incorporated not-for-profit which was started by Local Authorities Service Limited (a wholly owned subsidiary of the Association of Municipalities of Ontario), together with CHUMS Financing Corporation (a wholly owned subsidiary of the Municipal Finance Officers' Association of Ontario).

Total cost of investments at December 31, 2025 is \$7,265,739.84 and are held in cash, market funds and bonds.

Purpose	2025	2024	2023
General	\$1,100,820.35	\$1,076,358.74	\$1,042,497.15
Water	\$5,986,744.37	\$5,860,055.04	\$5,670,463.22
Sewer	\$94,979.45	\$92,315.10	\$89,998.79
Parkland	\$83,195.67	\$80,184.77	\$78,384.73
Total Cost	\$7,265,739.84	\$7,108,913.65	\$6,881,343.89
Total Market Value	\$7,106,374.28	\$6,901,347.93	\$6,602,214.46

Purpose	2025	2024	2023
Gain (Loss) if Disposed	(\$159,365.56)	(\$207,565.72)	(\$279,129.43)

Unlike private entities which are required to record investments at the lower of cost and market, under Public Sector Accounting Standards, municipalities currently record investments at cost. This accounting treatment results in the Township recognizing net investment earnings in our financial statements but not recognizing the change in market value of our portfolio.

Financial and Resource Implications:

2025 unaudited net investment earnings total \$157,158.97. Following is a detailed breakdown.

	2025		2024		2023	
CIBC	\$2,910,007.94		\$2,875,945.09		\$2,754,282.89	
Interest	\$57,925.18	1.99%	\$138,024.29	4.80%	\$147,512.25	5.36%
Realized Capital Gain/Loss	(\$7,835.21)	-0.27%	\$0.00	0.00%	(\$7,740.00)	-0.28%
Management Fees	(\$16,027.12)	-0.55%	(\$16,362.09)	-0.57%	(\$15,676.92)	-0.57%
Net Earnings	\$34,062.85	1.17%	\$121,662.20	4.23%	\$124,095.33	4.51%
ONE Fund	\$4,355,731.90		\$4,232,968.56		\$4,127,061.00	
Interest	\$142,322.54	3.27%	\$124,915.83	2.95%	\$119,051.38	2.88%
Management Fees	(\$19,226.41)	-0.44%	(\$18,687.53)	-0.44%	(\$18,219.04)	-0.44%
Net Earnings	\$123,096.12	2.83%	\$106,228.30	2.51%	\$100,832.34	2.44%
Total CIBC and ONE Fund Earnings	\$157,158.97	2.16%	\$227,890.50	3.21%	\$224,927.67	3.27%

Interest revenue dropped significantly from past years, with bank interest rates in January 2025 at 3.63% and December 2025 at 2.68%.

CIBC investments are held in Imperial Money Market Pool with all of the portfolio in short-term investments.

ONE Fund investments are held in Canadian Government and Corporate Bonds, 98.2% of which are held in the Canadian Corporate Bond Portfolio which are recommended to be held for a minimum of four years.

Staff continually monitor cash flow needs and the ability to invest additional funds. At this time, Staff does not recommend additional funds to be invested with the capital projects being undertaken.

Depending on cash flow requirements with the infrastructure projects taking place, it may be necessary to cash some of the investments so the funds are available in the Township's General Account.

Strategic Plan Goals:

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

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

Respectfully Submitted by:

Michele Lant
Director of Corporate
Services/Treasurer

Approved for submission by:

Jeff Carswell
CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 13, 2026

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

REPORT NO: FIN 2026-10

SUBJECT MATTER: 2025 Cash-in-Lieu of Parkland Summary

Recommendation:

1. That Council receive Report No. FIN 2026-10 prepared in accordance with Section 7 of O.Reg.509/20 of the Planning Act, R.S.O. 1990, c. P.13.

Purpose:

To fulfill the requirements for reporting on the Cash-in-Lieu of Parkland Reserve Fund.

Background:

In accordance with Section 7 of O.Reg.509/20 of the Planning Act, the Treasurer of the municipality shall provide to Council a financial report relating to the Cash-in-Lieu of Parkland reserve fund. The statement provided by the Treasurer is required to be made available to the public and will be posted on the Township website.

Comments/Analysis:

When new lots are created for development, the Township may obtain parkland or Cash-in-Lieu of Parkland, depending on the parkland needs of the Township for the development area. Newly severed lots that create a net-new property for development also contribute. Following is a summary of the Cash-in-Lieu of Parkland Reserve Fund. Proceeds were received from three other lots in 2025. The Talbotville Meadows development provided parkland, so there are not cash contributions from that development.

Opening Balance		(\$68,446.77)
Other	\$5,250.00	
Total Receipts		\$5,250.00
Interest Earned	\$0.00	
Investment Income	\$3,010.90	
Total Interest		\$3,010.90
Transfer to Reserves-FHP from 2021		\$30,000.00

(from Green Lane Trust Fund)		
Transfer from Parkland Reserve to new Fingal Heritage Park Reserve		(\$18,157.13)
Transferred to Capital-Parks & Trails Master Plan	\$127.51	
Total To Capital		(\$127.51)
Closing Balance		(\$48,470.51)

Financial and Resource Implications:

While the reserve balance had grown over recent years, the completion of the Talbotville Park Project in 2023 left a credit balance in the Parkland Reserve at the end of 2023. A 2021 allocation from Green Lane Community Trust of \$30,000 to the Fingal Heritage Park was made in 2025. The Fingal Heritage Park Reserve was setup with the unused funds of \$18,157.13 for future expenses. Future Cash-in-Lieu of Parkland should bring the balance to a positive balance.

Strategic Plan Goals:

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

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

Respectfully Submitted by:

Michele Lant
 Director of Corporate Services/Treasurer

Approved for submission by:

Jeff Carswell
 CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 13, 2026

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

REPORT NO: FIN 2026-11

SUBJECT MATTER: Tax Incentive Approval Applications

Recommendation:

1. That Council approves the total adjustment of taxes for the 2025 tax year resulting from Municipal Act, Tax Incentive Approval adjustments as presented, in the amount of \$20,345.99.

Purpose:

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

Background:

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

Comments/Analysis:

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

The following chart summarizes the recommended adjustments.

Year	Type	Township	County	Education	Total
2025	Tax Incentive Adjustments	-\$8,327.52	-\$9,895.25	-\$2,123.22	-\$20,345.99
	Total	-\$8,327.52	-\$9,895.25	-\$2,123.22	-\$20,345.99

Council can take the position of denying any Tax Incentive Approval application. If denied, this report must be deferred and brought back to a future meeting. Notice is to

be provided to applicants with adjustments that have been denied, at least 14 days before the meeting date to allow applicants representation during that future meeting.

Financial and Resource Implications:

County and School Board balances for applications are recoverable from the County and School Boards. The Township portion of the tax adjustments is \$8,327.52.

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

2026.03.10 8.0 9759
 Run Date: 2026-04-08 08:47AM
 Business Date: 2026-04-08

Township Of Southwold
 2025 SUPPLEMENTAL BILLING CALCULATIONS

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

	Assessment	Total	General	County	No Support	Eng Pub.	Eng Sep.	Fre Pub.	Fre Sep.	Protestant
F T 2025-01-01: 000-004-04600	197,000	654.87	264.83	314.69	0.00	75.35	0.00	0.00	0.00	0.00
F T 2025-01-01: 000-006-03005	680,800	2,263.17	915.23	1,087.53	0.00	260.41	0.00	0.00	0.00	0.00
F T 2025-01-01: 000-009-02900	972,500	3,232.85	1,307.37	1,553.50	0.00	371.98	0.00	0.00	0.00	0.00
TOTAL FARMLAND		6,150.89	2,487.43	2,955.72	0.00	707.74	0.00	0.00	0.00	0.00
R T 2025-01-01: 000-004-04600	-197,000	-2,821.10	-1,151.46	-1,368.23	0.00	-301.41	0.00	0.00	0.00	0.00
R T 2025-01-01: 000-006-03005	-680,800	-9,749.27	-3,979.26	-4,728.39	0.00	-1,041.62	0.00	0.00	0.00	0.00
R T 2025-01-01: 000-009-02900	-972,500	-13,926.51	-5,684.23	-6,754.35	0.00	-1,487.93	0.00	0.00	0.00	0.00
TOTAL RESIDENTIAL		-26,496.88	-10,814.95	-12,850.97	0.00	-2,830.96	0.00	0.00	0.00	0.00
Category Totals:		-20,345.99	-8,327.52	-9,895.25	0.00	-2,123.22	0.00	0.00	0.00	0.00

Supplemental Billing Total:	-20,345.99	Demand Date: 2026-04-08	
		Due: 2026-04-08	-20,345.99
		2026-05-29	
Net Adjustments	0.00		
Net Billing Amount:	-20,345.99		
Number of Bills Generated:	3		



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 13, 2026

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

REPORT NO: CBO 2026-10

SUBJECT MATTER: CBO Activity Report – March 2026

Recommendation:

1. None – For Council Information.

Purpose:

The update Council on monthly activities since last report.

Background:

1. 2023/2025 Capital Project Process:

2023		
Projects	Budget	Status/Comment
Parks		
Corsley Park parking lot widening	\$10,000.00	
Dog waste bins and signage	\$2000.00	
Park benches	\$16,000.00	Ongoing
2025		
Township Office		
Security Upgrades	\$40,000	Completed
Parks/Facilities		
Walking trails conversion to concrete	\$5,000.00	
Parks and Trails Master Plan – funded through Green Lane Community Trust Fund	\$47,600.00	In Progress
2026		
Parks/Facilities		
Corsley Park Sanitary Connection	\$50,000.00	

Medical Centre Sanitary connection/Parking lot	\$90,000.00	
Building		
Truck replacement	\$70,000.00	Ordered
Admin Building		
General Up keep	\$30,000.00	
Front Counter Upgrades	\$25,000.00	

Comments/Analysis Building:

Appendix A attached to report CBO 2026-10 is the permit comparison report.

Strategic Plan Goals:

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


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

Respectfully submitted by:

Corey Pemberton
 Director of Building and Community Services

Approved for submission by:

Jeff Carswell
 CAO/Clerk

 TOWNSHIP OF Southwold	Township of Southwold						
	Permit Comparison Summary						
	Issued For Period January- March 2026						
Current Year to Date 2026				Previous Year to Date 2025			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	5	1,775	190,000	Accessory structures	2	549	125,000
Agricultural	5	5,591	1,114,500	Agricultural			
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	6	1,580	213,224	Demolition			
Heating	1	180	6,500	Heating			
Industrial Building	2	23,820	1,960,000	Industrial Building	3	1,520	349,999
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing	4	690	221,000	Plumbing	2	450	9,500
Pools	1	180	175,000	Pools		675	
Residential Building	6	15,259	2,997,980	Residential Building	6	17,218	4,748,600
Sewage System	6	3,980	141,890	Sewage system	2	1,000	43,000
Signs				Signs	1	150	5,000
Combined Use				Combined Use			
TOTAL	36	53,055	7,020,094	TOTAL	16	21,562	5,281,099

Current Year			Previous Year		
TOTAL PERMIT ISSUED		36		16	
TOTAL DWELLING UNITS CREATED		4		8	
TOTAL PERMIT VALUE		7,020,094		5,281,099	
TOTAL PERMIT FEE		53,055		21,562	
TOTAL INSPECTION COMPLETED(YTD)		255		242	

March 2025 Compared to March 2026							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	1	340	65,000	Accessory structures	2	549	125,000
Agricultural	1	509	3,500	Agricultural			
Change of Use				Change of Use			
Commercial				Commercial			
Demolition				Demolition			
Heating		180		Heating			
Industrial Building	1	1,920	160,000	Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing	1	330	5,000	Plumbing			
Pools	1	180	175,000	Pools			
Residential Building	2	7,024	675,000	Residential Building	2	8,233	2,535,000
Sewage System	4	2,240	96,890	Sewage System			
Signs				Signs			
Combine Use				Combined Use			
TOTAL	11	12,723	1,180,390	TOTAL	4	8,782	2,660,000



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 13, 2026

PREPARED BY: June McLarty, Deputy Clerk

REPORT NO: DPC 2026-02

SUBJECT MATTER: 2026 Municipal Election – Establishment of Joint Compliance Audit Committee

Recommendations:

1. That the report titled "2026 Municipal Election – Establishment of Joint Compliance Audit Committee", be received and filed.
2. That Council adopt the By-Law establishing an Election Joint Compliance Audit Committee for the 2026 Municipal Election in accordance with the Municipal elections Act, 1996, as amended.

Purpose:

Section 88.37 of the Municipal Elections Act, 1996, as amended requires each municipal Council to establish a Compliance Audit Committee before October 1st in an election year to deal with matters regarding election campaign finances and contributions.

Historically, Member Municipalities within Elgin County have established a "Elgin Election Joint Compliance Audit Committee" to deal with matters provided for in Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act, 1996.

Background:

The attached draft Elgin Election Joint Compliance Audit Committee Terms of Reference provides for the Committee Term, Meeting Overview, Mandate, Composition, Appointment Process, Compensation, Role of Staff, Application Process, Roles and Responsibilities and Appeal overview.

Once all Elgin County Member Municipalities have established a Joint Compliance Audit Committee and approved a Committee Terms of Reference by By-Law,

recruitment for committee members will begin. Advertising for prospective Committee Members will include the placement of ads in local newspapers, contacting previous members of the Joint Committee from 2022 and by posting ads on each respective municipal website.

More information about the Committee Member Appointment Process is outlined in Section 7 of the attached Terms of Reference.

Comments/Analysis:

In accordance with Section 88.37 of the Municipal Elections Act, 1996 as amended, each municipal Council is required to establish a Compliance Audit Committee before October 1 in an election year. Council is being asked to consider establishing an Elgin Election Joint Compliance Audit Committee in conjunction with the other Member Municipalities within Elgin County.

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:

June McLarty
Deputy Clerk

Approved for submission by:

Jeff Carswell
CAO/Clerk

**TERMS OF REFERENCE
FOR THE
ELGIN ELECTION JOINT COMPLIANCE AUDIT COMMITTEE**

1. DEFINITIONS

- a. Act - means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended from time to time.
- b. Applicant - means an elector as defined under Section 88.33(1) or 88.35(1) of the Act who applies for a compliance audit of a candidate's or third-party advertiser's election campaign finances.
- c. Application - means an application for a compliance audit accepted by the Clerk pursuant to Section 88.33(2) of the Act.
- d. Auditor - means a person appointed by the Elgin Election Joint Compliance Audit Committee to conduct a compliance audit of the election campaign finances of candidates and registered third parties pursuant to Section 88.33 of the Act.
- e. Auditor's Report - means a report prepared by an auditor regarding the findings of an audit into the election campaign finances of a candidate or registered third party advertiser.
- f. Candidate - means the candidate whose election campaign finances are the subject of an application for a compliance audit.
- g. Clerk - means the Clerk of a member municipality in Elgin County, or their designate.
- h. Committee - means the Elgin Election Joint Compliance Audit Committee established pursuant to Section 88.37 of the Act.
- i. Compliance Audit - means an audit conducted by an auditor, appointed by the Elgin Election Joint Compliance Audit Committee, of a candidate's election campaign finances; contributions to candidates; registered third parties campaign finances, and contributions to registered third parties.

- j. Council – means the Council of a member municipality in Elgin County, including the Council of the Town of Aylmer, Municipality of Bayham, Municipality of Central Elgin, Municipality of Dutton Dunwich, Township of Malahide, Township of Southwold, and Municipality of West Elgin.
- k. Municipality – means a member municipality in the County of Elgin, including The Corporation of the Town of Aylmer, The Corporation of the Municipality of Bayham, The Corporation of the Municipality of Central Elgin, The Corporation of the Municipality of Dutton Dunwich, The Corporation of the Township of Malahide, The Corporation of the Township of Southwold, and The Corporation of the Municipality of West Elgin.
- l. Registered Third Party – means the individual, corporation or trade union whose notice of registration has been certified by the Clerk and whose campaign finances are the subject of an application for a compliance audit.

2. ENABLING LEGISLATION

Section 88.37 of the Act requires that before October 1st in an election year, Council establish a Compliance Audit Committee for the purposes of Sections 88.33, 88.34, 88.35 and 88.36 of the said Act relative to a possible contravention of the Act's election campaign finance provisions.

3. TERM

The term of office of the Committee is the same as the term of office of Council, being November 15, 2026 to November 14, 2030, and shall serve in the instance of any by-election that may take place during that time.

4. MEETINGS

The Committee will meet as needed, with meetings to be scheduled by the Clerk of the municipality where a compliance audit application is received, in accordance with the MEA requirements. The Clerk of the host municipality shall ensure and verify the validity of the meeting. The Clerk will contact all members to ensure that a quorum of members is able to attend the said meeting. Meetings will be held at the location determined by the Clerk of the host municipality.

The Committee members will select a Chair from amongst its members at its first meeting.

In accordance with the Act, the meetings of the Committee shall be open to the public, but the Committee may deliberate in private.

5. MANDATE

The Committee is required to act in accordance with the powers and obligations set out in the Municipal Elections Act, 1996, as amended (MEA). The Committee will be required to:

- a. consider a compliance audit application received from an elector that a candidate or a registered third party has contravened provisions of the MEA relating to election campaign finances and determine whether it should be granted or rejected;
- b. if the application is granted, the Committee shall appoint an auditor to conduct a compliance audit;
- c. receive the auditor's report;
- d. consider the auditor's report and if the report concludes that the candidate or registered third party appear to have contravened a provision of the MEA relating to election campaign finances, the Committee may commence legal proceedings against the candidate or registered third party for the apparent contravention; and
- e. consider the report(s) of the Clerk identifying each contributor to a candidate for office on a Council or a registered third party who appears to have contravened any of the contribution limits under section 88.9 or 88.13 of the MEA and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

6. COMPOSITION

The Committee will be composed of at least three (3) and no more than seven (7) members of the public.

Members must possess an in-depth knowledge of the campaign financing rules of the MEA and therefore membership drawn from the following stakeholder groups:

- a. accounting and audit – accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- b. academic – college or university professors with expertise in political science or local government administration;
- c. legal profession with experience in municipal law, municipal election law or administrative law;
- d. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and
- e. other individuals with knowledge of the campaign financing rules of the Municipal Elections Act, 1996, as amended.

Pursuant to subsection 88.37(2) of the Act, the Committee shall not include:

- a. Members of Council or local board;
- b. Employees or officers of the Municipality or local board;
- c. Any persons who are candidates in the election for which the Committee is established; or
- d. Any persons who are registered third parties in the Municipality in the election for which the committee is established.

Further, an individual shall be deemed ineligible to be a member of the Committee if they prepare the financial statements of:

- a. any candidate running for office on Municipal Council or local board during the term for which the Committee has been established; or

- b. any registered third party.

In addition, a Committee Member may not be a contributor or provider of any election-related services to a registered candidate or third-party advertiser in the 2026 Municipal Election or any subsequent by-election including but not limited to accounting, legal, auditing, marketing or campaign services.

7. APPOINTMENT PROCESS

All applicants will be required to submit a summary outlining their qualifications and experience.

A Nominating Committee consisting of the Clerks from each of the member municipalities in Elgin County will review and consider all applicants/ applications, and will prepare a proposed Joint Committee membership list for consideration by each of the respective Municipal Councils.

Members will be selected on the basis of the following:

- a. demonstrated knowledge and understanding of municipal election campaign financing rules and knowledge of the MEA and related regulations;
- b. proven analytical and decision-making skills;
- c. experience working on a committee, administrative tribunal, task force or similar setting;
- d. demonstrated knowledge of quasi-judicial proceedings;
- e. availability and willingness to attend meetings; and
- f. excellent oral and written communication skills.

The Members will be appointed by each of the respective Municipal Councils.

8. COMPENSATION

Members of the Committee shall be paid an honorarium of \$125.00 per meeting, plus mileage at the current mileage rate established by the host municipality. The host municipality shall pay all costs relative to the respective application.

9. STAFF SUPPORT

The Clerk or designate of the host municipality shall act as the Secretary to the Committee and provide support where required.

The Clerk shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under this Act to implement the Committee's decisions.

10. APPLICATION BY ELECTOR

a. Financial Statements of Candidates

All candidates are required to file provincially prescribed financial statements with the Clerk detailing their election campaign financing activities.

An eligible elector who believes on reasonable grounds that a candidate has contravened a provision of the Act, as amended, relating to election campaign finances, may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement.

The application must be made in writing to the Clerk and include the reasons for the elector's belief that the candidate has contravened the Act. The application must be made within 90 days after the latest of the following dates:

- i. The filing date;
- ii. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date;

- iii. The candidate's supplementary filing date, if any; or
- iv. The date on which the candidate's extension, if any, expires.

b. Registered Third Parties Financial Statements

All registered third parties are required to file provincially prescribed financial statements with the Clerk reflecting the registered third party's campaign finances in relation to third party advertisements.

An eligible elector who believes on reasonable grounds that a registered third party who is registered in relation to the election in the Municipality has contravened a provision of the Act, relating to campaign finances, may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement.

The application must be made in writing to the Clerk and include the reasons for the elector's belief that the registered third party has contravened the Act. The application must be made within 90 days after the latest of the following dates:

- i. The filing date;
- ii. The date the registered third party filed a financial statement, if the statement was filed within thirty (30) days after the applicable filing date;
- iii. The supplementary filing date, if any, for the registered third party; or
- iv. The date on which the registered third party's extension, if any, expires.

11. ROLES AND RESPONSIBILITIES

Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act outlines the process for Compliance Audits.

a. Compliance Audit of Candidates' Election Campaign Finances

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after the committee has received a compliance audit application, consider the application submitted by an elector and received by the Clerk and decide whether it should be granted or rejected;
- ii. give notice of its decision to grant or reject the application, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant;
- iii. Appoint an auditor, if the compliance audit application is granted, to conduct a compliance audit of the candidate's election campaign finances;
- iv. within thirty (30) days after receiving the Auditor's Report, consider the report and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- v. give notice of the committee's decision, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.

b. Compliance Audit of Contributions to Candidates

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after receiving the Clerk's Report that identifies each contributor to a candidate for office on Council who appears to have contravened contribution limits, consider

the report and decide whether to commence a legal proceeding against the candidate for the apparent contravention; and

- ii. give notice of the committee's decision, and give brief written reasons for the decision, to the contributor and to the Clerk of the Municipality or secretary of the local board as the case may be.

c. Compliance Audit of Registered Third Parties' Campaign Finances

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after the committee has received a compliance audit application, consider the application submitted by an elector and received by the Clerk and decide whether it should be granted or rejected;
- iii. give notice of its decision to grant or reject the application, and brief written reasons for the decision, to the registered third party, the clerk with whom the registered third party is registered, the secretary of the local board, if applicable, and the applicant;
- iv. Appoint an auditor, if the compliance audit application is granted, to conduct a compliance audit of the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the Municipality;
- v. within thirty (30) days after receiving the Auditor's Report, consider the report and, if the report concludes that the registered third party appears to have contravened a provision of the Act relating to campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- vi. give notice of the committee's decision, and brief written reasons for the decision, to the candidate, the clerk with whom

the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.

d. Compliance Audit of Contributions to Registered Third Parties

The Compliance Audit Committee will be required to:

- i. within 30 days after receiving the Clerk's Report that identifies each contributor to the registered third party who appears to have contravened contributions limits, consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention; and
- ii. give notice of the committee's decision, and brief written reasons for the decision, to the contributor and to the Clerk of the Municipality.

12. APPEAL

The decision of the Compliance Audit Committee may be appealed to the Superior Court of Justice within 15 days after the decision is made and the Court may make any decision the Committee could have made.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: April 13, 2026

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2026-08

SUBJECT MATTER: CAO/Clerk Activity Report – March 2026

Recommendation:

1. None – For Council Information.

Purpose:

To update Council on the CAO/Clerk Activities for March 2026.

Meetings/Events:

Following are several highlights for December:

- Senior Management and Staff Meetings
- Staff Budget Presentation/Breakfast
- JHSC Meeting
- Elgin County CAO Meeting
- Elgin County Clerks/Communications Meeting
- Planning – Monthly Check-in
- CEMC/PEOC Meetings
- MECP Conservation Authority Changes – Updates
- IPE Fleet Review/Audit Preparation
- Economic Development Plan Request for Proposals
- Turville Subdivision – Sanitary System – Central Elgin
- EDC Meeting
- Infrastructure & Development Technologist Interviews
- Special Council Meeting – March 30
- “Do you want to run for Council” – Joint Event with Dutton-Dunwich and West Elgin

Recruitment/Staffing:

Recruitment for Summer Students are concluding with students starting the beginning of May. Recruitment for the Infrastructure and Development Technologist position was recently completed with the hiring of Josh Hare.

Grant Application Progress and Updates:

The municipality was successful on the following grant applications for 2024. As new applications are submitted for 2025, they will be added to this list:

- Community Emergency Management Preparedness Grant – New Generator and Portable Radios – SUCCESSFUL – Funding of \$50,000.00
- Fire Marshal’s Public Fire Safety Council – New Smart Boards for Fire Halls – SUCCESSFUL – Funding of \$1,950.03
- Enabling Housing Water Systems Fund Grant – SUCCESSFUL – Signed Transfer Payment Agreement for \$27.8 Million for Shedden & Fingal Sanitary Servicing
- Fire Protection Grant – SUCCESSFUL – Transfer Payment Agreement on Agenda for January 13th meeting – Funding of \$16,460.90.
- Community Sport and Recreation Infrastructure Grant – Corsley Park Trails (additional, paving & amenities) – UNSUCCESSFUL
- Flood Hazard and Identification Mapping Program – SUCCESSFUL – Application Submitted by LTVCA with Southwold support. Township contribution from Green Lane \$67,500, LTVCA \$15,000, Grant \$82,500.
- Canada Housing Infrastructure Fund (CHIF) – UNSUCCESSFUL – Talbotville Wastewater Treatment Plant – Application Submitted with assistance from Colliers
- Municipal Housing Infrastructure Program – SUCCESSFUL – 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) – SUCCESSFUL – Application for an updated Community Economic Development Plan was submitted by staff. Program guidelines indicate that funding decisions will be made within 3 months (December 24th). There are additional intakes over 2026 and 2027 for the program.
- 2026-27 Seniors Community Grant Program – 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 18th, 2025.

- OTF Capital Grant - WAITING – Creation of paved trails in Fingal Ball Park around the proposed Storm Water Management Facility – Amount Requested \$200,000.
- **NEW** - Ontario Enhancing Access to Spaces for Everyone (EASE) Grant – INVESTIGATING – Offers up to \$60,000 to fund small capital projects that focus on making outdoor spaces, buildings and housing more accessible. Applications due May 7, 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

Recent policy development has focussed on preparing for the 2026 Municipal Election. In addition to the policies and by-laws reviewed with Council, there is extensive work to prepare additional policies, procedures and forms to run the 2026 Election. Many of these need to be completed before the nomination period opens May 1, 2026.

Depending on the outcome of the Intact Public Entity review of the Township's Fleet Policies and Procedures, there may need to be additional focus and development in this area.

Staff have also been reviewing policies and procedures related to accountability, transparency and communications. Staff will be developing and proposing updates to make improvements in this area, particularly around the Procedural By-law.

2026 Budget and Projects:

Staff are planning out and implementing the various projects and programs in the 2026 budget. Several projects from 2025 and earlier remain in progress. As noted above in the Policy Development section, the 2026 Municipal Election will be a significant project for 2026.

Project	Budget	Funding Sources	Status/Comments
Prior Years Carried Forward			
HR / H&S Policy and Program Updates/Improvements	\$5,000	WSIB Rebates	In progress with contracted external assistance. An initial audit and workplan to reach compliance are being completed. Funding from the WSIB Rebate is being applied to this project.
Website Hosting – Forced Update	\$15,000	Admin Reserve	Existing website provider is indicating the need to upgrade to the newest platform – impact and alternatives being investigated – moved to 2026 Budget – IT contractor is obtaining additional information from the preferred provider.
Council Chamber Renewal	\$10,000	Admin Facility Reserve	Project scope and tasks to be determined. Concept for end wall circulated to Council. Chairs replaced 2025 ~\$3,500 \$6,500 Remaining
Council Chambers A/V Improvements	\$20,000	Admin Reserve	
Fingal Office Security and Access Control System	\$30,000	Admin Facility Reserve	\$5,400 spent to date for minor, short-term fixes, additional work completed to install a new entry and security system, consistent with other facilities.
2026 Projects			
Fingal Office - Flooring, sound proofing, minor reno, paint	\$30,000	Admin Facility Reserve	Evaluating in conjunction with Front Counter & Security Improvements

Project	Budget	Funding Sources	Status/Comments
Fingal Office – Front Counter & Security Improvements	\$25,000	Admin Facility Reserve	Options being reviewed
Fingal Office - Sanitary Sewer Connection	\$45,000	Admin Facility Reserve	Waiting for sanitary sewer service
Economic Development Plan Update	\$45,000	Ec Dev Reserve ROD Grant	RFP for consulting services closed – Southwold EDC accepted proposal from McSweeney & Associates at March 26, 2026 meeting. \$40,506 including net HST.

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



Southwold Economic Development Committee

Report to Council

Recommendation from March 26, 2026 Meeting

The Township of Southwold Economic Development Committee met on March 26, 2026 and recommends the following for Council consideration:

1. That Council approve the appointment of the following people to the Southwold Economic Development Committee:
 - a. Scott Young
 - b. Stuart Lackey
 - c. Tanya Buttinger

Background Notes:

- The Committee has been attempting to increase membership
- One member stepped down in November 2025
- The recommended new members have attended as guests for several meetings
- This would bring the committee to 7 Members

ELGIN COUNTY

From the Council Chambers

March 24, 2026

Council Meeting

Update on Central Elgin Hospital Lands Redevelopment

Elgin County Council received a presentation from Mary Lou Tanner, Senior Partner at NPG Planning Solutions, providing an update on the ongoing planning work for the Central Elgin Hospital Lands redevelopment. The presentation outlined the progression of the project, including the development of a Draft Official Plan Amendment (OPA), which builds on previously approved visioning, land use plans, and policy directions.

The update highlighted key elements of the proposed framework, including a mix of housing types and densities, integrated parks and community spaces, and a walkable, connected community design. It also emphasized the importance of public engagement, noting that feedback from residents and stakeholders has helped shape priorities such as housing affordability, green space, transportation, and community amenities.

Council's role at this stage was to receive the update, with further steps anticipated as the Municipality of Central Elgin advances the Official Plan Amendment through continued consultation before returning for future approvals.

For more information on the Central Elgin Hospital Lands redevelopment project, please click [here](#).

Draft St. Thomas–Elgin 10-Year Housing and Homelessness Plan Presented to Council

Elgin County Council received a presentation from Danielle Nielsen, Acting Director, and Brandon Sloan, Housing Accelerator Fund Coordinator, both with St. Thomas–Elgin Social Services, regarding the draft St. Thomas–Elgin 10-Year Housing and Homelessness Plan (2026–2036).

The presentation outlined the need for a new plan to replace the previous 2014 strategy, noting significant changes in the region over the past decade, including population growth, increased housing demand, and rising costs.

Draft St. Thomas–Elgin 10-Year Housing and Homelessness Plan Presented to Council (continued)

Current data highlights ongoing affordability challenges, including a gap between average housing prices and what households can afford. There is also a growing number of residents experiencing housing need and waitlist pressures for affordable housing.

Looking ahead, the plan identifies projected growth across St. Thomas and Elgin County and estimates that a significant portion of new housing will need to be affordable or supportive in nature. Targets include the creation of new subsidized and market-based affordable housing units, as well as additional supportive housing to meet community needs.

The draft plan is guided by a vision of “Housing for Everyone” and focuses on key strategic areas such as increasing housing supply, preserving existing housing, strengthening partnerships, and working toward ending homelessness through prevention and support initiatives.

Council received the presentation, with further public engagement planned before the draft plan is brought forward for future consideration and approval.

For the full Council Agenda, [click here](#).

Committee of the Whole

Policy Approved for the Unscheduled Closing of County Facilities

The Committee of the Whole received a report from the Director of Community and Cultural Services regarding a new Unscheduled Closing of County Facilities Policy.

The policy establishes a clear framework to guide decision-making when County facilities must be temporarily closed due to emergencies or other unforeseen circumstances. These may include inclement weather, facility issues, public health emergencies, cyberattacks, or other safety concerns.

The policy applies to a range of County facilities, including the Administration Building, Heritage Centre, Provincial Offences Act Court, and library branches. It also outlines how decisions to close and reopen facilities are made, how staff may be redeployed or compensated during closures, and how the County will communicate service disruptions to the public.

The report noted that, while temporary closures occur from time to time, the County did not previously have a single, formalized policy to guide these decisions. The new policy is intended to ensure consistent, timely, and transparent responses when closures are required.

For the full Committee of the Whole Agenda, [click here](#).

FW: 2026 Ontario Senior of the Year / Prix ontarien de la personne âgée de l'année

From: Ontario Honours And Awards (MCM) <OntarioHonoursAndAwards@ontario.ca>
Sent: Friday, March 20, 2026 5:38 PM
Subject: 2026 Ontario Senior of the Year / Prix ontarien de la personne âgée de l'année

You don't often get email from ontariohonoursandawards@ontario.ca. [Learn why this is important](#)

**Ministry for Seniors
and Accessibility**

Minister

**Ministère des Services aux
aînés et de l'Accessibilité**
Ministre
College Park
777, rue Bay



College Park
777 Bay Street
5th Floor
Toronto ON M7A 1S5

5e étage
Toronto (Ontario) M7A 1S5

March 2026,

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to [nominate](#) an exceptional local senior for the 2026 Ontario Senior of the Year Award.

This award provides each municipality the opportunity to honour one outstanding senior for their contributions to enriching the social, cultural, and civic life of their community.

The deadline for nominations is April 15, 2026.

For more information on how to submit a nomination online, please visit the [Ontario Senior of the Year](#) webpage. Once your nomination is submitted, a personalized certificate with your nominee's name will be sent to you. I encourage you to present this certificate to your nominee in June during Seniors Month.

The Ontario government is proud to celebrate Seniors Month with municipalities across the province. Seniors generously give their time, knowledge and expertise making Ontario the best place in this country to live and work. It is important to take the time to celebrate our older population and acknowledge their invaluable contributions.

If you have any questions regarding the 2026 Ontario Senior of the Year Award, please contact Ontario Honours and Awards at OntarioHonoursAndAwards@ontario.ca.

Thank you for supporting the civic engagement of your local seniors.

Sincerely,

Raymond Cho
Minister for Seniors and Accessibility

Drainage By-law Number 2026-28

A by-law to provide for a drainage works in the Township of Southwold
in the County of Elgin.

Whereas the council of the Township of Southwold has procured a
report under section 78 of the *Drainage Act* for the improvement
of the Bowlby-Futcher Drain 2025 drain;

And whereas the report dated 2025/12/19 has been authored by Mike DeVos
and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is \$875,200.00 ;

And whereas \$864,180.00 is the amount to be contributed by the Township
of Southwold for the drainage works;

And whereas (Complete this clause only if other municipalities are being assessed a share of the cost of the project.);

\$11,200.00 is being assessed in the County of Elgin
_____ is being assessed in the _____ of _____
_____ is being assessed in the _____ of _____
_____ is being assessed in the _____ of _____

And whereas the council is of the opinion that drainage of the area is desirable;

Therefore the council of the Township of Southwold
pursuant to the *Drainage Act* enacts as follows:

1. AUTHORIZATION

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

2. BORROWING

The Corporation of the Township of Southwold
may borrow on the credit of the Corporation the amount of _____ being the amount necessary for
the improvement of the drainage works.

This project may be debentured.

6. CITATION

This by-law comes into force on the passing thereof and may be cited as the " Bowlby-Futcher Drain 2025 _____ by-law".

First reading 2026/04/13

Second reading 2026/04/13

Provisionally adopted this 13 day of April, 20 26

Name of Head of Council (Last, First Name) <u>Deputy Pennings, Justin</u>	Signature
--	-----------

Name of Clerk (Last, First Name) <u>Carswell, Jeff</u>	Signature
---	-----------

Third reading _____

Enacted this _____ day of _____, 20 ____

Name of Head of Council (Last, First Name)	Signature
--	-----------

Name of Clerk (Last, First Name)	Signature
----------------------------------	-----------



I, _____
 clerk of the Corporation of the Township of Southwold,
 certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Name of Clerk (Last, First Name)	Signature
----------------------------------	-----------





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2026-29

Being a by-law to authorize a licence agreement for the live fire training facility between the Corporation of the Township of Southwold and the Corporation of the County of Elgin

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 the Corporation of the County of Elgin;

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

- 1. THAT** the Deputy Mayor and CAO/Clerk be authorized to sign and affix the seal of the Corporation of the Township of Southwold agreement with the Corporation of the County of Elgin.
- 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 13th DAY OF APRIL, 2026.

Deputy Mayor
Justin Pennings

CAO/Clerk
Jeff Carswell

THIS AGREEMENT, made effective the ____ day of _____, 2026.

LICENCE AGREEMENT

BETWEEN:

The Corporation of the Township of Southwold

Hereinafter called the "Licensor"

of the FIRST PART;

-and-

Corporation of the County of Elgin

Hereinafter called the "Licensee"

of the SECOND PART;

WHEREAS:

The Licensor and Licensee are municipal corporations incorporated pursuant to the Municipal Act, 2001 S.O. 2001 c. 25; and

The Licensor is the registered owner of lands in the Township of Southwold in the County of Elgin, legally described as CON ENBTR PT LOT and RP 11R139 PART 1 RP 11R10919 PARTS 1 TO 3 and known municipally as 10586 Sunset Road (the "Lands"), and the Licensor wishes to grant this licence to permit the Licensee to use the Lands for the purposes of performing training activities, including live fire training, as more particularly described in this Agreement;

NOW THEREFORE, in consideration of the exchange of TWO DOLLARS (\$2.00) from one party to the other and for the promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both parties, the Parties agree as follows:

Grant of Licence

1. The Licensor grants to the Licensee the non-exclusive use of the Lands for the purposes hereinafter set forth for the Term of this Agreement. Such licence shall

extend to the servants, agents, contractors, workers, and permitted assigns of the Licensee and to other persons duly authorized by the Licensee.

Term

2. This Agreement shall take effect on the effective date noted at the commencement of this Agreement and shall continue thereafter for a Term of twenty (20) years, subject to the termination rights, below.

Termination

3. The Licensee may terminate this Agreement for convenience upon one-hundred-and-eighty (180) days' notice to the Licensor.

3.1. Should such right of termination be exercised by the Licensee, the Licensee shall ensure that the fire structure and all appurtenances thereto are removed and the Lands restored to their original condition at the expiry of the notice period.

3.2. Notwithstanding section 3.2, the Licensor may direct the Licensee to not demolish the concrete pad.

4. The Licensor may terminate this Agreement for convenience on two-hundred-and-seventy (270) days' notice to the Licensee.

4.1. If the Licensor exercises its right of termination for convenience then the Licensor shall be responsible for the reasonable costs of the Licensee to relocate the fire structure to an alternate location in the proportion set out below:

First seven years of the Term of this Licence – 100%

Years eight to twelve of the Term of this Licence – 50%

Years thirteen to seventeen of the Term of this Licence – 25%

Years eighteen to twenty of the Term of this Licence – 0%

5. Should either party breach any term or condition of this Agreement, the other party shall have the right to notify the party of such default and, if the party in default has not taken steps to remedy that default within fourteen (14) days, the other party

may immediately terminate this Agreement for cause by delivering notice of the same in writing to the party in default.

Notice

6. All notices required or desired to be given to either of the Parties in connection with this Agreement as arising therefrom shall be in writing and shall be given by hand delivery or email to an officer or director of the intended Party or Parties at the following addresses:

To the Licensor at:

Attention: Jeff McArthur, Director of Emergency Services, Fire Chief

Email: firechief@southwold.ca

To the Licensee at:

Attention: Jeff Brooks, Manager of Emergency Management

Email: jbrooks@elgin.ca

or to such other address, email address, or individual as may be designated by written notice by the other party from time to time.

General

7. The Licensor owns and operates on the Lands a fire station, including washrooms and a classroom, as well as the permitted Licensee live fire training structure(s) (the "Facilities"). Schedule "A" hereto demonstrates the layout of the Lands and the Facilities thereupon. The broad purposes of this Agreement include:
 - 7.1. To permit the Licensee to pour a concrete pad and place a Class "A" live-fire training structure upon the Lands;
 - 7.2. To permit the Licensee to access and use the Facilities for the training of emergency responders;
 - 7.3. To permit the Licensee to authorize third parties to access and use the Facilities for the training of emergency responders;
 - 7.4. To permit the Licensee to place and maintain its own resources and appurtenances related to the live-fire structure, including a propane or natural gas tank, on the Lands;
 - 7.5. To ensure that all users of the Facilities will be scheduled and charged by the Licensee for and on behalf of the Licensor.

Insurance

8. Each party shall maintain, at a minimum, the following insurance:
 - 8.1. Comprehensive general liability insurance, including bodily injury and property damage liability, personal injury liability, completed operations liability, blanket contractual liability with a severability of interest and cross liability clause to a limit of no less than five million (\$5,000,000.00) dollars in respect to any one occurrence. The above-mentioned policy shall be endorsed to include the other party as an Additional Insured.
 - 8.2. Non-owned Automobile liability policy to a limit of no less than two million (\$2,000,000.00) dollars per occurrence.
 - 8.3. Environmental Impairment liability insurance covering the work and services described in this Agreement including coverage for loss or claims arising from contamination to third party property or bodily injury during transit. Such policy shall provide coverage for an amount not less than one million (\$1,000,000.00) dollars and shall remain in force for at least twelve (12) months following the termination of this Agreement.

The aforementioned policies of insurance shall contain or shall be subject to the following terms and conditions:

- 8.4. Be written with an insurer licensed to do business in Ontario;
 - 8.5. Be non-contributing with, and will apply only as primary and not excess to, any other insurance or self-insurance available to the party;
 - 8.6. Any deductible amounts shall be borne by the insured party; and
 - 8.7. The insured party shall provide proof of insurance to the other party upon request. Proof of insurance shall be in the form of Certificates of Insurance, in form and detail satisfactory to the requestor, signed by an authorized representative of the insurer.
9. Each party shall at all times ensure that it remains in good standing with the Workplace Safety and Insurance Board.

Licensee Covenants

10. The Licensee further covenants with the Licensor:
 - 10.1. To schedule the use of the Facilities by the Licensor, Licensee, and Third Parties;

- 10.2. To pay the Licensor an annual fee of \$3,000.00, inclusive of tax;
- 10.3. To pay the Licensor \$300.00, inclusive of tax, for each day on which the Facilities are used by the Licensee or a Third Party;
- 10.4. To require each Third Party to warrant that its use of the Facilities will be overseen by a qualified supervisor and will adhere to relevant best practices;
- 10.5. To ensure that the Licensee's own uses of the Facilities are overseen by a qualified supervisor and adhere to relevant best practices;
- 10.6. To ensure that the Licensee's own use of the Facilities and any authorized third-party use of the Facilities burns only those materials that are industry-standard materials, including propane, for training purposes;
- 10.7. To obtain from each Third Party, prior to sub-licensing the use of the Facilities to that Third Party, Indemnities and Waivers in favour of the Licensor, which shall be at least as protective as the indemnity in favour of the Licensor herein;
- 10.8. To ensure each Third Party is insured to the satisfaction of the Licensor, which requirement(s) must be delivered in writing by the Licensor to the Licensee;
- 10.9. To be responsible to the Licensor for any damage or injury (including death) to a person or property that occurs during the Licensee's scheduled use of the Facilities, except and to the extent that such damage or injury is the result of a negligent action or omission of the Licensor or results from a failure of the Licensor to meet its obligations pursuant to this Agreement;
- 10.10. To inform the Licensor promptly of any damage, defect, or condition of the Facilities or on the Lands that renders use of the Facilities unsafe or which could otherwise affect users' use of the Facilities that occurred during the Licensee's use of the Facilities;
- 10.11. To inform the Licensor promptly of any damage or injury to a person or property that occurred during the use of the Facilities, including use by the Licensee or a Third Party, of which the Licensee becomes aware;
- 10.12. To maintain the appearance of the Facilities in a neat, clean and well-kept manner following any use by the Licensee or authorized by the Licensee;
- 10.13. To ensure that no refuse, litter, garbage, combustibles, or loose or objectionable material accumulates in or about the Facilities or Lands arising out of Licensee use or use authorized by the Licensee;
- 10.14. To inspect and maintain in good repair the live-fire structure and all equipment and appurtenances thereto at its own expense;

- 10.15. To ensure that the Facility is not operated for the purpose of live-fire burns during wind conditions that negatively affect nearby residents;
- 10.16. Should the Licensee elect to place a propane or natural gas tank upon the Lands, to ensure that said tank meets or exceeds the safety requirements of the Technical Standards and Safety Authority and is appropriately protected by safety barriers, should such barriers be required; and
- 10.17. To indemnify and hold harmless the Licensor from and against any loss, damage or injury (including injury resulting in death) to any person or property (including, without restricting the generality of the foregoing, employees, contractors, agents and property of the Licensor, directly or indirectly arising out of, resulting from or sustained by reason of the Licensee's occupation or use of the Lands or any default of the Licensee under this Agreement to the extent that such loss, damage, or injury arises from the negligent action or omission of the Licensee.

Licensor Covenants

11. The Licensor further covenants with the Licensee:
 - 11.1. To schedule all uses of the Facilities through the Licensee and to promptly inform the Licensee of any planned uses of or works upon the Land which could affect the use of the Facilities;
 - 11.2. To ensure that any use of the Facilities by the Licensor is overseen by a qualified supervisor;
 - 11.3. To permit the Licensee and any Third Party properly authorized by the Licensee to access the Lands and Facilities as scheduled by the Licensee, including by permitting adequate parking upon the Lands and by ensuring that the Licensee and/or the Third Party has all necessary keys, access codes, etc. to permit it to access and make full use of the Facilities;
 - 11.4. To permit the Licensee to access and use the Land for any inspection, maintenance, and/or repair that the Licensee may wish to carry out;
 - 11.5. Not to permit any unauthorized use of the Facilities, including any use whatsoever that is not appropriately overseen by a qualified supervisor;
 - 11.6. To permit the Licensee to place and maintain a Class "A" live-fire structure, inclusive of concrete pad, and a propane or natural gas tank and accompanying safety barriers upon the Lands for use at the Facilities, provided that such tank meets or exceeds the safety requirements of the Technical Standards and Safety Authority;

- 11.7. To maintain the appearance of the Lands and its own structures and equipment thereon in a neat, clean and well-kept manner;
- 11.8. To inspect and maintain in repair all its structures and equipment, at its own expense;
- 11.9. To ensure that no refuse, litter, garbage, combustibles, or loose or objectionable material accumulates in or about the live-fire structure;
- 11.10. To pay taxes (including local improvements) and all rates, licence fees and other charges imposed on or with respect to the Lands as same become due;
- 11.11. To inspect routinely the Facilities to ensure that they remain in safe, working order;
- 11.12. To ensure that the Facility is not operated for the purpose of a live-fire burn by the Licensor during wind conditions that negatively affect nearby residents;
- 11.13. To inform the Licensee promptly of any damage, defect, or condition of the Facilities or on the Lands that renders use of the Facilities unsafe or which could otherwise affect users' use of the Facilities;
- 11.14. To inform the Licensee promptly of any damage or injury to a person or property that occurred during the use of the Facilities, including use by the Licensor or a Third Party, of which the Licensor becomes aware;
- 11.15. To be wholly responsible for any damage or injury to a person (including death) or property that occurs outside of the scheduled use(s) of the Facilities by the Licensee and/or Third Parties authorized and scheduled by the Licensee. For clarity, this means that the Licensor is wholly responsible for its own use of the Facilities scheduled through the Licensee and for any use of the Facilities not authorized by the Licensee;
- 11.16. In the event that the Facilities are rendered unsafe or otherwise not fit for use, to repair swiftly such defect at its own expense; and
- 11.17. To indemnify and hold harmless the Licensee from and against any loss, damage or injury (including injury resulting in death) to any person or property (including, without restricting the generality of the foregoing, employees, contractors, agents and property of the Licensor, directly or indirectly arising out of, resulting from or sustained by reason of the Licensor's occupation or use of the Lands or any default of the Licensor under this Agreement to the extent that such loss, damage, or injury arises from the negligent action or omission of the Licensor.

12. The Licensor acknowledges and agrees that it has had the opportunity to review and make inquiries as to the nature and extent of the activities, installations and equipment authorized by this licence and that following its execution shall not allege or construe that any construction works, installations or equipment authorized herein was not contemplated at the time of the grant of licence. Notwithstanding the non-exclusive use of the Lands pursuant to the grant of licence, the Licensor specifically acknowledges that the activities authorized and contemplated pursuant to this licence will, at times, make portions of the property and the Lands inaccessible, or will require the Licensee to exercise exclusive control over the Facilities and/or Lands and lay down areas for the purpose of safety and as may be required by law, including but not limited to the *Occupational Health and Safety Act*.

Miscellaneous

13. If any clause of this Agreement shall be determined by a court of competent jurisdiction as illegal or unenforceable, then such clause shall be considered separate and severable from the rest of this Agreement, and the remaining provisions shall remain in full force and effect and shall continue to be binding upon the parties as though the illegal or unenforceable clause had never been included.

14. Each party to this Agreement hereby acknowledges that it has been advised of its right to engage independent legal counsel of its own selection in connection with the review and execution of this Agreement. As such, no party hereto shall be considered to be the drafter of this Agreement or any section hereof, and no presumption shall apply to any party as the "drafter." Each party understands the advisability of seeking legal counsel and/or other professional advisors to review the Agreement and has exercised its own judgment in this regard.

15. No waiver of any part of this Agreement will be deemed to be a waiver of any other provision. No term of this Agreement will be deemed to be waived by reason of any previous failure to enforce it. No term of this Agreement may be waived except in a writing signed by the party waiving enforcement.

16. This Agreement, including any applicable Service Schedules, constitutes the entire agreement between the parties with respect to the subject matter hereof. This Agreement supersedes any prior agreements, understandings, negotiations and discussions, whether oral or written, between the parties. Unless otherwise expressly indicated in the applicable Service Schedule, in the event of any inconsistency

between the body of this Agreement and any Service Schedule, the body of this Agreement will govern. Unless otherwise expressly indicated, in the event of any inconsistency between two or more Service Schedules, the Service Schedule with the most recent "effective date" will govern. No supplement, modification, amendment, waiver, or termination of this Agreement shall be binding unless executed in writing by the Parties.

17. Unless otherwise required under Applicable Law, neither party may assign this Agreement or any right or obligation under this Agreement without receiving the other party's written consent in advance.
18. This Agreement may be signed by way of electronic signatures, provided that such electronic signatures comply with both parties' policies regarding the same. This Agreement may be executed in one or more counterparts and thereafter exchanged by scanned, emailed or facsimile transmission methods, each of which document, once executed, shall constitute an original thereof and all of which together shall constitute one and the same Agreement.
19. The validity, construction, and performance of this Agreement shall be governed by the laws of the Province of Ontario and the Law of Canada applicable therein from time to time.

[Remainder of page intentionally blank; signatures to follow.]

IN WITNESS WHEREOF this Agreement has been executed by the parties as of the date first written above.

) **THE CORPORATION OF THE TOWNSHIP**
) **OF SOUTHWOLD**

)
) per: _____

) Name: Justin Pennings

) Position: Deputy Mayor

)

)

) per: _____

) Name: Jeff Carswell

) Position: Chief Administrative Officer)

)

) *I/We have authority to bind the Corporation.*

)

)

) **CORPORATION OF THE**
) **COUNTY OF ELGIN**

)

)

) per: _____

) Name: Dominique Giguere

) Position: Warden

)

)

) per: _____

) Name: Blaine Parkin

) Position: Chief Administrative Officer

)

) *I/We have authority to bind the Corporation.*



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO.2026-30

**Being a by-law to amend Civic Address and
Naming By-law No. 2024-40**

WHEREAS Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, provides that a municipal power shall be exercised by by-law;

AND WHEREAS Council of the Corporation of the Township of Southwold enacted By-law No. 2024-40;

AND WHEREAS it is deemed expedient to amend By-law No. 2024-40 to include an additional Schedule "C";

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

1. That By-Law No. 2024-40 be hereby amended by adding Schedule "C" attached hereto and forming part of this By-law.
2. That all other provisions of By-law No. 2024-40 shall remain in full force and effect.
3. This By-law shall come into force and take effect upon final passage thereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 13th DAY OF APRIL, 2026.**

Deputy Mayor
Justin Pennings

CAO/Clerk
Jeff Carswell

GP-03-01 - Civic Addressing and Highway Naming - Schedule C

Suggested Name	Theme	Area	Comments	Closest Community with Same Name
Birch Haven	Nature-Based	Township Wide		London (Birch St)
Cloverstone	Nature-Based	Township Wide		none in Ontario
Foxden	Nature-Based	Township Wide		Troy, ON (Foxden Rd)
Elmstead	Nature-Based	Township Wide		Brampton (Elmstead Court)
Shorepine	Nature-Based	Township Wide		none in Ontario
Willowbrook	Nature-Based	Township Wide		Markham (Willowbrook Rd)
Twin Cedars	Nature-Based	Township Wide		none in Ontario
Ridgehill	Descriptive/Nature-Based	Township Wide		Cambridge (Ridgehill Ave)
Thistlebrook	Nature-Based	Township Wide		none in Ontario
Meadowfox	Nature-Based	Township Wide		none in Ontario
Timbercrest	Nature-Based	Township Wide	Timberlane Crescent in Lynhurst (CE)	Windsor (Timbercrest Ave)
Clearwater	Nature-Based	Township Wide		London (Clearwater Crescent)
Frostline	Descriptive/Nature-Based	Township Wide		none in Ontario
Oakshade	Nature-Based	Township Wide		none in Ontario
Whispering Pines	Nature-Based	Township Wide		Windsor (Whispering Pines St)
Sandhill	Nature-Based	Township Wide		Hamilton (Sandhill Dr)
Falcon	Nature-Based	Township Wide		London (Falcon St)
Starling	Nature-Based	Township Wide		Vaughan (Starling Blvd/ Ave)
Hearthstone	Descriptive/Nature-Based	Township Wide		Brampton (Hearthstone Ct)
Wagon Wheel	Historical/Heritage	Township Wide		Mississauga (Wagonwheel Ct)
Northwood	Nature-Based	Township Wide		St. Thomas (Northwood Place)
Glenoak	Nature-Based	Township Wide		Oakville (Glen Oak Dr)
Crimson Clover	Nature-Based	Township Wide		London (Crimson Crescent)
Briarstone	Descriptive/Nature-Based	Township Wide		New Hamburg (Briarstone Crois)
Iron Lantern	Descriptive/Nature-Based	Township Wide		none in Ontario
Red Clover	Nature-Based	Township Wide		Kitchener (Red Clover Court)
Snowberry	Nature-Based	Township Wide		Waterloo (Snowberry Court)
Serenity	Descriptive/Nature-Based	Township Wide		Guelph (Serenity Lane)
Glacier	Nature-Based	Township Wide		Scarborough (Glacier Cres)
Millwright	Historical/Heritage	Township Wide		Richmond Hill (Millwright Ave)
Brightstream	Nature-Based	Township Wide		none in Ontario
Overlook	Descriptive/Nature-Based	Township Wide		McDougall (Overlook Lane)

GP-03-01 - Civic Addressing and Highway Naming - Schedule C

Suggested Name	Theme	Area	Comments	Closest Community with Same Name
Gablecrest	Descriptive/Nature-Based	Township Wide		none in Ontario
Sprucridge	Nature-Based	Township Wide		Ottawa (Spruce Ridge Rd)
Hearthwind	Descriptive/Nature-Based	Township Wide		none in Ontario
Moonrise	Descriptive/Nature-Based	Township Wide		none in Ontario
Juniperstone	Nature-Based	Township Wide		none in Ontario
Kestrel	Nature-Based	Township Wide		London (Kestrel Court)
Ironridge	Descriptive/Nature-Based	Township Wide		none in Ontario
Flintwood	Nature-Based	Township Wide		Bolton (Flinton Ave)
Amber	Nature-Based	Township Wide		Dorchester (Amber Dr)
Drift	Nature-Based	Township Wide		London (Driftwood Road)
Ember	Descriptive/Nature-Based	Township Wide		Kitchner (Burnt Ember Court)
Falcon	Animal/Nature	Township Wide		London (Falcon St)
Indigo	Nature-Based	Township Wide		Mississauga (Indigo Cres)
Jasper	Geological	Township Wide		London (Jasper Crescent)
Nimbus	Nature-Based	Township Wide		none in Ontario
Quartz	Geological	Township Wide		Tavistock (Quartz St)
Solace	Descriptive/Nature-Based	Township Wide		Markam (Solace Rd)
Zephyr	Nature-Based	Township Wide		Caledon (Zephyr Rd)
Ashen	Nature-Based	Township Wide		Brampton (Ashton Tree Lane)
Glint	Nature-Based	Township Wide		none in Ontario
Juniper	Nature-Based	Township Wide		Strathroy (Juniper Ctrescent)
Meadowlark	Nature-Based	Township Wide		London (Meadow Ridge)
Shale	Geological	Township Wide		Mississauga (Shale Oak Court)
Glacier	Descriptive/Nature-Based	Township Wide		Scarborough (Glacier Crescent)
Thorn	Nature-Based	Township Wide		Kawartha Lakes (Thorn Street)
Wren	Animal/Nature	Township Wide		Tillisonburg (Wren Court)
Talon	Nature-Based	Township Wide		Woodstock (Talon Drive)
Storm	Descriptive/Nature-Based	Township Wide		Kenora (Storm Rd)
Thicket	Nature-Based	Township Wide		Pickering (Thicket Cres)
Tempest	Descriptive/Nature-Based	Township Wide		Ottawa (Tempest dr)

GP-03-01 - Civic Addressing and Highway Naming - Schedule C

Suggested Name	Theme	Area	Comments	Closest Community with Same Name
Cairn	Nature-Based	Township Wide		London (Cairn St/Crt/Place)
Slate	Geological	Township Wide		Mississauga (Slate Ln)
Dusk	Descriptive/Nature-Based	Township Wide		Brampton (Dusk Dr)
Fable	Evocative	Township Wide		Mississauga (Fable Cres)
Brim	Evocative	Township Wide		none in Ontario
Strata	Evocative	Township Wide		Mississauga (Strata Court)
Vesper	Evocative	Township Wide		Scarborough (Vesper Crt)
Thornwood	Nature-Based	Township Wide		London (Thornwood Dr)
Brindle	Nature-Based	Township Wide		Petawawa (Brindle Rd)
Alder	Nature-Based	Township Wide		London (Alder Grove)
Brock	Historic/Memorialize	Township Wide	War of 1812 - Canadian History	London (Brock St and Lane)
Queenston	Historic/Memorialize	Township Wide	War of 1812 - Canadian History	London (Queenston Crescent)
Chrysler	Historic/Memorialize	Township Wide	War of 1812 - Canadian History	Cambridge (Chrysler Cres)
Amiens	Historic/Memorialize	Township Wide	WWI - Canadian History	Mt. Bridges (Amiens Rd)
Cambrai	Historic/Memorialize	Township Wide	WWI - Canadian History	Kingston (Cambrai Ave)
Mons	Historic/Memorialize	Township Wide	WWI - Canadian History	Windsor (Mons Ave)
Ortona	Historic/Memorialize	Township Wide	WWII - Canadian History	London (Ortona Road)
Liri Valley	Historic/Memorialize	Township Wide	WWII - Canadian History	London (Liri Place)
Caen	Historic/Memorialize	Township Wide	WWII - Canadian History	Cambridge (Caen St)
Scheldt	Historic/Memorialize	Township Wide	WWII - Canadian History	Borden (Scheldt Cres)
Apeldoorn	Historic/Memorialize	Township Wide	WWII - Canadian History	London (Apeldoorn Cres)
Kapyong	Historic/Memorialize	Township Wide	Korean War - Canadian History	Borden (Kapyong Rd)
Hillcrest	Historic/Memorialize	Township Wide	Korean War - Cannot Use suffix of Drive this is used in Port Stanley	Delaware (Hillcrest Crt) London(Hillcrest Ave / Drive)
Cyprus	Historic/Memorialize	Township Wide	Peacekeeping & Modern	London (Cypress Ave)

GP-03-01 - Civic Addressing and Highway Naming - Schedule C

Suggested Name	Theme	Area	Comments	Closest Community with Same Name
Medak	Historic/Memorialize	Township Wide	Peacekeeping & Modern	none in Ontario
Kandahar	Historic/Memorialize	Township Wide	Peacekeeping & Modern	Blue Mountains (Kandahr Lane)
Valor Way	Historic/Memorialize	Township Wide	General Memorialization	Hamilton (Valor way)
Corvette	Historic/Memorialize	Township Wide	Reference to the Canadian made Corvette Class of Ship	Brampton (Corvette St)
Sackville	Historic/Memorialize	Township Wide	Reference to the Canadian made Corvette Class of Ship	London (Sackville St)
Haida	Historic/Memorialize	Township Wide	Sank more enemy ships than any other Canadian Ship in WW2	Woodstock (Haida Place)
Avro Anson	Historic/Memorialize	Township Wide	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	none in Ontario
Fairly Battle	Historic/Memorialize	Township Wide	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	none in Ontario
Bristol Bolingbrook	Historic/Memorialize	Township Wide	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	none in Ontario
Westland Lysander	Historic/Memorialize	Township Wide	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	none in Ontario
Northrop Nomad	Historic/Memorialize	Township Wide	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	none in Ontario
Pullers Lane	Local	Shedden	Tractor Pull	none in Ontario
Barber	Historic/Memorialize	Fingal/Shedden	War of 1812 Veteran	Guelph (Barber Ave)
McQueen	Historic/Memorialize	Fingal/Shedden	War of 1812 Veteran	Woodstock (McQueen St)
Pettit	Historic/Memorialize	Fingal/Shedden	War of 1812 Veteran	Niagara Falls (Pettit Ave)
Smoke	Historic/Memorialize	Fingal/Shedden	War of 1812 Veteran	Mississauga (Smoke Tree Road)
Sutton	Historic/Memorialize	Fingal/Shedden	Shedden Area Family Name	Sarnia (Sutton St)
Corsley	Historic/Memorialize	Shedden	Shedden Area Family Name	none in Ontario
Palmer	Historic/Memorialize	Shedden	Shedden Area Family Name	Guelph (Palmer st)
Big Creek	Historic/Memorialize	Shedden	Shedden Area Family Name	Caledonia (Big Creek Rd)

GP-03-01 - Civic Addressing and Highway Naming - Schedule C

Suggested Name	Theme	Area	Comments	Closest Community with Same Name
Maple Lane	Historic/Memorialize	Shedden	Shedden Area Family Name	Simcoe (Maple St)
Graham	Historic/Memorialize	Shedden	Shedden Area Family Name	London (Graham Crescent)
Atkinson	Historic/Memorialize	Shedden	Shedden Area Family Name	Delaware (Atkinson Court)
Yeandle	Historic/Memorialize	Talbotville	Talbotville Area Veteran	none in Ontario
Clarke	Historic/Memorialize	Talbotville	Talbotville Area Veteran	London (Clarke Rd)
Taylor	Historic/Memorialize	Talbotville	Talbotville Area Veteran	London (Taylor St)
Travers	Historic/Memorialize	Talbotville	Talbotville Area Veteran	Sudbury (Travers St)
Auckland	Historic/Memorialize	Township Wide	Significant Pioneer	London (Auckland Ave)
Berdan	Historic/Memorialize	Township Wide	Significant Pioneer	none in Ontario
Boughner	Historic/Memorialize	Township Wide	Significant Pioneer	Haliburton (Boughner Rd)
Bowlby	Historic/Memorialize	Township Wide	Significant Pioneer	none in Ontario
Gillbert	Historic/Memorialize	Township Wide	Significant Pioneer	London (Gillbert St)
Knight	Historic/Memorialize	Township Wide	Significant Pioneer	Toronto (Knight St)
Mastedon	Historic/Memorialize	Paynes Mills	Paynes Mills Area	none in Ontario
Red	Historic/Memorialize	Shedden	Shedden Area	none in Ontario
Rosy	Historic/Memorialize	Shedden	Shedden Area	none in Ontario
Rhubarb	Historic/Memorialize	Shedden	Shedden Area	none in Ontario
Farm	Agriculture/Rural	Township Wide		none in Ontario
Horseshoe	Agriculture/Rural	Township Wide		Stittsville (Horseshoe Cres)
Yoke	Agriculture/Rural	Township Wide		none in Ontario
Dairy	Agriculture/Rural	Township Wide		Scarborough (Dairy Dr)
Thresher	Agriculture/Rural	Township Wide		Stittsville (Thresher Ave)

GP-03-01 - Civic Addressing and Highway Naming - Schedule C

Suggested Name	Theme	Area	Comments	Closest Community with Same Name
Clydesdale	Agriculture/Rural	Township Wide		Toronto (Clydesdale Dr)
Holstein	Agriculture/Rural	Township Wide		Ottawa (Holestein Rd)
Pasture	Agriculture/Rural	Township Wide		none in Ontario
Plow	Agriculture/Rural	Township Wide		none in Ontario
Rural	Agriculture/Rural	Township Wide		none in Ontario
Silo	Agriculture/Rural	Township Wide		Waterloo (Grey Silo rd)
Bushel	Agriculture/Rural	Township Wide		Norwich (Bushell Court)
Prosperity	Agriculture/Rural	Township Wide		London (Prosperity Court)
Meadow	Agriculture/Rural	Township Wide		Union (Meadow Wood Ln)
Bountiful	Agriculture/Rural	Township Wide		none in Ontario
Tiller	Agriculture/Rural	Township Wide		Brampton (Tiller Trail)
Plowshare	Agriculture/Rural	Township Wide		Etobiocke (Plowshare Cres)
Hay Bale	Agriculture/Rural	Township Wide		none in Ontario
Combine	Agriculture/Rural	Township Wide		none in Ontario
Soybean	Agriculture/Rural	Township Wide		Brantford (Soybean Lane)
Crop	Agriculture/Rural	Township Wide		Niagara Falls (Cropp St)
Grain	Agriculture/Rural	Township Wide		none in Ontario
Wheatfield	Agriculture/Rural	Township Wide		Kitchener (Wheatfield Cres)
Produce	Agriculture/Rural	Township Wide		none in Ontario
Rotation	Agriculture/Rural	Township Wide		none in Ontario
Yoke	Agriculture/Rural	Township Wide		none in Ontario
Sheave	Agriculture/Rural	Township Wide		none in Ontario
Straw	Agriculture/Rural	Township Wide		none in Ontario
Commander	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	Scarborough (Commander Boulevard)
Aircraft	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	none in Ontario
Aircrew	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	none in Ontario
Airmen	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	none in Ontario
Airfield	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	none in Ontario
Hangar	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	Mount Hope (Hangar Rd)
Bristol	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	Mississauga (Bristol Rd E/W)
Fairchild	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS) - No use of Court (London Uses it)	London (Fairchild Court)

GP-03-01 - Civic Addressing and Highway Naming - Schedule C

Suggested Name	Theme	Area	Comments	Closest Community with Same Name
Bolingbroke	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	Milton (Bolingbroke Dr)
Westland	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	St. Catharines (Westland St)
Lysander	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	London (Lysanda Ct and Ave)
Anson	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	Hamilton / Scarborough (Anson Ave)
Observer	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	none in Ontario
Navigator	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	Mississauga (Navigator Dr)
Air School	Historic/Memorialize	Fingal	RCAF Station Fingal - No. 4 Bomber and Gunnery School (No. 4 B&GS)	none in Ontario
Monitor	Historic/Memorialize	Fingal	MacPherson Glasgow Foundry Related	none in Ontario
Challenge	Historic/Memorialize	Fingal	MacPherson Glasgow Foundry Related	Ottawa (Challenge Cres)



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO.2026-31

Being a By-law to establish an Election Joint Compliance Audit Committee for the 2026 Municipal Election in accordance with the Municipal Elections Act, 1996, as amended.

WHEREAS subsection 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 88.37 of the Municipal Elections Act, 1996, as amended requires the Council to establish a Compliance Audit Committee before October 1st in an election year to deal with matters regarding election campaign finances and contributions;

AND WHEREAS the Council of the Township of Southwold wishes to establish a Compliance Audit Committee to deal with matters regarding election campaign finances and contributions;

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

1. That a committee, to be known as the Elgin Election Joint Compliance Audit Committee, is hereby established to deal with the matters provided for in Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act, 1996, as amended.
2. That the business of the Elgin Election Joint Compliance Audit Committee for the 2026 Municipal Election be conducted in accordance with the Terms of Reference set out in Appendix "A" attached hereto and forming a part of this By-law.
3. That this By-law shall come into force and take effect on the final passing thereof.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 13TH DAY OF APRIL, 2026**

Deputy Mayor
Justin Pennings

CAO/Clerk
Jeff Carswell

Schedule A to By-law 2026-31

**TERMS OF REFERENCE
FOR THE
ELGIN ELECTION JOINT COMPLIANCE AUDIT COMMITTEE**

1. DEFINITIONS

- a. Act - means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended from time to time.
- b. Applicant – means an elector as defined under Section 88.33(1) or 88.35(1) of the Act who applies for a compliance audit of a candidate’s or third-party advertiser’s election campaign finances.
- c. Application – means an application for a compliance audit accepted by the Clerk pursuant to Section 88.33(2) of the Act.
- d. Auditor - means a person appointed by the Elgin Election Joint Compliance Audit Committee to conduct a compliance audit of the election campaign finances of candidates and registered third parties pursuant to Section 88.33 of the Act.
- e. Auditor's Report - means a report prepared by an auditor regarding the findings of an audit into the election campaign finances of a candidate or registered third party advertiser.
- f. Candidate - means the candidate whose election campaign finances are the subject of an application for a compliance audit.
- g. Clerk – means the Clerk of a member municipality in Elgin County, or their designate.
- h. Committee - means the Elgin Election Joint Compliance Audit Committee established pursuant to Section 88.37 of the Act.
- i. Compliance Audit - means an audit conducted by an auditor, appointed by the Elgin Election Joint Compliance Audit Committee, of a candidate's election campaign finances; contributions to candidates; registered third parties campaign finances, and contributions to registered third parties.

- j. Council – means the Council of a member municipality in Elgin County, including the Council of the Town of Aylmer, Municipality of Bayham, Municipality of Central Elgin, Municipality of Dutton Dunwich, Township of Malahide, Township of Southwold, and Municipality of West Elgin.
- k. Municipality – means a member municipality in the County of Elgin, including The Corporation of the Town of Aylmer, The Corporation of the Municipality of Bayham, The Corporation of the Municipality of Central Elgin, The Corporation of the Municipality of Dutton Dunwich, The Corporation of the Township of Malahide, The Corporation of the Township of Southwold, and The Corporation of the Municipality of West Elgin.
- l. Registered Third Party – means the individual, corporation or trade union whose notice of registration has been certified by the Clerk and whose campaign finances are the subject of an application for a compliance audit.

2. **ENABLING LEGISLATION**

Section 88.37 of the Act requires that before October 1st in an election year, Council establish a Compliance Audit Committee for the purposes of Sections 88.33, 88.34, 88.35 and 88.36 of the said Act relative to a possible contravention of the Act's election campaign finance provisions.

3. **TERM**

The term of office of the Committee is the same as the term of office of Council, being November 15, 2026 to November 14, 2030, and shall serve in the instance of any by-election that may take place during that time.

4. **MEETINGS**

The Committee will meet as needed, with meetings to be scheduled by the Clerk of the municipality where a compliance audit application is received, in accordance with the MEA requirements. The Clerk of the host municipality shall ensure and verify the validity of the meeting. The Clerk will contact all members to ensure that a quorum of members is able to attend the said meeting. Meetings will be held at the location determined by the Clerk of the host municipality.

The Committee members will select a Chair from amongst its members at its first meeting.

In accordance with the Act, the meetings of the Committee shall be open to the public, but the Committee may deliberate in private.

5. MANDATE

The Committee is required to act in accordance with the powers and obligations set out in the Municipal Elections Act, 1996, as amended (MEA). The Committee will be required to:

- a. consider a compliance audit application received from an elector that a candidate or a registered third party has contravened provisions of the MEA relating to election campaign finances and determine whether it should be granted or rejected;
- b. if the application is granted, the Committee shall appoint an auditor to conduct a compliance audit;
- c. receive the auditor's report;
- d. consider the auditor's report and if the report concludes that the candidate or registered third party appear to have contravened a provision of the MEA relating to election campaign finances, the Committee may commence legal proceedings against the candidate or registered third party for the apparent contravention; and
- e. consider the report(s) of the Clerk identifying each contributor to a candidate for office on a Council or a registered third party who appears to have contravened any of the contribution limits under section 88.9 or 88.13 of the MEA and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

6. COMPOSITION

The Committee will be composed of at least three (3) and no more than seven (7) members of the public.

Members must possess an in-depth knowledge of the campaign financing rules of the MEA and therefore membership drawn from the following stakeholder groups:

- a. accounting and audit – accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;

- b. academic – college or university professors with expertise in political science or local government administration;
- c. legal profession with experience in municipal law, municipal election law or administrative law;
- d. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and
- e. other individuals with knowledge of the campaign financing rules of the Municipal Elections Act, 1996, as amended.

Pursuant to subsection 88.37(2) of the Act, the Committee shall not include:

- a. Members of Council or local board;
- b. Employees or officers of the Municipality or local board;
- c. Any persons who are candidates in the election for which the Committee is established; or
- d. Any persons who are registered third parties in the Municipality in the election for which the committee is established.

Further, an individual shall be deemed ineligible to be a member of the Committee if they prepare the financial statements of:

- a. any candidate running for office on Municipal Council or local board during the term for which the Committee has been established; or
- b. any registered third party.

In addition, a Committee Member may not be a contributor or provider of any election-related services to a registered candidate or third-party advertiser in the 2026 Municipal Election or any subsequent by-election including but not limited to accounting, legal, auditing, marketing or campaign services.

7. APPOINTMENT PROCESS

All applicants will be required to submit a summary outlining their qualifications and experience.

A Nominating Committee consisting of the Clerks from each of the member municipalities in Elgin County will review and consider all applicants/ applications, and will prepare a proposed Joint Committee membership list for consideration by each of the respective Municipal Councils.

Members will be selected on the basis of the following:

- a. demonstrated knowledge and understanding of municipal election campaign financing rules and knowledge of the MEA and related regulations;
- b. proven analytical and decision-making skills;
- c. experience working on a committee, administrative tribunal, task force or similar setting;
- d. demonstrated knowledge of quasi-judicial proceedings;
- e. availability and willingness to attend meetings; and
- f. excellent oral and written communication skills.

The Members will be appointed by each of the respective Municipal Councils.

8. COMPENSATION

Members of the Committee shall be paid an honorarium of \$125.00 per meeting, plus mileage at the current mileage rate established by the host municipality. The host municipality shall pay all costs relative to the respective application.

9. STAFF SUPPORT

The Clerk or designate of the host municipality shall act as the Secretary to the Committee and provide support where required.

The Clerk shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under this Act to implement the Committee's decisions.

10. APPLICATION BY ELECTOR

- a. Financial Statements of Candidates

All candidates are required to file provincially prescribed financial statements with the Clerk detailing their election campaign financing activities.

An eligible elector who believes on reasonable grounds that a candidate has contravened a provision of the Act, as amended, relating to election campaign finances, may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement.

The application must be made in writing to the Clerk and include the reasons for the elector's belief that the candidate has contravened the Act. The application must be made within 90 days after the latest of the following dates:

- i. The filing date;
 - ii. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date;
 - iii. The candidate's supplementary filing date, if any; or
 - iv. The date on which the candidate's extension, if any, expires.
- b. Registered Third Parties Financial Statements

All registered third parties are required to file provincially prescribed financial statements with the Clerk reflecting the registered third party's campaign finances in relation to third party advertisements.

An eligible elector who believes on reasonable grounds that a registered third party who is registered in relation to the election in the Municipality has contravened a provision of the Act, relating to campaign finances, may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement.

The application must be made in writing to the Clerk and include the reasons for the elector's belief that the registered third party has contravened the Act. The application must be made within 90 days after the latest of the following dates:

- i. The filing date;
- ii. The date the registered third party filed a financial statement, if the statement was filed within thirty (30) days after the applicable filing date;
- iii. The supplementary filing date, if any, for the registered third party;
or
- iv. The date on which the registered third party's extension, if any, expires.

11. ROLES AND RESPONSIBILITIES

Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act outlines the process for Compliance Audits.

a. Compliance Audit of Candidates' Election Campaign Finances

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after the committee has received a compliance audit application, consider the application submitted by an elector and received by the Clerk and decide whether it should be granted or rejected;
- ii. give notice of its decision to grant or reject the application, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant;
- iii. Appoint an auditor, if the compliance audit application is granted, to conduct a compliance audit of the candidate's election campaign finances;
- iv. within thirty (30) days after receiving the Auditor's Report, consider the report and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention; and

- v. give notice of the committee's decision, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.
- b. Compliance Audit of Contributions to Candidates

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after receiving the Clerk's Report that identifies each contributor to a candidate for office on Council who appears to have contravened contribution limits, consider the report and decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- ii. give notice of the committee's decision, and give brief written reasons for the decision, to the contributor and to the Clerk of the Municipality or secretary of the local board as the case may be.
- c. Compliance Audit of Registered Third Parties' Campaign Finances

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after the committee has received a compliance audit application, consider the application submitted by an elector and received by the Clerk and decide whether it should be granted or rejected;
- iii. give notice of its decision to grant or reject the application, and brief written reasons for the decision, to the registered third party, the clerk with whom the registered third party is registered, the secretary of the local board, if applicable, and the applicant;
- iv. Appoint an auditor, if the compliance audit application is granted, to conduct a compliance audit of the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the Municipality;
- v. within thirty (30) days after receiving the Auditor's Report, consider the report and, if the report concludes that the registered third party appears to have contravened a provision of the Act relating to campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality, the committee shall decide whether to

commence a legal proceeding against the candidate for the apparent contravention; and

- vi. give notice of the committee’s decision, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.

d. Compliance Audit of Contributions to Registered Third Parties

The Compliance Audit Committee will be required to:

- i. within 30 days after receiving the Clerk’s Report that identifies each contributor to the registered third party who appears to have contravened contributions limits, consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention; and
- ii. give notice of the committee’s decision, and brief written reasons for the decision, to the contributor and to the Clerk of the Municipality.

12. **APPEAL**

The decision of the Compliance Audit Committee may be appealed to the Superior Court of Justice within 15 days after the decision is made and the Court may make any decision the Committee could have made.

MARCH 2026



YOUR MONTHLY NEWS & UPDATES

WOWC Statement on the 2026 Ontario Budget

FROM THE CHAIR

A Statement on the 2026 Ontario Budget

“ The 2026 Ontario Budget reflects a continued commitment to strengthening the economic foundation of our communities while recognizing the growing pressures facing municipalities. Investments in small business tax relief, health care, and strategic economic development are important steps in supporting growth across Western Ontario.

The historic reduction of the small business tax rate by 30% will directly support entrepreneurs and local employers across our region, helping drive investment and job creation. At the same time, the new \$4 billion Protect Ontario Investment Fund will help drive investment, support local employers, and position Western Ontario for continued growth. The increases to the Ontario Transit Investment Fund of \$15 million, along with additional investments in community infrastructure of \$300 million for the Community Sport and Recreation Infrastructure Fund, are meaningful steps toward strengthening the livability and connectivity of our communities.

For our region, these measures must be paired with targeted investments in infrastructure, including a dedicated rural component of the Building Faster Fund, expanded supports through the Homelessness Prevention Program, and meaningful progress on regional rural transit.

As Western Ontario continues to power the province’s economic engine, aligning provincial investments with municipal capacity on the ground will be critical to ensuring sustainable growth and strong, resilient communities. ”

-WOWC Chair, Marcus Ryan



SAVE THE DATE
Western Ontario Municipal Conference
Friday, October 16, 2026

SAVE THE DATE

WESTERN ONTARIO
WOWC
WARDENS CAUCUS

WESTERN ONTARIO
**MUNICIPAL
CONFERENCE**

October 16, 2026, Guelph, ON

Registration opening soon | WOWC.ca



The Hon. Bob Rae as the Keynote Speaker

Sponsored by  **ENBRIDGE**

The Western Ontario Municipal Conference returns on Friday, October 16th, 2026 at the Delta Conference Centre in Guelph, ON.

We are pleased to announce our keynote speaker, sponsored by Enbridge, the Hon. Bob Rae

Watch for updates [here](#).

Find us on Instagram @wowcinc



Follow us on
Instagram

[Follow us here](#)

Community Surveys Going out Soon



Western Ontario Wardens' Caucus is pleased to partner with the University of Guelph and Dr. Leith Deacon on the The HEAR Initiative (Health, Economy, Adaptation in Rural Communities).

HEAR is a large-scale, longitudinal, community-engaged research initiative designed to generate the evidence rural communities need to plan, adapt, and thrive. By collecting and integrating data on rural health, economic well-being, and environmental adaptation, HEAR provides an unprecedented, place-based understanding of how rural communities experience and respond to change.

At the core of HEAR is one of the largest rural household survey efforts ever undertaken in Ontario. Every two years, the initiative will reach 300,000 rural residents across Ontario—approximately 20% of the province's rural population. Surveys are co-designed with rural stakeholders and administered in accessible formats to ensure participation from communities often excluded by digital or geographic barriers. Survey data are then securely linked with administrative, geospatial, and environmental datasets to create a powerful, integrated evidence base.

Learn more about the HEAR Initiative at [this ROMA Information Session](#) on April 2nd 12 - 1 pm.

2026 Rural Research Symposium



2026 Rural Research Symposium
1 April 2026
1 Stone Road West in Guelph and Online

The Rural Symposium is an annual opportunity for University of Guelph graduate students to showcase their rural research.

The event facilitates knowledge mobilization and network building between graduate students at the University of Guelph, researchers, practitioners, and the Government of Ontario.

The event is co-hosted by the Government of Ontario, the Ontario Agri-Food Innovation Alliance, and the School for Environmental Design and Rural Development.

The event will take place in the conference room at 1 Stone Road West in Guelph and online. The event is open to everyone and is free to attend. A lunch will be provided to those attending in-person.

If you are interested in attending, please register by March 30 using this [link](#).

OSUM Conference: April 29 - May 1, 2026



Charles W. Stockey Centre for the Performing Arts/ Bobby Orr Hall of Fame

**2 Bay Street, Parry Sound, Ontario, P2A 1S3
April 29 to May 1, 2026**

Join your Parry Sound hosts to experience the beautiful surrounds of their town and the OSUM Executive as they offer curated programming and networking events to support Ontario's small urban municipal leaders and colleagues in the emerging political, economic and social environment of today.

More details [here](#).

Welcome Sarah Fencott: Municipal Climate Internship Program



Sarah Fencott (she/her) is from Waterloo, Ontario, located on the traditional territory of the Neutral, Anishinaabeg, and Haudenosaunee peoples. This area is situated on the Haldimand Tract, the treaty territory belonging to the Six Nations of the Grand River, which includes six miles on each side of the Grand River and is within the lands protected by the Dish with One Spoon Wampum.

Sarah holds a degree in Environment and Business with a minor in Environment, Resources and Sustainability, as well as a diploma in Environmental Assessment. Her professional background includes field-based conservation and species at risk management, including work with Ontario Parks and collaboration on applied recovery initiatives such as the reintroduction of the Mottled Duskywing butterfly to Ontario. Through this work, she has supported habitat restoration, monitoring, and on-the-ground implementation of conservation actions informed by regulatory and assessment processes.

Through the Municipal Climate Internship Program, Sarah is working with Bruce County to better understand how municipalities translate climate and sustainability goals into practical action. She is particularly interested in using the business case for sustainability to support meaningful engagement with rights holders, community members, and local decision-makers, advancing plans that are grounded in community priorities and create lasting, place-based impact.

Learn more about the [Municipal Climate Internship Program](#)



Government
of Canada

Gouvernement
du Canada

Announcements in the Region

[Ontario Supporting \\$250 Million Investment to Expand Life-Saving Medical Isotope Production at Bruce Power](#)

[Ontario Expands Long-Term Care Capacity in Amherstburg, Supporting More Than 370 Good-Paying Jobs](#)

[Ontario Celebrates Grand Opening of NextStar Energy's Battery Facility in Windsor](#)

FedDev Ontario invests over \$1.6 million for MVA Stratford and Armo Tool to adopt advanced technologies and enhance competitiveness

Canada has one of the most productive and innovative automotive sectors in the world, supported by a highly skilled workforce, a strong industrial base, and decades of leadership in advanced manufacturing. To sustain that leadership, the Government of Canada is focused on supporting the suppliers and manufacturers who form the backbone of this sector—helping them navigate tariff pressures, strengthen their

[Ontario and Canada Investing More Than \\$228 Million to Protect Workers and Key Industries](#)

[Ontario Investing \\$7.3 Million in Windsor to Protect Tariff-Impacted Workers](#)

[Ontario Welcomes \\$15.8 Million Manufacturing Investment in Southwestern Ontario](#)

[Ontario Investing Nearly \\$29 Million to Expand and Improve Infrastructure in Perth and Wellington Counties](#)

operations, and enhance competitiveness in a rapidly evolving global market.

This includes an over \$886,000 investment in Canadian manufacturer [MVA Stratford](#), to modernize its core production lines through the adoption of new specialized equipment that will strengthen competitiveness and position the company to explore opportunities beyond the U.S. market.

London-based manufacturer, [Armo Tool](#), is receiving an investment of \$750,000 to enhance its tooling and manufacturing capabilities, which will bring diversification opportunities in new markets.

[Full Press Release](#)

Employment Opportunity: General Manager
Community Futures Middlesex



Community Futures Middlesex (CF Middlesex) is passionate about helping entrepreneurs grow and succeed, thereby strengthening our community. Offering loans, planning and advisory services, workshops, and much more, we exist to support entrepreneurs in Middlesex County. We understand our communities, our rural culture and values. These insights help us see our clients differently and make loan decisions right here at home. Funded and backed by FedDev Ontario, you can trust CF Middlesex for support through the full life cycle of your business.

The Board of Directors is looking to recruit a passionate, innovative and creative individual to provide leadership to our team of local business support and lending professionals. The General Manager is responsible for the supervision of staff, monitors all programs administered by the Corporation so that client needs and program goals are met; oversees accounting procedures and governmental reporting; implements investment policies for loans, monitors all matters about the management of internal investment funds; promotes and builds awareness for the Corporation within the communities served and oversees the general administration of the Corporation.

More information [here](#)

NOTICE OF STUDY COMMENCEMENT

**Class Environmental Assessment and Design-Build Ready Study
Highway 401 at Currie Road Interchange and Underpass (GWP 3092-21-00)
Highway 401 at Lawrence Road Underpass (GWP 3074-21-00)
Highway 401 at Coyne Road Underpass (GWP 3078-23-00)
Municipality of Dutton Dunwich and Township of Southwold, Elgin County**

THE STUDY

The Ministry of Transportation, Ontario (MTO) has retained Dillon Consulting Limited (Dillon) to complete the Class Environmental Assessment (Class EA) and Design-Build Ready Study for the reconfiguration of the Highway 401 and Currie Road interchange and underpass replacement, the replacement of the Coyne Road underpass and the replacement or removal of the Lawrence Road underpass in Elgin County. The new design will accommodate a future eight-lane configuration of Highway 401. A key component of this study is to explore the feasibility of the removal and subsequent closure of the Lawrence Road underpass at Highway 401.

THE PROCESS

This study is being completed in accordance with the MTO *Class EA for Provincial Transportation Facilities and Municipal Expressways (2024)* as a Group 'B' undertaking. Group 'B' projects are considered approved, subject to compliance with the Class EA. The project team, which includes representatives from Dillon and MTO, will complete environmental and engineering field investigations and seek input from individuals, organizations and Indigenous communities. As part of this study, a virtual Public Information Centre (PIC) will be held to seek input on the study and share project updates.

A Transportation Environmental Study Report (TESR) will be prepared towards the end of the study to document how the requirements of the Class EA were met; how the project achieves the greatest overall transportation benefit while minimizing overall negative net environmental impacts; other key decisions; consultation with individuals, organizations, and Indigenous communities; and commitments for consultation and environmental protection. The project team will issue a Notice of Completion, at which point there will be a 30-day comment period allowing for an opportunity to provide comments on the TESR. The project team will include comments received, responses to the comments and any supporting materials in a record of consultation. Project information including the Class EA process and project team contact details will be posted on the project website at www.401curriecoynelawrence.com. The website will be updated as the project progresses.

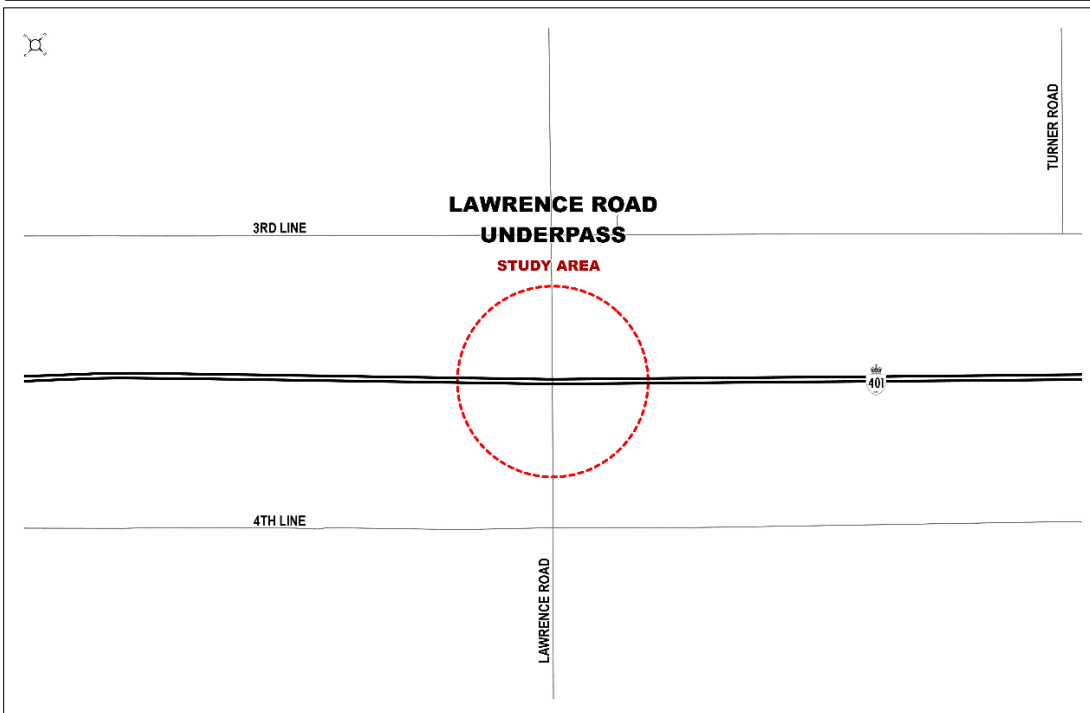
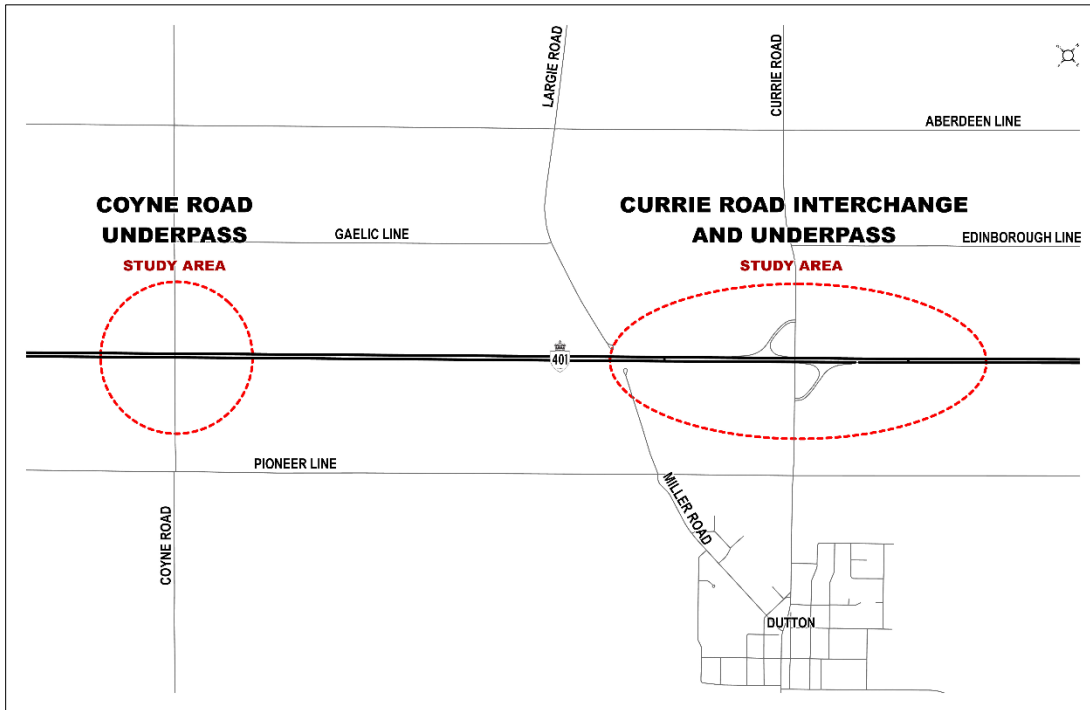
COMMENTS

We encourage you to participate in the study and provide comments through the project website or by contacting the project team members listed below. If you wish to have your name added to the Project Contact List or have questions about the study, please contact:

Elizabeth Bonucchi, P.Eng.
Assistant Project Manager
Dillon Consulting Limited
1329 Gardiners Road, Suite 1-A,
Kingston ON, K7P 0L8
Tel: 613-546-2097 ext. 3007
Email: coynecurrielawrence@dillon.ca

Allan Hodgins
Senior Project Manager
Ministry of Transportation, Ontario
659 Exeter Road,
London ON, N6E 1L3
Tel: 226-973-8580
Email: allan.hodgins@ontario.ca

If you have any accessibility requirements in order to participate in this project, please contact one of the project team members listed above. Comments and information are being collected to assist the MTO in meeting the requirements of the *Ontario Environmental Assessment Act*. Information will be collected in accordance with the *Freedom of Information and Protection of Privacy Act*. All comments will be maintained on file for use during the study, and with the exception of personal information, may be included in study documentation and become part of the public record.



Pour obtenir des renseignements en français, composer le 1-877-934-5566, poste 1005 (Sydney Tasfi), Courriel : coynecurrielawrence@dillon.ca

Jeff Carswell

From: Elgin County Economic Development <economicdevelopment@elgin.ca>
Sent: Thursday, March 26, 2026 10:13 AM
To: Jeff Carswell
Subject: Elgin County Spring 2026 Economic Update



As we welcome the **arrival of spring**, Elgin County continues to **gain momentum** across priority areas of economic growth. With new economic development and tourism initiatives, this season is marked by **fresh opportunities** and forward-thinking investment. We're excited to introduce the new **Elgin County Business Guide**, spotlight **local business successes**, and share valuable resources and opportunities designed to help our business community thrive.

LOCAL SPOTLIGHT



Paws-itively Pampered: Loving Lathers Delivers Tail-Wagging Results

Loving Lathers Dog Grooming Spa, owned and operated by **Ashley Owen**, offers personalized, one-on-one grooming services in a calm, caring environment where pets are treated like family. With more than **20 years of hands-on experience**, Ashley has created a home-based grooming space focused on comfort, trust, and reducing anxiety for every pet that walks through the door.

Since opening, **Loving Lathers has built a strong reputation** for its tailored approach, offering a full range of services for both dogs and cats, including full grooms, bath and blow-dry packages, nail care, and specialty treatments. The spa's thoughtful features—like a **walk-in shower designed for pets of all sizes and mobility needs**—help ensure a safe and accessible experience.

With a strong commitment to cleanliness, individualized care, and building lasting relationships with clients, **Loving Lathers continues to grow as a trusted name in pet care across Elgin County**—where every visit is handled with patience, compassion, and genuine love. Visit our **Economic Development website** to read the **full news story** on Ashley and learn more about how Loving Lathers is making a difference in Elgin County's pet care community.

📍 209 Currie Road, Dutton ON

☎️ 519-350-2668

🕒 By appointment

📘 [Loving Lathers Facebook](#)

Check out her website!



A local culinary talent is stepping into the spotlight as **Terrance Tew** of **SoLo on Main** has been selected as one of just six chefs across the province to compete in the So You Think You Can Cook With Cannabis — Ontario Edition competition.

Born and raised in St. Thomas, **Chef Terrance** is known for his passion for *local ingredients* and his commitment to showcasing the *rich agricultural offerings* of Southwestern Ontario.

The live competition, taking place **June 1st** in Whitby, will see him bring his signature blend of *elevated cuisine* and *bold flavours* to the stage, representing both his community and the region's growing culinary scene.

NEW BUSINESS OPENINGS

Aylmer Flowers and Gifts

With over 30 years of floral experience, **Becky Bryce** has opened a community-focused flower and gift store built on quality, creativity, and personal service.

Her shop offers wedding, sympathy, and everyday arrangements, delivery services, and a thoughtfully curated selection of local vendor products. By creating space for other makers, Becky is helping *strengthen the local small business ecosystem* while offering customers more reasons to shop locally.

📍 7 Talbot Street East, Aylmer

☎️ 519-317-8329

🌐 <https://www.aylmerflowers.com/>

📘 Facebook: Aylmer Flowers and Gifts





Integrated Elevation

Founded by **Meaghan MacLeod**, Integrated Elevation is a unique wellness and learning experience that operates out of **Horseshoe J Dude Ranch** and brings together people and horses in meaningful ways.

They offer equine-assisted learning, team-building experiences, retreats, and one-on-one wellness sessions. Through guided, on-the-ground interactions with horses — **no riding required** — participants explore communication, confidence, and personal growth in a supportive environment.

📍 32553 Erin Line, Fingal

☎️ 519-317-8329

🌐 <https://integratedelevation.com>

📘 Facebook: Integrated Elevation

SoSo's Breakfast Tacos

Owners, **Jessica and Kristina Melhuish** have been serving up fresh, flavour-packed breakfast with heart at **SoSo's Breakfast Tacos**. They offer a unique, made-fresh menu featuring breakfast tacos, tortas, quesadillas, breakfast bowls, and their popular chicken and waffle creations.

Everything is baked or grilled (never deep-fried), with a strong focus on quality ingredients, generous portions, and approachable pricing.

What truly sets **SoSo's Breakfast Tacos** apart is the experience. Kristina and Jessica have created a warm, welcoming space where guests are encouraged to relax, connect, and feel at home.

📍 236 Graham Road, West Lorne

☎️ 226-289-9176

🌐 <https://www.sosobreakfasttacos.com/>

📘 Facebook: **SoSo's Breakfast Tacos**





SunPower LED Aylmer Wellness Centre

Joe and Mirella Braga operate the local wellness hub in partnership with SunPowerLED founder [Tom Kerber](#).

The centre specializes in professional **LED light therapy sessions** designed to support circulation, muscle recovery, inflammation reduction, skin health, and overall wellness.

With a vision to make Aylmer the flagship location for future wellness centres across Southwestern Ontario, SunPower LED Aylmer Wellness Centre is bringing **leading-edge wellness technology** to the heart of the community.

 516 John St. N, Unit 116, Aylmer

 **365-341-3888**

 [Facebook Page](#)

Shackelton Auctions



Seven Decades of Auctions and Community:

Shackelton Auctions Marks 70 Years in Business

A major milestone is being celebrated this year as Shackelton Auctions marks **70 years in business**. Founded in 1956 by **Les Shackelton**, the family-run auction house has grown from a small operation in a former one-room schoolhouse into one of the largest auction services in the region.

Today, brothers **Mike, Jeff, and Cameron Shackelton** continue the legacy, offering online and live auctions for everything from antiques and estate items to farm equipment and major collections. With three generations already involved—and a fourth proudly joining as well—Shackelton Auctions continues to evolve while staying rooted in the strong community support that has helped the business thrive in Elgin County for the last seven decades.

📍 51570 Lyons Line, Springfield

☎ 519-765-4450

🌐 <https://www.shackeltonauctions.com/>

Discover the full story behind this remarkable 70-year milestone and learn how **Shackelton Auctions** continues to grow and innovate.

[Read the Feature Here!](#)



Serving Quality for 50 Years: Carmichael Meats Reaches a Major Milestone

Celebrating 50 years in business, **Carmichael Meats** has grown from humble beginnings into a well-known name in specialty meats across Elgin County and beyond. **Founded in 1976 by Dougal Carmichael** as a small concession business, the company expanded into

specialty meats in 1987 and has since built a strong reputation for quality smoked products and unique offerings—from traditional beef and pork to venison, bison, and more. Still family-owned and operated today, Carmichael Meats serves customers at its retail location, through markets and events across Ontario, and via online sales, **continuing a legacy of dedication, innovation, and community connection** that has defined the business for five decades.

[Carmichael's Website](#)

[Facebook Page](#)




40 Years of Flavour: Belmont Town Restaurant & Catering Celebrates a Delicious Legacy

Opened in 1986, **Belmont Town Restaurant** has grown into a very reputable and well-known business in the community for providing delicious, fresh, home-made meals to thousands of guests + events each year. In 1988, Belmont Town Restaurant expanded and became a fully functioning Restaurant and Catering business.

Owned and operated by **Paul Sfakianos** and his two daughters, **Anna and Cassandra**, their clients are their top priority and they strive to accommodate every need to create the perfect function. **Their guarantee is that you and your guests will never go hungry!**

 14139 Belmont Rd, Belmont ON

 **519-851-7084**

 <https://www.belmont-catering.com/>

Are You a New Business or Celebrating a Milestone?

We want to hear your story! Whether you're celebrating a grand opening or a major anniversary, reach out to us to be featured in a future newsletter.

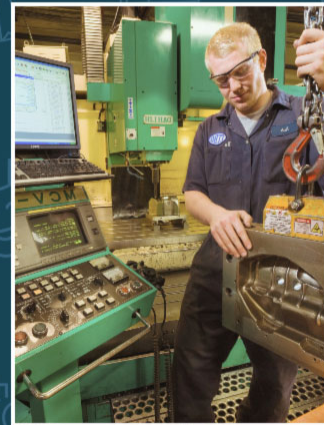
Email: economicdevelopment@elgin.ca

ECONOMIC DEVELOPMENT & TOURISM INITIATIVES



ElginCounty

Economic Development & Tourism Strategy



The [2026-2030 Economic Development and Tourism Plan](#) is now complete and available for public review.

About the Plan

This five-year Plan provides clear direction for how Elgin County will support economic growth and tourism development through 2030. It outlines priorities, goals, and actions that will help strengthen and diversify the local economy while reflecting the unique character of our communities.

Economic Development Goals and Actions

- **Investing in Elgin County:** Support investment in key sectors and ensure infrastructure is in place to attract and grow business.
- **Supporting and Growing Local Business:** Foster a business-first environment that encourages retention, expansion, and entrepreneurship.
- **Diversifying Local Agriculture:** Promote innovation and value-added opportunities across the agri-business sector.
- **Strengthening Municipal Collaboration:** Advance a regional approach that promotes shared strengths while respecting local identities.

- **Advancing Community Development:** Support quality of place initiatives and continue delivering the Elgincentives Community Improvement Plan program.

Tourism Goals and Priorities

- **Focus on Product Development:** Enhance tourism experiences based on market opportunities and visitor needs.
- **Build on Existing Strengths:** Promote established tourism assets and support local tourism businesses.
- **Strengthen the Elgin County Brand:** Align messaging and increase awareness of Elgin County as a destination.

New Business Support Guide



It's your roadmap to investing, building, and growing locally.



Unlocking Opportunity in Elgin County

The Elgin County Business Guide is here!

Whether you're **starting a business**, **expanding operations**, **exploring relocation**, or **looking for supports**, this guide walks you through:

- **Planning tools**
- **Zoning & land use**
- **Permits & licenses**
- **Financial supports**
- **Hiring & workforce tools**
- **Growth strategies**
- **Risk & succession planning**

Designed with input from our business community - and written in plain language.

Invest. Build. Grow. In Elgin County.

Explore the Guide here!

Discover local farmers' markets, farm experiences, and more in the Elgin County Visitor's Guide.

Our 2026 Visitor's Guide is now out!

This refreshed guide continues to showcase the County's communities, attractions, experiences, and local businesses, while introducing a new **itineraries section** designed to inspire travel and exploration.

This addition of **six curated itineraries** highlights different ways to experience Elgin County. This is to encourage longer stays, support trip planning, and promote cross-community exploration by showcasing dining, shopping, outdoor recreation, cultural experiences, and accommodations throughout Elgin County.

Come & Explore ELGIN COUNTY today!

Check out the Visitor's Guide!

INDUSTRY ENGAGEMENT & DEVELOPMENT



SoLo on Main



Skye Chase Estate Winery



Natterjack Brewing

Elgin County at Taste Ex Show

Elgin County Tourism recently promoted the region’s growing culinary and beverage sector at Taste Ex, connecting with **more than 500 attendees** and highlighting Elgin County as a destination for **local food, craft beverages, and agritourism experiences**. The show featured other Elgin County businesses, including **Natterjack Brewing Company Ltd., SoLo on Main,** and **Skye Chase Estate Winery**. Participation in regional events like this supports local businesses by increasing visibility, attracting visitors, and promoting Elgin County’s vibrant food and beverage economy.

2026 EDCO Conference

In February, Elgin County Economic Development staff attended the **69th Annual Conference** hosted by the **Economic Developers Council of Ontario**. The conference brought together economic development professionals from across the province to explore **emerging economic trends, innovative strategies,** and **best practices supporting business growth and community development**. Sessions covering topics such as Ontario travel trends, business retention and expansion, and strategic planning provided valuable insights that will help strengthen economic development and tourism initiatives.



Southern Ontario Tourism Conference



Elgin County Economic Development and Tourism staff attended the **Southern Ontario Tourism Conference** on **March 3rd & 4th in London, ON**, joining more than **250 tourism professionals** from across the region.

The conference provided valuable opportunities to learn about emerging tourism trends, explore new strategies for attracting visitors year-round, and connect with industry partners. Insights and tools gained from the event help support **local tourism businesses** and **strengthen the continued growth** of Elgin County's visitor economy.

UPCOMING EVENTS



Elgincentives Review

The County has prepared draft updates to the County-Wide Community Improvement Plan (CIP) to reflect new community priorities, legislative changes, and shifts in economic conditions. The update will help ensure that the CIP remains effective and relevant for the next ten years.

Public Meetings

Public meetings will be held in every Municipality to provide any person the opportunity to submit formal written and/or verbal comments either in support or opposition regarding the proposed amendments before Council's review.

Please visit our [Engage Elgin website](#) to view the proposed amendments and the Public Meetings schedule.



SAVE THE date

Tuesday, June 16th

Nature's Oasis Retreat

Save the Date! Cultivating Success 2026

Building on the success of two outstanding networking events in 2025, Elgin County is excited to continue the momentum in 2026.

With such strong engagement and collaboration, we're pleased to share that our next event will take place on **Tuesday, June 16th** at **Nature's Oasis Retreat!** Stay tuned for details as we continue creating opportunities for businesses to connect, collaborate, and grow.

Mark your calendars now!

Searching for your next great employee?

Secure your employer booth and start making connections.

Register Here!



2026 JOB FAIR
Employer Registration

April 15th 1-5 PM | Joe Thornton Community Centre | 519-631-5470

Employment Services Elgin | London Regional Employment Services | Career & Employment Services FANSHAW

In partnership with: St. Thomas Chamber of Commerce | Elgin County | Canada | ONTARIO | Ontario





Employers and job seekers are invited to connect at the 2026 Job Fair for St. Thomas, Elgin County and area.

**Wednesday April 15th, 2026 from 1:00 pm – 5:00 pm
at the Joe Thornton Community Centre**



2026 Impact Awards

Headlining the night is the legendary **Michael “Pinball” Clemons**, with a message — rooted in resilience, drive, and the courage to hit “START” on new challenges — the perfect power-up for a community that continues to grow, adapt, and aim higher.





-  **Location:** Joe Thornton Community Centre
-  **Date:** Friday, April 17th, 2026
-  **Time:** Doors at 5:30 PM | Program at 6:00 PM
-  **Tickets:** Members - \$150 + hst / Non-Members - \$200 + hst

Call: 519-631-1981 or **Email:** Lindsey@stthomaschamber.ca

BUSINESS RESOURCES

Stay Informed on What’s Happening in Elgin County



-  Updates on Local Projects
-  Council Decisions
-  Construction Notices
-  Straight to your Inbox

Subscribe Today:
engageelgin.ca/register

Stay Informed on What Impacts Your Business

Want to stay up to date on what’s happening across Elgin County? Our Engage Elgin platform makes it easy to follow Council decisions, upcoming construction projects, service updates, and initiatives that may affect your business and the communities you serve.

By creating a **free account**, you’ll receive timely updates and opportunities right to your email to stay aware of projects and plans shaping the region, helping you plan ahead and

stay connected. The platform also allows two-way engagement, giving you the chance to provide feedback on initiatives and share your input directly with County staff.

Register today: <https://engageelgin.ca/register>

Fields of Opportunity: An Economic Growth Study

Agritourism Ontario has released its Economic Growth Study on the agritourism sector in Ontario — the first comprehensive analysis of its kind in the province. The study provides an in-depth look at the economic contributions of agritourism businesses and outlines a clear path forward to support sustainable growth for operators, rural communities, and municipalities.



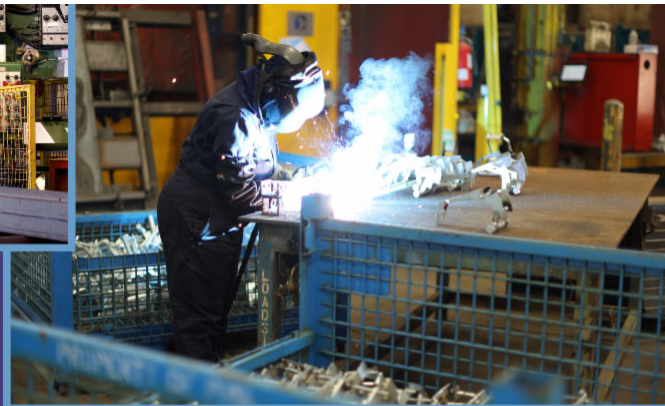
Fields of Opportunity
An Economic Growth Study for
Ontario's Agritourism Industry

Key Findings

The report demonstrates that agritourism is a powerful and growing economic driver, contributing significantly to:

- **Local job creation and small business development**
- **On-farm diversification and increased farm viability**
- **Municipal tax bases and regional economic resilience**
- **Tourism spending in rural and underserved communities**

Agritourism Growth Study



WILWORKS SKILLED TRADES IN ADVANCED MANUFACTURING

WILWorks Skilled Trades in Advanced Manufacturing

This program is designed to build a skilled workforce for Canada's manufacturing future, utilizing employer-led, hands-on training and mentorship. Participants gain access to self-directed e-learning focused on introductory technical skills in mechanical, electrical and machining.

Funded by the Government of Canada's Canadian Apprenticeship Strategy, **eligible employers receive a wage subsidy of up to \$5000** to support quality training periods. Together we can build the manufacturing workforce of tomorrow!

[For More Information & to Apply](#)



CanExport SMEs is now accepting applications!

Deadline: May 29, 2026 at 12:00 PM (ET)

The **CanExport SMEs** (small and medium-sized enterprises) program offers competitive funding to help **eligible Canadian small and medium-sized enterprises expand into new international markets.**

The program supports businesses by sharing the costs of export-related activities, helping reduce risk and support export diversification. It is intended for companies with meaningful economic ties to Canada, the capacity to grow internationally, and a clear plan to export Canadian goods and services.

Successful projects may receive up to **\$50,000 in funding** for international business development activities. Funding is limited, and applications are assessed on a rolling competitive basis.

[Learn More](#)

Elgin County Economic Development & Tourism

www.elgincounty.ca



Elgin County | 450 Sunset Drive | St. Thomas, ON N5R 5V1 CA

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THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO.2026-32

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on April 13, 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 Regular Meeting of Council held on April 13, 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 13th DAY OF APRIL, 2026.

Deputy Mayor
Justin Pennings

CAO/Clerk
Jeff Carswell