



# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## - A G E N D A -

**Monday May 25, 2026**

### **REGULAR MEETING OF COUNCIL**

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

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**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 May 11, 2026
- (b) Draft Minutes of the Court of Revision Meeting of May 11, 2026
- (c) Draft Minutes of the Economic Development Committee Meeting of April 23, 2026
- (d) Draft Minutes of the Young at Heart Committee Meeting of May 14, 2026

**5. DELEGATION**

**6. DRAINAGE**

- (a) Appointment of Engineer – Lewis Drain

**7. PLANNING**

- (a) **7:30 p.m. Committee of Adjustment** – PLA 2026-17, MV 2026-04 Edward St.

**8. REPORTS**

- (a) CBO 2026-15 By-law Enforcement Policy
- (b) IDS 2026-23 Review of By-law No. 2025-44, Integrated Water Systems Management By-law
- (c) CAO 2026-11 Elgincentives Community Improvement Plan
- (d) Elgin County Council Highlights – May 12, 2026

**9. CORRESPONDENCE**

- (a) Royal Canadian Legion Military Service Recognition Book Ad

**10. BY-LAWS**

- (a) By-law No. 2026-38, being a by-law to designate a Community Improvement Project Area
- (b) By-law No. 2026-39, being a by-law to adopt a Community Improvement Plan
- (c) By-law No. 2026-40, being a by-law to adopt a Municipal Law Complaint and Enforcement Policy
- (d) By-law No. 2026-41, being a by-law to amend User Fees – By-law Enforcement
- (e) By-law No. 2026-42, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on May 25, 2026

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

**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 June 8, 2026 @ 7:00 P.M.**  
**Council Chambers, Fingal/Via Video Link**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Regular Council Meeting

Monday May 11, 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 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  
(left at 7:38 p.m.)  
Sandy Lale, Deputy Chief Building Official (left at 7:38 p.m.)  
Brent Clutterbuck, Drain Superintendent (left at 7:38 p.m.)  
Michela Testani, Junior Planner (left at 7:38 p.m.)  
Diana Morris, Senior Planner (left at 7:38 p.m.)  
June McLarty, Deputy Clerk

REGRETS: Councillor Sarah Emons

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Mayor Grant Jones called the meeting to order at 7:01 p.m.

#### **CONFIRMATION/ADDENDUM TO AGENDA:**

#### **2026-145 Councillor Fellows – Deputy Mayor Pennings**

**RESOLVED THAT** the agenda for the May 11<sup>th</sup>, 2026 meeting of the Council of the Township of Southwold be approved.

**CARRIED**

**DISCLOSURES:** None

**ADOPTION OF MINUTES:**

**Council Minutes – Adopt**

**2026-146 Deputy Mayor Pennings – Councillor Adzija**

**RESOLVED THAT** the Minutes of the Regular Council Meeting of April 27<sup>th</sup>, 2026 are hereby adopted.

**CARRIED**

**Committee Minutes – Review**

**2026-147 Deputy Mayor Pennings – Councillor Fellows**

**RESOLVED THAT** Council had reviewed the Draft Minutes of Keystone Complex Committee Meeting of April 22, 2026, the Draft Minutes of the Communities in Bloom Meeting of April 30, 2026 and the Draft Minutes of the Canada Day Committee Meeting of May 6, 2026

**CARRIED**

**DRAINAGE:**

**In attendance: J.Blanton**

**Court of Revision – Bowlby-Futcher Drain 2025**

**Appoint Members for Court of Revision**

**2026-148 Deputy Mayor Pennings – Councillor Fellows**

**RESOLVED THAT** Council of the Township of Southwold appoints Grant Jones as Chairman, Justin Pennings, and Scott Fellows as members of the Court of Revision for the Bowlby-Futcher Drain 2025.

**CARRIED**

**Court of Revision Bowlby-Futcher Drain 2025**

**2026-149 Councillor Fellows – Deputy Mayor Pennings**

**THAT** Council adjourn and form the Court of Revision for the Bowlby-Futcher Drain 2025 at **7:03 p.m.**

**CARRIED**

## **Adjournment of Court of Revision**

### **2026-150 Deputy Mayor Pennings – Councillor Fellows**

**RESOLVED THAT** the Court of Revision for the Bowlby-Futcher Drain 2025 adjourns at **7:05 p.m.**;

**AND THAT** the regular meeting of Council reconvenes.

**CARRIED**

## **PLANNING:**

### **PLA 2026-26 Draft Plan of Subdivision 34T-SO2503, 10141 Talbotville Gore Road**

#### **2026-151 Councillor Fellows – Councillor Adzija**

**RESOLVED THAT** Council endorse the conditions of the proposed Draft Plan of Subdivision 34T- SO2503 to Elgin County, subject to the conditions listed in Appendix B of this Report PLA 2026-16 being assigned to any Notice of Decision by the County.

**CARRIED**

## **REPORTS:**

### **CBO 2026-12 Activity Report – April 2026**

Corey Pemberton, Director of Building and Community Services presented this report to Council for information purposes.

### **CBO 2026-13 Updated By-law Enforcement Policy**

#### **2026-152 Deputy Mayor Pennings – Councillor Fellows**

**RESOLVED THAT** Council approve, in principle, the Municipal Law Complaint and Enforcement Policy, attached as Appendix "A" to this report;

**AND THAT** Council approve, in principle, the additions and revisions to the User Fees By-law attached as Appendix "B" to this report;

**AND THAT** Council directs staff to bring back a By-law to adopt the Municipal Law Complaint and Enforcement Policy and the proposed User Fees for the Township of Southold at a future meeting for approval.

**CARRIED**

### **CBO 2026-14 Rosy Rhubarb Shedden Ball Diamond Proposal**

#### **2026-153 Deputy Mayor Pennings – Councillor Fellows**

**RESOLVED THAT** Council approve the Rosy Rhubarb Committee proposal for improvements to the Shedden Ball Diamond as set out in the attached proposal;

**AND THAT** Council advise the Rosy Rhubarb Committee that the Township does not have plans to develop the Shedden Ball Diamond into a Regulation/Full Size Diamond but will maintain it as a non-regulation/practice diamond based on overall diamond rental needs.

**CARRIED**

### **IDS 2026-20 Activity Report – April 2026**

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

### **IDS 2026-21 Joint Service Treatment Award 2026**

#### **2026-154 Councillor Adzija – Councillor Fellows**

**RESOLVED THAT** Council award the contract for surface treatment to Duncor Enterprises Inc. in the amount of \$755,365.65 (excluding HST).

**CARRIED**

### **IDS 2026-22 Joint Crack Seal Award 2026**

#### **2026-155 Councillor Fellows – Deputy Mayor Pennings**

**RESOLVED THAT** Council award the contract for crack route and sealing to Niagara Crack Sealing in the amount of \$3.65 per metre, with an estimated total cost of \$47,815.00 (excluding HST).

**CARRIED**

**PLANNING:**

**MV 2026-05, 9872 John St N**

**2026-156 Deputy Mayor Pennings – Councillor Fellows**

**RESOLVED THAT** the regular Council meeting adjourn to sit as a Committee of Adjustment at **7:30 p.m.** to hear application MV 2026-05, Derrough C/O. Willsie Construction Inc, 9872 John St N.

**CARRIED**

**MV 2026-05 Adjournment of Public Hearing**

**2026-157 Councillor Fellows – Councillor Adzija**

**RESOLVED THAT** the meeting of the Committee of Adjustment to hear application MV 2026-05, Derrough C/O Willsie Construction Inc., 9872 John St N adjourns, and the regular meeting of council reconvenes at **7:38 p.m.**

**CARRIED**

**REPORTS:**

**FIN 2026-13 Annual Repayment Limit**

**2026-158 Councillor Fellows – Councillor Adzija**

**RESOLVED THAT** Council receive Report FIN 2026-13 2026 Annual Repayment Limit for information.

**CARRIED**

**FIN 2026-14 County Roads 2025 Financial Summary**

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

**CAO 2026-09 Activity Report – April 2026**

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

## **CAO 2026-10 AMO Conference Delegation Request**

### **2026-159 Councillor Fellows – Deputy Mayor Pennings**

**RESOLVED THAT** Council approve the recommended delegation requests for the 2026 AMO Conference, as contained in Report CAO 2026-10 and that Council provide any feedback on additional delegations it would like to include in the delegation request.

**CARRIED**

### **By-law 2025-44 Integrated Water By-law**

#### **STAFF DIRECTION**

Staff was directed by Council to provide a report on the following items;

1. The number of houses that have connected to the Talbotville Wastewater System
2. Confirmation on whether that according to By-law Nos. 2019-48 and 2021-46 the connection had to occur because of system failure while By-law No. 2025-44 states it must be 15 years from the date of the sewer stub or the system fails.
3. Does the deferring affect our connection fees

### **Elgin County Council Highlights April 28, 2026**

Mayor Jones presented this report to Council for information purposes.

#### **BY-LAWS:**

- By-law No. 2026-37, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on May 11, 2026

#### **OTHER BUSINESS (Information Only)**

- Response to IDS 2026-19 March 30<sup>th</sup> Delegation Report

Council reviewed the item under Other Business.

## **CLOSED SESSION**

### **2026-160 Councillor Adzija – 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 **8:05 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.

**CARRIED**

### **Adjournment of Closed Session**

### **2026-161 Councillor Fellows – Deputy Mayor Pennings**

**RESOLVED THAT** Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **8:44 p.m.**

**CARRIED**

### **STAFF DIRECTION**

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

### **Confirmation By-law**

### **2026-162 Councillor Adzija – Councillor Fellows**

**RESOLVED THAT** By-law No. 2026-37, be read a first and second time, considered read a third time and finally passed this 11<sup>th</sup> day of May, 2026.

**CARRIED**

### **ADJOURNMENT:**

### **2026-163 Deputy Mayor Pennings – Councillor Adzija**

**RESOLVED THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **8:45 p.m.**

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



## Meeting of the Court of Revision

### Bowlby-Futcher Drain 2025

Monday May 11, 2026

Held at the Council Chambers, 35663 Fingal Line, Fingal, Ontario/Via  
Video Link

#### Members – Court of Revision Bowlby-Futcher Drain 2025

**C of R 2026-04**     **MOVED BY:** Justin Pennings  
**SECONDED BY:** Scott Fellows

**RESOLVED THAT** Council of the Township of Southwold appoints Grant Jones as Chairman, Justin Pennings and Scott Fellows as members of the Court of Revision for the Bowlby-Futcher Drain 2025.

**CARRIED**

**C of R 2026-05**     **MOVED BY:** Scott Fellows  
**SECONDED BY:** Justin Pennings

**RESOLVED THAT** Council adjourn and form the Court of Revision for the Ryan Drain 2024 at **7:03 p.m.**

**CARRIED**

Chairman Jones stated that this is a Court of Revision as required by the Drainage Act to afford any person assessed on the Bowlby-Futcher Drain 2025 provisionally adopted by By-law 2026-28 on Monday April 13, 2026 to make an appeal with respect to their assessments.

Chairman Jones asked if everyone was notified in an appropriate way that is required to be notified under the Drainage Act. The Clerk responded yes. On April 14, 2026 all parties required to be notified under Section 46 of the Drainage were sent by regular mail or email a copy of the Provisional By-law with a Notice of the Sitting of this Court of Revision. This notice informed all landowners of the

Drainage Acts requirement to notify the Clerk in writing, of an appeal to the Court of Revision 10 days before the first sitting of the Court of Revision.

Chairman Jones asked the Clerk if any appeals were received in writing 10 days prior to this sitting of this Court of Revision from any assessed landowners. The Clerk responded no.

Chairman Jones stated that hearing no appeals to the Court of Revision may I have a resolution to adopt the assessment schedule contained in the report for the Bowlby-Futcher Drain 2025.

**C of R 2026-06      MOVED BY:** Justin Pennings  
**SECONDED BY:** Scott Fellows

**RESOLVED THAT** the Court of Revision adopts the assessment schedule contained in the report dated December 19, 2025 for the Bowlby-Futcher Drain 2025

**CARRIED**

**Adjournment Court of Revision – Bowlby-Futcher Drain 2025**

**C of R 2026-07      MOVED BY:** Justin Pennings  
**SECONDED BY:** Scott Fellows

**RESOLVED THAT** the Court of Revision for the Bowlby-Futcher Drain 2025 adjourns at **7:05 p.m.;**

**AND THAT** the regular meeting of Council reconvenes.

**CARRIED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary-Treasurer



## Southwold Economic Development Committee

# Meeting Minutes

**Thursday, April 23, 2026 at 8:00 am  
Council Chambers/Webex Meeting**

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Present: Deputy Mayor Justin Pennings  
Councillor John Adzija  
Steve Bushell  
Barry Harrison  
Tanya Buttinger  
Scott Young

Staff/Resource: Jeff Carswell, CAO/Clerk  
Anne Kleinsteuber, Business Enterprise Facilitator  
Aaron Van Orspronk, Director of Infrastructure & Development  
Tanya Wilson, Elgin Business Resource Centre

Regrets: Stuart Lackey

### **1. Call to Order**

Deputy Mayor Pennings called the meeting to order at 8:04 am.

### **2. Approval of Agenda**

The Committee approved the agenda for the April 23, 2026 meeting.

### **3. Disclosure of Pecuniary Interest**

None

#### **4. Approval of the March 26, 2026 Minutes**

The Committee approved the minutes as drafted from the March 26, 2026 meeting.

#### **5. Economic Development Plan Update**

CAO Jeff Carswell provided an update on Economic Development Plan Project, including:

- The agreement with McSweeney has been signed
- Staff have met with the consultant and are providing background information and beginning to plan out the project

#### **6. Elgin County Economic Development and Tourism Updates**

Anne Kleinsteuber, Business Enterprise Facilitator with Elgin County Economic Development and Tourism reported on the following:

- Elgin County Business Guide has been launched
- The 2026 St. Thomas/Elgin Taste Guide is available
- Staff attended the St. Thomas Home Show
- County Businesses were well represented at the St. Thomas Chamber of Commerce Impact Awards with two County business receiving awards:
  - Business of the Year: Evelyn's Sausage Kitchen
  - Circle of Excellence Award: The Yarmouth Group
- Business Before 9 event attendance
- West Elgin Business after 5 event attendance
- The Elgincentives update is underway. The Public meetings for the update are leading to many inquiries from businesses about when the new program will launch and it will be open for applications.
- The Local Business Spotlight series are continuing. Township business "A Place in the Woods" was recently highlighted
- Upcoming Cultivating Success Event – June 16<sup>th</sup>. Sponsorship packages are available.

#### **7. Development and Infrastructure Updates:**

Aaron Van Orspronk, Director of Infrastructure & Development reported on the following items:

- a) Fingal Reconstruction Progress and Highlights. The EFA, County and Township met regarding layout changes and impacts on agricultural equipment. Based on input from the EFA, several layby areas are being added, along with additional signage about agricultural uses and sharing the road. Once plans are completed, they can be shared with the Committee.
- b) Updates on the Shedden/Fingal Sanitary Servicing Project – PVX will be back to repair sections of Union Road. The plan is for this work to be completed before the Rosy Rhubarb Festival.
- c) WWTP Updates for Shedden & Talbotville
- d) Parks and Trails Master Plan Project Update – Final updates based on input from the Parks and Keystone Committees are being incorporated for the final draft for Council approval.
- e) The Zoning By-law Update Project has started. This project will be a comprehensive update to the Zoning By-law. The project is being led by Re:Public Urbanism. The intent is to modernize the by-law, try to make it simpler and easier to understand, ensure regulation is limited to what needs regulation and recognize current provisions that are routinely being amended through zone changes and minor variances. Input and feedback from the Committee will be sought throughout this project.

## **8. 2026 Cultivating Success Networking Event Updates**

The 2026 Cultivating Success Networking Event will be held on Tuesday, June 16th, 2026 at Nature's Oasis Retreat. The guest speaker will be Peter Katz. The registration form is available and can be promoted locally.

## **9. New and Other Business**

None

## **10. Next Meeting date, time and location**

The committee discussed holding meetings at local businesses. Chairperson Pennings will reach out to Heather Harris about holding a future meeting at Evelyn's Sausage Kitchen/The Old Station Kitchen. The next meeting was tentatively booked for May 21 or 28, 2026 at 8:00 am.

**11. Adjourn**

The meeting adjourned at 8:59 am.

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Chairperson, Justin Pennings

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Staff Resource, Jeff Carswell

DRAFT



## Southwold Young at Heart Committee Meeting Minutes

Thursday May 14, 2026  
Council Chambers, Fingal, ON  
Time meeting started: 4:00p.m.

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

Regrets: Karen Auckland

### 1. Call Meeting to Order and Welcome

Sarah called the meeting to order at 4:04 pm.

### 2. Approval of the Agenda

Resolution No. 2026-14 Moved by: Deb Logghe  
Seconded by: Trudy Kanellis

RESOLVED that the agenda for the May 14<sup>th</sup>, 2026 meeting of the Southwold Young at Heart Committee be approved

DISPOSITION: Carried

### 3. Approval of Minutes

Resolution No. 2026-15 Moved by: Ida Martin  
Seconded by: Mary Lou Jones

RESOLVED that the minutes of the April 7<sup>th</sup>, 2026 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

#### **4. Speaker Donation**

Resolution No. 2026-16

Moved by: Deb Logghe

Seconded by: Mary Lou Jones

RESOLVED that the Southwold Young at Heart Committee pay \$250 to Al Hurst and Cyril Crocker for their hawk talk on April 16<sup>th</sup>, 2026

DISPOSITION: Carried

#### **5. Lunch Favours**

Resolution No. 2026-17

Moved by: Ida Martin

Seconded by: Sharon Hinz

RESOLVED THAT the 150 ball hats and 100 rain gauges be ordered

DISPOSITION: Carried

#### **6. 2027 Event Dates**

The discussion on the 2027 event dates is deferred to a future meeting.

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

The summer picnics will be \$20.00 per person.

The yoga exercise classes have been determined from the end of May until September.

June is Seniors Month. The Committee can take pictures of their gatherings and submit them to the Ministry.

More discussions will be done at the next meeting to determine an eating - in/takeout plan for serving the meals at the luncheons.

At a future meeting the Committee will discuss doing games/euchre days in 2027.

A thank you was received from the Southwold Community Policing Association for the donation of the gift basket.

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

Resolution No. 2026-18

Moved by: Deb Logghe

Seconded by: Sharon Hinz

RESOLVED THAT the meeting adjourn at 4:52 p.m. to meet again on July 23<sup>rd</sup>, 2026 at 3:30 p.m.

DISPOSITION: Carried

DRAFT

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

[REDACTED]

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
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**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 30<sup>th</sup> day of March 20 26

Name of Clerk (Last, First Name) Carswell, Jeff	Signature of Clerk [Redacted]
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# **A G E N D A**

**Monday May 25, 2026**

**COMMITTEE OF ADJUSTMENT**

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

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1. CALL TO ORDER
2. ADDENDUM TO AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. ADOPTION OF MINUTES
  - (a) Minutes of Committee of Adjustment meeting of May 11, 2026
5. NEW BUSINESS
  - (a) Minor Variance Application MV 2026-04, Firm Foundation Holdings Inc.  
Edward St (PLA 2026-17)
6. ADJOURNMENT



Meeting of the Committee of Adjustment  
Monday May 11, 2026  
Council Chambers, Fingal/Via Video Link

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

TOWNSHIP ADMINISTRATION PRESENT: Jeff Carswell Secretary-Treasurer  
Michela Testani, Planner

**C of A 2026-07**      **MOVED BY: Member Pennings**  
**SECONDED BY: Member Fellows**

**RESOLVED THAT** the regular Council meeting adjourn to sit as a Committee of Adjustment at **7:30 p.m.** to hear application MV 2026-05 Derrough C/O Willsie Construction Inc., 9872 John St N.

**CARRIED**

**C of A 2026-08**      **MOVED BY: Member Pennings**  
**SECONDED BY: Member Adzija**

**RESOLVED THAT** the minutes from the Committee of Adjustment Meeting of March 9<sup>th</sup>, 2026 are hereby adopted.

**CARRIED**

### **MV 2026-05 Derrough C/O Willsie Construction Inc**

**In attendance: B. Derrough, T. McLean**

Chairperson Jones called the hearing to order and stated that this application for a Minor Variance to seek relief from the General Provisions of Section 3.1(vi) of Zoning By-law 2011-14, as amended to permit an increased building height of 6.3 metres for a non-agricultural building containing an additional dwelling unit and garage whereas the building shall not exceed 5.5 metres in height, with the exception of buildings and structures for agricultural uses.

Chairperson Jones asked if any member of the Committee have a disclosure of interest concerning the Minor Variance application? None were declared





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

**DECISION SHEET**

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**Application No.** MV 2026-05  
**Date of Hearing:** May 11<sup>th</sup>, 2026  
**Owner/Applicant:** Derrough/Willsie Construction Inc.  
**Agent:** Willsie Construction Inc.  
**Description:** PLAN 157 PT LOT 8 RP11R7344; PART 2  
**Municipal Address:** 9872 John Street North

**Lot Description:**

<b>Existing Lot Area</b>	0.33 ha
<b>Existing Lot Frontage</b>	30.2 m
<b>Existing Lot Depth</b>	110.7 m

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

The owner is requesting a Minor Variance to seek a relief provision of Zoning By-law 2011-14, as amended to permit an increased building height of 6.3 m to allow the development of a non-agricultural accessory building containing an additional dwelling unit and garage. Specifically, the minor variance will consider the following:

1. Relief from the provision of Section 3.1(vi) of Zoning By-law 2011-14, as amended to permit an increased building height of 6.3 metres for a non-agricultural building containing an additional dwelling unit and garage whereas the building shall not exceed 5.5 metres in height, with the exception of buildings and structures for agricultural uses.

**Decision:**

2. The application is hereby **approved** to obtain Relief from the provision of Section 3.1 (vi) Accessory Building Height of Zoning By-law 2011-14, as amended, to permit an increased building height of 6.3 metres for a non-agricultural building containing an additional dwelling unit and garage whereas the building shall not exceed 5.5 metres in height, with the exception of buildings and structures for agricultural uses.

Reasons for approval, in accordance with Report PLA 2026-15:

1. The variance does maintain the intent and purpose of the Official Plan.
2. The variance does maintain the intent and purpose of the Zoning By-law.

3. The variance requested is desirable for the appropriate and orderly development and use of the land.
4. The variance is minor in nature.


The effect of written and oral submissions on the Decision is contained within Report PLA 2026-15 and the minutes of the Committee of Adjustment Meeting of May 11<sup>th</sup>, 2026.

We, the undersigned, concur in the decision and reasons given for the decision of the Committee of Adjustment for the Township of Southwold of this 11<sup>th</sup> day of May, 2026.

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

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

I, Jeff Carswell, being the Secretary-Treasurer of the Committee of Adjustment for the Township of Southwold, certify that this is a true copy of the Committee's decision on the 11<sup>th</sup> day of May, 2026.

  
 Secretary-Treasurer

2026-05-11  
 Date

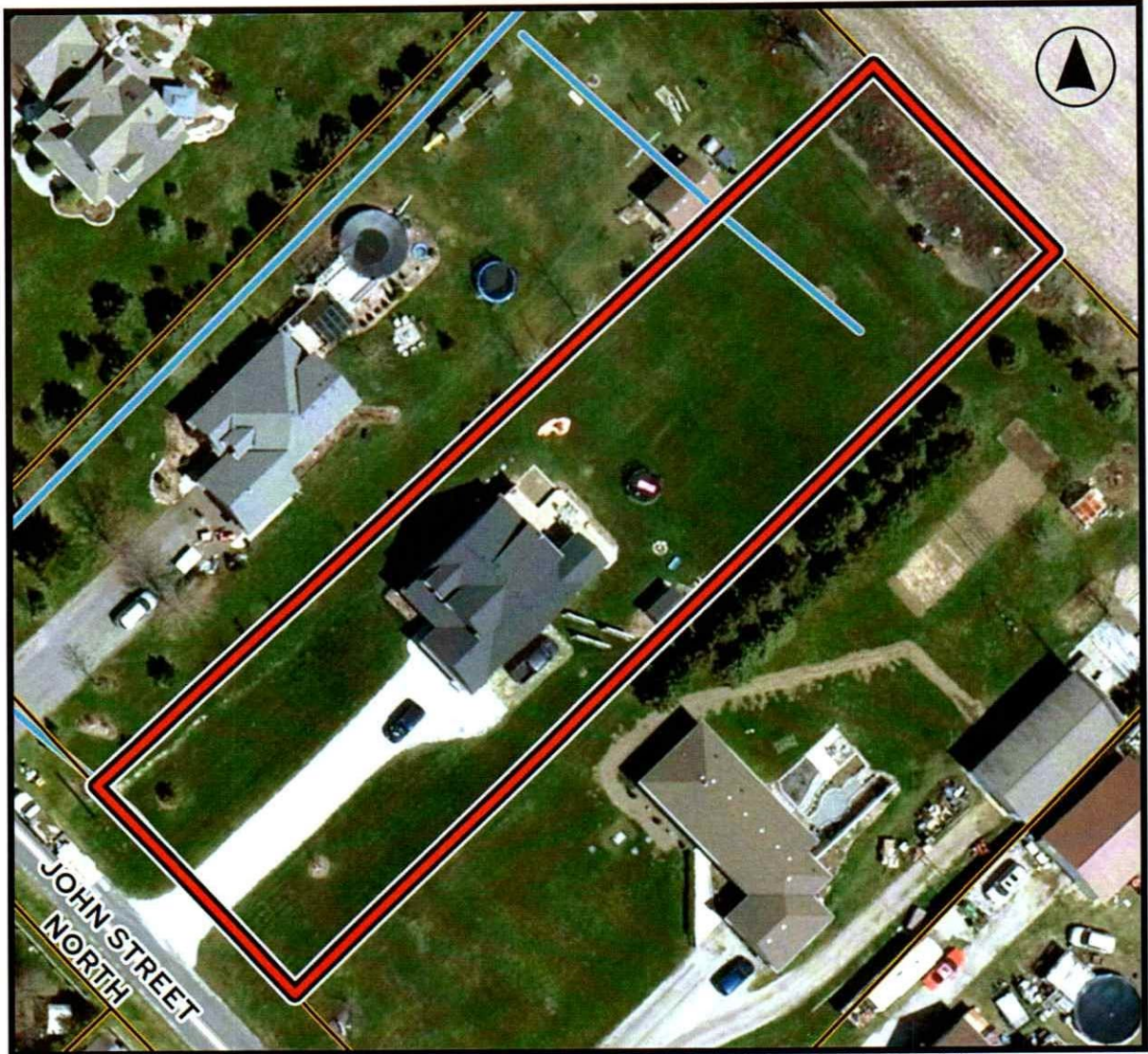
\*\*\*\*\***NOTICE OF LAST DATE OF APPEAL**\*\*\*\*\*

NOTICE IS HEREBY GIVEN THAT THE LAST DATE FOR APPEALING THIS DECISION TO THE ONTARIO LAND TRIBUNAL (OLT) IS THE **1<sup>st</sup>, DAY OF JUNE, 2026 at 5:00 P.M.**

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

Jeff Carswell, CAO/Clerk  
Township of Southwold  
35663 Fingal Line  
Fingal, Ontario  
NOL 1K0  
Phone: 519-769-2010  
Email: [cao@southwold.ca](mailto:cao@southwold.ca)

**Schedule A: Subject Area Map 9872 John Street North – MV 2026-05**



Variance Application MV 2026-05: 9872 John St N, Shedden

 Township Roads

 Minor Variance Location

 Parcels

 Municipal Drainage

**Appendix 1: Site Plan and Elevations**

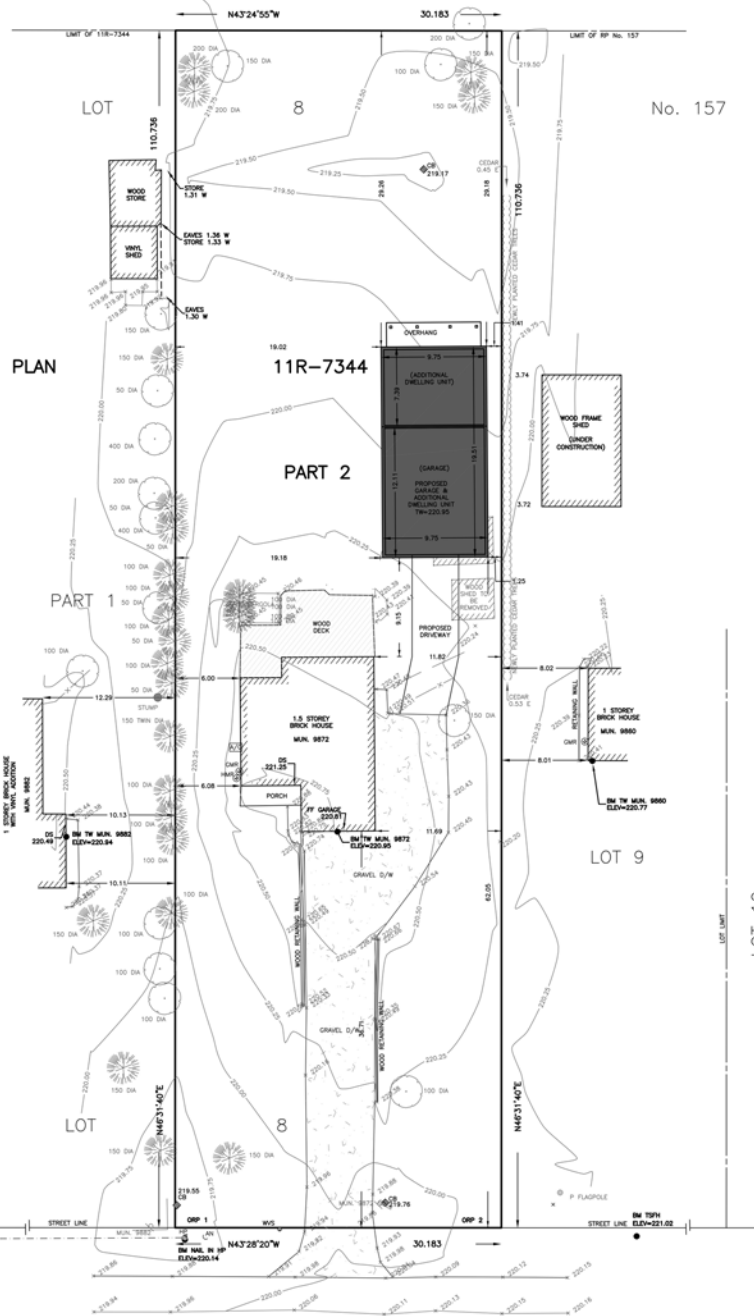




REGISTERED PLAN

TOWNSHIP OF SOUTHWOLD


PART 1, PLAN 11R-5248



JOHN STREET  
ESTABLISHED BY REGISTERED PLAN No. 157

INITIAL PLOT  
OF PART OF  
PART OF LOT 8,  
REGISTERED PLAN No. 157  
BEING ALL OF  
PART 2,  
PLAN 11R-7433  
MUNICIPAL NUMBER 9872  
IN THE  
TOWNSHIP OF SOUTHWOLD  
COUNTY OF ELGIN  
SCALE 1:250  
SCALE IN METRES  
2026  
ARCHIBALD, GRAY & McKAY LTD.  
ONTARIO LAND SURVEYORS

TOPOGRAPHIC LEGEND

- AN DENOTES ANCHOR
  - BM DENOTES BENCHMARK
  - CB DENOTES CATCH BASIN
  - CONC DENOTES CONCRETE
  - DIA DENOTES DIAMETER IN mm
  - DS DENOTES DOOR SILL
  - D/W DENOTES DRIVEWAY
  - GAR DENOTES GARAGE
  - G/M DENOTES GAS METER
  - HMR DENOTES HYDRO METER
  - HP DENOTES HYDRO POLE
  - HPLS DENOTES HYDRO POLE LIGHT STANDARD
  - LS DENOTES LIGHT STANDARD
  - OWH DENOTES OVERHEAD WIRES
  - P DENOTES POST
  - RF DENOTES RAIL FENCE
  - TW DENOTES TOP OF WALL
  - WVS DENOTES WATER SERVICE VALVE
  - N DENOTES NORTH
  - E DENOTES EAST
  - W DENOTES WEST
  - S DENOTES SOUTH
-  DENOTES CONIFEROUS TREE  
 DENOTES DECIDUOUS TREE

METRIC - DISTANCES, COORDINATES AND ELEVATIONS SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SITE DATA  
 SITE AREA = 3341.89  
 LOT COVERAGE (EXISTING BUILDING) = 168.9 (5.05%)  
 LOT COVERAGE (NEW BUILDING) = 190.3 (5.69%)  
 LOT COVERAGE (TOTAL BUILDING) = 359.2 (10.75%)  
 (AREAS SHOWN ARE IN SQUARE METRES)

**AGM** ARCHIBALD, GRAY & McKAY LTD.  
 3514 WHITE OAK ROAD, LONDON, ON, N5E 2Z9  
 PHONE 519-485-0300 FAX 519-485-0303  
 EMAIL: info@agm.on.ca WEB: www.agm.on.ca

PLAN • SURVEY • ENGINEER

DRAWN BY: JP/ARK/CRC DIGITAL FILE: 302601G1.dwg  
 CHECKED BY: JZJ FIELDWORK BY: YCH  
 FILE No: 60-0157-01-3 Plot Date: Apr. 15, 2026

BUILDER: WILLISE HOMES

Chairperson Jones stated that please be advised that the last day for appealing this decision is June 1<sup>st</sup>, 2026. If you wish to be notified of the decision of the Committee in respect of this application, you must submit a written request to the Township of Southwold Committee of Adjustment. If you are not the applicant, you should request a copy of the decision since it may be appealed to the Ontario Land Tribunal by the applicant or another member of the public. This Committee of Adjustment meeting is now concluded.

**C of A 2026-10**

**MOVED BY: Member Fellows**

**SECONDED BY: Member Adzija**

**RESOLVED THAT** the meeting of the Committee of Adjustment to hear application MV 2026-05, Derrough C/O Willsie Construction Inc, 9872 John St Nadjourns, and the regular meeting of council reconvenes at **7:38 p.m.**

**CARRIED**

---

Chairperson

---

Secretary-Treasurer



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** May 25, 2026

**PREPARED BY:** Michela Testani, Junior Planner

**REPORT NO:** PLA 2026-17

**SUBJECT MATTER:** Minor Variance Application MV 2026 - 04  
Edward Street  
Firm Foundation Holdings Inc. - Kevin Vanderveen

---

#### **Recommendations:**

1. That the Committee of Adjustment for the Township of Southwold receive Planning Report PLA 2026-17 regarding Application for Minor Variance MV 2026-04.
2. That the Committee of Adjustment for the Township of Southwold grant the requested Minor Variance to obtain relief from Section 3.48(j) (Added by By-Law 2022-44) of Zoning By-law 2011-14 to permit three front-facing entrances for a primary dwelling and two additional dwelling units whereas exterior entrances of an additional dwelling unit shall not be permitted on an elevation, or facade of the dwelling unit that faces the frontage of the primary dwelling unit, subject to the following condition of approval:

“That the applicant be responsible for the design, implementation and cost of a comprehensive servicing plan to service the subject lands to the satisfaction of the Municipality, and to the satisfaction of the Municipality of Dutton Dunwich.”

#### **Summary:**

- The requested variance would permit the construction of a new primary dwelling and two additional dwelling units.
- The proposal complies with all other provisions of Zoning By-law 2011-14.

#### **Purpose:**

The purpose of this report is to provide the Committee of Adjustment with background information to support the recommendation to approve Application MV 2025-04 for Minor Variance following the Public Hearing scheduled for May 25, 2026.

**Background:**

The subject lands are located on Edward Street and are legally described as PLAN 3 LOT 5 ETL AND PT LOT;5 W/S ARGYLE RP 11R7210;PARTS 1 & 2 and PLAN 3 LOT 6 PT LOT 5 RP;11R7210 PART 3 in the Township of Southwold. The subject site is highlighted in Figure 1.

The subject site is approximately 0.1978 ha in total area. The lands are designated within the Hamlets on Schedule '4' of the Township of Southwold Official Plan and zoned Residential 1 (R1) on Map 17A of the Township of Southwold Zoning By-Law 2011-14. The subject site is currently vacant. The lands are surrounded by Residential and Agricultural land uses.

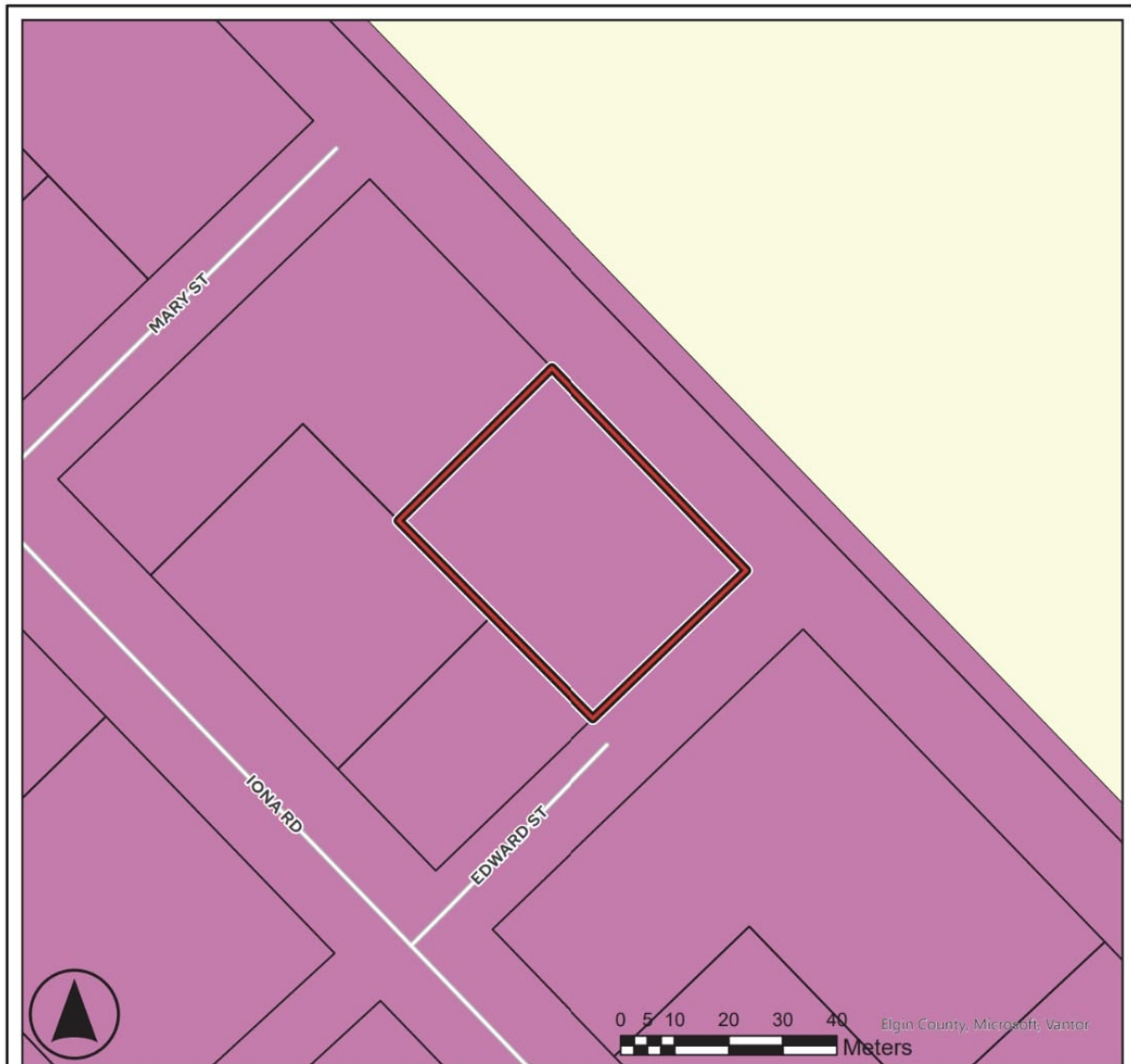
Figure 1.0 Key Map of Subject Property



Variance Application 2026-04: Edward Street, Iona

- Township Roads
- Minor Variance Location
- Parcels
- Municipal Drainage







County Official Plan Key Map:



Site Location Information

Township of Southwold  
 Subject Site: 342400000209401  
 Edward Street, Iona  
 File Number: 2026-04  
 Owners: Kevin Vanderveen  
 CA: Lower Thames Valley  
 Conservation Authority  
 Created by: MC  
 Date: 4/28/2026

Legend

-  Minor Variance Location
-  Settlement Area 1
-  Settlement Area 2
-  Settlement Area 3
-  Agricultural Area
-  Local Roads

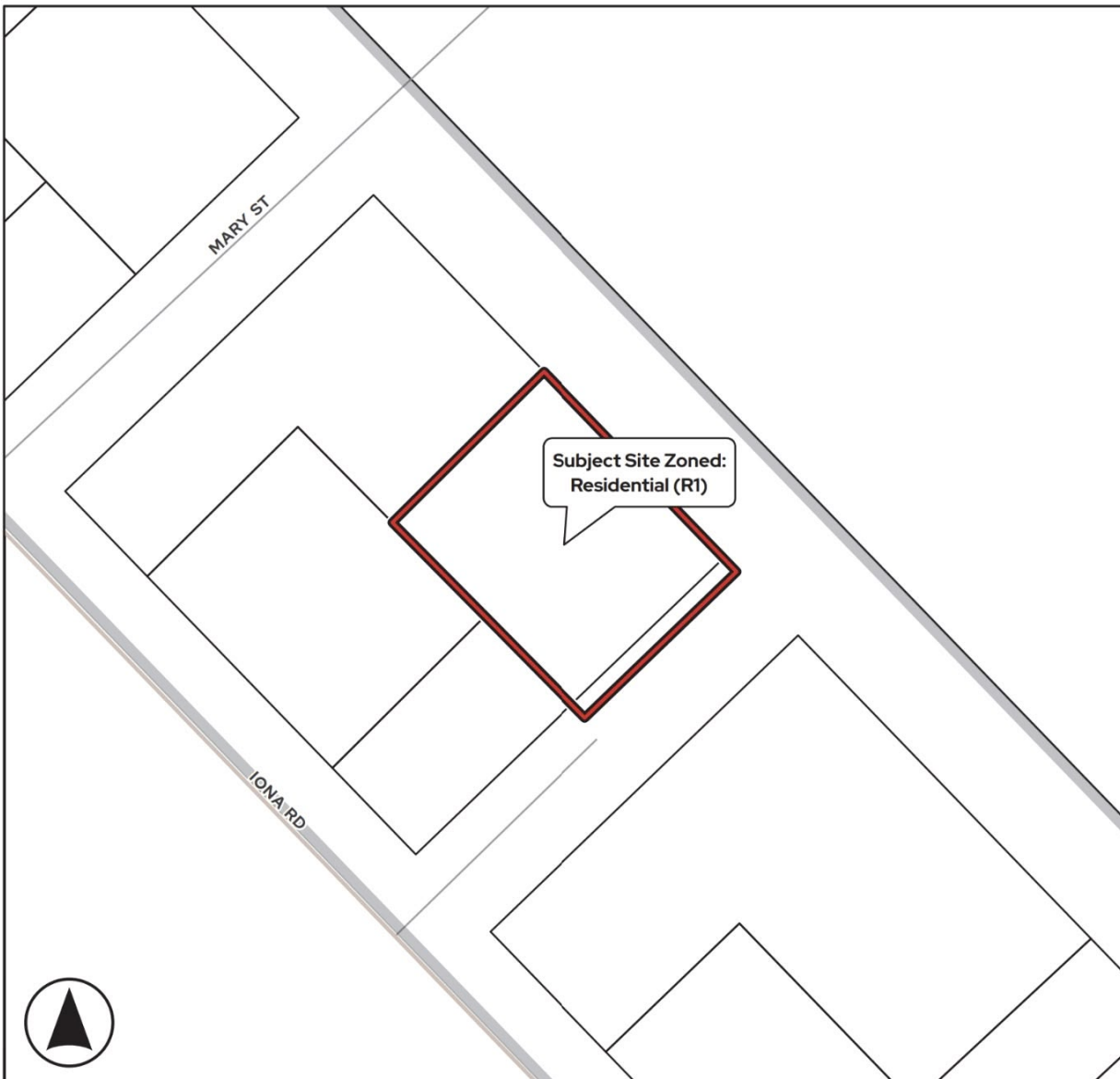
County of Elgin Official Plan



Schedule 'A'  
 County Structure Map

Date: 4/28/2026  
 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 warranty 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.

### Local Official Plan Key Map and Zoning:



ElginCounty

Official Plan Location Map  
Southwold Official Plan - Schedule 4 - Land Use Plan  
Edward Street, Iona  
File Number: 2026-04  
Owners: Kevin Vanderveen  
CA: Lower Thames Valley Conservation Authority  
Created by: MC  
Date: 4/28/2026

#### Legend

- Minor Variance Location
- Parcels
- Highway
- Roads
- Hamlet Boundary
- Land Use**
- Residential
- General Commercial
- Industrial
- Open Space

### Consultation

### Statutory Notice Requirements

Application for Minor Variance 2026-04 for Edward Street was proposed to be heard at the May 11, 2026 Public Hearing. The Notice of the Public Hearing was provided in accordance with the provisions of the Planning Act. Property owners within 60 metres of the subject lands were provided notice by hand delivery. Applicable persons and public bodies were provided notice of the Public Hearing and a request for comments via email and was also posted publicly on the Township's website. Signage advising of the date of the Public Hearing, as well as the purpose and effect of the application, was not placed on the subject property as the sign for posting was not posted by the Applicant by the required deadline.

As a result, the application for Minor Variance 2026-04 was deferred to the May 25, 2026 Public Hearing. A Notice of Deferral was provided in accordance with the circulation provisions of the Planning Act. Property owners within 60 metres of the subject lands were provided notice. Applicable persons and public bodies were provided notice of the Deferral and was also posted publicly on the Township's website.

The Notice of the Public Hearing for the May 25, 2026 hearing was provided in accordance with the provisions of the Planning Act. Property owners within 60 metres of the subject lands were provided notice by hand delivery. Applicable persons and public bodies were provided notice of the Public Hearing and a request for comments via email. Signage advising of the date of the Public Hearing, as well as the purpose and effect of the application, was placed on the subject property and details of the application and Public Hearing were also posted publicly on the Township's website.

### Public and Agency Comments

On May 9, 2026, a written submission was received in regard to the proposed development. The correspondence outlines concerns for the loss of privacy and light, the increase in traffic and noise, potentially negative impacts on the value of the property, the inconsistency with neighbourhood character and the inability to protect existing interests. Overall, stating that the proposed variance does not meet the intent of the Official Plan or the Zoning By-law, in addition to images of the subject lands from the resident's residence. The full written submission is included in Appendix 2 of this report.

To address these concerns, a full response has been provided in this report with a description of how the proposal meets the intent of the Official Plan and the Zoning By-law. The full response to the written submission is included in Appendix 3 of this report.

As a result to the comments received from Environmental Services, the application was circulated to the Municipality of Dutton Dunwich on May 4, 2026, for comments given the location of the subject lands and potentially requiring submetering from the Municipality of Dutton Dunwich. The Municipality of Dutton Dunwich anticipate that submetering through Dutton Dunwich and a more comprehensive servicing plan would be required, though they would need to review any revised proposal or supporting calculations to confirm suitability. The full written comment from Dutton Dunwich, provided on May 12, 2026, are included in Appendix 4 of this report.

Township Comments:

The following is a summary of the comments received at the time of writing this report:

Township Department	Comments Received
Infrastructure	No Comments.
Chief Administrative Officer	No Comments.
Building	No Comments.
Fire	No Comments.
Drainage	Only concern is that lot coverage and lot grading is such that neighbour lands do not have storm water directed to them.
Public Works	Will require ROP(s) from Township for entrances if approved. Design will need to meet Design Standards for residential entrances.
Environmental Services	Property is not serviced with municipal water and will require connection from Iona Road (no watermain on Edward). When the municipal water connection is made, the property shall only be permitted with one legal connection and one billing meter. Property can have submetering installed.

**Overview and Analysis:**

**This analysis is provided prior to the Public Hearing. Should new information arise regarding this proposal, the Committee of Adjustment is advised to take such information into account when considering the recommendation provided by Township Staff.**

Application for Minor Variance was reviewed with consideration to the *Provincial Planning Statement (2024)*, Elgin County Official Plan, Township of Southwold Official

Plan, and the Township of Southwold Zoning By-law 2011-14. A summary of the applicable planning policies and regulations is provided.

	<b>Section(s)</b>	<b>Relevant Policy Direction</b>
<b>Provincial Planning Statement, 2024</b>	Section 2.3.1.1 General Policies for Settlement Areas  Section 2.3.1.3 General Policies for Settlement Areas  Section 2.5.2 Rural Areas in Municipalities	<ul style="list-style-type: none"> <li>• Settlement areas shall be the focus of growth and development.</li> <li>• Support of general intensification and redevelopment within Settlement Areas includes a range and mix of housing options.</li> <li>• Rural settlement areas shall be the focus of growth and development, where positive change shall be promoted.</li> </ul>
<b>Elgin County Official Plan</b>	6.3 Permitted Uses	<ul style="list-style-type: none"> <li>• Primary use of land shall be for the widest possible range of urban uses at the discretion of local municipalities.</li> </ul>
<b>Township of Southwold Official Plan</b>	3.4.2 Secondary Dwelling Units  3.2.5.1 General Intensification  5.2.2.2 Permitted Uses	<ul style="list-style-type: none"> <li>• Township recognizes the secondary dwelling units as an important housing option and are permitted in Settlement Areas.</li> <li>• Township encourages intensification through minor infilling within all settlement areas.</li> <li>• Secondary dwelling units are permitted in Residential areas.</li> </ul>
<b>Township of Southwold Zoning By-law 2011-14</b>	Section 3.48 (c)(ii) Additional Dwelling Units (Added by By-Law 2022-44)  Section 3.1 (j) Accessory Uses	<ul style="list-style-type: none"> <li>• A maximum of three residential units in a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if no building or structure ancillary to the detached house, semi-detached house, or rowhouse contains any residential units.</li> <li>• Requires an additional dwelling unit to have its own exterior entrance separate from the exterior entrance to the primary</li> </ul>

		dwelling unit, but shall not be permitted on an elevation, or façade of the dwelling unit that faces the frontage of the primary dwelling unit.
--	--	---

Minor Variance

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

**Section 3.48 (j) Additional Dwelling Units - An additional dwelling unit shall have its own exterior entrance separate from the exterior entrance to the primary dwelling unit, but shall not be permitted on an elevation, or façade of the dwelling unit that faces the frontage of the primary dwelling unit in the R1 and R2 Zones; and shall have no means of internal access to the primary dwelling unit.**

- The Applicant proposes the construction of a primary dwelling on the subject site while containing two additional dwelling units with three front-facing entrances for a primary dwelling and two additional dwelling units. The proposed development will use the same façade and elevation for the three entrances that faces the frontage of the primary dwelling, where this is otherwise not permitted.

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

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

**Answer: Yes.**

The subject lands are designated within the Iona Hamlet Area on the Land Use “Schedule 4” Map within the Township of Southwold Official Plan. The requested variance conforms to the Township’s Official Plan, as the proposal facilitates appropriate residential infill and development on vacant land within the designated hamlet areas. Furthermore, the variances conform with the Township’s Official Plan’s policies permitting additional dwelling units within hamlet areas, thereby supporting the municipality’s objectives for diversified and modest residential growth within the designated areas of the Official Plan.

It is planning staff's opinion that the proposed primary dwelling and additional dwelling units will not impede or adversely affect surrounding land uses and is an appropriate use of underutilized land.

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

**Answer: Yes.**

The subject site is zoned "Residential 1 (R1)" Zone within Zoning By-law 2011-14. The "Residential 1" zoning provisions permits additional dwelling units on lands given they adhere to standard regulations. The proposed additional dwelling units will not maintain separate façade or elevation entrances from the proposed primary dwelling. However, the development maintains the general intent and purpose of the Zoning By-law as the additional residential units are self-contained, increases the housing supply and is accessory to the proposed primary dwelling.

The requested minor variance supports the Township's objectives for housing development, residential intensification and therefore upholds the overall intent of the Township of Southwold Zoning By-law.

**Are the variances an appropriate use of the land?**

**Answer: Yes.**

The subject site is currently vacant and intended for the use of residential development, and the proposed development does not alter this intended use of the land. The requested minor variance seeks permission to construct a primary dwelling in addition to two additional dwelling units, where the additional dwelling units will not maintain separate façade or elevation entrances from the proposed primary dwelling.

The proposal represents an appropriate and efficient use of land, as the subject site is currently vacant and located within a designated Hamlet Area and carrying residential land use permissions. Hamlet Areas are intended to accommodate modest growth through infilling to support the County's and Township's housing objectives.

Overall, the development maintains the intent of the Township's planning framework by promoting intensification on an underutilized lot and contributing to the local housing supply in a manner that is compatible with the surrounding residential context.

**Are the variances minor in nature?**

**Answer: Yes.**

While the Planning Act does not contain a definition of what is considered minor, the effects on the existing area and planning principles should be considered. In this instance, the proposed minor variance seeks relief to permit a primary dwelling with two additional dwelling units that has three front-facing entrances on the same façade and elevation that faces the frontage of the primary dwelling on the subject site, where this is otherwise not permitted. The intended use of the lands is not altered.

Accordingly, the variances can be characterized as minor in nature, as they represent limited deviations from the Zoning By-law standards, maintain the general intent and purpose of the Official Plan and Zoning By-law, and do not result in negative impacts on the surrounding area.

### **Conclusion:**

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

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

Pursuant to Section 45(9) of the *Planning Act*, this recommendation is subject to the condition listed below to ensure adequate, efficient and desirable servicing can be provided to the subject lands, of which is to be presented within 2 years of Decision.

- That the applicant be responsible for the design, implementation and cost of a comprehensive servicing plan to service the subject lands to the satisfaction of the Municipality, and to the satisfaction of the Municipality of Dutton Dunwich.

Upon the Committee of Adjustment making a decision, the required Notice of Decision for the Minor Variance will be circulated within 10 days of the meeting. There is a 20-day appeal period during which objections to the decision may be submitted to the Ontario Land Tribunal by the applicant, Minister of Municipal Affairs, specified persons and certain public bodies.

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

**Financial Implications:**

There are no significant financial implications related to the consideration of Minor Variance Application MV 2026-04.

**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:**

Michela Testani  
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

**Attachments:**  
**Appendix 1 – Reference Plans for Edward Street.**





**NOTES:**

1. DO NOT SCALE DRAWING.
2. ALL MATERIAL AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE ONTARIO BUILDING CODE.
3. ALL DIMENSIONS ARE FROM FINISH FLOOR FACE, FOUNDATION FACE, EXTERIOR FACE, DECK FACE, COLUMN FACE OR COLUMN CENTERLINE.
4. ALL MATERIALS AND FINISHES TO BE VERIFIED BY THE OWNER PRIOR TO CONSTRUCTION.
5. ALL DRAWINGS ARE PROPERTY OF DUE NORTH DESIGN & DRAFTING INC. AND SHALL NOT BE REPRODUCED WITHOUT WRITTEN PERMISSION.

FLOOR AREA:  
MAIN FLOOR: 1100 SQ. FT.  
GARAGE: 331 SQ. FT.

**CONCEPTUAL ONLY**

**REVISIONS**

NO.	DESCRIPTION	DATE
1	ISSUED FOR CLIENT REVIEW	MAR 24, 2020

**VANDERVEEN  
AQUISITIONS  
DWELLING + TWO  
ADU'S**

**MAIN FLOOR PLAN**

Address: 9024 IONA RD  
IONA, ON

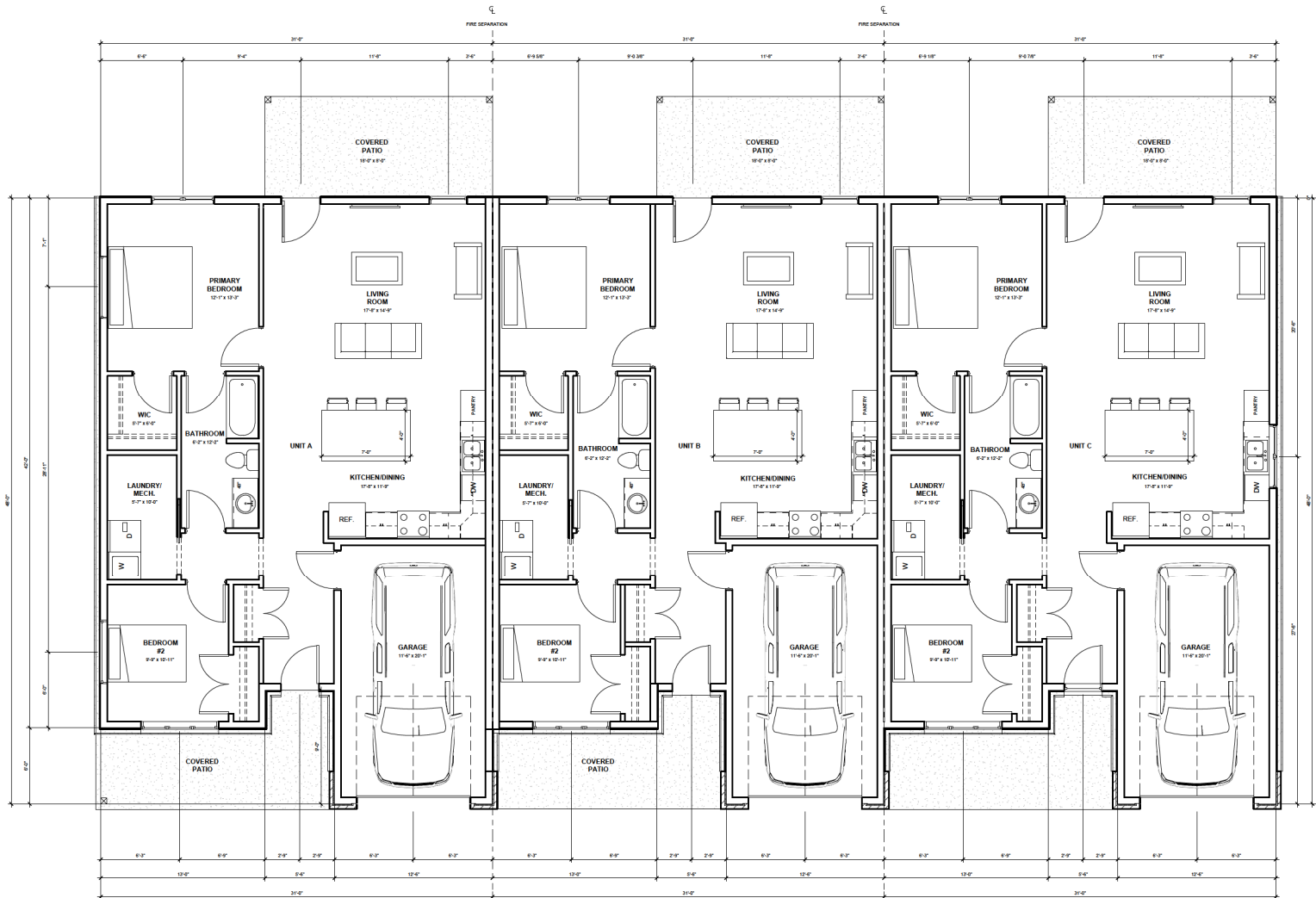
Project Number: 24-97

Date: MAR 24, 2020

Drawn By: NMI

**A1**

Scale: 1/4" = 1'-0" REV: 1



① MAIN FLOOR PLAN I  
1/4" = 1'-0"





**Appendix 2 – Written Public Comment, May 9, 2026**

SUBMISSION IN OPPOSITION TO MINOR VARIANCE APPLICATION

To: The Committee of Adjustment - The Township of Southwold

Re: Notice of Public Hearing regarding Minor Variance Application – May 11, 2026

Property: Plan 3 Lot 5 ETL and PT Lot; 5 W/S Argyle RP 11r7210; Parts 1&2 and Plan 3 Lot 6 pt lot 5 RP; 11R7210 Part 3

Township of Southwold

Date: May 9, 2026

Dear Committee Members,

I am writing to formally submit my opposition to the application for a Minor Variance concerning the construction of a triplex on the property adjacent to my residence (located at 9022 Iona Rd).

I purchased my property specifically for the privacy, space, and rural character of this small hamlet. The proposed development fundamentally alters the conditions under which I bought my home and will negatively impact my quality of life in the following ways:

1. LOSS OF PRIVACY AND LIGHT

When we purchased our home, the lot beside us was completely vacant, containing only a garage, and the land behind the garage was protected by a dense stand of tall pine trees. This natural buffer provided the privacy and seclusion we sought when moving from the city.

- The proposed triplex requires the removal of these mature pine trees, destroying the natural screen that currently protects our backyard.
- With the construction of a multi-unit dwelling so close to our property line, our backyard will be completely exposed.
- We already have a duplex directly across from our kitchen window, which has forced us to keep curtains drawn to avoid looking into neighbors' windows. Adding a triplex next door will eliminate any remaining sense of privacy and light for our home.

## 2. INCREASE IN TRAFFIC AND NOISE

The character of our side road has already changed significantly due to the construction of the new duplex across the street, again by the same builder. Where it was a vacant space with trees, the trees were removed and replaced with a duplex.

- Previously, traffic on this road was minimal. The arrival of two additional families has already increased volume and noise levels.
- A triplex will introduce three to four times the number of residents compared to a single-family home. This will result in a substantial increase in traffic, parking congestion, and noise, disrupting the quiet country atmosphere we moved here to enjoy.

## 3. NEGATIVE IMPACT ON PROPERTY VALUE

The value of our property is intrinsically linked to its rural setting, privacy, and the low-density nature of the neighbourhood.

- Converting a vacant lot with natural tree cover into a high-density triplex directly adjacent to our home will likely result in a significant decrease in our property value.

- The unique selling points of our home—seclusion and space—are being compromised by this development.

#### 4. INCONSISTENCY WITH NEIGHBOURHOOD CHARACTER

This is a small hamlet, not a larger town or city with a demand for high-density multi-unit complexes.

- The proposal to build a triplex in this specific location is inconsistent with the existing residential pattern of the area.

- While there may be a need for multi-unit housing in other areas, such developments should be located on the outskirts of communities or in zones designated for higher density, rather than being imposed upon existing low-density residential neighbourhoods.

- It is reasonable to assume that the property owner/builder would not wish to have a high-density development constructed immediately next door to their own home if it were situated in a similar context.

#### 5. INABILITY TO PROTECT EXISTING INTERESTS

While the property in question was available for purchase by anyone, not all existing residents have the financial means or opportunity to purchase adjacent land to protect the value and enjoyment of their own homes. We chose this location specifically to escape the density and busyness of urban living. This application directly contradicts the very reason we moved here.

#### CONCLUSION

The proposed variance does not meet the intent of the official plan or the zoning by-law for this area. The cumulative impact of the new duplex across the street and the proposed triplex next door will destroy the privacy, quiet, and rural character that defines this neighborhood.

I respectfully request that the Committee of Adjustment deny this application for a Minor Variance to preserve the integrity of our community and the property values of existing residents.

Please find attached pictures referencing the property(s) next door from the view of my kitchen window, outside directly below my kitchen window, the sunroom - directly off the kitchen, and my driveway (immediately outside the sunroom) for your perusal.

**SUBMISSION IN OPPOSITION TO MINOR VARIANCE APPLICATION**

**To:** The Committee of Adjustment - The Township of Southwold

**Re:** Notice of Public Hearing regarding Minor Variance Application – **May 11, 2026**

**Property:** Plan 3 Lot 5 ETL and PT Lot; 5 W/S Argyle RP 11r7210; Parts 1&2 and Plan 3 Lot 6 pt lot 5 RP; 11R7210 Part 3

Township of Southwold

Date: May 9, 2026

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When we purchased our home, the lot beside us was completely vacant, containing only a garage, and the land behind the garage was protected by a dense stand of tall pine trees. This natural buffer provided the privacy and seclusion we sought when moving from the city.

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- With the construction of a multi-unit dwelling so close to our property line, our backyard will be completely exposed.
- We already have a duplex directly across from our kitchen window, which has forced us to keep curtains drawn to avoid looking into neighbors' windows. Adding a triplex next door will eliminate any remaining sense of privacy and light for our home.

**2. INCREASE IN TRAFFIC AND NOISE**

The character of our side road has already changed significantly due to the construction of the new duplex across the street, again by the same builder. Where it was a vacant space with trees, the trees were removed and replaced with a duplex.

- Previously, traffic on this road was minimal. The arrival of two additional families has already increased volume and noise levels.
- A triplex will introduce three to four times the number of residents compared to a single-family home. This will result in a substantial increase in traffic, parking congestion, and noise, disrupting the quiet country atmosphere we moved here to enjoy.

**3. NEGATIVE IMPACT ON PROPERTY VALUE**

The value of our property is intrinsically linked to its rural setting, privacy, and the low-density nature of the neighbourhood.

- Converting a vacant lot with natural tree cover into a high-density triplex directly adjacent to our home will likely result in a significant decrease in our property value.
- The unique selling points of our home—seclusion and space—are being compromised by this development.

#### 4. INCONSISTENCY WITH NEIGHBOURHOOD CHARACTER

This is a small hamlet, not a larger town or city with a demand for high-density multi-unit complexes.

- The proposal to build a triplex in this specific location is inconsistent with the existing residential pattern of the area.
- While there may be a need for multi-unit housing in other areas, such developments should be located on the outskirts of communities or in zones designated for higher density, rather than being imposed upon existing low-density residential neighbourhoods.
- It is reasonable to assume that the property owner/builder would not wish to have a high-density development constructed immediately next door to their own home if it were situated in a similar context.

#### 5. INABILITY TO PROTECT EXISTING INTERESTS

While the property in question was available for purchase by anyone, not all existing residents have the financial means or opportunity to purchase adjacent land to protect the value and enjoyment of their own homes. We chose this location specifically to escape the density and busyness of urban living. This application directly contradicts the very reason we moved here.

#### CONCLUSION

The proposed variance does not meet the intent of the official plan or the zoning by-law for this area.

The cumulative impact of the new duplex across the street and the proposed triplex next door will destroy the privacy, quiet, and rural character that defines this neighborhood.

I respectfully request that the Committee of Adjustment deny this application for a Minor Variance to preserve the integrity of our community and the property values of existing residents.

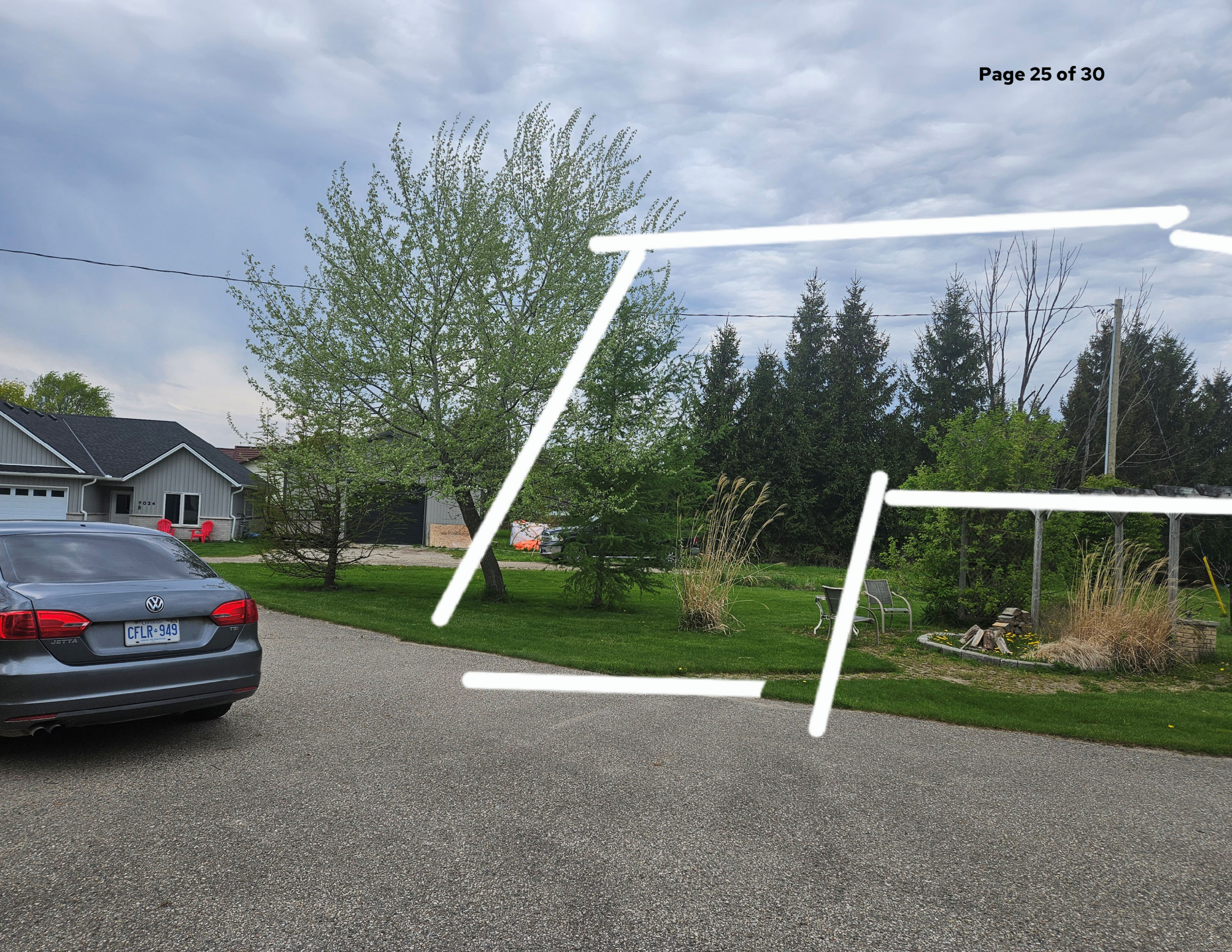
I have attached pictures referencing the property(s) next door from the view of my kitchen window, my sunroom windows, and my driveway, which is immediately outside my sunroom for your perusal.

Sincerely,

Laura Platt

██████████  
██████████  
██████████







**Appendix 3 – Written Public Comment Response**

Hi,

Thank you for your comments.

As part of determining support for a minor variance, there are four tests required to be met as a requirement of the Planning Act. Below is the following list of the four tests:

- Do the variances maintain the intent of the Official Plan?
- Do the variances maintain the intent of the Zoning By-law?
- Are the variances an appropriate use of the land?
- Are the variances minor in nature?

Please see below for how the proposed development satisfies each test.

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

The subject lands are designated within the Iona Hamlet Area on the Land Use “Schedule 4” Map within the Township of Southwold Official Plan. The requested variance conforms to the Township’s Official Plan, as the proposal facilitates appropriate residential infill and development on vacant land within the designated hamlet areas. Furthermore, the variances conform with the Township’s Official Plan’s policies permitting additional dwelling units within hamlet areas, thereby supporting the municipality’s objectives for diversified and modest residential growth within the designated areas of the Official Plan.

It is planning staff’s opinion that the proposed primary dwelling and additional dwelling units will not impede or adversely affect surrounding land uses and is an appropriate use of underutilized land.

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

The subject site is zoned “Residential 1 (R1)” Zone within Zoning By-law 2011-14. The “Residential 1” zoning provisions permits additional dwelling units on lands given they adhere to standard regulations. The proposed additional dwelling units will not maintain separate façade or elevation entrances from the proposed primary dwelling. However, the development maintains the general intent and purpose of the Zoning By-law as the additional residential units are self-contained, increases the housing supply and is accessory to the proposed primary dwelling.

The requested minor variance supports the Township’s objectives for housing development, residential intensification and therefore upholds the overall intent of the Township of Southwold Zoning By-law.

**Are the variances an appropriate use of the land?**

The subject site is currently vacant and intended for the use of residential development, and the proposed development does not alter this intended use of the land. The requested minor variance seeks permission to construct a primary dwelling in addition to two additional dwelling units, where the additional dwelling units will not maintain separate façade or elevation entrances from the proposed primary dwelling.

The proposal represents an appropriate and efficient use of land, as the subject site is currently vacant and located within a designated Hamlet Area and carrying residential land use permissions. Hamlet Areas are intended to accommodate modest growth through infilling to support the County’s and Township’s housing objectives.

Overall, the development maintains the intent of the Township’s planning framework by promoting intensification on an underutilized lot and contributing to the local housing supply in a manner that is compatible with the surrounding residential context.

**Are the variances minor in nature?**

While the Planning Act does not contain a definition of what is considered minor, the effects on the existing area and planning principles should be considered. In this instance, the proposed minor variance seeks relief to permit a primary dwelling with two additional dwelling units that has three front-facing entrances on the same façade and elevation that

faces the frontage of the primary dwelling on the subject site, where this is otherwise not permitted. The intended use of the lands are not altered.

Accordingly, the variances can be characterized as minor in nature, as they represent limited deviations from the Zoning By-law standards, maintain the general intent and purpose of the Official Plan and Zoning By-law, and do not result in negative impacts on the surrounding area.

In addition to satisfying the four tests, the proposed development maintains the required setbacks in the "Residential 1" zone. Thus, maintaining the required distance from neighbouring properties.

Thank you,

Michela Testani

**Appendix 4 – Municipality of Dutton Dunwich Comments, May 12, 2026**

Hi Michela,

Thank you for forwarding the application for our review.

After speaking with Ryan and reviewing the proposed development based on existing infrastructure and long-term servicing considerations, we have concerns with the current servicing approach. At present, Mary Street and Queen Street north of Edward Street terminate with a 6-inch dead-end watermain and fire hydrant, which services the existing properties along those streets. Edward Street, however, is serviced from the main along Iona Road, with a 2-inch service currently extending to the corner development.

From our perspective, extending another individual service from Iona Road to accommodate this application is not an efficient or desirable solution, particularly considering the undeveloped lands to the east and the potential for future expansion. In addition, no servicing calculations have been provided with this application to demonstrate that a 2-inch service would be adequate in terms of total demand (including number of units/faucets and total development area).

As a municipality, we generally avoid individual service connections and would prefer to see a servicing strategy that accounts for current and future development in the area. Given these factors, we anticipate that submetering through Dutton Dunwich and a more comprehensive servicing plan would be required, though we would need to review any revised proposal or supporting calculations to confirm suitability.

Please let us know if additional information is required from our end, or if further discussion would be helpful.



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** May 25, 2026

**PREPARED BY:** Corey Pemberton, CBO/Director of Building and Community Services & Sandy Lale, Deputy CBO/By-Law Officer

**REPORT NO:** CBO 2026-15

**SUBJECT MATTER: By-law to Adopt Municipal Law Complaint and Enforcement Policy**

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#### **Recommendations:**

1. That Council approve By-law No. 2026-40, being a By-law to adopt the Municipal Law Complaint & Enforcement Policy for the Township of Southwold.
2. That the Municipal Law Complaint & Enforcement Policy attached to By-law No. 2026-40 be adopted as the official policy governing municipal law enforcement administration within the Township of Southwold.

#### **Purpose:**

To provide Council with the By-law required to formally adopt the Municipal Law Complaint & Enforcement Policy previously approved by Council on May 11th, 2026.

#### **Background:**

At its meeting held on May 11th, 2026, Council approved, in principle, the updated Municipal Law Complaint & Enforcement Policy and directed staff to bring forward a By-law to formally adopt the policy at a future meeting.

The updated policy was developed following a comprehensive review of the Township's existing enforcement practices and procedures. The revisions were completed in consultation with the Township's solicitor to ensure the policy reflects current legislative authority, procedural fairness principles, and municipal best practices.

The purpose of formally adopting the policy by By-law is to provide a consistent and legally defensible framework for the administration and enforcement of municipal by-laws within the Township of Southwold.

The policy establishes standardized procedures for complaint intake, investigations, progressive enforcement, compliance timelines, documentation, and partial administrative cost recovery. The policy also supports transparency, consistency, and accountability in the Township's by-law enforcement operations.

**Comments/Analysis:**

By-law No. 2026-40 will formally adopt the Municipal Law Complaint & Enforcement Policy as approved in principle by Council on May 11th, 2026.

Formal adoption of the policy by By-law is considered a municipal best practice and provides the following benefits:

1. **Administrative Consistency** – establishes a standardized and transparent approach to municipal law enforcement matters.
2. **Procedural Fairness** – ensures all complaints and investigations are handled consistently and in accordance with established procedures.
3. **Improved Enforcement Framework** – supports progressive enforcement measures focused on education, voluntary compliance, and escalation only where necessary.
4. **Legal Defensibility** – strengthens the Township's ability to defend enforcement actions through clearly documented and formally adopted procedures.
5. **Partial Cost Recovery** – supports the implementation of administrative fees intended to offset enforcement related costs associated with non-compliance.
6. **Efficient Use of Resources** – assists staff in managing complaint driven enforcement matters more effectively while reducing misuse of the complaint process.

The adoption of By-law No. 2026-40 represents the final step in implementing the updated Municipal Law Complaint & Enforcement Policy previously endorsed by Council.

**Financial and Resource Implications:**

The adoption of By-law No. 2026-40 itself does not create any additional direct financial impact beyond those previously identified in Report CBO 2026-12.

The policy supports a partial cost recovery framework through administrative fees established under the Township's User Fees By-law. These measures are intended to:

- offset enforcement related costs.
- reduce reliance on the general tax base.
- encourage timely compliance with municipal by-laws.
- improve allocation of municipal 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:**

Corey Pemberton,  
Director of Building and Community  
Services/Chief Building Official  
and  
Sandy Lale,  
Deputy Chief Building Official/By-Law  
Officer

**Approved for submission by:**

Jeff Carswell,  
CAO/Clerk



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** May 25, 2026

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

**REPORT NO:** IDS 2026-23

**SUBJECT MATTER: Review of Integrated Water Systems Management Bylaw**

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#### **Recommendation:**

1. That Council direct staff to prepare amendments to By-law 2025-44, the Integrated Water Systems Management By-law, based on Option 1.

“Option 1: Amend language of the sunset clause to set the start date at the passage of the bylaw for connections older than 2025 and for connections at or after passage the 15-year deferral starts at the date of installation. (ie. 2040 for those with stubs installed in 2025 or earlier). Collection of the capital base charge would remain subject to the 2-year deferral from the date of the by-law passing (ie. will be imposed starting in July 2027) or when the property connects to the system, whichever is earlier.”

#### **Purpose:**

This report seeks to:

- Provide background on the current wastewater bylaw
- Explain the components of wastewater user fees
- Explain why changes to the connection process in 2025 are important for the long-term viability of the Township
- Present amendment options for Council consideration
- Receive direction, and if directed bring bylaw amendments for Council consideration in June

#### **Background:**

Originally passed by Council on June 23<sup>rd</sup>, 2025, Bylaw 2025-44, known as the Integrated Water Systems Management (IWSM) Bylaw, was a concerted effort to consolidate over 30 separate bylaws relating to water and wastewater. This consolidation process also offered the opportunity for a thorough review of the existing policies and procedures relating to water and wastewater, bring them up to modern

standards and ensure that lessons learned are applied in the updated bylaw. Pertinent to this report, one such lesson learned was the sustainability impacts of indefinite connection deferral for properties that received a sewer service stub. A sewer system works most effectively with a full user base, spreading costs over the largest user base possible. Under the previous bylaw structure, Council included the option for “developed or built on” properties, to defer their connection until their existing septic systems failed, under the condition that every five years the property owner would submit an inspection report completed by a professional installer certifying the system was still in working order. A sunset clause was not included in the previous bylaw, by omitting a clear end date to this deferral it can be interpreted that the deferral may be indefinite, so long as the septic systems are regularly inspected and certified. This deferral applied to the physical connection to the system as well as payment of monthly fees associated with system usage.

Wastewater rates in the Township contain three major components, the first is the connection fee, meant to recover the initial capital cost to install the system. The second is a monthly base charge collected to finance future replacement costs. The final component is the consumption charge which seeks to pay for the operation of the system. Collection of the connection fee is critical to ensure the Township does not incur a massive debt upfront, delivery of the service to the property is an improvement and recovery of those costs is critical. Equally as important to the financial viability of the system, but not as obvious in the short term, is the collection of monthly base charges, these base charges are calculated over the lifecycle of the system, every month of missed revenue incurs a future debt that will have to be recovered with compounding impacts on future users. Consumption charges shall be collected only once the physical connection is made and actively used, which aligns with the principles of the user rate structure. This can create some short-medium term operational deficits as user-based systems are more efficient at scale.

Among other objectives, the Integrated Water Systems Management Bylaw looked to ensure that impacts of optional connection for existing developed properties are mitigated to a reasonable extent. The bylaw as passed, mandates every property must connect to the sanitary system, with the option to defer connection under the following conditions:

- the property is already developed and has a functioning septic system,
- the connection fee is due immediately once the service is available,
- the base charge starts after two years and applies regardless of connection status,

- the deferral is only good for a maximum of 15 years, provided the system is inspected every five years and proven to still be in working order.

These changes were included in the notice to properties that chose to defer connection back in 2020-2022. Noting resident concern with a defined timeline, Council requested staff review the process and bring options and analysis for further review and consideration.

### **Comment/Analysis:**

After reviewing the previous bylaw regarding sanitary connections (Bylaw 2021-46) staff note that the bylaw omits term limits for deferred connection. This opens the door for the public to interpret it as indefinite. Acknowledging that bylaw amendments or updating will always cause some change to the status quo, it is understandable that a change in this policy, especially a relatively new one, would create some concern with property owners who operated under this assumption.

From the perspective of protecting the broader user base and the financial sustainability of publicly owned systems, the best practice is to mandate connections where the service is provided. To offer indefinite deferral, especially if it includes collection of the connection fee and capital base charge carries significant risk to the short term and/or long-term financial viability of the system.

Therefore, staff recognize it is important to strike the balance between hard fiscal realities and social impacts. The IWSM Bylaw attempted to strike this balance by including a sunset clause, the intent of the sunset clause was to institute a 15-year limit on deferral, from the date of the bylaw passing for pre-existing services or from the date of install for stubs installed after passage. The bylaw does not explicitly state this intent and therefore staff recommend that at a minimum this amendment be made.

Staff offer the following amendments for Council consideration:

**Option 1:** Amend language of the sunset clause to set the start date at the passage of the bylaw for connections older than 2025 and for connections at or after passage the 15-year deferral starts at the date of installation. (ie. 2040 for those with stubs installed in 2025 or earlier). Collection of the capital base charge would remain subject to the 2-year deferral from the date of the by-law passing (ie. will be imposed starting in July 2027) or when the property connects to the system, whichever is earlier.

**Option 2:** Amend the language as above but add a further exemption clause specifying the residents on Talbotville Gore Rd, Shady Lane Cr. and Greenpark Dr., that received a stub as part of capital projects prior to 2025, have an indefinite deferral to connect to the system, subject to the inspection conditions applied through the bylaw. Collection of the capital base charge would remain subject to the 2-year deferral from the date of the by-law passing (ie. will be imposed starting in July 2027) or when the property connects to the system, whichever is earlier.

In addition to the amendments above, staff have made some additional amendments to strengthen the inspection language, add process for removing the deferral privileges of the property to enforce the bylaw and some other administrative amendments.

Attached to this report as Appendix A is a drafted schedule including the proposed amendments (Option 1) and other minor changes in red.

### **Financial and Resource Implications:**

Reviewing with the Treasurer all the existing properties within the Talbotville area have already paid their connection fees or are paying them through debenture. There are no concerns from this standpoint. Maintenance of current provision to start the collection of base charges at the time of connection or two years after the date of install, or passage of the bylaw whichever ever was later, is critical for future replacement costs. Consumption charges being deferred further than the 15 years could defer further consumption revenue. There are eighty-eight (88) properties in Talbotville that received sanitary services as part of Township reconstruction projects, of these fifty-six (56) have yet to connect. Based on the current bylaw, connections would be mandated by 2035, if all 56 connections defer until that date the operational revenue deficit would reach approximately \$419,000, deferral to 2040, to align with the passage of the bylaw, the revenue shortfall could reach approximately \$630,000. These shortfalls could be offset with additional development connections, however with the stub provided, allocation must be set aside for these properties, and future expansion trigger points will carry the allocation as if it is being used. Although it is not possible for the properties to truly defer indefinitely, every year of deferral does burden the system financially, and creates a more complex scenario for financial projections and rate establishment.

Continued deferral does add administrative loading, to track, review and administrate the inspection program.

**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



## **Schedule E to By-law No. 2025-44 Sewage Use Policy**

### **PURPOSE**

The purpose of this Sewage Use Policy is to set controls and limits for discharges into the Township of Southwold Sewage Works. These controls are established to protect the sewage works, residents, and natural environment from damage or obstruction, and to assist the Township in maintaining regulatory compliance.

This policy is enacted as a Schedule to Bylaw 2025-44 and shall be read in conjunction with the schedules and provisions of the parent bylaw. The controls and limits set forth in this policy are subject to periodic review and adjustment by the Township to reflect changes in law, infrastructure needs, and to maintain regulatory requirements.

This Policy shall apply to all sewers, including sanitary, sewage works, and any connections thereto which enter into such sewers or sewage works, which are publicly or privately owned or operated and are located within the geographical boundary of Southwold Township.

This Policy shall be administered in a manner that supports the Township's asset management objectives, infrastructure capacity constraints, and long-term financial sustainability of the Sewage Works. Compliance with this Policy shall be a condition of servicing approval, development approval, and ongoing connection to the Township's Sewage Works.

### **RELATED POLICIES AND BYLAWS**

The following documents, Policies, and By-laws, as amended from time to time, shall be complied with and form part of the requirements of this Policy, and are subject to updating at the discretion of the Director:

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

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## 1. Short Title

This document may be referred to as the "Sewage Use Policy."

## 2. Definitions

"**Biomedical Waste**" means biomedical waste as defined in the Ontario Ministry of the Environment Guideline C-4 entitled "The Management of Biomedical Waste in Ontario", dated November 2009, as amended from time to time;

"**Biochemical Oxygen Demand (BOD)**" means the five (5) day BOD which is the determination of the molecular oxygen utilized during a five (5) day incubation period for the biochemical degradation of organic material (carbonaceous demand), and the oxygen used to oxidize inorganic material such as sulphides and ferrous iron, and the amount of oxygen used to oxidize reduced forms of nitrogen (nitrogenous demand);

"**Biosolids**" means the product of stabilized organic solid material recovered from the wastewater treatment process;

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

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

**"Clear-Water Waste"** includes non-contact cooling water and other water that has not come into contact with wastewater contaminant sources;

**"Combustible Liquid"** means a liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius;

**"Consumer"** means any person or persons, Township or any other Municipal Corporation, the Government of Ontario, or the Government of Canada whose property is connected to the Southwold Sewer Works or any lessee or occupant of such property or any person who directly or indirectly discharges or deposits, or causes or permits the discharge or deposit of wastewater into the Sewage Works;

**"Connection" or "Drain"** means that part or those parts of any pipe or system of pipes leading directly or indirectly to a Sewage Works;

**"Contractor"** means an individual or person qualified to install or repair a service to the specification of this By-law who has been approved by a Designated Sewer Officer;

**"Council"** means the Council of the Corporation of the Township of Southwold;

**"Designated Sewer Officer"** means the Manager of Environmental Services, who administers this Policy and carries out the duties and responsibilities described herein;

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

**"Domestic Wastewater"** means waste produced on and released from a residential, commercial, or institutional premise as a result of normal human living processes and includes sanitary waste and wastewater from showers and restroom washbasins;

**"Fuel"** means alcohol, gasoline, naphtha, diesel fuel, fuel oil or any other ignitable substance intended for use as a fuel;

**"Hauled Wastewater"** means waste removed from a wastewater system, including a cesspool, a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, or a wastewater holding tank but does not include sludge removed from wastewater treatment plants;

**“Hazardous Substance”** means:

- i. Any substance or mixture of substances, other than a pesticide, that exhibits characteristics of flammability, corrosivity, reactivity or toxicity; and
- ii. Any substance that is designated as hazardous within the *Environmental Protection Act, R.S.O. 1990, c. E.19*, as amended and includes hazardous industrial waste and hazardous waste chemical within the meaning of Ontario Regulation 347, as amended;

**“Hazardous Waste”** means any Hazardous Substance disposed of as waste;

**“Ignitable Waste”** means a substance that:

- i. Is a liquid, other than an aqueous solution containing less than 24 percent alcohol by volume and has a flash point less than 93 degrees Celsius, as determined by the Tag Closed Cup Tester (ASTM D-56-97a), the Setaflash Closed Cup Tester (ASTM D-3828-97 or ASTM D-3278-96e1), the Pensky-Martens Closed Cup Tester (ASTM D-93-97), or as determined by an equivalent test method;
- ii. Is a solid and is capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture or spontaneous chemical changes and, when ignited, burns so vigorously and persistently that it creates a danger;
- iii. Is an ignitable compressed gas as defined in the regulations made under the Transportation of Dangerous Goods Act, 1992, S.C. 1992, c.34, as amended or any successor legislation thereto (“TDGA”); or
- iv. Is an oxidizing substance as defined in the regulations under the TDGA;

**“Manager”** means the Manager of Environmental Services.

**“Municipal Sewer Connection”** means that part of any drain leading directly or indirectly from a Private Sewer Connection and connected to the Southwold Sewage Works and located within the limits of the public road allowance, or other public lands or public land interests held for sewage purposes;

**"Non-Domestic Wastewater"** means all wastewater except Domestic Wastewater, Storm Water, Uncontaminated Water, and Septic Tank Waste;

**"Pathological Waste"** means a material which is a pathological waste within the meaning of Ontario Regulation 347, as amended made under the *Environmental Protection Act, R.S.O. 1990, c. E.19* (EPA) or any material which may be designated in writing by the Chief Medical Officer of Health;

**"PCB"** means any monochlorinated or polychlorinated biphenyl or any mixture of them or mixture that contains one or more of them; a PCB waste within the meaning of Ontario Regulation 352, as amended, made under the *Environmental Protection Act, R.S.O. 1990, c. E.19*.

**"Pesticide" or "Pesticides"** means a pesticide regulated under the *Pesticides Act, R.S.O. 1990, c. P.11*, as amended or any successor legislation thereto;

**"Pollution Prevention"** means the use of processes, practices, materials, products, substances or energy that avoid or minimize the creation of pollutants and wastes;

**"Private Sewer Connection"** means that part of any Drain or system of drains, including drains or subsurface drainage pipe for surface or subsurface drainage of the land in or adjacent to a building, lying within the limits of the private lands and leading to a Municipal Sewer Connection;

**"Prohibited Waste"** means prohibited waste as defined in Appendix "A" of this Policy;

**"Reactive Waste"** means a substance that,

- i. is normally unstable and readily undergoes violent changes without detonating;
- ii. reacts violently with water;
- iii. forms potentially explosive mixtures with water;
- iv. when mixed with water, generates toxic gases, vapours, or fumes in a quantity sufficient to present danger to human health or the environment;

- v. is a cyanide or sulphide bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapours, or fumes in a quantity sufficient to present danger to human health or the environment;
- vi. is capable of detonation or explosive reaction if it is subjected to a strong initiating source or if heated under confinement;
- vii. is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure; or
- viii. is an explosive (Class 1) as defined in the regulations under the *Transportation of Dangerous Goods Act, 1992, S.C. 1992*, as amended;

**“Restricted Waste”** means restricted waste as defined in Appendix “B” of this Policy;

**“Sanitary Sewer”** means a sewer for the collection and transmission of domestic or industrial wastewater or any combination thereof;

**“Septic Tank Waste”** means any waste extracted from a cesspool, septic tank, sewage holding tank, seepage pit, interceptor, or other containment for human excretion and wastes;

**“Sewage”** means any liquid waste containing animal, vegetable, chemical or mineral matter in solution or suspension, but does not include Stormwater or uncontaminated water;

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

**“Spill”** means a direct or indirect discharge or deposit to the Sewage Works or the natural environment which is abnormal in quantity or quality in light of all the circumstances of the discharge;

**“Southwold Sewer Works”** means the Sewage Works located in the geographical boundaries of the Township of Southwold including Shedden, Fingal, Talbotville, Ferndale and Lynhurst.

**“Storm Water”** means surface and rainwater, other natural precipitation, melted snow and ice, drainage including swimming pool drain water, uncontaminated water, and groundwater.

**“Township”** means the Corporation of the Township of Southwold, including its successors and assigns or the geographic area as the context requires;

**“Toxic Substance”** means any material defined or described as toxic under the *Canadian Environmental Protection Act 1999*, S.C. 1999, c.33, as amended, and within the *Environmental Protection Act*, R.S.O. 1990, c. E.19, as amended and any regulations made thereunder;

**“Waste Radioactive Prescribed Substances”** means uranium, thorium, plutonium, neptunium, deuterium, their respective derivatives and compounds and such other substances as the Atomic Energy Control Board may designate as being capable of releasing atomic energy or as being requisite for the production, use, or application of atomic energy;

**“Wastewater”** means the composite of water and water-carried wastes from residential, commercial, industrial, or institutional premises or any other source;

**“Wastewater Treatment Facility”** means any structure or thing used for the physical, chemical, biological, or radiological treatment of wastewater, and includes sludge treatment and wastewater sludge storage and disposal facilities.

### **3. Application**

- a. This Policy shall apply to all sewers, including combined, sanitary and storm sewers, Sewage Works, and any connections thereto which enter into such sewers or Sewage Works, which are publicly or privately owned or operated and are located within the Township of Southwold.

- b. This Policy does not apply to the discharge of any matter or sewage in an emergency, as determined by and approved by the Medical Officer of Health in the exercise of their authority under the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.17, as amended.
- c. In the event of any conflict or inconsistency between a provision in this Policy and a provision in any other Township by-law this Policy shall prevail.

#### **4. Sanitary Sewer Requirements**

- a. No person shall directly or indirectly discharge or deposit, or cause or permit the discharge or deposit of Wastewater, Sewage or matter of any type into the Sewage Works, except domestic wastewater.
- b. No person shall release, cause or permit the release of any Prohibited Waste listed in Appendix "A" of this Policy into the Sewage Works.
- c. No person shall release, cause or permit the release of any Restricted Waste which exceeds the respective concentrations listed in Appendix "B" of this Policy into the Sewage Works.
- d. No person shall uncover, make any connections with or opening into, use, alter or disturb or cause or permit the uncovering, making connections, opening into, using, altering, disturbing of any Sanitary Sewer or appurtenance thereof, without first obtaining permission from the Township of Southwold as set out in Part 14 of this Policy.
- e. No person shall break, damage, destroy, deface or tamper or cause or permit the breaking, damaging, destroying, defacing or tampering of any Sanitary Sewer or appurtenance thereof.

- f. No person shall disconnect, except for the purpose of repair, any Sanitary Sewer without first obtaining permission, in writing, from the Township.
  
- g. The Township may issue upon written request, a temporary waste discharge permit to allow for the temporary discharge of non-domestic wastewater into the Sewage Works upon such terms and conditions as the Manager considers appropriate. The Manager may request any additional information by the applicant as deemed necessary. The Manager reserves the right at its own discretion to approve or deny the application for a temporary discharge permit.
  
- h. Any person discharging matter, Sewage, Wastewater, uncontaminated water or stormwater to the Southwold Sewage Works shall be responsible for ensuring that such matter, Sewage, Wastewater, uncontaminated water or stormwater conforms at all times to the provisions of this Policy and shall be liable for any damage or expense arising out of any failure to properly check and control such discharge, including the cost of investigation, repairing, cleaning or replacing any part of any Sewage Works damaged thereby.
  
- i. No development, site alteration, or building permit shall be issued unless the Director is satisfied that the proposed discharge will comply with this Policy, including provisions related to quantity, quality, and infrastructure capacity.
  
- j. The Township may impose conditions on any temporary discharge permit, including but not limited to:
  - Monitoring and sampling requirements
  - Flow restrictions
  - Pre-treatment requirements
  - Posting of financial securities to guarantee compliance

**5. Prohibitions of Dilution**

- a. No person shall discharge or deposit directly or indirectly, or cause or permit the discharge or deposit of Sewage or Wastewater into the Sewage Works where water or any other matter has been added to the discharge for the purpose of dilution to achieve compliance with this Policy.

**6. Food Related Grease Interceptors**

- a. Every owner or operator of any premises in which there is industrial, commercial or institutional food preparation, including any restaurant or other industrial, commercial, or institutional premises where food is cooked, processed, or prepared, for which the premises is connected directly or indirectly to a Sanitary Sewer, shall take all necessary measures to ensure that oil and grease are prevented from entering into the sewage works in excess of the provisions of this Policy. Grease interceptors shall not discharge to storm sewers.
- b. The owner or operator of the premises as set out in this Subsection shall install, operate, and properly maintain an oil and grease interceptor in any piping system at its premises that connects directly or indirectly to a sewer. The oil and grease interceptors shall be installed in compliance with the most current requirements of the *Ontario Building Code*. The installation of the oil and grease interceptor shall meet the requirements of the Canadian Standards Association national standard CAN/CSA B-481.2, as amended.
- c. All oil and grease interceptors shall be maintained by the owner at the owner's expense in accordance with the manufacturer's recommendations and in continuously efficient operation at all times. The testing, maintenance, and performance of the interceptor shall meet the requirements of CAN/CSA B-481. The minimum maintenance requirements shall include the traps being cleaned before the thickness of the organic material and solids residuals is greater than twenty-five percent of the available volume and the frequency of cleaning being not be less than once in every four weeks. Maintenance requirements shall be posted in the workplace in close proximity to the grease interceptor.

- d. A maintenance schedule and record of maintenance for the preceding eighteen (18) month period shall be available to the Manager upon request for each interceptor installed. The Designated Sewer Officer shall have the right to enter upon the premises at any time to inspect its operation and maintenance.
- e. The owner or operator of the premises as set out in this Part shall, for two years, keep the document of proof for interceptor clean-out and oil and grease disposal.
- f. Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use any matter including but not limited to enzymes, bacteria, solvents, hot water, or other agents to facilitate the passage of oil and grease through a grease interceptor.
- g. In the case of failure to adequately maintain the grease interceptor to the satisfaction of the Designated Sewer Officer, the Designated Sewer Officer may require an alarmed monitoring device to be installed, at the expense of the owner, in accordance with specifications of CAN/CSA B-481.

## **7. Vehicle and Equipment Service Oil and Grease Interceptors**

- a. Every owner or operator of a vehicle or equipment service station, repair shop, or garage, or of an industrial, commercial, or institutional premises, or any other premises in or at which vehicles or equipment are repaired, lubricated, serviced, washed or maintained and where the sanitary discharge is directly or indirectly connected to a sewer, shall prevent oil and grease from entering the Sewage Works except as specifically permitted in this Policy and shall install an oil and grease interceptor designed to prevent motor oil and lubricating grease from passing into the Sewage Works in excess of the limits in this Policy.
- b. The owner or operator of the premises as set out in this Part shall install, operate, and properly maintain an oil and grease interceptor on all fixtures and in any piping system that connects directly or indirectly to the Sewage Works. The oil and grease interceptors shall be installed in compliance with the most current requirements of the *Ontario Building Code* and be maintained as recommended by the Canadian Petroleum Products Institute (CPPI).

- c. All oil and grease interceptors and separators shall be maintained by the owner at the owner's expense in good working order and in accordance with the manufacturer's recommendations and in continuously efficient operation at all times. All oil and grease interceptors and separators shall also be inspected regularly by the designated Sewer Officer or his designate to ensure performance is maintained to the manufacturer's specifications for performance and to ensure the surface oil and sediment levels do not exceed the permitted level.
- d. A maintenance schedule and record of maintenance shall be submitted to the Designated Sewer Officer annually for each oil and grease interceptor installed.
- e. The owner or operator of the premises as set out in this Part shall, for two years, keep the document of proof for interceptor clean-out and oil and grease disposal.
- f. Emulsifiers shall not be discharged to the sewer system into interceptors. No person shall use any matter including but not limited to enzymes, bacteria, solvents, hot water, or other agents to facilitate the passage of oil and grease through an oil and grease interceptor.
- g. In the case of failure to adequately maintain the oil and grease interceptor to the satisfaction of the Designated Sewer Officer, the Designated Sewer Officer may require an alarmed monitoring device to be installed at the expense of the owner.

### **8. Water Originating from a Source Other Than Township's Water Supply**

- a. No person shall discharge or deposit directly or indirectly, or cause or permit the discharge or deposit of water into the Sewage Works which originates from a source other than from the Township's water supply for each property to which it is serviced. For the purposes of this Part, water includes but is not limited to storm water or groundwater by mechanical pumping such as a sump pump, or gravity such as water from downspouts or any other similar water distribution or drainage system.

**9. Spills**

- a. In the event of a spill to the Sewage Works, the person responsible or the person having the charge, management, and control of the spill shall immediately notify and provide any requested information with regard to the spill to:
  - i. 911, if there is any immediate danger to human health and/or safety;

OR

  - ii. If there is no immediate danger, contact the Township, and the owner of the premises where the spill occurred, and any other person whom the person reporting knows or ought to know may be directly affected by the spill.
  
- b. The person responsible or the person having the charge, management, and control of the spill or his or her designate shall provide a detailed written report to the Township, within 5 days after the spill, containing the following information to the best of their knowledge:
  - i. Location where spill occurred;
  - ii. Name and telephone number of the person who reported the spill and the location and time where they can be contacted;
  - iii. Date and time of the spill;
  - iv. Material spilled;
  - v. Characteristics and composition of material spilled, including any Material Safety Data Sheets (MSDS);
  - vi. Volume of material spilled;
  - vii. Duration of spill event;
  - viii. Work completed and/or any work still in progress in the mitigation of the spill;

- ix. Preventive actions being taken to ensure a similar spill does not occur again;  
and
  - x. Copies of applicable spill prevention and spill response plans.
- a. The person responsible for the spill and the person having the charge, management, and control of the spill shall do everything reasonably possible to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and contaminated residue, and restore the affected area to its condition prior to the spill.
  - b. Nothing in this Policy relieves any person from complying with any notification or reporting provisions of other government agencies, including Federal and Provincial agencies, or any other By-law of the Township.
  - c. Where the person responsible for the spill or the person having charge, management and control of the spill fails or neglects to carry out or diligently pursue the activities required of it in this Part of the Policy, the Township may take such measures as they deem appropriate to contain the spill, protect the health and safety of citizens, minimize damage to property, protect the environment, clean up the spill and associated residue and restore the affected area to its condition prior to the spill and recover any associated costs from the person responsible for the spill and/or the person having charge, management and control of the spill.
  - d. The Township may invoice the person responsible for the spill to recover any costs related to the spill including but not limited to costs of time, materials, and services arising as a result of the spill. The person responsible for the spill shall pay the costs invoiced.
  - e. The Township may require the person responsible for the spill to prepare and submit a Spill Contingency Plan to the Township to indicate how risk of future incidents will be reduced and how future incidents will be addressed.

**10. Multiple Connections with Single Service**

- a. A discharge of matter or sewage to a single private sewer connection into the sewage works from a premises with two or more separate businesses will be considered as being released from each of the separate businesses, unless it is shown to the satisfaction of the Township, by the owner or operator of the premises that the portion of the material or sewage that is in violation of this Policy is being released from only one of the businesses.

**11. Maintenance Access Holes**

- a. The Township may require the owner or operator of industrial premises or multi-story residential buildings with one or more connections to a sewage works to install and maintain in good repair in each connection a suitable maintenance access hole to allow observation and sampling, and flow measurement of the sewage, uncontaminated water or stormwater therein, provided that where installation of a maintenance access hole is not possible, an alternative device or facility may be substituted with the prior written approval of the Township. Every person required to install or maintain a maintenance access hole as required by the Township shall install or maintain each maintenance access hole or alternative device as required by this section of this Policy.
- b. Each maintenance access hole or alternative device installed as required by this section shall be located on the property of the owner or operator of the premises, as close to the property line as possible, unless the Township has given prior written approval for a different location.
- c. Each maintenance access hole, device or facility installed as required by this section shall be designed and constructed in accordance with good engineering practice and the requirements of the municipal standard, as established by the Township time to time, and shall be constructed and maintained by the owner or operator of the premises at their expense.
- d. The owner or operator of the industrial premises or multi-story buildings shall at all-time ensure that every maintenance access hole, alternative devise or facility

installed as required by this section is accessible at all times for the purposes of maintaining, observing, sampling and flow measurement of the sewage, uncontaminated water or stormwater therein.

- e. If the owner or operator of the industrial premises or multi-story building fails to install a maintenance access hole or alternate device, the Township by notice in writing, may require the owner or operator of the premises to pay to the Township that amount of money which the Township deems necessary to cover the cost of constructing and installing a maintenance access hole or alternate device and upon receipt of such notice, the owner or operator of the premises shall forthwith pay such amount to the Township.

## **12. Authority of Designated Sewer Officer to Investigate**

- a. The Designated Sewer Officer may enter upon land and into buildings at any reasonable time without notice or a warrant for the purpose of carrying out any inspection reasonably required to ensure compliance with this Policy, including but not limited to, the following:
  - i. Inspecting, observing, sampling, and measuring the flow in any private:
    - Drainage system;
    - Sump pump connection;
    - Oil and grease interceptor or any other grease trap;
    - Wastewater disposal system;
    - Storm water management facility; and
    - Flow monitoring point;
  - ii. Determine water consumption by reading water meters;
  - iii. Test flow measuring devices;

- iv. Take samples of wastewater, storm water, clear-water waste, and subsurface water being released from the premises or flowing within a private drainage system;
  - v. Perform on-site testing of the wastewater, storm water, clear-water waste, and subsurface water within or being released from private drainage systems, pre-treatment facilities, and storm water management facilities;
  - vi. Make reasonable inquiries and/or require information from any person, orally or in writing, concerning the matter under inspection;
  - vii. Inspect and copy documents;
  - viii. Inspect chemical storage areas and spill containment facilities and request Material Safety Data Sheets (MSDS) sheets for materials stored or used on-site; and
  - ix. Inspect the premises where a release of prohibited or restricted wastes, or of water containing prohibited or restricted wastes, has been made or is suspected of having been made, and to sample any or all matter that in their opinion could have been part of the discharge.
- b. No person shall prevent, hinder, obstruct, or interfere in any way with the Designated Sewer Officer, and persons deemed, by the Township, to be essential to an inspection or sampling, bearing proper credentials and identification from carrying out any of their powers or duties; including but not limited to, the following:
- i. entering in or upon, at any reasonable time without a warrant, any land or premises, except land or premises being used as a dwelling house;

- ii. making such tests or taking such samples as the Designated Sewer Officer or an inspector deems necessary;
  - iii. inspecting or observing any plant, machinery, equipment, work, activity, or documents;
  - iv. making inquiries and taking photographs,
  - v. for the purposes of administering or enforcing this Policy.
- c. Notwithstanding section b., the Director **or their designate** may obtain an order or a warrant to obtain any information deemed necessary to assess compliance with this Policy.
- d. Any person who hinders, obstructs or interferes with a Designated Sewer Officer with carrying out inspections or tests under and enforcing the provisions of this Policy, is guilty of an offence.
- e. Any person who knowingly provides false information in any report or return required under this Policy or who willfully withholds information required under this Policy, is guilty of an offence.

### **13. Disconnection From Sewer**

- a. Where Sewage or Wastewater which:
- i. Is hazardous or creates an immediate danger to any person;
  - ii. Endangers or interferes with the operation of the Sewage Works; or
  - iii. Causes or is capable of causing an adverse effect;

is discharged or deposited to the Sewage Works, the Designated Sewer Officer may at the owner's expense and in addition to any other remedy available, disconnect, plug, or seal off the sewer line discharging or depositing the unacceptable Sewage or Wastewater into the Sewage Works or take such

other action as is necessary to prevent such Sewage or Wastewater from entering into the Sewage Works.

- b. The Sewage or Wastewater may be prevented from being discharged into the Sewage Works until the Designated Sewer Officer is satisfied in his or her sole discretion that the discharge or deposit of Sewage and Wastewater to be made into the Sewage Works complies with this Policy.
- c. The Designated Sewer Officer may, by notice in writing, advise the owner or occupier of the premises from which the Sewage or Wastewater is being discharged or deposited, of the costs associated with such action deemed by the Designated Sewer Officer as necessary to prevent such Sewage or Wastewater from entering into the Sewage Works, and the owner or occupier, as applicable, shall forthwith reimburse the Township for all such costs, and such costs may be added to the tax roll and collected in the same manner as property taxes.
- d. Any owner or occupier of a property who has made an illegal connection to the Sewage Works for any purpose is guilty of an offence and shall disconnect immediately and no later than thirty (30) days after written notification has been provided to the owner or occupier as applicable. Failure to comply with this section may result in a temporary disconnection of the sewer connection with the Township's Sewage Works. The owner shall be responsible for all costs related to the disconnection and reconnection, including all reconnection charges.
- e. No person shall be permitted to permanently disconnect, except temporarily for the purpose of repair, any drain carrying sanitary sewage or other waste to the sewer without first obtaining written approval from the Township. Once repairs have been made, the connection shall be re-connected to the Sewage Works.

#### **14. Sanitary Sewer Connections**

- a. The owner of a building located on land fronting a sanitary sewer main or on land abutting a street or alley through which access to a sanitary sewer main

is available, shall connect the building to the sanitary sewer system of the Township unless permitted otherwise within this Policy.

- b. No person shall:
  - i. erect, or cause or permit to be erected, any building on lands that are serviced by a Sanitary Sewer Connection unless the new building is connected to the Southwold Sewer Works;
  - ii. construct, install, maintain, use, or cause or permit to be constructed, installed, maintained, or used, whether or not installed prior to the date of the passing of this Policy or any of its predecessors, a direct or indirect connection to the Sanitary Sewer Connection which would permit anything other than sewage to discharge or deposit into the Sewage Works; and
  - iii. construct, install, maintain, use, or cause or permit to be constructed, installed, maintained, or used, a direct or indirect Connection to the Sanitary Sewer Connection without final inspection and written approval by the Township and all such Connections require a cleanout every fifty (50) feet thereafter.
- c. No sanitary sewer Connection shall be constructed on any road allowance, easement, or other public land, unless written approval has been granted by the Township. The owner of the premise(s) served by the Sanitary Sewer Connection shall be responsible for the entire cost of such sewer connection. If a sewer stub has not been installed to the property line, the owner is required to pay for the entire costs to install a new sewer stub from the sewer main to the property line.
- d. Reconstructed Buildings
  - i. Whenever an existing building is substantially damaged or demolished, the existing municipal Sanitary Sewer Connections shall be disconnected by the Township at the owner's expense at the property line and a temporary cap shall be placed to prevent ground water from entering into the Sewage Works.
  - ii. For the purposes of this section, an existing building is substantially damaged or demolished when more than fifty percent of the exterior walls of the first

storey above grade are removed whether or not they are subsequently replaced. The Township has the sole and absolute discretion to determine when an existing building is substantially damaged or demolished.

- e. An owner of a premise who is applying for a permit to construct a replacement building, or to disconnect a dwelling from a septic tank, to connect to a Sanitary Sewer Connection shall be entitled to use an existing municipal sanitary sewer connection which, upon inspection by the Township, is found by the Township to be in satisfactory condition. The owner shall pay for the cost of any inspection, installation fees, and any other associated costs, as required in the amount determined from time to time by the Township.
- f. Any person wanting to make a Sanitary Sewer Connection shall make an application to the Township and pay the applicable fee for the application as prescribed in the Schedule "B" Rates and Fees Policy. The owner of the property to be serviced shall complete and sign the application, and the owner shall be responsible for the completeness and accuracy of the information furnished on such application and plans.
- g. Sewer Connections on Private and Public Property:
  - i. Where a sewer stub already exists, a sanitary sewer Connection on private property between the property line and the building shall be installed by the owner of the property, subject to the owner obtaining a building permit including completed application (SEWER CONNECTION PERMIT) and payment of the fees as prescribed in the Rates and Fees Policy under the parent By-Law. The owner must adhere to all conditions set out in the permit, including sanitary sewer specifications. All costs associated with the sewer connection shall be at the expense of the owner.
  - ii. A Sanitary Sewer Connection on public property between the sewer main and private property (WHERE A SEWER STUB DOESN'T EXIST), is the responsibility of the applicant and shall pay all associated costs to construct the connection. The applicant is required to complete and submit to the Township a completed application (SEWER CONNECTION PERMIT) and pay all fees as per Schedule "B" Rates and Fees Policy.

- iii. If the Sanitary Sewer Connection is for a new lot, the owner is required to pay a new connection fee, as prescribed in Schedule "B" Rates and Fees Policy under the parent By-Law.
- h. Only one Sanitary Sewer Connection is allowed for each property. No multiple connections shall be permitted.
- i. Where a detached additional dwelling unit has been approved by the Township, the sewer connection from the additional dwelling unit must connect into the private side sewer plumbing system and is not permitted to make an additional connection directly into the Township's Sewer Works.
- j. Where a Sanitary Sewer Connection is installed or operated in contravention of this Policy, the Township may order the temporary disconnection of any sewer connection whenever, and for so long as, the Township deems it necessary to prevent continued or repeated violations of this Policy.
- k. Where an owner of a building has requested an inspection by the Township by means of an excavation or closed-circuit television inspection of any existing municipal sanitary sewer Connection, the owner shall deposit with the Township in the amount determined by the Township. If upon inspection a structural problem is found in the Township's portion of the sanitary sewer Connection, the deposit will be refunded.
- l. Connections Installed as Part of a Township Project
  - i. Where a sewer stub has been installed as part of a capital project completed by the Township, and the existing **developed** property is served by an existing functioning septic system, the property owner may defer connection to the municipal sewer system for up to fifteen (15) years from the date of **this bylaw passing, or from the date of** sewer stub installation **whichever is the latter**, or until such time as the septic system fails, whichever occurs first.
  - ii. If the property owner elects to defer connection, the owner shall **comply with the conditions of deferral as outlined in this policy.**
  - iii. If the Township or its officials find evidence of a direct sewage connection to any drain other than the sewer stub, or determine that the septic system has failed, the Chief Building Official may order immediate connection to the

provided sewer stub. Such connection shall be subject to all conditions and requirements set forth in this bylaw and/or any other applicable laws or regulations.

m. Conditions of Connection Deferral

- i. Any owner who elects to defer connection under this Section shall comply with the requirements of this Policy as a condition of continued eligibility for such deferral.
- ii. No owner shall refuse, hinder, obstruct, or interfere with the Township, its officers, employees, or authorized agents in carrying out any inspection, investigation, verification or enforcement required under this Section.
- iii. The owner shall, at the owner's sole expense, retain a qualified inspector to inspect the on-site septic system at least once every five (5) years, or at a more frequent interval as may be required by the Chief Building Official.
- iv. The owner shall submit to the Township a written inspection report, in a form satisfactory to the Chief Building Official, on or before the date required by the Township.
- v. The inspection report shall include, at a minimum, an assessment of the structural integrity of the system, an evaluation of system function and capacity, confirmation that there is no surface breakout, leakage, backup, or other evidence of failure, and any additional information required by the Chief Building Official to confirm the condition and continued functionality of the system.
- vi. The Township will provide notice, in a manner it deems appropriate, of the report due date at least ninety (90) days before the report is required to be submitted.
- vii. A property shall be deemed non-compliant where the owner fails to submit a required inspection report by the due date, submits a report that is incomplete, inaccurate, or unsatisfactory to the Chief Building Official, or refuses or fails to provide access required under this Section, the Township will issue written notice of such non-compliance to the owner.
- viii. If the owner fails to remedy the non-compliance within ninety (90) days after the date of the notice of non-compliance, or within such other period as may be specified by the Township, the property's eligibility for connection deferral may be revoked by written notice, unless otherwise directed by the Chief Building Official.

- ix. Upon revocation of deferral, the Township may provide written notice to the owner that the deferral has been revoked and that the property is required to connect to the municipal sanitary sewer system in accordance with this Policy.
  - x. Following revocation of deferral, the Chief Building Official may issue an Order requiring the owner to connect the property to the municipal sanitary sewer system within the time specified in the Order and in accordance with this Policy and any other applicable law.
  - xi. The Chief Building Official may also issue an Order to connect at any time where a private on-site septic system has failed, where the system poses or may pose a risk to public health, safety, or the environment, or where there is evidence of improper discharge or an illegal connection.
  - xii. Where an owner fails to comply with an Order issued under this Section, the Township may enter upon the property and undertake the work required to achieve compliance, at the owner's expense, and all costs incurred by the Township may be recovered and collected against the tax roll in the same manner as municipal taxes, where permitted by law.
- n. Developments
- Compliance with this Policy shall be a condition of any subdivision agreement, site plan agreement, or servicing agreement entered into with the Township. The Township may require design provisions, monitoring infrastructure, and pre-treatment systems as part of such agreements.

## 15. Offences

- a. Every person other than a corporation who contravenes any provision of this Policy is guilty of an offence and on conviction is liable, for every day or part thereof upon which such offence occurs or continues, to a fine as prescribed in Schedule "B" Rates and Fees Policy.
- b. Every Corporation that contravenes any provision of this Policy is guilty of an offence and on conviction is liable for every day or part thereof upon which such offence occurs or continues, to a fine as prescribed in Schedule "B" Rates and Fees Policy.

- c. In this Policy subsequent offence means any offence that occurs after the date of conviction for any earlier offence under this Policy.
- d. In the event that any person constructs a Sanitary Sewer Connection in a manner other than provided for herein, whether as to design, approval, supervision, or inspection, the Designated Sewer Officer may order the re-excavation of a sanitary sewer Connection for the purposes of inspection and testing, and, if necessary, reconstruction of the work at the owner's expense and the Designated Sewer Officer may have the work performed at the expense of the owner or disconnect the said sewer connection, in which case it shall not be reconstructed except with the prior written approval of the Designated Sewer Officer. Any expenses incurred by the Township is the responsibility of the owner and may be added to the tax roll and collected in the same manner as property taxes.
- e. The continuation of a condition violating the provisions of this Policy shall be considered contravention of this Policy, notwithstanding that it existed prior to the passage hereon.
- f. When a person has been convicted of an offence under this Policy, the Ontario Superior Court of Justice or any court of competent jurisdiction, may, in addition to any penalty imposed on the person convicted, issue an Order prohibiting the continuation or repetition of the offence or the doing of any act or thing by the person convicted or make any other such order as permitted by law.

## **16. Interpretation**

- a. Headings are for reference purposes and shall not affect in any way the meaning or interpretation of the provisions of this Policy.
- b. In this Policy, a word interpreted in the singular number has a corresponding meaning when used in the plural.

## **17. Appendix A: Prohibited Waste**

No person shall directly or indirectly discharge or deposit or cause or permit the discharge or deposit of matter of any type including but not limited to Sewage

and Wastewater into a Sanitary Sewer, municipal or private sewer Connection to any Sewage Works where:

a. To do so may cause or result in:

Damage to the Sewage Works including but not limited to any pumping stations, waste water treatment plant, or private property;

- i. The release of an offensive odour from Sewage Works; and without limiting the generality of the foregoing, sewage containing hydrogen sulphide, carbon disulphide, other reduced sulphur compounds, amines or ammonia in such quantity as may cause an offensive odour;
  - ii. An obstruction or restriction which blocks or otherwise impacts the flow in the Sewage Works;
  - iii. Interference with the operation or maintenance of a sewage works, or which may impair or interfere with any sewage treatment process;
  - iv. A hazard to any person, animal, property, or vegetation;
  - v. An offence under the *Ontario Water Resources Act* or the *Environmental Protection Act*, as amended, or any regulation made thereunder from time to time;
  - vi. A health and/or safety hazard to any authorized person who inspects, operates, maintains, repairs, or otherwise works on a Sewage Works;
  - vii. The presence of toxic gases, vapours, or fumes within the Sewage Works that in a quantity sufficient to present danger to human health or the environment.
- b. The matter has any one or more of the following characteristics:
- i. Two or more separate liquid layers;

- ii. A pH less than 5.5 or greater than 10; or
  - iii. A temperature greater than sixty (60) degrees Celsius.
- c. The matter contains:
- i. Hazardous Substances;
  - ii. Combustible Liquid;
  - iii. Biomedical Waste, including any of the following categories: human anatomical waste, animal waste, untreated microbiological waste, waste sharps, and untreated human blood and body fluids known to contain viruses and agents listed in "Risk Group 4" as defined in "laboratory biosafe guidelines" published by Health Canada, dated 2004, as amended;
  - iv. Specified risk material for bovine spongiform encephalopathy as defined in the federal fertilizers regulations (C.R.C.,c.666), as amended from time to time, including material from the skull, brain, trigeminal ganglia, eyes, tonsils, spinal cord, and dorsal root ganglia of cattle aged 30 months or older, or material from the distal ileum of cattle of all ages;
  - v. Dyes or coloring materials which may or could pass through a wastewater works and discolor the Sewage Works effluent;
  - vi. Fuel;
  - vii. Ignitable Waste;
  - viii. Pathological Waste;
  - ix. PCB's;
  - x. Pesticides which are not otherwise regulated in this By-law;

- xi. Reactive Waste;
  - xii. Toxic Substances which are not otherwise regulated in this By-law;
  - xiii. Waste Radioactive Prescribed Substances in quantities or of such size to be capable of causing obstruction to the flow in the Sewage Works, including but not limited to ashes, bones, cinders, sand, mud, soil, straw, shaving, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, animal parts or tissues, and paunch manure.
- d. The matter contains a concentration, expressed in mg/l in excess of any one or more of the limits in Appendix "B" of this By-law.

**Appendix B Restricted Waste**

**Table A:**

**CONVENTIONAL CONTAMINANTS and PHYSICAL PARAMETERS**

<b><u>SUBSTANCE</u></b>	<b><u>CONCENTRATION LIMIT</u></b> (expressed as Mg/L unless otherwise indicated)
<b>Biochemical Oxygen Demand</b>	<b>300</b>

<b>Chemical Oxygen Demand</b>	<b>600</b>
<b>Oil and Grease - animal and vegetable</b>	<b>100</b>
<b>Oil and Grease - mineral and synthetic/hydrocarbon</b>	<b>15</b>
<b>Total Suspended Solids</b>	<b>350</b>
<b>pH</b>	<b>5.5 - 10.0</b>
<b>Temperature</b>	<b>60 degrees Celsius</b>

**Table B:****ORGANIC CONTAMINANTS**

<b><u>SUBSTANCE</u></b>	<b><u>CONCENTRATION LIMIT</u></b> (expressed as Mg/L unless otherwise indicated)
Benzene	0.01
Chloroform	0.04
Dichlorobenzene (1,4)	0.08
Ethylbenzene	0.16
**Methylene chloride (dichloromethane)	0.21
PCBs (chlorobiphenyls)	0.1
**Tetrachloroethylene	0.05
Toluene	0.27
Trichloroethylene	0.07
Xylenes, total	0.52

**Table C:****Inorganic Contaminants**

<b><u>SUBSTANCE</u></b>	<b><u>CONCENTRATION LIMIT</u></b>
	(expressed as Mg/L unless otherwise indicated)
<b>Aluminum, Total</b>	<b>50</b>
<b>Antimony, Total</b>	<b>5</b>
<b>Arsenic, Total</b>	<b>1</b>
<b>Barium, Total</b>	<b>5</b>
<b>Bismuth</b>	<b>5</b>
<b>Cadmium, Total</b>	<b>0.7</b>
<b>Chloride</b>	<b>1,500</b>
<b>Chromium, Total</b>	<b>5</b>
<b>Cobalt, Total</b>	<b>5</b>
<b>Copper, Total</b>	<b>3</b>
<b>Cyanide, Total</b>	<b>2</b>
<b>Fluoride</b>	<b>10</b>
<b>Iron, Total</b>	<b>50</b>

<b>Lead, Total</b>	<b>2</b>
<b>Manganese, Total</b>	<b>5</b>
<b>Mercury</b>	<b>0.05</b>
<b>Molybdenum, Total</b>	<b>3</b>
<b>Nickel, Total</b>	<b>3</b>
<b>Nitrogen, Total Kjeldahl</b>	<b>100</b>
<b>Phenolics (4AAP)</b>	<b>1</b>
<b>Total Phosphorus</b>	<b>10</b>
<b>Selenium, Total</b>	<b>5</b>
<b>Silver, Total</b>	<b>5</b>
<b>Sulphates</b>	<b>1500</b>
<b>Sulphides, Total</b>	<b>1</b>
<b>Tin Total</b>	<b>5</b>
<b>Zinc Total</b>	<b>3</b>



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** May 25, 2026

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

**REPORT NO:** CAO 2026-11

**SUBJECT MATTER: Elgincentives Community Improvement Plan**

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#### **Recommendations:**

1. That By-Law Number 2026-38, being a by-law to designate a Community Improvement Project Area, be presented for enactment.
2. That By-Law Number 2026-39, being a by-law to adopt the 2026 Elgincentives Community Improvement Plan, be presented for enactment; and

#### **Purpose:**

The Township of Southwold participates in Elgincentives, a county wide Community Improvement Plan developed and funded by the County of Elgin and adopted by the local municipalities. The program has been in place since 2015 and is administered by the County on behalf of the Township of Southwold and other participating municipalities.

After ten years, the County reviewed the program to ensure it continues to meet local and county wide needs. Township of Southwold staff were involved throughout the review.

The purpose of this report is to seek Council adoption of the updated Elgincentives Community Improvement Plan. Under the Planning Act, the Township of Southwold must adopt the plan by by-law for financial incentive programs to be available locally. Once the required by-laws are adopted, Township of Southwold.

#### **Background:**

A Community Improvement Plan (CIP) is a planning tool that helps municipalities improve buildings, neighbourhoods, and local economies in specific areas. A CIP allows

a municipality to offer financial incentives, such as grants or loans, to help property owners and businesses make improvements that support community goals.

Under the Planning Act, upper tier municipalities such as the County of Elgin may help fund and support CIP programs adopted by local municipalities. Elgin County has developed a county wide CIP framework, known as Elgincentives, which is funded and administered by the County. This approach allows municipalities across Elgin County to support economic development in a coordinated and consistent way.

Since its launch in 2015, Elgincentives has supported private sector investment, main street revitalization, and local job creation across Elgin County, including within the Township of Southwold. After ten years of operation, the County, working with its local municipal partners, completed a comprehensive review of the program.

- **Phase 1 – Background Review (Fall 2024 to Spring 2025)** examined program performance over the past decade, including economic impacts, administration, and comparisons with similar programs.
- **Phase 2 – Document Update (Fall 2025 to Winter 2026)** focused on updating the plan to reflect current planning and economic development priorities, modernize incentive programs, and improve clarity and accessibility for applicants.

Township of Southwold staff were involved throughout both phases, including reviewing the Recommendations Brief prior to finalizing the updated CIP.

### **Key Findings and Plan Updates**

The background review identified several areas where updates were required to better support community improvement objectives at the local level:

- Grant amounts no longer reflect current construction, development, and labour costs.
- There is increasing demand for housing-related incentives, which were not included in the original CIP.
- Program structure and documentation could be clearer and easier for applicants to navigate.
- Opportunities exist to better support larger-scale economic drivers while continuing to assist small and locally based businesses.
- The overall plan would benefit from modernization in structure, layout, and presentation.

In response, the updated CIP:

- Retains the existing vision, which emphasizes coordinated leadership in community improvement through incentives delivered locally.
- Updates the plan's goals to emphasize affordable and attainable housing, place-based and main street revitalization, agri-tourism and rural economic development, building sustainability and efficiency, and overall economic vitality.
- Consolidates twelve existing incentive programs into six streamlined programs to improve clarity and administration.
- Introduces new incentives to support affordable housing and additional dwelling units.
- Increases maximum funding levels, with incentives capped at up to 50 percent of eligible project costs, subject to program-specific limits.

### **Municipal Leadership Initiatives**

The updated CIP also introduces Municipal Leadership Initiatives. These initiatives are not financial incentive programs. Instead, they identify strategic areas where the County, local municipalities, and community partners may collaboratively advance community improvement objectives over the life of the CIP, subject to Council direction and available resources.

When aligned with financial incentives, these initiatives may enhance the overall effectiveness of community improvement efforts within the Township of Southwold.

### **Public and Ministry Consultation**

In accordance with the Planning Act, a public meeting was held to consider adoption of the updated Elgincentives Community Improvement Plan.

A required consultation meeting with the Ministry of Municipal Affairs and Housing was also held. No major concerns were identified through this process.

### **Communication Requirements**

Following adoption, the County will work with Township of Southwold staff to implement the coordinated communications and marketing plan based on the framework outlined in section 13 of the CIP.

### **Conclusion:**

Adoption of the updated Elgincentives Community Improvement Plan will allow the Township of Southwold to continue participating in a coordinated, county-wide incentive program that supports housing development, economic growth, and community revitalization.

Subject to adoption of the required by-laws, the County of Elgin will proceed with administering the program on behalf of the Township of Southwold, with continued collaboration between Township of Southwold and County staff to support effective and consistent implementation.

The updated Elgincentives Community Improvement Plan is included under By-laws for Council's consideration.

**Financial and Resource Implications:**

Financial implications are limited as the program is primarily funded by the County. There could be some impact for the Tax Increment Grants, but it would be limited. Staff time at the local level is limited and it is not expected the updated program will cause a significant change.

**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

May 12, 2026

## Council Meeting

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### Contract Awarded for Eden and Calton Bridge Rehabilitation Projects

Council approved awarding the contract for the rehabilitation of the Eden Bridge (B53) and Calton Bridge (B47) in the Municipality of Bayham to Vandenberg Construction Inc. following a competitive tendering process.

The two bridge rehabilitation projects were tendered together to improve administrative efficiency and help achieve lower overall construction costs. The rehabilitation work will include concrete repairs, replacement of bearing pads, deck repaving, drainage improvements, roadside safety upgrades, and recoating of structural steel members.

Eden Bridge, located on Eden Line (County Road 44), is scheduled for rehabilitation in 2026, while Calton Bridge, located on Calton Line (County Road 45), is planned for 2027. The report notes that both projects will require full road closures during construction, with Heritage Line serving as the formal detour route.

Construction on Eden Bridge is expected to begin in late summer 2026 and be substantially completed by the end of November. Project updates and road closure information will be shared through Engage Elgin, Municipal 511, and weekly construction updates distributed to local municipal partners and elected officials.

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### Council Identifies Priorities for 2026 AMO Delegation Requests

Council directed staff to submit delegation requests for the 2026 Association of Municipalities of Ontario (AMO) Conference focused on regional growth challenges, economic development opportunities, and rural planning flexibility.

As part of the discussion, Council identified two proposed delegation topics and corresponding provincial ministries. The first would involve discussions with the Ministry of Economic Development regarding growth pressures in the region, including electricity availability and potential incentive programs to support the redevelopment of brownfield sites.

# Council Meeting

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## Council Identifies Priorities for 2026 AMO Delegation Requests (continued)

The second would involve advocacy with the Ministry of Municipal Affairs and Housing related to planning policy flexibility, particularly surrounding rural planning considerations.

The AMO Conference provides municipalities with an opportunity to meet directly with provincial ministries to advocate for local priorities and regional issues. Delegation requests for the 2026 conference must be submitted prior to the May 21 deadline.

For the full Council Agenda, [click here](#).

## Committee of the Whole

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### Updated Policy Adopted for Library Branch Construction and Interest-Free Loans

The Committee of the Whole endorsed an updated policy to guide future library branch construction, renovation, expansion, and relocation projects within the Elgin County Library system.

The updated policy includes revised eligibility criteria and increased interest-free loan thresholds available to local municipal partners supporting library projects. Under the new structure, small branches may qualify for loans of up to \$125,000, medium branches up to \$250,000, and large branches up to \$500,000. The increases reflect inflationary adjustments since the policy was last updated in 2015.

Additional updates clarify that entities controlled by municipal partners may also be eligible for interest-free loans and streamline the process municipalities must follow when proposing library facility projects. The policy also reinforces that local municipal partners are generally expected to own or lease library premises involved in these projects.

The revised policy comes as the Municipality of West Elgin considers an interest-free loan request related to the ongoing West Lorne Library expansion project.

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### New Framework Introduced to Strengthen Risk Management Across the County

The Committee of the Whole recommended the adoption of a new Enterprise Risk Management Framework to establish a consistent, County-wide approach to identifying, assessing, and managing risk across County operations.

# Committee of the Whole

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## New Framework Introduced to Strengthen Risk Management Across the County (continued)

The framework is intended to help ensure that decision-makers across the organization are making informed choices, mitigating risks, and identifying opportunities in a more coordinated and collaborative way. The County's current risk management practices are guided by a variety of policies and procedures, but there is currently no formal framework that brings those practices together under a unified approach.

The proposed framework outlines a five-step process for risk management that includes establishing objectives, identifying and assessing risks, planning and taking action, and ongoing monitoring and reporting. It also defines organizational responsibilities related to risk management at various levels of the County, including Council, senior leadership, department heads, and operational staff.

Once adopted by Council, the framework will be implemented and communicated to staff by the Executive Leadership Team, with support from Legal Services.

For the full Committee of the Whole Agenda, [click here](#).





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Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Ontario Command**, representing **Ontario’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

**The Royal Canadian Legion** Ontario Command is very proud to be once again printing over **10,000 copies** of our **14th annual “Military Service Recognition Book”**, scheduled for release by October 2027. This unique remembrance publication recognizes and honours our Province's Veterans and helps us fulfill the Legion's role as the **“Keepers of Remembrance”**. Proceeds raised from this annual appeal are also used to support Veterans Transition Programs to help modern day Veterans that suffer from PTSD and other challenges.

The Legion is recognized as one of Canada’s largest Veterans Support Organizations and we are an integral part of the communities we serve. This project helps ensure the Legion’s continued success. We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”**

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Ontario Command Campaign Office** toll free at **1-855-241-6967**.

**Thank you for your consideration and/or support.**

Sincerely,



**Lynn McClellan**  
President



MSR Guide



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# The Royal Canadian Legion Ontario Command

## *“Military Service Recognition Book”*

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½ Page (Full Colour) <b>7" X 4.735"</b>	\$969.03	+	\$125.97	=	\$1,095.00
¼ Page (Full Colour) <b>3.375" X 4.735"</b>	\$575.22	+	\$74.78	=	\$650.00
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## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY-LAW NO. 2026-38**

#### **Being a by-law to designate a Community Improvement Project Area and to repeal By-law No. 2015-28**

**WHEREAS** the official plan for the Township of Southwold contains provisions relating to community improvement in the municipality;

**AND WHEREAS** Section 28(1) defines a Community Improvement Project Area 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”;

**AND WHEREAS** Section 28(2) of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, authorizes Council to designate the whole or any part of a municipality covered by the official plan as a Community Improvement Project Area;

**AND WHEREAS** the Council of the Corporation of the Township of Southwold deems it in the interest of the municipality to designate the entirety of the municipality as a Community Improvement Project Area for the purpose of implementing the updated Elgincentives Community Improvement Plan;

#### **NOW THEREFORE the Council of the Corporation of the Township of Southwold hereby enacts as follows:**

1. That the entirety of the Township of Southwold, being composed of all lands shown on Schedule “A” attached to and forming part of this By-law, is hereby designated a Community Improvement Project Area pursuant to Section 28(2) of the *Planning Act, R.S.O. 1990. C. P.13, as amended*.
2. That By-law 2015-28, which previously designated the Elgincentives Community Improvement Project Area for the Township of Southwold, is hereby repealed.

3. That this By-law shall come into force and take effect on the day it is passed by Council.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 25<sup>th</sup> DAY OF MAY, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell

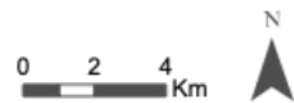
Schedule "A" to By-law No. 2026-38

Township of Southwold Community Improvement Project Area



Township of Southwold  
Schedule A - Community Improvement Project Area

 Community Improvement Project Area





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

### **BY-LAW NO. 2026-39**

#### **Being a by-law to adopt the 2026 Elgincentives Community Improvement Plan and repeal By-law Nos. 2015-29 and 2019-60**

**WHEREAS** the entirety of the Township of Southwold is designated a Community Improvement Project Area under By-law No. 2026-38;

**AND WHEREAS** Section 28(4) of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, authorizes municipalities to prepare a Community Improvement Plan for a designated community improvement project area;

**AND WHEREAS** Elgin County prepared the Elgincentives Community Improvement Plan in 2015 as part of a coordinated County-wide framework for community improvement planning, to be adopted by Local Municipal Partners in accordance with Section 28 of the *Planning Act, R.S.O. 1990, c. P.13*;

**AND WHEREAS** the Council of the Corporation of the Township of Southwold adopted the 2015 Elgincentives Community Improvement Plan for the Township of Southwold under By-law 2015-29, and subsequent updates to the Plan under By-law 2019-60;

**AND WHEREAS** Elgin County has since undertaken a comprehensive review of the Elgincentives Community Improvement Plan in coordination with the Township of Southwold to ensure the plan reflects current legislation, best practices, and updated community improvement priorities across the County;

**AND WHEREAS** an updated Elgincentives Community Improvement Plan has been prepared for adoption by the Council of the Corporation of the Township of Southwold, intended to replace the current plan;

**AND WHEREAS** the Council of the Corporation of the Township of Southwold held a public meeting on April 13, 2026 with respect to the updated Elgincentives Community Improvement Plan;

**NOW THEREFORE the Council of the Corporation of the Township of Southwold hereby enacts as follows:**

1. That the 2026 Elgincentives Community Improvement Plan for the Township of Southwold, attached hereto as Schedule "A" and forming part of this By-law, is hereby adopted pursuant to Section 28 (5) and (5.1) of the *Planning Act, R.S.O. 1990. C. P.13*.
2. That By-law 2015-29, which adopted the original Elgincentives Community Improvement Plan for the Township of Southwold, is hereby repealed.
3. That By-law 2019-60, which adopted subsequent updates to the original Elgincentives Community Improvement Plan for the Township of Southwold, is hereby repealed.
4. That this By-law shall come into force and take effect on the day it is passed by Council.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 25<sup>th</sup> DAY OF MAY, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell


**SCHEDULE "A" TO BY-LAW No. 2026-39**

**THE 2026 ELGINCENTIVES COMMUNITY IMPROVEMENT PLAN  
FOR THE TOWNSHIP OF SOUTHWOLD**



# Elgincentives

COMMUNITY IMPROVEMENT PLAN



Township of Southwold (April 2026)

The logo features a stylized graphic of a blue swoosh with an orange arc above it, resembling a rising sun or a stylized 'E'. Below this graphic, the word 'Elgin' is written in a dark blue, bold, sans-serif font, and 'incentives' is written in an orange, bold, sans-serif font. Underneath the main text, the words 'COMMUNITY IMPROVEMENT PLAN' are written in a smaller, dark blue, all-caps, sans-serif font.

**Elgin incentives**  
COMMUNITY IMPROVEMENT PLAN

**Township of Southwold (April 2026)**



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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 Township of Southwold 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 the Township of Southwold 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 Elgincentives, 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 Elgincntives CIP, in 2017 the County initiated a review and update of Elgincntives 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 Elgincntives 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 Elgincntives 10-Year Review (2025)

In late 2024 and 2025, Elgin County undertook a comprehensive review of Elgincntives 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

Elgincntives in response to changing economic conditions, policy priorities, and market realities. The review confirmed that Elgincntives 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 Elgincntives CIP and are reflected throughout the focus areas, incentive programs, and administrative framework described herein.

## 5.4 Elgincntives Results to Date

Since its adoption in 2015, Elgincntives 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 Elgincntives 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 Elgincntives 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.

### Elgincntives Most Popular Programs (2015-2024)

<p><b>Building Improvement and Restoration Program</b> 149 grants / \$773,000</p>
<p><b>Facade Improvement Program</b> 93 grants / \$333,000</p>
<p><b>Signage Improvement Program</b> 89 grants / \$160,000</p>
<p><b>Property Improvement Program</b> 61 grants / \$153,000</p>
<p><b>Building Conversion and Expansion Program</b> 15 grants / \$76,000</p>

# 6.0 Implementation Framework

## 6.1 County-Led Approach to Implementation

This Community Improvement Plan has been adopted by the Council of the Township of Southwold 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, the Township of Southwold 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 the Township of Southwold 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 the Township of Southwold 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 the Township of Southwold. 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 the Township of Southwold;
- Monitoring program uptake and outcomes within the Municipality; and
- Reporting on program performance to County Council and the Council of the Township of Southwold, 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 the Township of Southwold 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 the Township of Southwold, 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 the Township of Southwold 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 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 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**

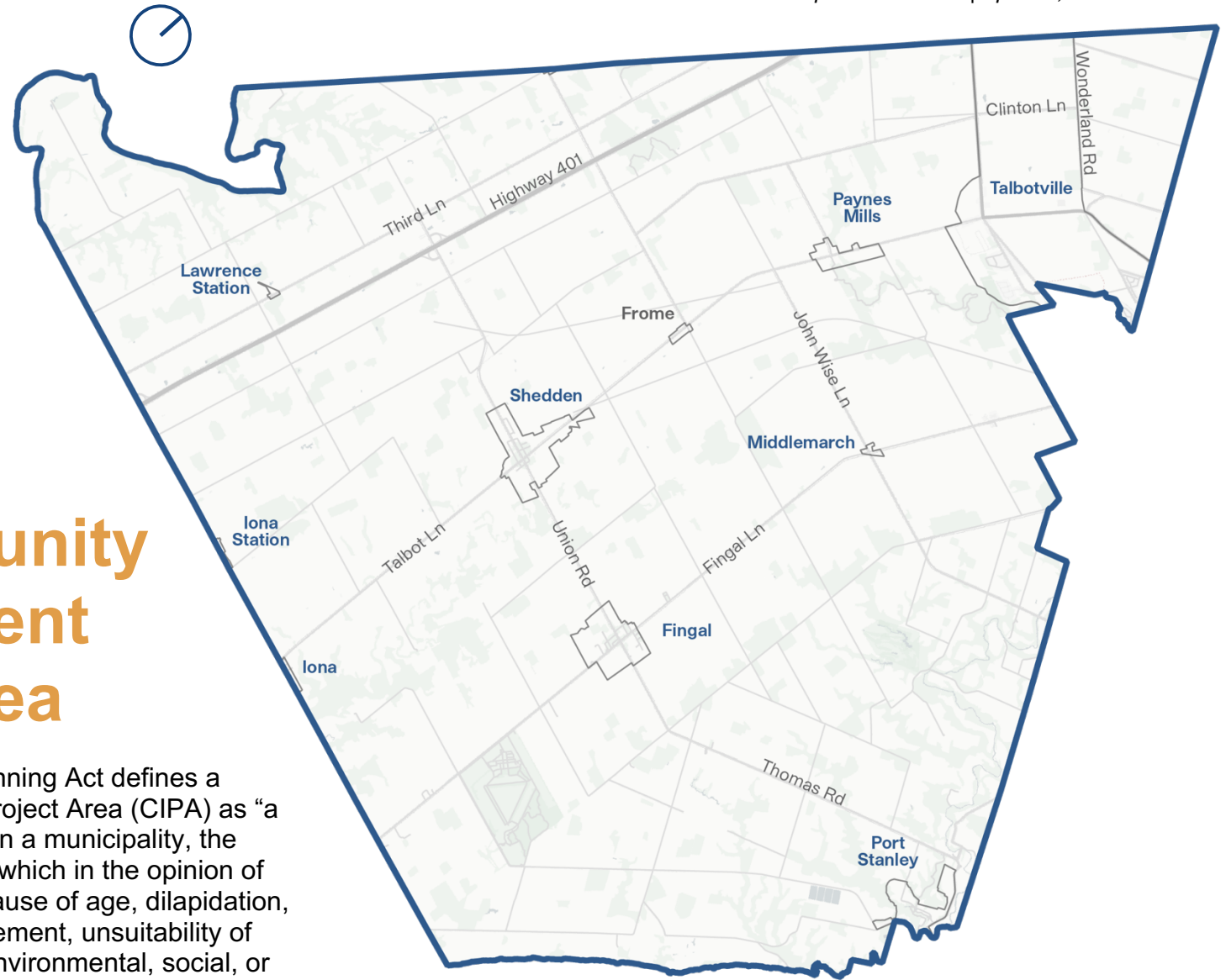
Elgin County's rural economy is a defining asset that continues to evolve beyond traditional agricultural production. This goal supports value-added agriculture, agri-tourism, and on-farm diversified uses that strengthen rural economic resilience while remaining compatible with agricultural land use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

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 the Township of Southwold is designated as a Community Improvement Project Area.

Township of Southwold  
Community Improvement Project Area

## 9.0 Focus Areas

To support the effective application of financial incentives and align community improvement programming with local planning objectives, this CIP organizes the Township of Southwold 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 the Township of Southwold.
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 the Township of Southwold.

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 the Township of Southwold. 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 the Township of Southwold, 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 the Township of Southwold, 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 the Township of Southwold, 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 **the Township of Southwold** 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 the Township of Southwold, 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 the Township of Southwold 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 the Township of Southwold 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 Township of Southwold
- 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 Township of Southwold 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 the Township of Southwold. 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 the Township of Southwold. 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 Remediation 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 Township of Southwold 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
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"><li>• Restoration or replacement of exterior building treatments, such as brickwork/cladding/siding;</li><li>• Restoration or replacement of cornices, eaves, and parapets;</li><li>• Restoration or replacement of windows, doors and awnings;</li><li>• Restoration or replacement of exterior lighting;</li><li>• Exterior painting, including artistic murals;</li></ul>

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

## 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 <sup>1</sup>	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 <sup>2</sup>	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
<b>Building Improvement</b>	<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"><li>• Structural repairs to walls, ceilings, floors, or foundations</li><li>• Interior renovation, layout reconfiguration, or interior design improvements</li><li>• Repair, replacement, or installation of building systems, including plumbing, electrical, HVAC, or fire protection</li></ul>

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

### 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><b>Building Improvement</b></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><b>Building Conversion &amp; Expansion</b></p>	<p>\$20/ft<sup>2</sup> 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.*

<b>Tax Increment Grant (Major Projects Only)</b>						
<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>						
<b>Year</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Increment Amount - County Portion</b> (within Tourism Corridor Overlay)	100%	90%	80%	70%	60%	0%
<b>Increment Amount - County Portion</b> (outside the Tourism Corridor Overlay)	100%	80%	60%	40%	20%	0%
<b>Increment Amount – Local Portion</b>	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.



## 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
<b>Environmental Studies</b>	<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"> <li>• Phase II Environmental Site Assessment (ESA)</li> <li>• Remedial Action Plan or Remedial Work Plan</li> <li>• Risk Assessment and Risk Management Plans</li> <li>• Other environmental studies required under the Environmental Protection Act to support an RSC filing</li> </ul>
<b>Remediation and Risk</b>	<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
<b>Management Activities</b>	<ul style="list-style-type: none"> <li>• Environmental remediation activities such as soil excavation, removal, or treatment</li> <li>• Costs of preparing an RSC, including subsurface characterization work required to support filing</li> <li>• Placement of clean fill and site grading</li> <li>• Installation of environmental or engineering controls, such as vapour mitigation or groundwater control systems</li> <li>• Monitoring, maintaining, and operating environmental or engineering controls</li> <li>• Environmental insurance premiums directly related to remediation or risk management</li> <li>• Other eligible costs as permitted under Section 365.1 of the Municipal Act, 2001</li> </ul>
<b>Redevelopment</b>	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
<b>Environmental Study</b>	50% of eligible costs, up to \$10,000	N/A
<b>Remediation Activities</b>	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 <sup>1</sup>

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
<b>Increment Amount - County Portion</b> (within Tourism Corridor Overlay)	100%	90%	80%	70%	60%	0%
<b>Increment Amount - County Portion</b> (outside the Tourism Corridor Overlay)	100%	80%	60%	40%	20%	0%
<b>Increment Amount – Local Portion</b>	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 the Township of Southwold 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"><li>• Interior or exterior renovations that result in any level of LEED certification as determined by the Canada Green Building Council.</li><li>• 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.</li></ul>

Project Type	Eligible Improvements
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Installation of green infrastructure to support draining of stormwater such as bioswales, permeable surfacing, or rain gardens</li> <li>• Improvements that increase the building’s resiliency to climate change impacts such as improved drainage systems to mitigate flood risk</li> <li>• Installation of small-scale renewable energy systems such as solar panels, heat pumps, solar water heaters, geothermal.</li> </ul>

### 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
<b>Industrial Development, Redevelopment, or Expansion</b>	<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"><li>• Construction of new buildings or facilities for industrial, manufacturing, logistics, warehousing, or other employment uses;</li><li>• Expansion of existing industrial or employment buildings to increase production capacity or operational space; and/or</li><li>• Redevelopment or adaptive reuse of underutilized or vacant employment lands for new industrial or advanced manufacturing uses.</li></ul>

## 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.

<b>Tax Increment Grant (Major Projects Only)</b>											
<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>											
<b>Year</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>Basic Increment Amount (County Portion)</b> – all other eligible project types	100%	90%	80%	70%	60%	0%	0%	0%	0%	0%	0%
<b>Enhanced Increment Amount (County Portion)</b> – project must be directly associated with a manufacturing <sup>1</sup> use and result in a minimum of 60,000 ft <sup>2</sup> in new building construction	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%	0%
<b>Increment Amount (Local Portion)</b>	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 the Township of Southwold 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 the Township of Southwold 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 the Township of Southwold 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 <sup>1</sup>	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 the Township of Southwold 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"> <li>• Construction of new buildings or additions directly associated with the use;</li> <li>• 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;</li> <li>• Facade, signage, and property improvements generally consistent with the eligible projects supported under the Facade, Signage, and Property Improvement Program</li> </ul>

## 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
All Projects	<ul style="list-style-type: none"> <li>• The establishment of a new permanent Additional Dwelling Unit in compliance with the Municipality’s Official Plan and Zoning By-law.</li> <li>• 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.</li> </ul>

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

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

### 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 Township of Southwold 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 the Township of Southwold 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 Township of Southwold 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 Township of Southwold 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 Housing Options

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

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

## 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"> <li>• Number of agri-tourism or rural diversification projects supported</li> <li>• Types of uses supported (e.g., farm retail, visitor amenities, value-added processing)</li> <li>• Location of projects within the Agricultural Area</li> <li>• Estimated investment leveraged in rural and agricultural settings</li> </ul>

### Goal 4: Improve Building Efficiency and Sustainability of Development

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

### Goal 5: Stimulate Economic Growth and Vitality

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

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

Any amendment to this CIP will be adopted by the Council of the Township of Southwold 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 Ownership Housing**

For the purposes of this plan, means the least expensive of:

- housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low- and moderate-income households, where low- and moderate-income households refers to households with incomes in the lowest 60% of the income distribution for owner households in the municipality; or
- housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the municipality.

## **Affordable Rental Housing**

For the purposes of this plan, means the least expensive of:

- a unit for which the rent does not exceed 30% of gross annual household income for low- and moderate-income households, where low- and moderate-income households refers to

households with incomes in the lowest 60% of the income distribution for renter households in the municipality; or

- a unit for which the rent is at or below the average market rent (AMR) of a unit in the municipality.

In determining the average market rent of a unit in the regional market area, the County should reference Canada Housing and Mortgage Corporation (CMHC) data and/or the “Affordable Residential units for the Purposes of the Development Charges Act, 1997 Bulletin” published annually by the Ministry of Municipal Affairs and Housing (<https://data.ontario.ca/dataset/affordable-residential-units-for-the-purposes-of-the-development-charges-act-1997-bulletin>). In the event this bulletin is discontinued, or more up-to-date information is available from another source approved by the County, the County may use any such method that, in its opinion, is appropriate for determining average market rent for the purpose of implementing the programming under this community improvement plan.

## **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.



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

### **BY- LAW NO. 2026-40**

#### **Being a by-law to adopt a Municipal Law Complaint and Enforcement Policy**

**WHEREAS** subsection 5(3) of the Municipal Act, 2001 provides that a municipal power shall be exercised by by-law;

**AND WHEREAS** Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, provides a Municipality with 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 11 of the Municipal Act, S.O. 2001, as amended, provides that a municipality may pass by-laws respect to the health, safety and well-being of persons and the economic, social and environmental well-being of the municipality;

**AND WHEREAS** Sections 391 and 398 of the Municipal Act, 2001 authorize a municipality to impose fees and charges and to add unpaid fees and charges to the tax roll and collect them in the same manner as municipal taxes;

**AND WHEREAS** Sections 444 to 446 of the Municipal Act, 2001 authorize a municipality to recover costs incurred in default of compliance with municipal by-laws or orders and to add such costs to the tax roll for the property;

**AND WHEREAS** the Council of The Corporation of the Township of Southwold recognizes the need for a clear and concise set of policies concerning Municipal Law Complaint and Enforcement;

**AND WHEREAS** the Council of The Corporation of the Township of Southwold deems it advisable that the Policy on Municipal Law Complaint and Enforcement be confirmed and adopted by By-law;

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

- 1. THAT** the Municipal Law Complaint & Enforcement Policy attached hereto as Schedule "A" and forming part of this by-law is hereby adopted as the administrative framework for Municipal Law Enforcement within the Township of Southwold;

- 2. THAT** any fees, charges and costs imposed under this By-law, or under any Township By-Law or applicable statute, shall constitute a debt owed to the Township by the person responsible for such costs;
- 3. THAT** where any fees, charges and costs lawfully owed to the Township remain unpaid, the Treasurer may add such amounts to the tax roll for the property to which the service or activity relates, or for which the owner is responsible for payment, and collect such amounts in the same manner as municipal taxes pursuant to Sections 398 and 446 of the Municipal Act, 2001;
- 4. THAT** interest and penalties may be imposed where authorized under the Township's User Fees By-law, as amended, Tax Collection By-law, Delegation of Authority By-law, or applicable provincial legislation;
- 5. THAT** the Treasurer, Municipal Law Enforcement Officers, Chief Building Official, Clerk, CAO or designate are authorized to administer and enforce the provisions of this By-law and may establish administrative practices and procedures necessary to carry out its provisions;
- 6. THAT** failure to receive an invoice, notice, order, or correspondence shall not relieve any person from the obligation to pay any fee, charge, cost, interest, or penalty imposed by the Township;
- 7. THAT** this Municipal Law Complaint & Enforcement Policy By-law may be amended from time to time as directed and deemed necessary by The Council of the Corporation of the Township of Southwold;
- 8. AND THAT** this by-law shall come into full force and effect upon final passing.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 25<sup>th</sup> DAY OF MAY, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**BY- LAW NO.2026-41**

**Being a By-law to amend By-law No. 2025-30,  
User Fees – By-law Complaints and Enforcement**

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

**AND WHEREAS** the Council of the Corporation of the Township of Southwold deems it appropriate to update the Township's User Fees By-law

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

1. That Schedule "A" to By-law No. 2025-30 be amended by inserting Schedule "A" attached hereto and forming part of this by-law into Schedule "A" to By-law No. 2025-30, following the line for Department: Building and Community Services, Category: Building, Sub-Category: Septic System, Item: Repairs to a sewage system permit.
2. This by-law comes into full force and effect on final passing.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 25<sup>th</sup> DAY OF MAY, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell

## Schedule "A" to By-law No. 2026-41

<b>Department</b>	<b>Category</b>	<b>Sub-Category</b>	<b>Item</b>	<b>User Fee</b>	<b>Notes</b>
Building & Community Services	By-Law	Administration	Stage 1 Enforcement (Warning, Notice of Violation, Order to Discontinue)	No Charge	
Building & Community Services	By-Law	Administration	Stage 2 Enforcement (Warning, Second Notice of Violation, Work Order Notice)	\$250.00	
Building & Community Services	By-Law	Administration	Stage 3 Enforcement (Third & Final Notice of Violation)	\$350.00	
Building & Community Services	By-Law	Administration	Title Search	Actual Cost + \$25	
Building & Community Services	By-Law	Administration	Corporate Search	Actual Cost + \$25	
Building & Community Services	By-Law	Administration	Register/ Discharge an Order on Title	Actual Cost + \$150 per registration/d ischarge	
Building & Community Services	By-Law	Administration	Execute Search Warrant	\$500	



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

### **BY- LAW NO.2026-42**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on May 25, 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 May 25, 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 25<sup>th</sup> DAY OF MAY, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell