1. **CALL TO ORDER**

2. **ADDENDUM TO AGENDA**

3. **DISCLOSURE OF PECUNIARY INTEREST**

4. **ADOPTION OF MINUTES**
   
   (a) Minutes of Regular Council Meeting of March 11, 2019  
   (b) Minutes of the Family Day Committee Meeting of January 16th, 2019  
   (c) Minutes of the Southwold Young at Heart Committee Meeting of February 5th, 2019  
   (d) Minutes of the Talbotville Neighbourhood Committee Meeting of January 9th, 2019

5. **DELEGATION**
   
   (a) 8:00 p.m. Mike Taylor and Cindy Sigurdson, OCWA, 4th Quarter Report.  
   (b) 8:30 p.m. – Brad Fishleigh, OPP 2018 Year End Report

6. **DRAINAGE**
   
   (a) 7:05 p.m. – Courts of Revision  
       - Lindsay Drain 2019  
       - Auckland Drain Branch F 2019  
       - Henderson Drain 2019  
   (b) Drainage Reapportionment – E 36/18 Curtis – 40490 John Wise Line  
   (c) Request for Drain Improvement – Section 78- Wallis Drain- Farhi Holdings Corporation

7. **PLANNING**

   No business

8. **REPORTS**
    
    (a) Report from the Public Works Superintendent RE: Gravel Road Maintenance  
    (b) Report from the Treasurer RE: OMPF 2019  
    (c) Report from the Treasurer RE: Annual Debt Repayment Limit  
    (d) Report from the CAO/Clerk RE: SCADA Replacement
(e) Report from the CAO/Clerk RE: Talbotville Neighbourhood Committee- Updated Terms of Reference
(f) Report from the CAO/Clerk RE: EAF Grant Update – Shedden Open Space Park
(g) Report from the CAO/Clerk RE: OCWA Request to Operate the WWTP
(h) Report from the Mayor: County Council Highlights

9. **CORRESPONDENCE**

(a) Southwold in Motion Newsletter- *not available at time of distribution.*

10. **BY-LAWS**

(a) By-law No. 2019-21, being a by-law to adopt the estimate for a future sewer system capital project.
(b) By-law No. 2019-22, being a by-law to authorize the submission of an application to OCIF for temporary and long-term financing of one or more capital works.
(c) By-law No. 2019-23, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 25th, 2019

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

(a) Green Lane Landfill’s Operations Update

12. **CLOSED SESSION**

(a) Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239 (2) (b)) – Public Works
(b) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239 (2) (k)) (2 items) – Talbotville Development and Ferndale Development
(c) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (section 239 (2)(f)) (Fingal Park)

13. **ADJOURNMENT**

**NEXT REGULAR MEETING OF COUNCIL**
**MONDAY APRIL 8, 2019 @ 7:00 P.M.**
Council Chambers, Fingal
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday March 11th, 2019
7:00 p.m. Council Chambers, Fingal

PRESENT: Deputy Mayor R. Monteith
Councillors: S. Emons
P. North
J. Pennings

ABSENT: Mayor G. Jones

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Kim Grogan, Treasurer (7:00 p.m.– 9:25 p.m.)
Brent Clutterbuck, Drainage Superintendent (7:00 p.m.- 8:30 p.m.)
Paul Van Vaerenbergh, Public Works Superintendent (7:00 – 9:25 p.m.)
Jeff McArthur, Fire Chief (7:00 – 8:30 p.m.)
June McLarty, Administrative Assistant (7:00 p.m.-- 8:30 p.m.)
Heather James, Planner (7:30 p.m. -7:55 p.m.)

ADDENDUM TO THE AGENDA:

8. REPORTS:

(h) Report from the Treasurer RE: Annual Debt Repayment Limit.

DISCLOSURES: Councillor North declared a conflict on item 6(a) – Turville Drain No. 2 2018

ADOPTION OF MINUTES:

2019-117 Councillor Emons – Councillor North

THAT the Minutes of the Regular Council Meeting of February 25, 2019 are hereby adopted.

CARRIED

2019-118 Councillor Pennings – Councillor Emons

THAT the minutes of the Parks Committee Meeting of March 5, 2019 are hereby adopted.

CARRIED
REPORTS:

Activity Report from the Drainage Superintendent
Drainage Superintendent Brent Clutterbuck reported that there was an error on his report and the Courts of Revisions for the Auckland Drain Branch F, Henderson Drain and Lindsay Drain will be held on March 25, 2019.

Activity Report from the Fire Chief
Fire Chief Jeff McArthur reported that there were 35 calls in 59 days. Councillor North asked about the renaming of the stations. Chief McArthur reported that they have had discussion about this lately and now may be a good time to make a change.

Activity Report from the Public Works Superintendent
Public Works Superintendent Paul Van Vaerenbergh presented his report to Council.

Activity Report from the Chief Building Official
CAO/Clerk Lisa Higgs reported on behalf the Chief Building Official. Ms. Higgs commented that he is working on his professional development during the slower construction season.

County Roads Report

2019-119 Councillor Pennings – Councillor Emons County Road

THAT Council approve the transfer of the 2018 County Road surplus of $20,378.59 to the County Road Reserve at December 31, 2018.

CARRIED

2019 Budget
Treasurer Kim Grogan presented this report to Council. More details will be provided in the 2019 Budget presentation.

2019 Water and Sewer Capital Budget.

2019-120 Councillor Pennings – Councillor North Water and Sewer Capital Budget

THAT the 2019 Water and Sewer Capital Budget be approved as presented;


CARRIED

Annual Debt Repayment Limit
Treasurer Kim Grogan presented her report to Council.

Activity Report from the CAO/Clerk
CAO/Clerk Lisa Higgs presented her report to Council.
Annual Water Reports

2019-121  **Councillor Emons- Councillor Pennings**  
Southwold Water Distribution System

**THAT** Council receive the Southwold Water Distribution System 2018 Annual and Summary Reports for information and direct staff to post the reports on the Township’s website.  

**CARRIED**

**DRAINAGE:**

Councillor North vacated his seat.

**Turville Drain No. 2 2019**

**In Attendance: P. North**

2019-122  **Councillor Emons –Councillor Pennings**  
Court of Revision – Turville Drain No.2 2018

**THAT** Council of the Township of Southwold appoints Deputy Mayor Monteith as Chair and Councillor Emons and Councillor Pennings as Members to the Court of Revision for the Turville Drain No. 2 2018;

**AND THAT** the regular Council meeting adjourns at 7:15 p.m. to form the Court of Revision for the Turville Drain No. 2 2018.

**CARRIED**

2019-123  **Councillor Emons – Councillor Pennings**  
Assessment Schedule  
Turville Drain No. 2 2018

**THAT** the Court of Revision accepts the assessment schedule for the Turville Drain No. 2 2018.

**CARRIED**

2019-124  **Councillor Emons – Councillor Pennings**  
Adjournment of Court of Revision

**THAT** the Court of Revision for the Turville Drain No. 2 2018 hereby adjourns at 7:20 p.m. and the regular meeting of the Township of Southwold reconvenes.

**CARRIED**

Councillor North returned to his seat.

**WWTP Operations**

CAO/Clerk Lisa Higgs presented her report to Council. OWCA representatives will be attending the March 25th meeting. Any questions, from Council can be answered at that time. Council deferred the decision on the operation of the WWTP until the next meeting.
Bill 68 Policies

2019-125 Councillor Pennings – Councillor Emons

THAT Council receive this report as information;

AND THAT Council gives consideration to By-Law No. 2019-17 to adopt a Code of Conduct, included as part of the March 11th Agenda;

AND THAT Council adopts the Council/Staff Relations Policy, attached as Schedule A of this report;

AND THAT Council adopts the Policy for Pregnancy and Paternal Leaves for Members of Council, attached as Schedule B of this report.

CARRIED

CORRESPONDENCE:

2019-126 Councillor North – Councillor Emons

THAT the Township of Southwold delegates the representative from the County of Elgin, to vote on their behalf.

CARRIED

PLANNING:

7:30 p.m. Zoning By-law Amendment – Curtis – 40490 John Wise Line

2019-127 Councillor Pennings – Councillor North

THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider an application to amend the zoning on a property owned by Daniel Curtis.

CARRIED

Heather James presented her report to council.

2019-128 Councillor North – Councillor Emons

THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment ZBA 2019-02 in accordance with the site-specific By-law attached.

CARRIED

2019-129 Councillor Emons – Councillor Pennings

THAT the public meeting to consider an application to amend the zoning on a property owned by Daniel Curtis ends at 7:38 p.m.

CARRIED
Consent Application E18/19 – Brown
Planner Heather James presented her report to Council. Ms. James reported that a new entrance off Talbot Line would have to be approved by the County. Deputy Mayor Monteith questioned if an entrance could be made through the rear of the property. Ms. James responded that there are wetlands located at the rear and approval would have to be obtained from Lower Thames Valley Conservation Authority. The property owner indicated their main farm location is at 34065 Talbot Line. The property owner also questioned the condition of the hydro service. Ms. James indicated that if the Township did not impose this condition, the Land Division Committee would be adding it. The property owner indicated they would work something out.

2019-130 Councillor Emons – Councillor Pennings Con App E18/19 -Brown

THAT Council of the Township of Southwold with regard to the proposed severance application file no. E 18/19 for a surplus farm dwelling hereby waives the requirement for an Environmental Impact Study on the proposed retained parcel;

AND THAT the Council of the Township of Southwold recommend approval to the County of Elgin Land Division Committee of the proposed severance application file no. E 18/19 subject to the following conditions:

i) That the proposed severed and retained parcels be rezoned;

ii) That the hydro service on the proposed retained parcel be removed;

iii) That a septic system assessment be conducted on the proposed severed parcel to ensure that the lands are suitable for a privately owned and operated septic system;

iv) Drainage re-apportionments, and payment therefore;

v) That a mutual drain agreement be provided;

vi) That all financial obligations to the Township of Southwold be paid in full;

vii) That an electronic copy (Adobe PDF) of the registered survey has been provided to the Township; and,

viii) That the solicitor provides an undertaking that a copy of the registered deed for the severed lands once the transaction has occurred will be provided to the Township.

CARRIED

REPORTS:

Court of Revision – Lands Within Municipality
Drainage Superintendent Brent Clutterbuck presented this report to Council
THAT if all 5 members of Council are in attendance and wish to sit on the Court of Revision, then no action is required by Council in regard to this report unless Council decides to form a Court of Revision with three adjudicators

AND THAT if there are 4 elected members of Council in attendance, then Council will need to appoint 3 members of Council to sit on the Court of Revision for a drain before the Court as required under Section 97(1) of the Drainage Act, R.S.O. 1990, c. D. 17

AND THAT any member of Council not sitting on the Court of Revision vacate their Council seat and join the public gallery for the duration of the Court of Revision

CARRIED

Court of Revision – Lands Extend to Neighbouring Municipalities
Brent Clutterbuck also presented this report to Council. He indicated that a representative from the City of London will be appointed to the Court of Revision on March 25, 2019 for the Lindsay Drain 2019.

THAT Council appoint 2 members Council to sit on the Court of Revision, as required under Section 97(3) of the Drainage Act, R.S.O. 1990, c. D. 17;

AND THAT any member of Council for the Township of Southwold that is not a member of the formed Court of Revision vacate their Council seat and join the public gallery for the duration of this Court of Revision.

CARRIED

County Council Highlights
CAO/Clerk Lisa Higgs outlined the highlights from the County Council report.

BY-LAWS:


CARRIED


CARRIED
DELEGATION:

8:00 p.m.- 8:17 p.m.
Treasurer Kim Grogan presented the 2019 budget. A copy will be posted on the township website.

2019-135 Councillor Emons – Councillor Pennings

THAT the 2019 Budgetary Estimates be approved as presented;

AND THAT By-law 2019-18, 2019 Budgetary Estimates, be presented to Council for enactment.

CARRIED

8:20 p.m. – 8:30 Johannes Van Voorn, Water meter reading
Mr. Van Voorn brought his concerns to Council over the reading of his water meter. He would like to see a credit on his water bill or the possibility of the replacement of his water meter due to this overage. Staff outlined the details of the Water By-law. Staff will also look into when the water meters were replaced in the Ferndale area.

OTHER BUSINESS:

Council reviewed the items under Other Business

CLOSED SESSION:

2019-136 Councillor Pennings – Councillor North

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at 8:30 p.m. in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters:
(a) Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239 (2) (b)) (Public Works Personnel).

CARRIED

STAFF DIRECTION
Staff was given direction from Council on the item that was discussed in the Closed Session.

AJOURNMENT:

2019-137 Councillor North – Councillor Pennings

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at 9:25 p.m.
Family Day Committee Meeting Minutes

Wednesday January 16th, 2019
Fingal Township Office
7:30pm

Attendance: Michelle Lackey, Debbie Logghe, Jim Carder, Councillor Peter North, Councillor Justin Pennings, Karen Olmstead, Jane Cox (Southwold Community Policing), Darlene Wadsworth, Abi North, Lizeanne Kerkvliet, Scott Young, Lisa Higgs

Regrets: John Coleman, Lisa Streib, Keith Orchard, Adrian Neil, Dan Logghe, Brian Rieger, Jade Rodgers

1.0 Call Meeting to Order and Welcome
Chair Lizeanne Kerkvliet called the meeting order at 7:31 pm
The committee did a quick roundtable introduction so that all members could meet any new members.

2.0 Approval of the Agenda
Resolution No. 1 Moved by: Karen Olmstead
Seconded by: Darlene Wadsworth

RESOLVED that the agenda for the January 16th, 2019 Meeting be approved.

DISPOSITION: Motion Carried

The following additions were made to the agenda:
- a run through of the day’s events
- a discussion of the poster/flyer and schedule
- a review of signage

3.0 Approval of the Minutes of December 12th, 2018 Meeting
Resolution No. 2 Moved by: Deb Logghe
Seconded by: Peter North

RESOLVED that the minutes for the December 12th, 2018 Meeting be approved.

DISPOSITION: Motion Carried

4.0 Run Through of 2019 Events
4.1 Ball Hockey – Lizeanne reminded Abi to include wording on the poster to bring your own equipment
4.2 Bonfire – Brian Rieger to bring skewers for the marshmallows. Deb Logghe to add these to her shopping list
4.3 Library – to show Frozen & Snow Buddies movies – open from noon - five
4.4 Mascot – further research – mascot has been ordered by Darlene and ordered for $50.00 with $100.00 deposit. Clint Stoker to be mascot
4.5 Obstacle Course – Jade Rodgers to organize. Township Public Works to provide larger logs for obstacle course
4.6 Plunger Plop – rules to be established and run multiple times throughout the day, rather than having prizes. Darlene has prize ribbons.
4.7 Skillet Toss – Supplies are available, but we need someone to organize the event. Joe McKinnon offered to help with running the Skillet Toss. Michelle Lackey to talk to Shirley Longhurst about supplies.
4.8 Scouts will bring rope machine, supplies, to use leftover crayons and colouring sheets from 2018

5.0 Initial Planning for 2019

5.1 Pancake Supper /Chili/Mac and Cheese Cook-off
   5.1.1 Participants – there are 8 groups participating in the Chili Cook-Off working on different Chili and Mac & Cheese options
   5.1.2 The group suggested that Rhubarb Sauce and ice cream for dessert, leftover cookies and dinner rolls. Deb Logghe to complete the grocery shopping.
   5.1.3 There needs to be some “celebrity” judges and offer a people’s choice award. Abi suggested that there could be a trophy that is awarded every year
   5.1.4 The committee discussed serving utensils, and bowls, and provided direction to Deb Logghe on what to purchase for supplies.

5.2 Flyer and Schools & Press Release
   5.2.1 Township to complete the press release for the event to go out the week of the event.

5.3 Warden Invitation & Opening Ceremonies
   5.3.1 Mayor Jones to attend and serve as MC of the event. Karen Vecchio has confirmed her attendance. Jeff Yurek’s office confirmed that it depends on his schedule if he will attend.

5.4 Snowman from hay bales
   5.4.1 Gary Clinton to set hay bales aside and needs to know how they will be transported.

5.5 MyFM on Scene
   5.5.1 The Township suggested that there is not really a need for MyFM on scene; the committee will advertise in other ways.

5.6 Request to Setup Shuffleboard by Southwold Young at Heart Committee
   5.52 The Committee determined that there is not enough space in the Keystone for the Southwold Young at Heart Committee to set up Shuffleboard
5.7 Donation Boxes
5.7.1 The Committee asked about whether there are enough donation boxes. The Committee discussed the various contributions from different groups.

5.8 Lanyards
5.8.1 The committee discussed using lanyards for identifying the volunteers.

5.9 Floor plan
5.9.1 Lizeanne suggested that she and Abi bring a floor plan back for the next meeting.

5.10 Midnight Meal
5.10.1 The Committee discussed the midnight meal. Abi brought forward the midnight snack menu proposed by the Art & Soul from Port Stanley. Michelle Lackey suggested having Mike’s in Shedden on Standby for pizza if needed. The committee agreed to confirm that a member will pick up food from Art & Soul on the day of the event.

5.11 Other Business
- Schedule
The Committee discussed the draft schedule:

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30 pm</td>
<td>Snowman Building Contest</td>
</tr>
<tr>
<td>3:30 pm</td>
<td>Snowman Judging</td>
</tr>
<tr>
<td>12:30 pm</td>
<td>Hockey starts and Bonfire</td>
</tr>
<tr>
<td>12:30 - 4:00 pm</td>
<td>Shedden Soccer Registration</td>
</tr>
<tr>
<td>12:30 - 4:00 pm</td>
<td>Hay Rides</td>
</tr>
<tr>
<td>1:00 - 4:00 pm</td>
<td>Library Open</td>
</tr>
<tr>
<td>1:30 pm</td>
<td>Hot dogs and Hot Chocolate</td>
</tr>
<tr>
<td>2:00 pm</td>
<td>Opening Ceremonies with Cake and Cookies</td>
</tr>
<tr>
<td>2:00 - 4:00 pm</td>
<td>Dotsy the Clown, Face Painting and Crafts</td>
</tr>
<tr>
<td>4:30 - 7:00 pm</td>
<td>Chili Cook-Off Supper</td>
</tr>
<tr>
<td>6:00 – 7:00 pm</td>
<td>Smokin’ Bass Band to Start – to play during the dinner</td>
</tr>
<tr>
<td>7:00 pm</td>
<td>Fireworks</td>
</tr>
<tr>
<td>7:30 pm</td>
<td>Bar Opens</td>
</tr>
<tr>
<td>7:30 – 8:30 pm</td>
<td>Smokin’ Bass Band Continues</td>
</tr>
<tr>
<td>8:30 – 10:00 pm</td>
<td>Cole Higgs</td>
</tr>
<tr>
<td>10:00pm - 2:00am</td>
<td>Connor Wilson Band</td>
</tr>
<tr>
<td>12:00 am</td>
<td>Midnight Meal</td>
</tr>
</tbody>
</table>
**Signage:**

The committee discussed Chloroplast signage for different sponsors. Lisa to investigate the signage costs with ‘the sign’ guy and coordinate with Abi on getting different logos to the printer.

**Action Items:**

- Scouts to organize the colouring and crafts with collection of previous pages

For next agenda:
- lanyard distribution
- schedule

**Adjournment and Next Meeting**
The Next Meeting was Scheduled for February 5th, 2019 at 7:00 pm.

Resolution No. 4  Moved by: Jim Carder  
Seconded by: Jane Cox

RESOLVED that the Committee adjourn at 8:50 pm to reconvene on February 5th, 2019 at 7:00 pm.

DISPOSITION: Motion Carried
Southwold Young at Heart Committee Meeting Minutes
February 5th, 2019

Tuesday February 5th, 2019
Keystone Complex
1:00pm

Attendance: Debbie Logghe, Mayor Grant Jones, Karen Olmstead, Lisa Higgs (CAO/Clerk), Ian Chard, Keith Orchard

Regrets: Kim Poole, Dan Logghe, Councillor Sarah Emons, Pat Stannard, Trudy Kanellis, Jack McNiven

1. Call Meeting to Order and Welcome
The meeting was called to order by Ian Chard at 1:04 pm.

2. Approval of the Agenda
The committee approved the agenda as circulated.

3. Approval of the Minutes

Resolution No.1
Moved by: Grant Jones
Seconded by: Karen Olmstead
RESOLVED that the minutes of the January 2nd committee meeting of the Southwold Young at Heart be approved as circulated.

DISPOSITION: Motion Carried

4. Business Arising from the Minutes

A. Lawn Bowling at the Fingal Tennis Courts:

The Committee discussed the option of offering lawn bowling at the Fingal Tennis Courts for 2019 and whether to include it as a goal for the Committee in 2019. Mayor Jones suggested that the Committee focus on getting shuffleboard running first at the Keystone and then monitor interest from these parties and move forward with lawn bowling, if there is interest in summer of 2019.

Karen Olmstead agreed that this item should be put on hold for 2019. The Committee members agreed that shuffleboard should be the focus for 2019 and then, if there is interest to continue with outdoor activities such as lawn bowling and pickleball, this is a goal further down the road.
B. Shuffleboard in Aylmer
Chair Chard provided the Committee with information on the shuffleboard in Aylmer.

The Committee discussed the idea that the activities could be varied and that having many activities would help to draw more people to the event itself. The Committee members agreed that the best approach is to have a variety of activities and to be open to suggestions as the interest grows. Karen Olmstead noted that you want to bring in everyone and be as inclusive as possible in the beginning.

The Committee suggested that the marketing of the event focus on it being a Senior’s Activity Day instead of just a shuffleboard day. Committee members discussed the various dates that the activities could be hosted at the Keystone, trying not to compete with other activities.

The Committee suggested that the first event be held as an open house to start on a Thursday, running from 1:00 pm – 4:00 pm. The first open house would consist of some coffee & refreshments, some card tables, shuffleboard courts, and other activities. The Committee suggested having an Open House on March 28, 2019. Keith suggested that he could go to Aylmer and collect some additional shuffleboard mats and even a pickleball net.

The Open House could include:
- cards
- crokinole
- coffee & tea
- cookies/desserts
- shuffleboard
- pickleball
- scrabble

Mayor Jones would be available to help with hosting the event and surveying the public as to the type of events they would want and the frequency of activities. Ian Chard explained that the only supplies needed to host the open house are borrowed card tables, a broom for the shuffleboard court, some wax beads, a borrowed pickle ball net, cards, crokinole sets, a scrabble board, etc.
The Committee asked about the organization of the event and the supervision of each activity. Ian offered that his wife Josie would be happy to take on the leadership role. The Committee will continue to make arrangements for the organization of activities.

C. Terms of Reference – 2019 Goal Report

These were circulated along with the draft 2019 goals.

D. Budget

Ian reviewed with the committee the draft budget for 2019 including a line item for community donations and fundraising which allocates $5,000. Ian suggested that the Committee approach the Shedden Tractor Pullers to request a donation. Ian Chard suggested that he could approach Brian Reiger and request some funds from the tractor pullers. Ian Chard indicated that he would also contact the Optimist Club to ask for a donation. Keith Orchard suggested that the Oddfellows could possibly be contacted, and Ian agreed to ask Doug Taylor about a possible donation. Keith Orchard also suggested that the Talbotville Optimist could be contacted for a donation as well.

Karen suggested that the shuffleboard courts be removed, however Ian suggested that we keep this on the budget since there is an opportunity to purchase later in the year if there is interest.

5. New Business

A. 2019 Goals

- Mayor Jones offered to contact the LHIN to find out more information on the day programs that are available at the nursing homes
- The committee confirmed that items 1-6 will be included in 2019 goals.
- The committee decided that the annual “spa day” will not be pursued
- The committee agreed that a yoga day could be an option, so long as there is someone to facilitate the event. The committee decided that this could be a session instead of a full day.
- The committee reviewed the different event and suggestions and agreed that these will make great information sessions each month. It was agreed that the discussion on each idea wait until Councillor Emons can return. Deb Logghe also offered to talk to Emily Finch about having her attend and discuss the library.
- The committee agreed to stall #6-9, eliminate #11
- Mayor Jones explained that Elizabeth Sebastian will be attending Council on February 25th to discuss senior’s transportation and senior’s housing. The Committee emphasized that her delegation should be advertised on the Township website and in the media.
- Chair Ian Chard agreed to contact Doug Taylor at the IOOF hall to inquire about this hall as a possible low cost options for committees to meet

6. **Adjournment and Next Meeting**

The Next Meeting was Scheduled for either March 5th or March 12th, 2019 at 1:00 pm at the Fingal Township Office Council Chambers. Chair Chard is to send an e-mail out to members to find out which date is best and schedule the next meeting.

Resolution No. 2

Moved by: Grant Jones  
Seconded by: Deb Logghe

RESOLVED that the meeting be adjourned at 2:37 pm to meet again on either March 5th or March 12th at 1:00 pm.

DISPOSITION: Motion Carried.
Talbotville Neighbourhood Committee Meeting Minutes
January 9th, 2019

Wednesday, January 9th, 2019
Talbotville United Church - 10734 Sunset Drive St. Thomas, ON N5P 3T2
7:00pm

1. Call Meeting to Order and Welcome

   Mayor Grant Jones called the meeting to order at 7:00 PM.

2. Approval of the Agenda

   The Committee discussed the agenda items.

   Resolution No. 1
   Moved by Scott Fellows
   Seconded by John Bedek
   RESOLVED that the agenda be approved as presented.
   DISPOSITION: Motion Carried

3. Approval of the Minutes

   As this is the first inaugural meeting, there are no minutes available from earlier meetings.

4. Review of Council-Approved Terms of Reference

   The Committee reviewed the Terms of Reference.

   The Committee discussed Delegations that can be made to the Committee by other parties and also the Committee’s ability to delegate at Council meetings. It was clarified that delegations by the Committee to Council are permitted.

   Mayor Jones clarified the points on voting membership, explaining that a majority of members present are calculated in quorum. The Committee determined that alternates may be appointed who can vote in the event a member is absent.

   The Committee changed the membership requirement for community members by adding an additional member, to a maximum of 9 and also to permit designated members from the Talbotville Neighbourhood Association.

   The Committee membership is as follows:

   - 2 Members from Council
- Member of Talbotville Optimist Club
- Talbotville Business Owner
- Standing Member of the Township Parks Committee
- 2 From TNA

Mayor Jones reminded the committee members of the importance of being appointed by By-Law for municipal insurance purposes.

It was suggested that a note be added to the Terms of Reference clarifying that voting members are considered directors.

M. Bedek noted small ‘b’, “Budget” correction changes to make on the Terms of Reference on page 4 of the document.

The Committee discussed the appointment of alternative members and the mechanism by which to notify alternatives to attend meetings. The Committee decided to appoint alternatives today at the inaugural meeting. There will be a change in the Terms of Reference to change “call” to “contact” and appointed members were reminded that it is their responsibility to notify their alternative if they can’t make it.

Barry Harrison noted a change in the objectives section from “mechanisms” to “strategies”.

Resolution No.2 Moved by: John Bedek
Seconded by: Marianne Fischter

RESOLVED that the Terms of Reference for the Talbotville Neighbourhood Committee be accepted by the Committee, as amended as discussed.

DISPOSITION: Motion Carried

5. Election of Committee Members

Chair Mayor Jones and Councillor North were appointed by Southwold Council.

CAO/Clerk Lisa Higgs was appointed as Non-Voting staff resource.

As there is a minimum of four and a maximum of five community members the rest of the members were appointed as follows:
- Member of the Talbotville Optimist Club is Bill Lethbridge and Ruth Quenville as the Optimist Club Alternate
- The Talbotville Business Owner is Brad Streib, Strieb Trucking, and Rupinder Aulukh (alternate) from Cardinal Court Motel.
- Janice Fisher and Randy Fisher as the alternate were appointed to represent the Parks Committee.
- Two members of the Talbotville Neighbourhood Association; Maureen Bedek, with John Bedek as the alternate. Along with John Horn, with Jackie Horn as the alternate.
- Four additional members which included: Scott Fellows, Jacques Roy, and Dave Nichols, with one spot left open for a Member of the Talbotville Ridge community. As well as their alternates: Gerald Ooms, Brain Fife, and Sandy Manfredi were appointed.

Resolution No.3 Moved by: Marianne Fischter
Seconded by: Scott Fellows

RESOLVED that the following state of Officers be adopted by the Committee:

*Optimists*: Bill Lethbridge, Ruth Quenville (alternate)
*Business Owner*: Brad Streib, Rupinder Aulukh (alternate)
*Parks Representative*: Janie Fisher, Randy Fisher (alternate)
*TNA*: Maureen Bedek, John Bedek (alternate)
John Horn, Jackie Horn (alternate)
*Community Representatives*: Scott Fellows, Jacques Roy, Dave Nichols, The Ridge Representative (vacant), Gerald Ooms (alternate), Brian Fife (alternate), Sandy Manfredi (alternate)

DISPOSITION: Motion Carried

6. Upcoming Dates and Events in Talbotville

   January 2nd – 5th, 2019: Pre-Construction / Property Inspection Survey – Keith Marantette with Crawford and Company

   January 9th, 2019 at 12:00 pm – Tender for Trunk Sewer Phase 2 Closed

   January 9th, 2019 at 7:00 pm: First “Talbotville Neighbourhood Committee”

   January 14th, 2019 at 7:15 pm: The Ridge Phase 2 Public Meeting

   January 23rd, 2019 7:00 pm – 9:00 pm: Information Meeting for Talbotville Gore Residents Regarding Trunk Sewer Construction


   Talbotville Gore Road:
CAO Lisa Higgs discussed the timeline of the Gore Road reconstruction.

Collaboration and Reconciliation:
The Committee discussed how they would like to create a Talbotville Facebook Page, as well as hand out flyers for locals in the area, along with a home delivery and a communications package.

There was also a discussion about the Southwold Webpage and how they would set up a designated spot for information about Development. This is where they would keep information such as Frequently Asked Questions, Timelines for the Development Projects, Questions, and who to contact according to the questions being asked.

The first step that the committee set out was that they would like to have a Jurisdiction map for the streets, and well as stating who to contact depending on which area they are inquiring about.

8. Adjournment and Next Meeting

The next meeting is scheduled for the 12th of February 2019 at 7:00 pm at the Talbotville United Church.
Facility Description
Facility Name: Southwold Water Distribution System
Regional Manager: Dale LeBritton (519) 476-5898
Senior Operations Manager: Mike Taylor (226) 545-0414
Business Development Manager: Susan Budden (519) 318-3271
Facility Type: Municipal
Classification: Class 2
Drinking Water System Category: Large Municipal Residential
Title Holder: Municipality

Service Information
The Southwold Distribution System services approximately 1310 service connections throughout the Township of Southwold in rural areas, Shedden and Fingal. The system supplies water to the Dutton Dunwich Distribution System, St. Thomas Distribution System and Middlesex Centre. At the Iona Interconnect the Dutton-Dunwich Distribution System can also back feed into the Southwold system in case of emergency. The Lynhurst area (in Southwold) is supplied by the St. Thomas Area Secondary Water Supply System and the Central Elgin Distribution System, this area is operated by the City of St. Thomas.

Operational Description
A re-chlorination facility is located on Talbot Line. The Shedden Re-Chlorination Facility boosts the free chlorine residual from the supply from the St. Thomas Area Secondary Water Supply System. Water quality is monitored at this location through online chlorine analyzers as well as sampling locations located throughout the distribution system. Auto flushers are installed in problem/low usage areas in the distribution system in order to maintain adequate residuals. There are three pressure reducing valves located in the distribution system to control high pressure areas. Chambers for draining, isolating and air relief are located throughout the distribution system as well.
Facility Name: Southwold Distribution System  
ORG#: 5071

SECTION 1: COMPLIANCE SUMMARY  
FIRST QUARTER:  
There were no compliance or exceedance issues reported this quarter.  

SECOND QUARTER:  
There was one Adverse Water Quality Indicator (AWQI # 140068) on June 27, 2018 for total coliform of 2cfu/100mL at sample station on Iona Road. Resamples were taken on June 27th and June 28th upstream of the adverse, downstream of the adverse and at the location of the adverse. The results of the six samples taken showed no adverse conditions. All the required reporting was completed to the Medical Officer of Health and to the Spills Action Centre.

THIRD QUARTER:  
There were two watermain repairs completed by Southwold in July. OCWA operators sampled after the repair was completed.

FOURTH QUARTER:  
There were no compliance issues to report this quarter. There was a watermain repair completed on Longhurst east of Parson’s. Notification to the Health Unit was provided since the break was classified as a Category 2 since it was longer than 6m of pipe was replaced. Samples were obtained and no further concerns.

SECTION 2: INSPECTIONS  
FIRST QUARTER:  
There were no MOL or MOECC inspections for the quarter.

SECOND QUARTER:  
There were no MOL or MOECC inspections for this quarter.

THIRD QUARTER:  
There were no MOL or Ministry of the Environment, Conservation and Parks (MECP) inspections for this quarter.

FOURTH QUARTER:  
There was a routine Ministry of the Environment, Conservation and Parks (MECP) inspection of the system on October 17, 2018 by Angela Stroyberg. The report was received on December 6, 2018 there was one non-compliance identified in the report. This was for an error on August 17, 2017 when the operator transferred information on to a chain of custody and failed to copy the free chlorine residuals over to the new copy. There were no other records that the operator maintained to provide proof that the chlorine residuals were obtained as required by the regulation to obtain chlorine residuals when taking microbiological samples. These samples were taken as a result of a shipping issue where the original samples arrived past their
holding time at the third party laboratory. Under normal circumstances the operator maintains a record of the free chlorine residuals on the Chain of Custody submitted to the lab as well as on a rounds sheet maintained at the facility. In this case the residuals were not required for the facility rounds sheet and therefore a second recording was not conducted. The overall inspection rating for the Southwold Distribution System was 96.61%.

SECTION 3: QEMS UPDATE

FIRST QUARTER:
The annual reports for 2017 were prepared and provided to the owner during the first quarter of 2018. The internal audit and management review are scheduled to be completed in May in preparation for the external audit which is scheduled for June 21, 2018.

Operational Plan has been revised to reflect MOECC’s DWQMS V. 2.0 plan as well as to reflect changes in OCWA’s organizational structure during the first quarter of 2018. This Operational Plan will require re-endorsement by the owner.

SECOND QUARTER:
The internal audit was conducted by Cindy Sigurdson on June 4, 2018. There was one non-conformance and ten Opportunities for Improvement (OFIs) identified in the report. The non-conformance was addressed by having the Operational Plan re-endorsed. The OFIs were all addressed through the Management Review meeting, which occurred on June 8, 2018. The year 2 surveillance audit conducted by Kirsi McLandress of SAI Global occurred on June 19, 2018. There were no non-conformance and one OFI identified in the report. The OFI will be addressed at the next management review in 2019.

THIRD QUARTER:
There are no QEMS updates for the third quarter.

FOURTH QUARTER:
Emergency response testing as required by Element 18 was completed on contingency plan for Unsafe Water. A scenario was tested going through the reporting requirements and the importance of documentation for an adverse water quality incident and possible boil water advisory.
SECTION 4: PERFORMANCE ASSESSMENT REPORT

Auto Flushers are tested twice per week, the current settings are:

<table>
<thead>
<tr>
<th>#</th>
<th>Location</th>
<th>Frequency</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Iona Road</td>
<td>7 days</td>
<td>35min</td>
</tr>
<tr>
<td>2</td>
<td>Lake Line</td>
<td>5 days</td>
<td>30min</td>
</tr>
<tr>
<td>3</td>
<td>Thomas Road</td>
<td>7 days</td>
<td>11min</td>
</tr>
<tr>
<td>4</td>
<td>Bush Road</td>
<td>7 days</td>
<td>30min</td>
</tr>
</tbody>
</table>

All residuals were adequate at the current flushing durations. Chlorine residuals are taken throughout the system to monitor the auto flusher effectiveness as well as to meet regulatory requirements. O. Reg. 170/03 requires that residuals are taken 2 times per week at least 48 hours apart with a minimum of 4 residuals on the first day and 3 residuals on the second. The chart below shows the residuals for 2018 obtained throughout the distribution system.

Chart 1. Free chlorine residuals in the distribution system.

All sampling and testing in the distribution system met requirements with the current Municipal Drinking Water License and regulations. Microbiological samples are taken at five locations throughout the distribution system each week (it is required to take 8 samples per month plus one sample for every 1000 people, therefore a minimum of 11 samples per month). E. coli and total coliform have a regulatory limit of 0 cfu/100mL and there is no regulatory limit for HPC. HPC concentrations are used to indicate a potential problem area; if results from a particular sample location are consistently showing elevated levels then flushing or other action is required to reduce the value. There was an Adverse Water Quality Indicator with a result of 2cfu/100mL for Total Coliform in June. Resamples were obtained and results showed no adverse issues, refer to section 1. In July, extra samples were obtained due to two watermain repairs that were completed in the system.
Trihalomethanes are sampled on a quarterly basis. The table below shows the running average along with the quarterly results. The current running average is below the regulated limit of 100µg/L.

<table>
<thead>
<tr>
<th>Limit (µg/L)</th>
<th>THM Result (µg/L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2018</td>
<td>- 30</td>
</tr>
<tr>
<td>April 2018</td>
<td>- 23</td>
</tr>
<tr>
<td>July 2018</td>
<td>- 45</td>
</tr>
<tr>
<td>October 2018</td>
<td>- 49</td>
</tr>
<tr>
<td>Running Average</td>
<td>100</td>
</tr>
</tbody>
</table>

Haloacetic Acids (HAAs) are now required to be sampled on a quarterly basis. The table below shows the running average along with the quarterly results. HAAs are not required to meet the regulated limit until 2020, which the regulated limit of 80µg/L will be enforced.

<table>
<thead>
<tr>
<th>Limit (µg/L)</th>
<th>HAA Result (µg/L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2018</td>
<td>- 20.0</td>
</tr>
<tr>
<td>April 2018</td>
<td>- 18.7</td>
</tr>
<tr>
<td>July 2018</td>
<td>- 20.1</td>
</tr>
<tr>
<td>October 2018</td>
<td>- 26.8</td>
</tr>
<tr>
<td>Running Average</td>
<td>80</td>
</tr>
</tbody>
</table>

The dead ends are flushed on a monthly basis. Free chlorine residuals are obtained and length of time of flushing is documented. The table below summarizes the results. Note: Flushing doesn’t occur during the winter months and therefore doesn’t start until May.
<table>
<thead>
<tr>
<th></th>
<th>Range of time</th>
<th>Free Chlorine Residual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Flushed (minutes)</td>
<td>(mg/L)</td>
</tr>
<tr>
<td>January</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>February</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>March</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>April</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>May</td>
<td>2-38 0.71-1.06</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>3-24 0.71-1.01</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>2-20 0.67-1.03</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>3-28 0.55-1.09</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>3-30 0.59-1.21</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>3-26 0.51-1.30</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>December</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Schedule 15.1 in O. Reg. 170/03 requires sampling for lead, alkalinity and pH. This is required twice per year. The Southwold Distribution System is currently in reduced sampling which requires distribution sampling only and lead sampling only every third year. The following table shows the results for 2018.

<table>
<thead>
<tr>
<th></th>
<th># Samples</th>
<th>pH</th>
<th>Alkalinity (mg/L)</th>
<th>Lead (mg/L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>3</td>
<td>7.67 – 7.70</td>
<td>95 - 101</td>
<td>n/a</td>
</tr>
<tr>
<td>July</td>
<td>3</td>
<td>7.61 – 7.69</td>
<td>98 - 98</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**SECTION 5: OCCUPATIONAL HEALTH & SAFETY**

**FIRST QUARTER:**
There were no hazards identified during the quarterly health and safety inspection.

**SECOND QUARTER:**
There were no hazards identified during the quarterly health and safety inspection.

**THIRD QUARTER:**
There were no hazards identified during the quarterly health and safety inspection.

**FOURTH QUARTER:**
There were no hazards identified during the quarterly health and safety inspection.
SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY:
16: Operator onsite to restore SCADA communications.
18: Filling up aeration tanks for Talbotville sewage plant, 44m³ from hydrant into new sewage plant for testing.

FEBRUARY:
08: Communication issue; Operator reset PLC panel. Communication restored upon reset.
23: Operator replaced auto-flusher controller upon failure of original unit.
23: Monthly generator checks completed.
28: All monthly work orders completed.

MARCH:
14: Alarm tests completed along with all cleaning and calibrating of chlorine/PH analyzers.
16: Portable chlorine analyzers passed verification tests.
28: UPS inspection completed.

SECOND QUARTER:

APRIL:
06: Completed checklist of facility equipment.
25: Maintenance on both chlorine/PH analyzers.

MAY:
02-16: Hydrant flushing completed.

JUNE:
14: Replaced PH probe on outlet analyzer.
14: Contacted Racey Productions to reboot SCADA system. Tested alarms to ensure all normal after reboot.

THIRD QUARTER:

JULY:
09: Operator added 20L of Chlorine to pumping containment.
20: Chlorine analyzer calibrations completed by operator.

AUGUST:
08: Operator on site to restore power to SCADA UPS.
15: Operator on site to meet with Southwold to discuss communication issues, attempted reset of control panel.
17: Operator on site to attempt communication reset with assistance of Russell Racey. Execulink also on site. Determined a site visit from Russell Racey was necessary to resolve the SCADA issues.
18: Scheduled site visit by operator due to communication issues, tested chlorine levels and assured all is normal.  
20: Russell Racey on site to repair SCADA issues, all appears normal after site visit.  
22: Completed monthly maintenance on both chlorine analyzers, confirmed all SCADA and communication issues are solved.  
23-31: Annual exercising of valves.

SEPTEMBER:  
07: Operator on site to reset Execulink internet box in an attempt to restore communication.  
10: Flowmetrix on site to complete annual verifications for pressure transmitter and flow meters.  
12: Operators commenced fire hydrant flushing of distribution system.  
27: Fire hydrant flushing of distribution system complete.

FOURTH QUARTER:  
OCTOBER:  
03: Farmington onsite for annual back flow preventer inspections.  
12: Operator exercised valves throughout distribution system.  
22: Operator made minor repairs to Autoflusher #2.  
24: Two operators onsite to complete fire flow testing requested by client.  
30: Operator onsite for main repair located on Longhurst road in between Woodplant and Parsons.  
31: Operator onsite to retrieve second set of bacteriological samples for Longhurst Main repair.

NOVEMBER:  
07: Generator checks completed, facility ran on generator power to ensure proper operation.  
08: Operator exercised valves throughout system.  
14: Analyzer calibrations completed. Alarm checks completed.  
22: Operator replaced batteries in Auto-Flushers #2 and #4.  
23: Operator ensured UPS system operated correctly, Systems switched to UPS power during mock power fail.  
28: Operator added 1, 20 L jug of hypochlorite to day holding tank.

DECEMBER:  
07: Operator completed generator check and inspection, along with completing calibrations of both PH/Chlorine analyzers.  
12: All alarm checks completed by Operator.  
18: Operator replaced Auto-flusher controller on Lake Line, Auto Flusher #2
SECTION 7: ALARM SUMMARY

FIRST QUARTER:
No alarms this quarter.

SECOND QUARTER:
APRIL:
No alarms this month.

MAY:
19: Operator on site due to power fail alarm, power was restored when operator arrived onsite, all appeared to be operating normal.

26: Paged for resident at 9755 Francis Street requesting emergency water shut off. Contacted resident to find out if she shut off her service valve in her house, and it was leaking around her valve and pipe; she had thought water was leaking through her wall. Operator checked SCADA to find pressure was normal at 90.1 psi and ensured resident everything was fine on our side. Called resident back to ensure everything was resolved. Home owner had fixed the issue and everything was fine. I told resident to call if she had any further concerns.

JUNE:
No alarms this month.

THIRD QUARTER:
JULY:
16: Operator on site responding to power failure alarm. Power was restored upon arrival and all appeared normal.

AUGUST:
No alarms this month.

SEPTEMBER:
No alarms this month.

FOURTH QUARTER:
OCTOBER:
16: Operator onsite for low chlorine alarm. Operator calibrated both analyzers to ensure a proper reading. Notified ORO and started chlorine pump.

20: Operator received low chlorine alarm. Started chlorine pump remotely and arrived onsite to ensure all instrumentation is working properly. Notified ORO.

NOVEMBER:
No alarms this month.

DECEMBER:
No alarms this month.
SECTION 8: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:
No complaints or concerns this quarter.

SECOND QUARTER:
No complaints or concerns this quarter.

THIRD QUARTER:
No complaints or concerns this quarter.

FOURTH QUARTER:
No complaints or concerns this quarter.
“Committed to public safety, delivering proactive and innovative policing in partnership with our communities”
# Table of Contents

**Governance and Accountability** 3  
Police Service Board  
Detachment Commander

**Organization** 4  
Staffing  
Elgin OPP Auxiliary

**Business Planning** 6  
Crime Management Plan  
Traffic Management Strategy  
Community Satisfaction Survey  
Community Mobilization and Engagement  
Community Safety Officer

**Detachment Statistics** 12  
Calls for Service  
Traffic & Marine Safety  
Crime Prevention  
Criminal Offences

**Financial Reports** 18  
Overtime  
Revenue  
Criminal Record Checks  
RIDE Grant
MESSAGE FROM THE CHAIR
On behalf of the Elgin Group Police Services Board I congratulate the Elgin Detachment on another successful year. Day in and day out our Officers and staff perform their duties in an exemplary fashion.

Regular reports to the Board gives us an appreciation of the complexities of modern day Police work and the challenges encountered.

Of note, a new PSB Chair will be elected at the first meeting of the PSB in 2019. I thank the Board for their support through the past three years and wish the new Board well in 2019.

Sincerely
David Marr
Chairman of the Board

On behalf of the dedicated officers and staff of the Elgin OPP Detachment, it gives me great pleasure to present the 2018 Annual Report. This report will demonstrate the high level of commitment Elgin County OPP has brought to all municipalities of the Elgin Group.

Elgin officers and staff have worked in partnership with many stakeholders including our partners in the Provincial and Ontario Courts, Family and Childrens Services, The Ministry of Natural Resources, neighboring OPP Detachments and Municipal Police Services, and the dedicated members of our Community Policing Committees, to deliver a “community first” policing service.

In 2018 our policing priorities, as identified through community consultation, were Traffic Safety, Crime Prevention, and Increased Visibility.

In 2018 Elgin OPP continued to focus on service delivery using the Ontario Mobilization and Engagement Model of Community Policing. We have engaged our community partners and stakeholders to form collaborative partnerships and develop strategies that will allow us to respond more effectively to social issues like mental illness, domestic violence, and issues involving youth.

With the continued support of the Police Services Board, Municipal Councils, and our Community Policing Committees, Elgin County OPP will continue to provide a service that is professional, transparent, and appropriate to the circumstances, respecting the individual dignity of all persons.
Elgin County OPP Detachment staffing remains unchanged in 2018. We have had many officers move on to new areas of the organization to be replaced by new officers from other areas and two new recruits.

The Elgin County Auxiliary Unit is led by S/Sgt, Jeff Lister. Our Auxiliary unit is currently at 14 members and we continue to recruit for future openings. The unit continues to provide a great service to the community as you will see on the following page.
Elgin County Auxiliary Unit 2018 Year in Review

The Elgin Auxiliary Unit currently has a compliment of 14 members. Our members participated in over 40 events throughout Elgin County. Those events included major operational events, ride alongs with officers on regular shifts and supplementing the marine patrol program. The Auxiliary unit also supported many community events across the county. Below you will see a sampling of some of the events we were able to participate in throughout the year.

– Great Lakes International Airshow
– Prescription Drug Drop Off Day
– Rosy Rhubarb
– Kids and Cops Fishing Derby in Port Bruce, Pt Glasgow, Springwater C.A.
– Canada Day Celebrations
– Rollover Demonstrations
- Remembrance Day Ceremonies
– Santa Claus Parades

<table>
<thead>
<tr>
<th>2018</th>
<th>Patrol Hours</th>
<th>Major Event Hours</th>
<th>Community Event Hours</th>
<th>Training Hours</th>
<th>Admin Hours</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>1304</td>
<td>96.5</td>
<td>404</td>
<td>590</td>
<td>317</td>
<td>2711.5</td>
</tr>
</tbody>
</table>


2017-2019 Action Plan

Our Annual Business Plan has been changed to a three year Action Plan to coincide with the new OPP three year Strategic Plan. Our 2017-2019 Action Plan priorities as identified with community and Police Service Board consultation are:

- **Crime** - Reducing victimization resulting from Domestic Violence and related occurrences
  - Reduction in property crimes including Break & Enters and theft from motor vehicles
  - Reducing victimization from cyber and/or technology-enabled crime
- **Drugs** - Continued emphasis on drug investigations focusing on trafficking and drugs in schools
- **Traffic** - Concentrating on The Big Four; impaired driving, speeding/aggressive driving, inattentive/distracted driving, and seat belt use.
  - Motorcycle related collisions
  - Animal related collisions
- **Other** - Marine patrol and emergency response on Lake Erie
  - Response to persons with mental illness or in crisis
  - Reducing 911 pocket dials
  - Reducing false alarms

Crime Management Plan

Elgin County Detachment has a comprehensive Crime Management Plan that is administered through the leadership of Regional A/Detective Sergeant Scott Sladek. The Crime Unit includes four detectives assigned to major case investigations and three detectives assigned to the Street Crimes Unit investigating property crimes and drug investigation. The Domestic Violence Investigator position has been bundled with the Community Mobilization and Engagement Officer and is supervised by the Detachment Sergeant.

The Crime Unit is responsible for oversight and investigation of all serious crimes that occur in our detachment area. The foundation of the plan supports the OPP Results Driven Policing methodology and focuses on public safety through crime prevention and investigative excellence.

Traffic Management Strategy

Elgin County Detachment has developed a Traffic Management Strategy with a goal of reducing motor vehicle collisions, specifically those that result in injury and death. Our focus in 2018 continued to be enforcement and education around aggressive driving, impaired driving, seat belt use, and distracted driving. These four driving habits are within complete control of the driver and together can have the largest impact on road safety. Elgin County Detachment continues to employ a Traffic Team designated to traffic enforcement. Our Traffic Team is dedicated to be responsive to community identified traffic issues as well as issues identified through analysis by our Regional Analyst. Using analytics provided by the Regional Analyst and the Focused Patrol Program the traffic team will continue to focus their efforts where they are most needed and can have the greatest impact on traffic safety.

We continue to work with our community partners to address the high number of car/deer collisions in Elgin County.
**Community Satisfaction Survey**  
**Year: 2017**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>98.4% of respondents felt “very safe” or “safe” in their community.</td>
</tr>
<tr>
<td>2.</td>
<td>Of the 98 respondents (or 25.9%) who said they had contacted the OPP in the past year, 89.9% were “satisfied” or “very satisfied” with the ease of contacting the OPP.</td>
</tr>
<tr>
<td>3.</td>
<td>Overall, 93.4% of respondents were “very satisfied” or “satisfied” with the quality of police service provided by the OPP.</td>
</tr>
<tr>
<td>4.</td>
<td>91.9% of respondents were “satisfied” or “very satisfied” with the OPP’s ability to work with communities to solve local problems.</td>
</tr>
<tr>
<td>5.</td>
<td>83.8% of respondents were “satisfied” or “very satisfied” with the OPP’s visibility in the community.</td>
</tr>
</tbody>
</table>

**Community Policing Committees**

Elgin County OPP is very blessed to have a strong network of Community Policing Committees to represent the municipalities we serve. We work in partnership with our committees to identify and resolve issues of crime and traffic that are identified by the community. In addition, our committees volunteer countless hours of their time to support many community initiatives, particularly those that assist children, the elderly and vulnerable groups. Elgin County has six Community Policing Committees located in West Elgin, Southwold, Port Stanley, Belmont, Malahide, and Bayham. Elgin County OPP is very appreciative of the hard work all of our committees do to support their community and the OPP. In 2018 we continued to work with our committees using the Ontario Mobilization & Engagement Model of Community Policing and all committees are now using the model as a guide to assist them in setting priorities and objectives.
Community Mobilization and Engagement

What is Community Mobilization and Engagement?
Elgin County OPP follows Ontario's Community Mobilization and Engagement Model of Community Policing. The model is a diagnostic tool used to assess community readiness for community-led initiatives with a goal of moving towards safer communities. The model moves along a continuum from enforcement and crime suppression efforts requiring a high need for police assistance to community engagement and liaison requiring a low need for police assistance. Partnerships make the police more effective and efficient, encouraging community engagement and awareness. Police are often the first line to recognize social issues and are in the position to get our community member access to the services that can help them best. Community engagement and partnerships may be part of a long-term program or situational in nature; they range from long-term diversion programs to neighbourhood driven campaigns. The goal of engaging the community is to move from police led initiatives to community led initiatives that contribute to the safety of all.

As the Community Mobilization and Engagement, Mental Health and Abuse Issues Coordinator, Constable Carlson takes great pride in working hand in hand with community members, community stakeholders, businesses and community groups to make Elgin County a safer place to live and play. Taking part in numerous committees and collaborations such as the Elgin County Situation Table (co-chair), SAFE Communities (Co-chair), Elgin Alliance to End Violence Against Women, Elgin Elder Abuse Committee and the Elgin County Drug Strategy Committee. Constable Carlson provides the policing perspective and experience that comes with his 28 years of diverse policing experiences across Ontario.

The following Community Mobilization Projects took place in 2018 and are ongoing;

1. Motorcycle Safety
2. Aggressive Driving on Belmont Road
3. Elgin County Drug and Alcohol Strategy
4. Form a Community Policing Committee in Dutton/Dunwich
5. Residential/Business Break and Enters – Safe Guard Project
6. Senior Frauds/Scams
Elgin County Situation Table

Constable Carlson is one of the co-chairs of the Elgin County Situation Table. It is a strategic alliance of human services agencies, guided by common principles and processes in order to mitigate risk situations in a timely manner, usually within 24-48 hours. The Elgin County situation table meets once a week all year long. The term “table” highlights that it is a meeting with police and other human service professionals from a variety of organizations. During a Situation Table meeting, participants work together to review situations of acutely elevated risk (AER) and determine if an individual is at imminent risk of harm and victimization and then coordinate interventions to reduce harm. By addressing situations of AER, the table works collaboratively to reduce multiple risk factors that increase the likelihood that someone within a community will experience harm and victimization. In 2018 the Elgin County Situation table discussed 40 unique situations of which 37 (92.5%) met the threshold of being at an acutely elevated risk. Of those situations 26 (74.29 %) had the overall risk lowered by an intervention by the Elgin County Situation Table. The top three agencies bringing cases to the table were, St. Thomas Elgin General Hospital, Elgin OPP, and St. Thomas Police. The top five risk factors presented were, Mental Health, Physical Health, Drugs, Housing and basic needs.

Elgin County Drug and Alcohol Strategy

Identified through community concerns, in 2018 the Elgin Situation Table identified a need for a comprehensive drug and alcohol strategy within our community. It was decided to form a dedicated workgroup/taskforce whose primary focus will be to develop a collaborative plan based on a “Four Pillars” approach of prevention, treatment, harm reduction and justice. Constable Carlson sits on the steering committee as well as co-chairing the Justice Pillar. This project is anticipated to take several years to develop.

Vision: A safe and healthy community in Elgin County with the negative impacts of drugs and alcohol.

Mission: Create, implement and evaluate a comprehensive drug and alcohol strategy that meets the needs of our community based on the pillars of prevention, treatment, and harm reduction.
Adam continues to spend time within West Elgin High School and provides staff and students with first hand exposure to police. Adam has been doing this since the start of his assignment in 2016. Since then, students have become more comfortable with police and have approached Adam with simple questions and information that requires police investigation.

Adam again assisted the Thames Valley District School Board and London Catholic School Board in training grade 6 teachers on how to implement and use the K.I.D.S program. This program is designed for students in grade 6 and covers topics such as: Youth and the Law, Peer to Peer Relationships, Social Media/Online Bullying, and Drug Awareness. This is being taught throughout the elementary schools within the County of Elgin by Adam.

Recently, media officers within West Region were given open access to post on social media platforms. This has created additional exposure for Elgin County OPP and provides timely and relevant information to the public. Adam has been going live from police scenes across the county as well as focusing on public safety topics using Facebook and Twitter.
Adam was able to continue a partnership with the home alone programs in Central Elgin, West Lorne, and Malahide. These programs are facilitated by the YWCA and are aimed for youth aged 9-12, looking to be home alone safely.

Adam also continues to support other community initiatives like the Youth Task Team in West Elgin. This provides support and advocating for youth wellness and involvement in the communities of West Elgin and Dutton-Dunwich.

Regionally, Adam represents the Elgin County OPP on the OPP West Region Diversion and Inclusion Counsel and the West Region Ceremonial Team. This allows the Elgin County OPP to gain further expourse and recognition throughout the region.

Adam also commits his time to the marine program in the summer months and augments the platoons during increased call volumes or significant events to ensure timely service to the County of Elgin.

In 2019 Adam is looking forward to leading the marine program within Elgin County. This will be a natural fit as Adam has served over 15 years with the Primary Reserve in the Canadian Navy. Adam looks forward to providing the County and other stakeholders with a level of service that they have come to depend on with their Community Safety Officer.
Elgin County OPP Calls for Service

Elgin County Total Calls For Service

Elgin Group Total Calls for Service by Municipality

Elgin Group Total Calls Distribution 2018
The safety of motorists on Elgin County roads has always been a priority for Elgin Detachment. Our Traffic Management Team is dedicated to enforcement and response to traffic complaints within the County.

Officers conducted 315 static RIDE checks in 2018, in addition to other tactics used to identify and remove impaired drivers. Festive RIDE was in operation from Nov 20th to Jan 4th. During that time officers conducted 11 RIDE checks charging 6 impaired drivers and issuing 1 three day suspension. As you can see from the Motor Vehicle Collision chart below, we have seen a slight increase in total crashes with 720 in 2018 compared to 700 in 2017. Of note the personal injury crashes were notably less in 2018. We will continue to use statistical analysis and focus on targeted enforcement of Impaired Driving, Aggressive Driving, Seat Belt Use, and Distracted Driving. These four factors can often be the difference between a minor crash with no injuries and a major crash resulting in injuries or death. Of the crashes we experienced in Elgin County in 2018:

<table>
<thead>
<tr>
<th>Fatal Crashes</th>
<th>Remaining Crashes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 2018</td>
<td>2017 2018</td>
</tr>
<tr>
<td>Alcohol Involved</td>
<td>1 3</td>
</tr>
<tr>
<td>No Seat Belt</td>
<td>2 2</td>
</tr>
<tr>
<td>Aggressive Driving</td>
<td>2 0</td>
</tr>
<tr>
<td>Distracted Driving</td>
<td>0 1</td>
</tr>
<tr>
<td>Animal Related</td>
<td>0 0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Damage</th>
<th>Personal Injury</th>
<th>Fatal</th>
<th>Car/Deer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>593</td>
<td>143</td>
<td>4</td>
</tr>
<tr>
<td>2017</td>
<td>552</td>
<td>142</td>
<td>6</td>
</tr>
<tr>
<td>2018</td>
<td>597</td>
<td>116</td>
<td>7</td>
</tr>
</tbody>
</table>
Elgin County Detachment has 5 qualified marine operators conducting marine patrols, supported by the Elgin Auxiliary Unit. The Marine Unit is out early for the May long weekend to ensure the boating public is ready for the boating season with properly equipped vessels and properly qualified captains. Officers are on the water patrolling every weekend and attend water related community events including Can-Fest, Harbourfest and Tall Ships in Port Stanley and Tub Daze in Port Burwell. The marine unit is responsible for approximately 450 square kilometers of Lake Erie and covers approximately 100 km of shoreline along the north shore of the Lake. This includes the four ports of Port Burwell, Port Bruce, Port Stanley and Port Glasgow.

<table>
<thead>
<tr>
<th>Year</th>
<th>Marine Hours</th>
<th># of Vessels Checked</th>
<th># of Charges (Criminal, Provincial, Marine)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>313</td>
<td>334</td>
<td>5</td>
</tr>
<tr>
<td>2017</td>
<td>194</td>
<td>303</td>
<td>7</td>
</tr>
<tr>
<td>2018</td>
<td>322</td>
<td>395</td>
<td>10</td>
</tr>
</tbody>
</table>
Crime Prevention

In 2018 Elgin County Detachment continued our commitment to crime prevention. A large component of this goal is the pro-active education provided through media outlets and presentations provided by our CSO. We continue to follow the principles of Intelligence Led Policing. Elgin Detachment has shifted from a “Directed Patrol” program to a more specific “Focused Patrol” program. Using analytics from the Regional Analyst we identify areas of concern and assign officers to specific focused patrols related to crime and traffic trends. This not only acts as a deterrent to crime but also helps to have a car at the right place at the right time to respond to crime and increase our odds of catching criminals in the act.

Enforcement Statistics

**False Alarms** - Elgin OPP officers responded to 343 false alarms in 2018 down from 347 in 2017.

**911 Calls** - Elgin OPP Officers responded to 822 - 911 calls in 2018 up from 569 in 2017.

**Break & Enter**

We experienced an overall decrease in Break & Enters across the County with a total of 99 compared to 126 in 2017. There was a slight increase in Dutton Dunwich and a notable increase in Southwold.
**Domestic Violence**

We experienced a notable decrease in domestic violence occurrences in Elgin County in 2018 with a total of 193 in 2018 compared to 263 in 2017. In 2018 we have continued to work with our partner agencies, like Violence against Women Services Elgin County, to increase awareness and education and provide alternative services from the community.

### Domestic Occurrences by Municipality

<table>
<thead>
<tr>
<th></th>
<th>West Elgin</th>
<th>Dutton Dunwich</th>
<th>Southold</th>
<th>Central Elgin</th>
<th>Malahide</th>
<th>Bayham</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>52</td>
<td>33</td>
<td>34</td>
<td>53</td>
<td>41</td>
<td>48</td>
</tr>
<tr>
<td>2017</td>
<td>51</td>
<td>25</td>
<td>35</td>
<td>66</td>
<td>36</td>
<td>50</td>
</tr>
<tr>
<td>2018</td>
<td>32</td>
<td>16</td>
<td>14</td>
<td>60</td>
<td>43</td>
<td>28</td>
</tr>
</tbody>
</table>

### Other Crimes

#### Elgin Group Other Crimes

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robbery</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Assaults</td>
<td>131</td>
<td>106</td>
<td>129</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>35</td>
<td>28</td>
<td>26</td>
</tr>
<tr>
<td>Theft Under</td>
<td>227</td>
<td>313</td>
<td>283</td>
</tr>
<tr>
<td>Theft Over</td>
<td>76</td>
<td>103</td>
<td>117</td>
</tr>
<tr>
<td>Theft from MV</td>
<td>78</td>
<td>130</td>
<td>84</td>
</tr>
<tr>
<td>Mischief</td>
<td>178</td>
<td>255</td>
<td>143</td>
</tr>
<tr>
<td>Auto Theft</td>
<td>57</td>
<td>74</td>
<td>79</td>
</tr>
</tbody>
</table>

### Drugs

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occurrences</td>
<td>82</td>
<td>84</td>
<td>101</td>
</tr>
<tr>
<td>Search Warrants</td>
<td>10</td>
<td>6</td>
<td>11</td>
</tr>
<tr>
<td>CDSA Charges</td>
<td>94</td>
<td>49</td>
<td>31</td>
</tr>
</tbody>
</table>
Elgin County OPP continues to support the London Elgin Middlesex Crime Stoppers Program. This program has been very successful in 2018, handling 1843 tips that resulted in the clearance of 22 criminal cases, 54 criminal charges, 5 weapon seized, and over $103,000 in seized drugs.

Crime Stoppers Ontario Stats (Statistics 1983 to November 30, 2018):

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrests</td>
<td>124,009</td>
</tr>
<tr>
<td>Cases Cleared</td>
<td>133,244</td>
</tr>
<tr>
<td>Rewards Paid</td>
<td>$8,098,397</td>
</tr>
<tr>
<td>Arson Loss Value</td>
<td>$16,769,779</td>
</tr>
<tr>
<td>Property Recovered</td>
<td>$306,406,496</td>
</tr>
<tr>
<td>Drugs Seized</td>
<td>$1,924,799,718</td>
</tr>
<tr>
<td>Total Dollars Recovered</td>
<td>$2,231,206,214</td>
</tr>
</tbody>
</table>
Elgin Group Overtime Report

The charts below outline the overtime expended for the Elgin Group excluding provincial responsibility. Elgin County OPP has implemented a number of strategies to reduce the use of overtime, including the creation of overlap shifts from 3:00 pm to 3:00 am and noon to midnight to match peak time for calls for service. In addition there are policies that govern when officers are called in on overtime.

![Bar chart showing overtime expenditure by municipality from 2016 to 2018](chart1.png)

![Pie chart showing overtime expenditure by municipality in 2018](chart2.png)
Elgin Group Revenue Report

The chart below outlines the revenue collected on behalf of the municipality for services provided by the OPP.

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 3,540.50</td>
<td>$ 2,877.23</td>
<td>$ 3,607.76</td>
<td>$ 5,786.97</td>
<td>$ 4,832.32</td>
<td>$ 2,445.59</td>
<td>$ 4,366.16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 4,096.03</td>
<td>$ 2,866.38</td>
<td>$3,116.60</td>
<td>$3,962.17</td>
<td>$1,900.46</td>
</tr>
</tbody>
</table>

**TOTAL:** $ 43,398.17

Criminal Record Checks

The chart below provides a breakdown of criminal records checks completed by Elgin Detachment in 2018, an increase of 37 checks more than those completed in 2017. Of the 2799 Criminal Records checks completed 202 persons required fingerprints for RCMP verification.

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vulnerable Screening</td>
<td>128</td>
<td>126</td>
<td>144</td>
<td>187</td>
<td>252</td>
<td>216</td>
<td>133</td>
<td>171</td>
<td>235</td>
<td>231</td>
<td>172</td>
<td>108</td>
<td>2103</td>
</tr>
<tr>
<td>Regular</td>
<td>37</td>
<td>35</td>
<td>30</td>
<td>53</td>
<td>57</td>
<td>44</td>
<td>47</td>
<td>59</td>
<td>36</td>
<td>43</td>
<td>29</td>
<td>24</td>
<td>494</td>
</tr>
<tr>
<td>Other</td>
<td>16</td>
<td>17</td>
<td>17</td>
<td>15</td>
<td>23</td>
<td>15</td>
<td>20</td>
<td>17</td>
<td>15</td>
<td>23</td>
<td>15</td>
<td>9</td>
<td>202</td>
</tr>
<tr>
<td>TOTAL</td>
<td>181</td>
<td>178</td>
<td>191</td>
<td>255</td>
<td>332</td>
<td>275</td>
<td>200</td>
<td>247</td>
<td>286</td>
<td>297</td>
<td>216</td>
<td>141</td>
<td>2799</td>
</tr>
</tbody>
</table>

R.I.D.E. Grant

Each year Elgin County OPP completes an application for a RIDE Grant through Mothers Against Drinking and Driving. In 2018 Elgin OPP received $13,460.00 and all of that grant money has been spent to provide officers at RIDE checks throughout the County, with the bulk of those checks occurring during the Festive RIDE Season. We are very proud and appreciative to be partners with Mothers Against Drinking and Driving in the fight to keep impaired drivers off our roadways.
Elgin County OPP Supports the Communities We Police

Elgin County OPP, 42696 John Wise Line, RR#5 St Thomas, ON. N5P 3S9 EMERGENCY CALL 911
March 18, 2019  
Re: Drainage Re-apportionment Request  
Reapportionment of the assessment for municipal drains is a condition of approval for application for  
Consent number E36/18. The property that is being severed is roll# 34-24-000-007-11800 in the  
Township of Southwold known locally as 40490 John Wise Line, South Part Lot 34 Concession STRE.  
You are severing an irregular shaped lot 0.6175ha (2.04 acres) in size containing one house and one metal  
barn/garage to create one new lot surplus to the needs of the applicant. The retained land is 19.95ha (49.3  
acres). Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to  
mutually agree on how to share assessments on the subdivision of land. 

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

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

2) Fulton Drain 1955, Sept. 27, 1955, By S.W. Archibald, By-Law 1332  
4) Welter Drain No. 7, April 22, 1967, By A.M. Sprriet Associates Ltd, By-Law 1646  
5) Siple Drain, February 10, 1972, By A.M. Sprriet Associates Ltd, By-Law 72-10

The methodology used for these recommendations was to re-apportion the Outlet charges by the land area  
in the original report for each Municipal Drain to the estimated land area that is in each new parcel that  
would be assessed to that drain. The Benefit recommendations reflect the estimated length of Municipal  
Drainage tile or ditch that is physically on the retained and severed lands as compared to what was on the  
original parcel of land. All values are then rounded with the residential property being the property that is  
rounded up taking into consideration that the residential property has a higher relative run of rate because of  
hard surfaces like laneways and roof areas.

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

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

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

Brent Clutterbuck
### Recommendations

#### Casey Drain 1999

**Schedule B**

<table>
<thead>
<tr>
<th>Roll #</th>
<th>Con</th>
<th>Lot</th>
<th>AC</th>
<th>Name</th>
<th>Benefit</th>
<th>Outlet</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>007-118</td>
<td>S.T.R.E</td>
<td>S1/4 34</td>
<td>20</td>
<td>M. Carroll</td>
<td>105.00</td>
<td>105.00</td>
<td></td>
</tr>
</tbody>
</table>

**Is recommended to now read**

<table>
<thead>
<tr>
<th>Roll #</th>
<th>Con</th>
<th>Lot</th>
<th>AC</th>
<th>Name</th>
<th>Outlet</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>E36/18</td>
<td>S.T.R.E</td>
<td>Pt S1/4 34</td>
<td>2.04</td>
<td>Dan Curtis</td>
<td>12.00</td>
<td>12.00</td>
</tr>
<tr>
<td>E36/18</td>
<td>S.T.R.E</td>
<td>S1/4 34</td>
<td>17.96</td>
<td>Dan Curtis</td>
<td>93.00</td>
<td>93.00</td>
</tr>
</tbody>
</table>

**Schedule C**

<table>
<thead>
<tr>
<th>Roll #</th>
<th>Con</th>
<th>Lot</th>
<th>AC</th>
<th>Name</th>
<th>Benefit</th>
<th>Outlet</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>007-118</td>
<td>S.T.R.E</td>
<td>S1/4 34</td>
<td>20</td>
<td>M. Carroll</td>
<td>31.00</td>
<td>17.90</td>
<td>48.90</td>
</tr>
</tbody>
</table>

**Is recommended to now read**

<table>
<thead>
<tr>
<th>Roll #</th>
<th>Con</th>
<th>Lot</th>
<th>AC</th>
<th>Name</th>
<th>Outlet</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>E36/18</td>
<td>S.T.R.E</td>
<td>Pt S1/4 34</td>
<td>2.04</td>
<td>Dan Curtis</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>E36/18</td>
<td>S.T.R.E</td>
<td>S1/4 34</td>
<td>17.96</td>
<td>Dan Curtis</td>
<td>31.00</td>
<td>48.90</td>
</tr>
</tbody>
</table>

#### Fulton Drain 1955

**"A" Drain**

<table>
<thead>
<tr>
<th>Roll #</th>
<th>Con</th>
<th>Lot</th>
<th>AC</th>
<th>Name</th>
<th>Benefit</th>
<th>Outlet</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>007-118</td>
<td>S.T.R.E</td>
<td>34</td>
<td>4</td>
<td>James Carroll</td>
<td>5.00</td>
<td>5.00</td>
<td></td>
</tr>
</tbody>
</table>

**Is recommended to now read**

<table>
<thead>
<tr>
<th>Roll #</th>
<th>Con</th>
<th>Lot</th>
<th>AC</th>
<th>Name</th>
<th>Outlet</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>E36/18</td>
<td>S.T.R.E</td>
<td>Pt S1/4 34</td>
<td>2.04</td>
<td>Dan Curtis</td>
<td>2.50</td>
<td>2.50</td>
</tr>
<tr>
<td>E36/18</td>
<td>S.T.R.E</td>
<td>S1/4 34</td>
<td>1.96</td>
<td>Dan Curtis</td>
<td>2.50</td>
<td>2.50</td>
</tr>
</tbody>
</table>

**"B" Drain**

<table>
<thead>
<tr>
<th>Roll #</th>
<th>Con</th>
<th>Lot</th>
<th>AC</th>
<th>Name</th>
<th>Benefit</th>
<th>Outlet</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>007-118</td>
<td>S.T.R.E</td>
<td>34</td>
<td>4</td>
<td>James Carroll</td>
<td>10.00</td>
<td>10.00</td>
<td></td>
</tr>
</tbody>
</table>

**Is recommended to now read**

<table>
<thead>
<tr>
<th>Roll #</th>
<th>Con</th>
<th>Lot</th>
<th>AC</th>
<th>Name</th>
<th>Outlet</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>E36/18</td>
<td>S.T.R.E</td>
<td>Pt S1/4 34</td>
<td>2.04</td>
<td>Dan Curtis</td>
<td>5.00</td>
<td>5.00</td>
</tr>
<tr>
<td>E36/18</td>
<td>S.T.R.E</td>
<td>S1/4 34</td>
<td>1.96</td>
<td>Dan Curtis</td>
<td>5.00</td>
<td>5.00</td>
</tr>
</tbody>
</table>

---

Consent number **E36/18**

Page 2 of 3
And that all assessments to the

2) Welter Drain, April 22, 1967, By A.M. Spriet Associates Ltd, By-Law 1646
3) Siple Drain, February 10, 1972, By A.M. Spriet Associates Ltd, By-Law 72-10

Will remain with the retained farmlands

I, Dan Curtis being owner in Consent application E36/18, roll# 34-24-000-007-11800 in the Township of Southwold known locally as 40490 John Wise Line, South Part Lot 34 Concession STRE hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we hereby petition the Council of the Township of Southwold to by resolution affix the above apportionments to the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act

Daniel Curtis
Name (please print)

Date 20-02-2019
Notice of Request for Drain Improvement

Drainage Act, R.S.O. 1990, c. D.17, subs. 78(1)

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

Re: Wallis Drain

(Name of Drain)

In accordance with section 78(1) of the Drainage Act, take notice that I/we, as owner(s) of land affected, request that the above mentioned drain be improved.

The 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;
☐ Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, pumping stations or other protective works in connection with the drainage works;
☐ Otherwise improving, extending to an outlet or altering the drainage works;
☐ Covering all or part of the drainage works; and/or
☐ Consolidating two or more drainage works.

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

Change the course of the Wallis Drain from (approximately) Station 0+107 to 0+276, as required to allow the subdivision 34T-SO1802. This section of Wallis Drain will conflict with the proposed residential lots and is requested to be relocated to the rear of the proposed lots, along the edge of the subdivision.

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

Part of Lots 39 and 40, Concession South of the North Branch of Talbot Road

<table>
<thead>
<tr>
<th>Ward or Geographic Township</th>
<th>Parcel Roll Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwold</td>
<td>34 24 000 006 09 00</td>
</tr>
</tbody>
</table>

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(s) of the property may request a drain improvement.
Corporation

Corporate Ownership

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

Name of Corporation
Farhi Holdings Corp

Position Title

Date (yyyy/mm/dd)
2019/03/18

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

Last Name
Caranci
First Name
Aldo
Middle Initial

Mailing Address

Unit Number
484
Street/Road Number
Street/Road Name
Richmond Street
PO Box

City/Town
London
Province
Ontario
Postal Code
N6A 3E6

Telephone Number
519-645-6666
Cell Phone Number (Optional)
519-701-2198
Email Address (Optional)
carancigroup@gmail.com

To be completed by recipient municipality:

Notice filed 19th day of March 2019

Name of Clerk (Last Name, First Name)
Higgs, Lisa

Signature of Clerk

0203E (2013/02) © Queen's Printer for Ontario, 2013
Disponible en français
DATE: March 25, 2019

PREPARED BY: Paul Van Vaerenbergh, Lisa Higgs

REPORT NO.: PW 2019-15

SUBJECT MATTER: Gravel Roads Report

-------------------

Recommendation:

THAT Council directs staff to develop a plan through both budgetary and operational resources that would lead to improvements in the Townships gravel roads.

Purpose:

This report is presented to Council to address issues raised by residents concerning the state of various gravel roads within the Township’s roads system.

Background:

During budget deliberations each year, Council must consider the competing priorities in the municipality, including road reconstruction projects. The Township’s Asset Management plan helps inform Council’s decision-making and staff’s recommendations for improvements. As it stands right now, and as indicated in the current Asset Management plan, Council has provided a policy direction to rebuild municipal roadways to the same service levels as their existing condition. Therefore, a class 5/6 gravel road is reconstructed as a class 5/6 gravel road, when it is time to be re-built. Average annual daily traffic counts (AADT) as well as axle loading and the road’s status (i.e. rural, local, collector) dictate the recommended surface for roads as per the M.T.O. design manual. According to MTO guidelines, roads under 400 AADT are recommended to be gravel surface roads, whereas those between 400-1000 AADT, are considered candidates for higher levels of surface treatment (“tar and chip”, asphalt, etc).

The quality of aggregates used is a prime factor when considering a strategic plan in improving gravel roads. Coarse materials make up the base, while finer material should be used as a surface coarse.

Proper timing of maintenance operations, (scraping, grading and application of dust suppressants) should be undertaken with consideration of environmental conditions (rain, frost, dry roads), for maximum effect.
Council received two delegations on January 30, 2019 with concerns about the general maintenance of the Township’s gravel roads and specific concerns about certain roads and a perceived hidden driveway.

Comments/Analysis:

Based on the delegation’s presentation and the direction from Council, this report will address the following:

- A discussion on strategies to improve gravel road maintenance
- A cost analysis of conversion to different road surface treatments
- An investigation into the specific issues and analysis brought forth the delegations

Part 1: Strategies to Improve Gravel Road Maintenance

As a starting point and with the approval of Council, staff is suggesting that the improvement of gravel roads include:

- Identifying and correcting existing drainage systems, with outlets, in highest need of repair (for example, catch basins that are too high and not capturing road runoff adequately)
- Improving the tendering process to include better timing of on the road delivery of gravel (mandated first of July completion date)
- Training additional staff in the operation of road grader operation
- Providing enhanced grader operating technique skills
- Returning the third grader into operation when required
- Improving the operation characteristics of the existing drag scraper
- Improving administration staff’s communication with the public
- Management staff monitoring the maintenance operations of the gravel roads as they occur
- Superintendent responding to inquiries and concerns of residents in regards to road conditions within two business days.

The above strategies are suggested since these can be completed within the 2019 budget allocations for gravel road maintenance. In 2019, Council approved increasing the gravel road budget line by $40,000.

Moving into future budget years, staff will be recommending that gravel road budgets be increased even more to account for increased maintenance needs and the ever-increasing costs of aggregates. The chart attached as Schedule ‘A’ outlines a comparison between the industry standard gravel road maintenance costs and the current expenditures budgeted by Southwold Township. As evidenced in the data, the municipality's budget is falling short.

Part 2: A Cost Analysis Of Conversion To Different Road Surface Treatments

Residents have requested that certain gravel roads be converted to “tar and chip”. Staff have completed the attached comparison to outline the cost difference in converting to Tar and Chip surface treatment over a 25 year period. While the attached chart does not include costs associated with the reconstruction of gravel roads, it does highlight that the additional costs to the Township in converting to a surface treated road versus
a gravel road. For Southwold, this would mean an additional $85,762.50 per km over 25 years.

Notably, the costs to maintain our existing surface treated roads to this industry standard are included in this chart and must be funded from our annual roads budget. To consider converting gravel roads at this point, would mean that we would need to increase budget levels to ensure that the existing surface treated roads are not compromised.

*Part 3: An Investigation Into The Specific Issues And Analysis Brought Forth The Delegations*

A) Request to Surface Treat Oneida Road and Stafford Line

Staff have reviewed this request and have reviewed the traffic counts for these roadways.

The traffic count data that the Township has for the requested section of Stafford Line is 103 vehicle trips per day in 2014, 93 vehicle trips per day in 2015, and 100 vehicle trips per day in 2016. Similarly, Oneida Road North of Talbot Line has traffic counts of 67, 63, and 134 over the 2014-2016 period. Based on the MTO design manual, this roadway would be considered to be a Minor Secondary Highways, often known as a Rural Local Undivided highway. Based on the recommendations in the guideline, gravel or surface treatment is the recommended road construction guideline.

Staff also considered the classification of these roads (5/6) based on maintenance standards, which affirms the position that these roads are appropriate as a gravel road. There are no other factors (industries, load considerations, detours, etc) that would change this consideration and lead to another recommended surface treatment.

B) Second Line Driveway Access Concerns

Staff investigated the complaints and recommendations of the property owner on Second Line. Staff would not recommend any changes to the profile of the road or to the Surface Treatment. Council may consider the addition of a Hidden Driveway Sign and/or a reduced speed zone, enacted by By-Law.

**Financial Implications:**

There are no implications in receiving the report as information.
Respectively Submitted by:
Paul Van Vaerenbergh CRSI
Public Works Superintendent
“Submitted electronically”

Approved by:

Lisa Higgs
CAO/Clerk
### Industry Standard - Gravel Road Maintenance Costs Over 25 Years

<table>
<thead>
<tr>
<th>Gravel Road Surface</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Cost per year</th>
<th>Total Cost for 25 years PER KM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gravel Resurfacing - 495 tonnes/km (approximately 1 inch/year)</td>
<td>Tonnes</td>
<td>$14.00</td>
<td>$173,250.00</td>
<td></td>
</tr>
<tr>
<td>Calcium Chloride, (308.75 tonne) 3 flake tonne per km twice per year.</td>
<td></td>
<td>$310.09</td>
<td>$1,860.54</td>
<td></td>
</tr>
<tr>
<td>Total cost to maintain Gravel Road per km for 25 year</td>
<td></td>
<td></td>
<td>$234,746.50</td>
<td></td>
</tr>
</tbody>
</table>

**General Notes:**

1. The above tables assume that the road has been reconstructed to provide adequate drainage including subgrade and roadbed in conformity with accepted engineering principals.

2. Unit Costs are not indexed over the life of the road.

3. Unit costs are based on 2018 construction pricing.

4. Table does not consider equipment replacement costs.

5. The above costs are based on a 9 meter wide road platform.

### Current Southwell Standard - Gravel Road Maintenance Costs Over 25 Years

<table>
<thead>
<tr>
<th>Gravel Road Surface</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Cost per year</th>
<th>Total Cost for 25 years PER KM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gravel Resurfacing - 69 tonnes/km</td>
<td>Tonnes</td>
<td>$14.00</td>
<td>$966.00</td>
<td>$24,150.00</td>
</tr>
<tr>
<td>Calcium Chloride, (308.75 tonne) 2 flake tonne per km once per year.</td>
<td></td>
<td>$310.09</td>
<td>$620.18</td>
<td>$15,504.50</td>
</tr>
<tr>
<td>Total cost to maintain Gravel Road per km for 25 year</td>
<td></td>
<td></td>
<td>$54,637.50</td>
<td></td>
</tr>
</tbody>
</table>

* The Township's gravel budget in 2018 allowed for 17 kms of gravel road to receive gravel, with an estimate of 600 tonnes being used for each km. Therefore, to calculate the amount of gravel applied on a 1 km stretch of roadway over the entire Township each year, we take the total amount gravelled each year as a percentage of the total road length in the municipality, multiplied by the total tonnage used (17/147 km X 600 tonnes = 69 tonnes)

** The Township applies approximately 2 flake tonne per km, once per year.

### Surface Treated Road - Maintenance Cost Over 25 Years

<table>
<thead>
<tr>
<th>Surface Treated Road</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Cost per year</th>
<th>Total Cost for 25 years PER KM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tar and Chip Double ($5.04)</td>
<td>sq.m</td>
<td>$5.04</td>
<td>$45,360.00</td>
<td></td>
</tr>
<tr>
<td>Tar and Chip Single ($2.64)</td>
<td>sq.m</td>
<td>$2.64</td>
<td>$23,760.00</td>
<td></td>
</tr>
<tr>
<td>Tar and Chip Single ($2.64)</td>
<td>sq.m</td>
<td>$2.64</td>
<td>$23,760.00</td>
<td></td>
</tr>
<tr>
<td>Tar and Chip Single ($2.64)</td>
<td>sq.m</td>
<td>$2.64</td>
<td>$23,760.00</td>
<td></td>
</tr>
<tr>
<td>Total Cost to maintain Surface Treated Road per km for 25 years</td>
<td></td>
<td></td>
<td>$140,400.00</td>
<td></td>
</tr>
</tbody>
</table>

### Difference in Cost to maintain gravel road to Industry Standard vs. Surface Treated Road

- ($94,346.50)

### Additional Cost in converting to a Surface Treated Road vs. maintaining a gravel road to Southwell standard

- $85,762.50
TOWNSHIP OF SOUTHWOLD

REPORT TO COUNCIL

DATE: March 25, 2019

PREPARED BY: Kim Grogan, Treasurer

REPORT NO: FIN 2019-20

SUBJECT MATTER: 2019 OMPF Allocation

Recommendation:

THAT the 2019 OMPF allocation notice be received for information.

Purpose:

To inform Council of provincial funding for the Ontario Municipal Partnership Fund for 2019.

Discussion:

Please find attached the 2019 Ontario Municipal Partnership Fund allocation notice issued March 2019. The funding for 2019 is $386,600 and is $8,500 more than 2018. The 2019 budget included an estimated OMPF allocation of 378,100. A worksheet has also been attached that compares Elgin County lower-tier municipality allocations under this program. Most Elgin municipalities received approximately 3.5% to 10% less funding than 2018 levels. Southwold’s guaranteed level of funding for 2019 was 85.3% of 2018 funding levels.

Please note the following highlights of the funding allocation:

1. Assessment Equalization Grant.
   Provides funding to municipalities with limited property assessment due to lower property values. Funding is determined when comparing a municipality’s weighted average assessment per household to the provincial median per-household threshold of $273,000. Southwold’s per-household weighted average assessment is $501,493. The assessment calculation includes the landfill PIL weighted as residential assessment. We do not receive any assessment equalization grant.

2. Rural Communities Grant
   Provides funding in recognition of the unique challenges of rural and particularly rural farming communities. Funding is provided based on the proportion of population residing in rural areas or small communities. Full grant is available to any municipality with a rural or small community measure (RSCM) over 80%. Southwold’s RSCM is 86.4% (86.4% in 2018) and as a result, we receive the maximum allocation of $132 per household.
Includes enhanced funding for rural communities using the Farm Area Measure (FAM) which reflects the percentage of a municipality’s land area comprised of farm land. Southwold’s FAM is 85.0% (2018 84.0%) which results in an additional $67.54 per household.

3. Northern and Rural Fiscal Circumstances Grant
Funding is targeted to municipalities based on their relative fiscal circumstances as measured by the Rural Municipal Fiscal Circumstances Index (MFCI) based on primary indicators of weighted assessment per household and median household income and secondary indicators of average annual change in assessment (new construction), employment rate, ratio of working age to dependent population and percent of population above low-income threshold. Southwold receives $23.02 per household.

4. Transitional Assistance
Funding is designed to assist municipalities in adjusting to the redesigned program. The funding assures municipalities receive a guaranteed level of support based on their previous year’s OMPF allocation. Southwold does not receive transitional funding assistance.

Financial Implications:

The actual funding for 2019 is $386,600. The 2019 budget included an estimated OMPF allocation of 378,100.

Respectively Submitted by:
Kim Grogan, Treasurer
“Submitted electronically”

Approved by:
Lisa Higgs, CAO/Clerk
“Approved electronically”
March 14, 2019

Dear Treasurer/Clerk-Treasurer:

In the March 14 letter to Heads of Council, the government announced the 2019 Ontario Municipal Partnership Fund (OMPF) municipal allocations. I am writing to provide you with additional details regarding your 2019 allocation.

Your municipality will benefit from an increase in OMPF funding compared to 2018 as a result of the responsiveness of the program to changing municipal circumstances. The details specific to your municipality’s 2019 allocation are outlined in the attached 2019 OMPF Allocation Notice and Inserts.

2019 OMPF

In 2019, the government is maintaining the current structure of the OMPF. This means that the program is remaining the same as in 2018, while allowing for annual data updates and related grant parameter adjustments.

All four core grant components of the 2019 OMPF are providing the same level of support as in 2018. As in prior years, Transitional Assistance will continue to adjust as fewer municipalities require this funding.

As a result, the 2019 OMPF will provide a total of $505 million to 389 municipalities across the province through the following grant components and Transitional Assistance:

- The **Northern and Rural Fiscal Circumstances Grant** is providing $89 million to support municipalities with more challenging fiscal circumstances.

- The **Northern Communities Grant** component is providing $89 million in recognition of the challenges of northern municipalities.

- The **Rural Communities Grant** component is providing $150 million to support rural communities across the province.
The **Assessment Equalization Grant** component is providing $149 million to support municipalities with limited property assessment.

Consistent with prior years, the **Transitional Assistance** component of the OMPF will ensure that the 2019 funding guarantee for municipalities in northern Ontario will be at least 90 per cent of their 2018 OMPF allocation, and for municipalities in southern Ontario will be at least 85 per cent of their 2018 OMPF allocation. Northern and rural municipalities with the most challenging fiscal circumstances will continue to have their funding enhanced up to 100 per cent of the prior year’s allocation.

More information on the 2019 OMPF can be found in the accompanying supporting materials.

### 2019 OMPF – SUPPORTING MATERIAL

In order to assist municipalities in understanding the OMPF and their individual 2019 allocations, the Ministry of Finance has prepared detailed and customized supporting documentation:

A. **2019 OMPF Allocation Notice and Inserts**

   The **OMPF Allocation Notice** and **Insert** outline individual municipal OMPF allocations by grant component, and also provide a summary of key data inputs for 2019. Your municipality’s 2019 funding allocation is noted on line A.

B. **2019 OMPF Technical Guide**

   The **2019 OMPF Technical Guide** provides information with respect to individual grant thresholds, parameters and data sources.

C. **2019 Municipal Workbooks**

   The 2019 **OMPF Workbook and the 2019 Northern and Rural MFCI Workbook** (if applicable) provide detailed calculations of the 2019 OMPF grant components, and the determination of the Northern and Rural Municipal Fiscal Circumstances Index (MFCI), as well as outline all underlying data elements.
These workbooks will be provided electronically to municipal treasurers and clerk-treasurers in the coming weeks.

The 2019 OMPF Technical Guide, as well as individual municipal OMPF Allocation Notices, are also available electronically on the Ministry’s website:


2019 PAYMENT SCHEDULE

The 2019 Cash Flow Notice identifies your municipality’s quarterly payment schedule.

To assist your municipality with cash flow administration, a 2019 interim first quarterly payment was issued in January, 2019. This interim payment was equivalent to your municipality’s 2018 OMPF quarterly payment.

The remaining 2019 quarterly payments will be adjusted to reflect your municipality’s actual 2019 OMPF allocation and will be processed at the end of April, July, and October 2019.

2019 REPORTING OBLIGATIONS

We would like to remind you that municipalities are required to submit their 2018 Financial Information Return (FIR) to the Ministry of Municipal Affairs and Housing (MMAH) by May 31, 2019.

Municipalities are also required to submit their 2019 tax rates through the Online Property Tax Analysis (OPTA) system or to MMAH by September 30, 2019.

Payments for municipalities that do not meet these reporting obligations will be subject to holdback, beginning with the 2019 fourth quarterly payment, until these documents have been filed.

If you require additional information regarding the OMPF, you may e-mail your inquiries and contact information to: info.ompf@ontario.ca.

OMPF REVIEW

The OMPF is under review to ensure that the program is sustainable and focused on northern and rural municipalities that need this funding the most. The government is committed to announcing 2020 allocations well in advance of the municipal budget year so that municipalities have appropriate time to plan.
In closing, we would like to thank our municipal partners and all municipalities that shared their input on the OMPF. We look forward to our continued collaboration.

Sincerely,

Information Copy
Original signed by

Allan Doheny
Assistant Deputy Minister
Provincial-Local Finance Division

c. Kate Manson-Smith
   Assistant Deputy Minister
   Local Government and Planning Policy Division
   Ministry of Municipal Affairs and Housing

   Marcia Wallace
   Assistant Deputy Minister
   Municipal Services Division
   Ministry of Municipal Affairs and Housing
In 2019, the Province is providing the Township of Southwold with $386,600 in funding through the OMPF, which is the equivalent of $223 per household.

<table>
<thead>
<tr>
<th>A</th>
<th>Total 2019 OMPF</th>
<th>$386,600</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assessment Equalization Grant</td>
<td>-</td>
</tr>
<tr>
<td>2.</td>
<td>Northern Communities Grant</td>
<td>-</td>
</tr>
<tr>
<td>3.</td>
<td>Rural Communities Grant</td>
<td>$346,600</td>
</tr>
<tr>
<td>4.</td>
<td>Northern and Rural Fiscal Circumstances Grant</td>
<td>$40,000</td>
</tr>
<tr>
<td>5.</td>
<td>Transitional Assistance</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th>Key OMPF Data Inputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Households</td>
</tr>
<tr>
<td>2.</td>
<td>Total Weighted Assessment per Household</td>
</tr>
<tr>
<td>3.</td>
<td>Rural and Small Community Measure</td>
</tr>
<tr>
<td>4.</td>
<td>Farm Area Measure</td>
</tr>
<tr>
<td>5.</td>
<td>Northern and Rural Municipal Fiscal Circumstances Index</td>
</tr>
<tr>
<td>6.</td>
<td>2019 Guaranteed Level of Support</td>
</tr>
<tr>
<td>7.</td>
<td>2018 OMPF (Line A from 2018 Allocation Notice)</td>
</tr>
</tbody>
</table>

Note: See line item descriptions on the following page.
2019 OMPF Allocation Notice - Line Item Descriptions


A5 If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding shifts. See the enclosed Transitional Assistance Calculation Insert for further details.

B1 Measure of households based on the 2018 returned roll from the Municipal Property Assessment Corporation (MPAC).

B2 Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.

B3 Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2019 OMPF Technical Guide.

B4 Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the enclosed Farm Area Measure Insert, and the 2019 OMPF Technical Guide.

B5 Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCI Insert, and the 2019 OMPF Technical Guide.

B6 Represents the guaranteed level of support the municipality will receive from the Province through the 2019 OMPF. For additional information, see the 2019 OMPF Technical Guide.

B7 2018 OMPF allocation

Note: Grant components are rounded up to multiples of $100.
Ontario Municipal Partnership Fund (OMPF)
2019 Transitional Assistance Calculation Insert

Township of Southwold
County of Elgin

A 2019 OMPF Transitional Assistance (Line B2 - Line B1, if positive)  n/a

As the municipality’s 2019 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.

B Supporting Details

1. Sum of 2019 OMPF Grants, excluding Transitional Assistance  $386,600

2. 2019 Guaranteed Support (Line B2a x Line B2b)  $322,600
   a. 2018 OMPF (Line A from 2018 Allocation Notice) $378,100
   b. 2019 Guaranteed Level of Support (Line C)  85.3%

C 2019 Guaranteed Level of Support (Line C1 + Line C2)  85.3%

1. 2019 OMPF Minimum Guarantee  85.0%
2. Enhancement Based on Northern and Rural Municipal Fiscal Circumstances Index  0.3%

Note: See line item descriptions on the following page.

Issued: March 2019
### 2019 Transitional Assistance Calculation Insert - Line Item Descriptions

**A** Transitional Assistance ensures that in 2019, southern municipalities will receive a minimum of 85 per cent of the support they received through the OMPF in 2018. The Township of Southwold's 2019 OMPF exceeds this level. As a result, Transitional Assistance is not required.

<table>
<thead>
<tr>
<th>B1</th>
<th>Sum of 2019 Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grants.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B2</td>
<td>Guaranteed amount of funding through the 2019 OMPF</td>
</tr>
<tr>
<td>B2a</td>
<td>2018 OMPF allocation</td>
</tr>
<tr>
<td>B2b</td>
<td>Represents the guaranteed level of support the municipality will receive from the Province through the 2019 OMPF. For additional information, see the 2019 OMPF Technical Guide.</td>
</tr>
<tr>
<td>C1</td>
<td>Reflects the minimum level of support for southern municipalities.</td>
</tr>
<tr>
<td>C2</td>
<td>Reflects the enhancement to the minimum level of support based on the municipality's Northern and Rural MFCI.</td>
</tr>
</tbody>
</table>

*Note: Grant components are rounded up to multiples of $100.*
Ontario Municipal Partnership Fund (OMPF)
2019 Northern and Rural Municipal Fiscal Circumstances Index

Township of Southwold
County of Elgin

A Northern and Rural Municipal Fiscal Circumstances Index  2.3

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

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

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

B Northern and Rural MFCI - Indicators

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Southwold Tp</th>
<th>Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Weighted Assessment per Household</td>
<td>$501,493</td>
<td>$273,000</td>
</tr>
<tr>
<td>2. Median Household Income</td>
<td>$83,942</td>
<td>$69,000</td>
</tr>
<tr>
<td>3. Average Annual Change in Assessment (New Construction)</td>
<td>-2.8%</td>
<td>1.0%</td>
</tr>
<tr>
<td>4. Employment Rate</td>
<td>67.0%</td>
<td>56.0%</td>
</tr>
<tr>
<td>5. Ratio of Working Age to Dependent Population</td>
<td>178.3%</td>
<td>170.0%</td>
</tr>
<tr>
<td>6. Per cent of Population Above Low-Income Threshold</td>
<td>90.8%</td>
<td>86.0%</td>
</tr>
</tbody>
</table>

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

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2019 OMPF Technical Guide, as well as in the customized 2019 Northern and Rural MFCI Workbook.

Issued: March 2019
Ontario Municipal Partnership Fund (OMPF)
2019 Northern and Rural Municipal Fiscal Circumstances Index

Township of Southwold
County of Elgin

2019 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>The municipality's 2019 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2019 Northern and Rural MFCI Workbook.</td>
</tr>
<tr>
<td>B1</td>
<td>Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.</td>
</tr>
<tr>
<td>B2</td>
<td>Statistics Canada's measure of median income for all private households in 2015.</td>
</tr>
<tr>
<td>B3</td>
<td>Measures the five-year (2013 - 2018) average annual change in a municipality’s assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.</td>
</tr>
<tr>
<td>B4</td>
<td>Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.</td>
</tr>
<tr>
<td>B5</td>
<td>Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).</td>
</tr>
<tr>
<td>B6</td>
<td>Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.</td>
</tr>
</tbody>
</table>
Ontario Municipal Partnership Fund (OMPF)
2019 Farm Area Measure Insert

Township of Southwold
County of Elgin

### A  Farm Area Measure (Line B1 / Line B2) 85.0%

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

\[
\text{Farm Area Measure} = \frac{\text{Farm Land Area}}{\text{Municipal Land Area}}
\]

### B  Supporting Details

1. Farm Land Area 63,343 acres
2. Municipal Land Area 74,561 acres

The Rural Communities Grant includes a funding enhancement for municipalities with a Farm Area Measure of more than 70 per cent, based on a sliding scale. Eligible municipalities receive this funding as part of their Rural Communities Grant allocation. Additional details regarding the calculation of the Farm Area Measure are provided in the 2019 OMPF Technical Guide, as well as in the municipality's customized 2019 OMPF Workbook.

*Note: See line item descriptions on the following page.*
**Ontario Municipal Partnership Fund (OMPF)**

**2019 Farm Area Measure Insert**

Township of Southwold  
County of Elgin

### 2019 Farm Area Measure Insert - Line Item Descriptions

<table>
<thead>
<tr>
<th>A</th>
<th>Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2019 OMPF Technical Guide.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>The number of acres of land for properties in the farm property tax class.</td>
</tr>
<tr>
<td>B2</td>
<td>The total number of acres of land in the municipality.</td>
</tr>
</tbody>
</table>
### Township of Southwold

2019 Ontario Municipal Partnership Fund Allocations per Notice

<table>
<thead>
<tr>
<th>Year</th>
<th>OMPF</th>
<th>Court Security and Prisoner Transportation Upload benefit</th>
<th>Combined benefit of OMPF and Provincial Uploads</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>$386,600</td>
<td>$3,000</td>
<td>$386,600</td>
</tr>
<tr>
<td>2018</td>
<td>$378,100</td>
<td>$2,800</td>
<td>$381,100</td>
</tr>
<tr>
<td>2017</td>
<td>$316,000</td>
<td>$1,800</td>
<td>$318,800</td>
</tr>
<tr>
<td>2016</td>
<td>$369,500</td>
<td>$1,500</td>
<td>$371,300</td>
</tr>
<tr>
<td>2015</td>
<td>$434,700</td>
<td>$5,700</td>
<td>$436,200</td>
</tr>
<tr>
<td>2014</td>
<td>$543,300</td>
<td>$3,800</td>
<td>$549,100</td>
</tr>
<tr>
<td>2013</td>
<td>$639,100</td>
<td>$1,900</td>
<td>$642,900</td>
</tr>
<tr>
<td>2012</td>
<td>$702,300</td>
<td>$704,200</td>
<td>$704,200</td>
</tr>
<tr>
<td>2011</td>
<td>$684,500</td>
<td>$684,500</td>
<td>$684,500</td>
</tr>
<tr>
<td>2010</td>
<td>$712,800</td>
<td>$712,800</td>
<td>$712,800</td>
</tr>
<tr>
<td>2009</td>
<td>$891,000</td>
<td>$891,000</td>
<td>$891,000</td>
</tr>
<tr>
<td>2008</td>
<td>$891,000</td>
<td>$891,000</td>
<td>$891,000</td>
</tr>
</tbody>
</table>

*cumulative decrease year over year*

<table>
<thead>
<tr>
<th>Year</th>
<th>Change in funding from 2018</th>
<th>% change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>($54,900)</td>
<td>-3.50%</td>
</tr>
<tr>
<td>2018</td>
<td>($89,500)</td>
<td>-8.99%</td>
</tr>
<tr>
<td>2017</td>
<td>$4,100</td>
<td>0.62%</td>
</tr>
<tr>
<td>2016</td>
<td>($44,300)</td>
<td>-9.90%</td>
</tr>
<tr>
<td>2015</td>
<td>($28,200)</td>
<td>-3.49%</td>
</tr>
<tr>
<td>2014</td>
<td>$8,500</td>
<td>2.25%</td>
</tr>
<tr>
<td>2013</td>
<td>($88,600)</td>
<td>-4.50%</td>
</tr>
</tbody>
</table>

1. Decrease (increase) year over year
2. Cumulative decrease over 2009
3. County of Elgin

#### 2019 OMPF Allocations

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Aylmer</th>
<th>Bayham</th>
<th>Central Elgin</th>
<th>Dutton</th>
<th>Dunwich</th>
<th>Malahide</th>
<th>Southwold</th>
<th>West Elgin</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 OMPF</td>
<td>$1,515,100</td>
<td>$906,000</td>
<td>$667,400</td>
<td>$403,200</td>
<td>$780,200</td>
<td>$386,600</td>
<td>$1,881,100</td>
<td>$1,881,100</td>
</tr>
<tr>
<td>Households</td>
<td>2979</td>
<td>2683</td>
<td>5552</td>
<td>1651</td>
<td>3170</td>
<td>2996</td>
<td>1737</td>
<td>2996</td>
</tr>
<tr>
<td>1 Total Weighted Assessment Per Household</td>
<td>$220,722</td>
<td>$267,155</td>
<td>$311,270</td>
<td>$290,315</td>
<td>$361,231</td>
<td>$501,493</td>
<td>$198,994</td>
<td>$198,994</td>
</tr>
<tr>
<td>2 Rural and Small Community Measure</td>
<td>100.00%</td>
<td>100.00%</td>
<td>55.10%</td>
<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
<td>100.00%</td>
</tr>
<tr>
<td>3 Farm Area Measure</td>
<td>n/a</td>
<td>82.90%</td>
<td>81.70%</td>
<td>88.70%</td>
<td>87.80%</td>
<td>85.00%</td>
<td>85.50%</td>
<td>86.40%</td>
</tr>
<tr>
<td>4 Northern and Rural Municipal Fiscal Circumstances Index</td>
<td>7.6</td>
<td>5.4</td>
<td>1.5</td>
<td>2.8</td>
<td>3.4</td>
<td>2.3</td>
<td>7.2</td>
<td>7.2</td>
</tr>
<tr>
<td>2018 Guaranteed Level of Support</td>
<td>96.50%</td>
<td>91.00%</td>
<td>85.00%</td>
<td>85.80%</td>
<td>86.80%</td>
<td>85.30%</td>
<td>95.50%</td>
<td></td>
</tr>
<tr>
<td>Assessment Equilization Grant</td>
<td>$ 639,800</td>
<td>$163,200</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 849,900</td>
<td></td>
</tr>
<tr>
<td>Rural Communities Grant</td>
<td>$393,300</td>
<td>$510,000</td>
<td>$617,200</td>
<td>$356,900</td>
<td>$672,400</td>
<td>$346,600</td>
<td>$599,000</td>
<td></td>
</tr>
<tr>
<td>Northern and Rural Fiscal Circumstances Grant</td>
<td>$ 458,800</td>
<td>$193,200</td>
<td>$ 50,200</td>
<td>$ 46,300</td>
<td>$107,800</td>
<td>$ 40,000</td>
<td>$ 409,800</td>
<td></td>
</tr>
<tr>
<td>Transipositional Assistance</td>
<td>$ 23,200</td>
<td>$ 39,600</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 22,400</td>
<td></td>
</tr>
<tr>
<td>2018 OMPF</td>
<td>$1,570,000</td>
<td>$995,500</td>
<td>$663,300</td>
<td>$447,500</td>
<td>$808,400</td>
<td>$378,100</td>
<td>$1,969,700</td>
<td></td>
</tr>
</tbody>
</table>

1. Total assessment for a municipality weighted by the tax ratio for each tax class including PIL of property taxes retained by the municipality divided by the number of households.
2. Portion of a municipality’s population residing in rural areas or small communities.
3. Percentage of a municipality’s land area comprised of farm land.
4. Municipality’s fiscal circumstances relative to other northern and rural municipalities. A lower MFCI corresponds to a relatively positive fiscal circumstance.
March 14, 2019

Dear Head of Council:

We are writing to announce the release of the 2019 Ontario Municipal Partnership Fund (OMPF) allocations.

As communicated in February, the government is maintaining the current structure of the OMPF for 2019. This means the program is the same as it was in 2018, while allowing for annual data updates and related adjustments.

Consistent with prior years, Transitional Assistance will ensure that the 2019 funding guarantee for municipalities in northern Ontario will be at least 90 per cent of their 2018 OMPF allocation and for municipalities in southern Ontario will be at least 85 per cent of their 2018 OMPF allocation.

Northern and rural municipalities with the most challenging fiscal circumstances will continue to have their guarantee enhanced up to 100 per cent of the prior year’s allocation.

As in prior years, Transitional Assistance continues to adjust in 2019 as fewer municipalities require this funding. As a result, the 2019 OMPF will provide a total of $505 million to 389 municipalities across the province.

The Ministry of Finance’s Provincial-Local Finance Division will be providing your municipal Treasurers and Clerk-Treasurers with further details on the 2019 OMPF. This information and other supporting materials will be posted online at http://www.fin.gov.on.ca/en/budget/ompf/2019.

We look forward to consulting with municipalities to ensure the OMPF program is sustainable and focused on the Northern and rural municipalities that need this funding the most. We are committed to announcing the 2020 allocations well in advance of the municipal budget year so you have appropriate time to plan.

../cont’d
Working together, we can protect the public services that matter most to Ontario families and build a responsible and sustainable path forward for communities across our province.

Sincerely,

Information Copy
Original signed by

Vic Fedeli
Minister of Finance

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Recommendation:


Purpose:

To provide Council with an updated Annual Debt Repayment Limit report as required under the regulation.

Background:

The Ministry of Municipal Affairs and Housing provides each municipality its’ Annual Repayment Limit (ARL) in respect to long term debt and financial obligations. The information is provided in Schedule 81 of the Financial Information Return as described in Ontario Regulation 403/02 as amended.

Comments/Analysis:

The Township of Southwold's Annual Debt Repayment Limit (ADRL), effective January 1, 2019, of $1,557,805 (2018 - $1,393,545), represents the maximum amount which the Township had available as of December 31, 2017, to commit to payments relating to debt and financial obligations. The Annual Repayment Limit for 2019 is based on 25 percent of the Township’s net own source revenues less existing debt servicing requirements and has been calculated on data contained in the 2017 Financial Information Return.

At December 31, 2017 the Township had outstanding principal on Municipal Water Debentures and Tile Drain Debentures of $157,230.

The adjusted Annual Repayment Limit for 2019, adjusted for debt issued in 2018 and anticipated short-term financing under the Ontario Infrastructure and Loans Corporation (OILC) borrowing by-law, is attached as Appendix “B”.
Financial Implications:

Funding of the annual repayment is necessary for any debt borrowed. The tax rate budget or water/sewer budget must include the projected amount of debt financing that would be required annually, and balances are used to evaluate future debt capacity and the impact on the Municipality’s financial flexibility and sustainability. The repayment of long-term debt should be both affordable and sustainable, while allowing the flexibility to respond to emerging needs, unanticipated needs and emergency needs into the future. The importance of maintaining availability of debt capacity for future capital needs and to ensure long-term financial flexibility should be considered at the time of borrowing. Debt structured with “as soon as feasible” repayment timing allows the municipality to recapture its borrowing capacity for future use and minimizes borrowing costs.

Short term borrowing from OILC is anticipated to be repaid in the short term from connection charges and future development charges. At this time, the future long-term debt issuance, if any, associated with this short-term financing is not yet determinable. Staff recommend that prior to the authorization of any additional long-term debt or financial obligation, the limit first be adjusted based on updated development information and cashflow predictions at the time.

The attached Adjusted Annual Repayment Limit totals $1,427,275 and includes reference to the anticipated timing of receipts to repay the OILC short-term financing under the agreement.

Prior to authorization by Council of a long-term debt or financial obligation, this limit must be adjusted by the Treasurer in the prescribed manner.

Respectively Submitted by: Kim Grogan, Treasurer “Submitted electronically”

Approved by: Lisa Higgs, CAO/Clerk “Approved electronically”
Report Date: Annual Debt Repayment Limit

25% of Net Revenues per 2017 FIR, Schedule 81, Line 2620 $1,632,909
Total Debt Payments per 2017 FIR, Schedule 81, Line 9920 $75,104
Annual Debt Repayment Limit prior to adjustments $1,557,805

Adjustments to Debt Payments

1. Wastewater Treatment Plant Project
   Approved in 2017, financed in 2018
   $1,857,883.00 @ 3.55%, 20-year amortization
   $130,530

2. Trunk Sewer Extension
   Approved in 2019, to be temporarily financed in 2019 through Ontario Infrastructure and Lands Corporation
   $3,200,000, to be recovered from connection fees and future development charges anticipated in 2019-2023 with no future debenture issuance anticipated*
   not determinable at this time

3. Force Main and Pumping Station
   Approved in 2019, to be temporarily financed in 2019 through Ontario Infrastructure and Lands Corporation
   $1,300,000, to be recovered from connection fees and future development charges anticipated in 2019-2023 with no resulting debenture issuance *
   not determinable at this time

4. Future Expansion of Wastewater Treatment Plant
   Approved in 2019, to be temporarily financed by 2023 through Ontario Infrastructure and Lands Corporation
   $2,500,000, to be recovered from connection fees and future development charges anticipated with future debenture issuance possible in 2023 or 2024 *
   not determinable at this time

Total Net Adjusted Debt Payments $205,634
Adjusted Annual Repayment Limit after adjustments $1,427,275

*anticipated receipts, as determined at March 25, 2019, from connection fees and/or future development charges of:
1. $500,000 April 2019, $750,000 December 2019, $750,000 December 2020, $2,187,500 2021-2023;
2. $725,000 September 2019;
TOWNSHIP OF SOUTHWOLD
Report to Council

DATE: March 25th, 2019

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2019-40

SUBJECT MATTER: Proposed Updates to Shedden Re-Chlorination Facility SCADA System

Recommendation:

THAT Report CAO 2019-40, entitled “Proposed Updates to Shedden Re-Chlorination Facility SCADA System” be received;

AND THAT Council provide direction on the proposed updates to the SCADA system.

Purpose:

To provide Council with information on the Shedden Re-Chlorination Facility SCADA System and the proposed alternatives to update the system.

Background:

SCADA is an acronym that stands for Supervisory Control and Data Acquisition. A typical SCADA system is made up of individual computers known as PLC’s that are located at various locations throughout water and sewer systems. Data is sent by telecommunication (phone line, cable, radio) to a centralized location known as the central server. SCADA allows for an operator to monitor, operate, control and collect critical data for the system.

Typically, a central server consists of one or more servers and a domain controller, in which each server has their own dedicated tasks. All of these servers and domain controller collectively work together to create what is known as a SCADA system. Normally, data is stored locally on PLC’s at each facility, and sent to the Central Server historian on a daily basis for retention of data. Sometimes, data is backed up at a second location at another facility or even into an off-site cloud.

For Southwold, the central server computer laptop is located at the Southwold Municipal Office and connects wirelessly to the PLC which is located at the Shedden Re-chlorination Facility. Currently, remote access is provided to operators to access the site via an Apple Ipad. This Ipad allows for operators to review trending, receive and acknowledge alarms, adjust chemical feed pumps and observe conditions in real time. This Ipad is required to be on and with OCWA’s on-call operator at all times. When an
alarm is activated, a siren sound is sent through the Ipad speaker and the operator responds accordingly.

Comment:

As with all SCADA systems or computers, hardware gets old and warranties expire. As infrastructure ages, it makes it very difficult to source replacement parts and receive support from the original vendors.

As a result of on-going communication issues with remote access, inability to properly re-chlorinate at all times, lack of a maintenance SCADA agreement with the current provider, and recommendations by the current provider (hardware upgrades are required at the central server, and hardware/software/programming is required on the local PLC), it is recommended that the issues with the SCADA system be addressed in 2019. OCWA has provided options to proceed with the SCADA. The three options are listed below:

SCADA Options:

**Option 1: Continue with Existing SCADA**

This option consists of continuing with the same SCADA system and current provider that built the existing system. As per the current provider, this option requires hardware and software upgrades at both the central server and the Shedden Re-chlorination Facility.

If this option is chosen, the current provider needs to address the PLC programming to ensure proper chemical feed system dosing is implemented. At the present time, and due to PLC programming issues, operators shut off the chemical feed pumps at 4:00 pm daily and off every weekend to prevent high chlorine spikes during low flows. Typically, dosing of chlorine at re-chlorination distribution facilities is based on chlorine residuals and flows if a flowmeter is present.

In summary, if Southwold decides to continue with the current provider and completes updates on the SCADA, OCWA recommends that additional backup infrastructure be installed. An alarm dialer and datalogger needs to be installed as a backup to the SCADA system. This backup ensures compliance is met at all times, and all alarms are sent to operators via an on-call centre. Consideration should also be given to a second off-site location for storage of critical data.

**Option 2: Abandonment of SCADA System**

There is an alternative to not having a SCADA system and still remaining in compliance as per the Regulations. A dialer and data logger installed at the Re-chlorination Facility ensures compliance. All alarms generated would be received via an on-call centre, which would in turn page out an on call operator. All regulated trending would be stored on a data logger for 72-hour trending checks.

If this option is chosen, the installation and basic programming of a dialer and data logger is required. Currently, an alarm dialer was purchased in 2018 as a backup option to the SCADA Ipad, but still requires a data logger to be bought. OCWA did provide for
the purchase and installation of a data logger in the 2019 Capital recommendations at an estimated cost of $6,000.00. Alarm dialers and data loggers are very durable with a long shelf life of 10-20 years without the need for replacement.

The downside to abandoning the SCADA system, is that it takes away remote access and control of the facility as the iPad would not be able to be utilized anymore. If an alarm is received, an operator will be required to attend the facility and address the alarm. In addition to alarm response, operators would be required to attend the facility and review monitoring data for compliance from the data logger.

Option 3: Replace and upgrade of the SCADA and Central Server

This option consists of the abandonment of the current system and building a new system from the ground up. This would consist of the following:

- Replacement of the central server computer at the municipal office. Note: A central server computer is not necessarily required if data is stored locally at the facility or in a cloud.
- Replacement of the PLC at the re-chlorination facility.
- Programming of the PLC (data collection/operations/SCADA screens).
- Installation/commissioning/on-site testing.
- Training of Staff.
- Development of SCADA as-built drawings.

Depending on the complexity of the replacement and type of hardware purchased, a complete replacement without cloud storage of data will cost approximately $20,000 - $30,000.

As mentioned above, a central server at the municipal office is an item that can be deferred if storage of data is done at the facility itself or offsite in a cloud that can be accessed via the internet. The need for a central server in the future becomes more important as additional facilities are brought into service such as new sewage plants, water towers, pressure regulating valve chambers etc.

An upgraded SCADA system with proper programming, data storage, alarming, will protect the Municipality as it will ensure the water system stays in compliance at all times.

Financial Implications:

On the advice of OCWA, the Township approved 2019 water capital budget included $20,000.00 to address these SCADA issues.

Approved by: Lisa Higgs, CAO/Clerk
DATE: March 25th, 2019

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2019-41

SUBJECT MATTER: Talbotville Neighbourhood Committee – Updated Terms of Reference

Recommendation:

THAT Council approves the updated Talbotville Neighbourhood Committee Terms of Reference.

Purpose:

The purpose of this report is to provide Council with the final Talbotville Neighbourhood Committee – Terms of Reference for Approval.

Background:

At the November 26th meeting of Council, draft terms of reference were included in the agenda for discussion. Following comments made by Council, the terms were updated and circulated with the TNA executive. A few minor comments were made and some small changes (that did not significantly impact the substance of the documents) were included.

The Council Approved Terms of Reference were reviewed by the Talbotville Neighbourhood Committee at their meeting on January 9th and on March 12th, 2019. Despite that the TNA executive had previously reviewed the terms, there were substantive changes proposed to the terms, which is why these are brought back to Council for final approval.

Comment:

The updated Terms of Reference are attached to this report.

Committee proposed changes to the Terms of Reference for the Talbotville Neighbourhood Committee include:
- A change to the monthly meeting location from the Talbotville Fire Hall to the Talbotville United Church. Parking limitations at the hall meant that it was impractical to meet at the Fire Hall.

- A change to the general notes on meetings to include that: “Committee members and their alternates are allowed to address the Committee.”

- A change to the representation of the Committee to include up to nine volunteer members from the Talbotville Settlement Area (up from 8).

- A requirement that these members consist of members from the TNA, as below:

1. Member of Talbotville Optimist Club
2. Talbotville Business Owner
3. Standing Member of the Township Parks Committee
4. Two members from the Talbotville Neighbourhood Association

- A clarification in the Terms of Reference that “Voting members means the same as Directors in these Terms of Reference.”

**Financial Implications:**

The change in location means that the Committee should make a donation to the United Church. The Committee has been tasked with establishing a budget at its next meeting.

**Approved by: Lisa Higgs, CAO/Clerk**
1. **NAME**

The Committee of Council shall be established and named as follows:

(a) Talbotville Neighbourhood Committee

The Terms of Reference shall apply to the Talbotville Neighbourhood Committee, as applicable.

2. **STATEMENT OF PURPOSE**

To make recommendations to Council for the engagement of Talbotville residents as it relates to development and growth in the Talbotville Settlement Area.

To make recommendations to Council in meeting the Strategic Plan Goal of Public Engagement, Transparent Government, and Informing the Community.

3. **OBJECTIVES**

The Committee should be established to recommend strategies of improved public engagement, transparent government, and informing the community.

4. **ROLE OF THE COMMITTEE**

To make recommendations to Administrative Staff and Council on the following for the Township:

i) **Talbotville Neighbourhood Committee** shall be responsible for the following:

(a) Drafting different strategies to support community neighbourhood engagement in Talbotville.

(b) Supporting community outreach efforts and neighbourhood efforts and events that enhance our subdivisions in Talbotville, making them more than “bedroom communities”.

(c) Encouraging collaboration between community groups of volunteers to move towards common goals.
(d) Make suggestions on ways to improve communication with residents and engagement via sharing through various social media platforms or other methods.

(e) Researching ways to promote welcoming community initiatives, including researching various agencies in the community that can work in Talbotville

(f) Promoting reconciliation between the Township and community groups such as Talbotville Minor Sports organization and Talbotville Optimist Club

(g) Providing Council with the minutes of the Committee meetings to be approved by Council in a timely manner.

5. MEETING FREQUENCY AND LOCATION OF MEETINGS

Meetings may be held on a monthly basis and/or as needed basis at the Talbotville United Church, or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee. Committee members and their alternates are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

6. VOTING

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson, or as requested by a Committee member. A majority vote of the members present will be used to reach a decision.

7. MEMBERSHIP

The Committees of Council shall be comprised of the following members appointed by Council:

(a) Voting Members appointed for the term of Council:
• Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);

• Minimum of four (4) to a maximum of nine (9) volunteer members from the Talbotville Settlement Area, consisting of the following community representation, if available:

  1. Member of Talbotville Optimist Club
  2. Talbotville Business Owner
  3. Standing Member of the Township Parks Committee
  4. Two members from the Talbotville Neighbourhood Association

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee. Voting members means the same as directors in these Terms of Reference.

(b) Non-Voting members:

• The CAO/Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

8. QUALIFICATIONS

In order to qualify as an appointed volunteer Community member, Committee applicants shall;

• Be a Canadian citizen
• Be at least 18 years old
• Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law
• Reside or own property within the Talbotville Settlement Area, as defined in the Township of Southwold Official Plan, as amended.

9. VACANCIES

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.
10. **ESTABLISHMENT OF SUB-COMMITTEES**

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council*. Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

11. **HIRING OF EMPLOYEES/CONTRACTORS**

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

12. **QUORUM**

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within twenty (20) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to contact the Chairperson and advise of any regrets.

13. **OFFICERS**

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairperson (2) Vice-Chairperson and (3) Directors, if required.

14. **DUTIES OF OFFICERS**

**Chairperson**

- Prepare an agenda for each meeting
- Call the meeting to order
- Sign minutes upon approval
- Be organized and informed and conduct meetings in an orderly manner
- Make announcements of interest to members
- Make him/herself aware of the business to come regularly before the meeting

**Vice Chairperson**

- Act in the capacity of the Chairperson in his/her absence

**Secretary (Staff Resource)**

- Keep accurate record of proceedings of meetings (minutes)
- See that old business is brought to the attention of the Chairperson
- Keep a current list of members and an attendance record
- Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council’s consideration prior to the end of the current year
If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
✓ Take charge of all documents belonging to the Committee
✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
✓ Forward any invoices and receipts promptly to the Municipal Office as required
✓ Submit a copy of approved minutes of the Committee to Council for information
✓ In the absence of the Secretary, an Acting Secretary shall be appointed

Directors

✓ Shall be responsible to attend meetings regularly, at the appointed time
✓ Shall support the purpose and objectives of the Committee
✓ No member shall exercise the right to more than one vote
✓ Members are urged to contact the Chairperson or Secretary and advise of any regrets

Absentee Members

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended replacement for the remainder of the term.

Alternates

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by Council for that meeting.

New Members

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

Volunteers

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

15. AUTHORITY
The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

16. **DISSOLUTION**

The dissolution of a Committee may be triggered by one of the following:

a) Expiration of term  
b) Completion of task or mandate  
c) Resolution of issues  
d) Legislative requirement no longer exists  
e) Merger with another committee  
f) Following the annual review process  
g) Recommendation by Committee by resolution  
h) Recommendation by Staff in Staff Report  
i) Recommendation by Council

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

a) Committee will be removed from the active committee list;  
b) Thank you letters on behalf of Council will be sent to committee members  
c) Relevant staff members will be informed;  
d) Council will be informed via correspondence from the Committee Chairperson
DATE: March 25th, 2019

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2019-42

SUBJECT MATTER: Results of the Enabling Accessibility Grant – Mid-Size Projects

Recommendation:

That Council receive this report as information.

Purpose:

The purpose of this report is to provide Council with information on the status of the Enabling Accessibility Grant Mid-Size Project that was applied for the Shedden Open Space Park project.

Background/Comment:

In 2018, the Township applied for an Enabling Accessibility Grant Mid-Size Projects for the new Shedden Open-Space Park. The grant application was a request for $399,711 for an accessible washroom, pavilion, pathways and trails, playground, parking lot, benches, and contingency.

The Township received e-mail correspondence on March 18, 2019 that the project was not recommended for funding by the granting authority.

Financial Implications:

The Township will be proceeding with elements of the Shedden Open Space Park with funding from the Green Lane Community Trust and the Ontario Trillium Foundation.

Approved by: Lisa Higgs, CAO/Clerk
DATE: March 25th, 2019

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2019-43

SUBJECT MATTER: OCWA Request to Operate the WWTP

Recommendation:

That Council receive this report as information;

And That Council provide direction on the operation of the Talbotville WWTP.

Purpose:

The purpose of this report is to provide Council with information on the ongoing operation of the WWTP in light of a new quotation for operation received from OCWA.

Background/Comment:

On March 11, 2019, the attached report was brought by the CAO/Clerk to Council concerning OCWA’s proposal to operate of the Talbotville WWTP.

Following the presentation of the report, Council directed staff to determine whether the overlap period between OCWA and Newterra could be tightened up so that the Township was not paying two operators for an extended period.

Staff reached out to OCWA on March 12, 2019. OCWA clarified that if the Township were to provide Newterra with the required three month notice, OCWA could start shadowing as soon as Newterra would allow and would use this as training, at no charge.

Financial Implications:

As outlined in the previous report, Newterra’s monthly operating cost is $3,200.00 per month while OCWA’s proposal is $2,658.75. For both operators, consumables (chemicals and related supplies) are not included.

Approved by: Lisa Higgs, CAO/Clerk
DATE: March 11th, 2019

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2019-37

SUBJECT MATTER: Operation of the Talbotville WWTP – New Proposal Received from OCWA

Recommendation:
THAT Council provides direction on the operation of the WWTP.

Purpose:
The purpose of this report is to provide Council with information on the ongoing operation of the WWTP in light of a new quotation for operation received from OCWA.

Background:
In December of 2017, Council authorized contracting with Newterra for the operation of the Talbotville WWTP. Given the specialized nature of the plant and that there were no municipal staff qualified to operate the plant, it was determined that Newterra was an ideal choice for the first year of operations. On top of this, Newterra offered to provide training to Township staff and offered a 25% discount for the first year of operating. In December of 2018, staff brought a quotation from Newterra to continue operation of the plant in 2019. This includes a monthly operation rate of $3,200.00 and consumables are at cost + 10% and there is a 90-day cancelation clause for either party.

Following the presentation of the quotation, OCWA contacted the municipality and provided a quotation to provide WWTP operations services. A copy of this proposal is attached as Schedule ‘A’ to this report. OCWA’s proposal includes a monthly price of $2,658.75 for the operation of the plant. OCWA’s proposal does not include chemicals and consumables, but does not add an additional cost (i.e. an additional percentage added) for these materials.

Comment:
Staff has met with OCWA to discuss their qualifications in operating the WWTP. OCWA has confirmed that they do operate the exact same system (a Newterra manufactured MBR system) in a nearby municipality, so they have experience in this type of operation. They have also explained that they employ a process engineer who ensures that the plant is running efficiently and optimization of operations so that the Township can expect that hydro and other operations related costs do not increase as a result of switching operators.

If the Township does opt to accept OCWA’s proposal, the Township must provide 3 months notice to Newterra. OCWA suggested that 1 month overlap with the current operator will be sufficient for them to take over operations.

Approved by: Lisa Higgs, CAO/Clerk
PROPOSAL to the Township of Southwold to Provide Operations, Maintenance, & Management of the Talbotville Wastewater Treatment Plant

SUBMITTED BY
Ontario Clean Water Agency
One Yonge Street, Suite 1700
Toronto, Ontario, M5E 1E5

January 7, 2019
January 7, 2019

Ms. Lisa Higgs
CAO/Clerk/Deputy Treasurer
Township of Southwold
35663 Fingal Line,
Fingal, ON
N0L 1K0

Dear Ms. Higgs,

On behalf of the Ontario Clean Water Agency (OCWA), we are pleased to provide you with the following proposal for the operation and maintenance of the Talbotville wastewater treatment plant. Our proposal outlines OCWA’s qualifications and our approach to operations, maintenance, and management services.

As current operator of the Township’s distribution system, along with our local presence and strength of support services, we believe our proposal highlights the benefits of partnering with OCWA while providing good value for the Township of Southwold.

In addition, the Township will have peace of mind knowing that response to emergencies will be conducted in a timely fashion as staff will be deployed locally and the Overall Responsible Operator (ORO) resides within the Region.

OCWA’s contact for this proposal is:
Susan Budden, Business Development Manager, Southwest & Essex Regions
Ontario Clean Water Agency
370 – 450 Sunset Drive.
St, Thomas, Ontario
Mobile: 519-318-3271
Email address sbudden@ocwa.com

Thank you for considering OCWA’s services. We look forward to further discussing a partnership that meets your needs.

Sincerely,

Susan Budden
Business Development Manager
STATEMENT OF CONFIDENTIALITY

OCWA’s Proposal for the Operation, Maintenance and Management of the Talbotville Wastewater Treatment Plant

This Proposal has been developed by the Ontario Clean Water Agency for review by the Township of Southwold. Information has been provided for the express review of the Township of Southwold and is not to be copied or submitted in any way or form to any person(s) or organization(s) without the written authorization of the President and CEO of the Ontario Clean Water Agency. All copyright and intellectual rights to the material provided remain in the ownership of the Ontario Clean Water Agency.
Our Vision
A trusted world leader in water.

Our Mission
To demonstrate service excellence through the delivery of safe, reliable, and cost-effective clean water.

Our Values
OCWA’s values are focused on building trust with clients and other stakeholders.

Transparent
Open and honest communication of our business activities.

Respectful
Build sound relationships with our staff, clients and other stakeholders by embracing diversity, acting responsibly and doing what is right.

Safe
Deliver clean water services to protect our employees, the communities we service, and the environment.

Understanding
Confidence in the knowledge and ability of our people to meet the challenges of the water and wastewater industry. Continuously learn current trends and innovative technologies and/or processes in our industry.

Teamwork
Work together, share our collective expertise and be innovative in delivering exceptional results and achieving our mission.
Executive Summary

OCWA Experience

We have close to 60 years of experience in the operations and maintenance of water and wastewater treatment plants, remote reservoirs, pumping stations, water distribution systems, and wastewater collection systems.

OCWA’s experience reaches across all regions of Ontario. From small lagoon systems servicing a subdivision to large wastewater treatment systems serving over one million people, OCWA has the knowledge, expertise, and staff to meet the individual needs of all our clients.

The face of contract operations in the province of Ontario has changed significantly over the past decade. It has been a period of regulatory, technological, frontline and management change. Regulations have required municipalities and operators to stay informed of emerging requirements and how best to meet those regulations.

Serving close to 200 municipalities, OCWA develops our alliances through shared decision making, active collaboration, and trust as we work together with you to provide this essential public health and environmental service to your community. We are delighted at the opportunity to provide you with this proposal for the operation and maintenance of your wastewater treatment plant.

Compliance

OCWA has the highest percentage of 100% rating among operating authorities within the Province.

Proven Track Record

In recent years, our operational processes have been rigorously reviewed by several municipalities in Ontario. Such assessments have matched OCWA operations against other providers and even against managing operations in-house. Resulting in a sound cost-benefits analysis for constituents, these reviews also quantified what it is that OCWA successfully brings to our clients and compared OCWA operations favourably to industry benchmarks.

In addition to resuming partnerships with many clients through proposal competitions, time and again, public works staff, municipal committees and their independent consultants find that “OCWA provides the best value.” Those municipalities who choose to work directly with OCWA on contract renewals cite the following reasons for retaining our services:
• Full compliance
• Proven asset protection
• Essential services agreement
• Depth of operational resources
• Operating adaptability and flexibility
• Demonstrating best value and high level of service

Shared Liability
Legislation and regulations introduced into the marketplace have an accompanying principle of a standard of care. All those who have oversight of water and wastewater management facilities will be held to a standard of care as defined by the Ministry of the Environment Conservation and Parks (MECP). Sharing those responsibilities and liabilities with an Agency of the Crown provides peace of mind.

Valuable Systems & Supports
Programs that directly support the Township of Southwold’s wastewater facilities include:
• Quality & Environmental Management System that ensures a high standard of compliance in over 800 facilities/systems
• Comprehensive Occupational Health & Safety program
• Emergency Management Systems that we integrate locally to ensure effective response to our clients in times of crisis or unusual weather events
• Regional offices with operations and compliance support specialists offering our clients support when managing regulatory, process or equipment change
• Administrative, safety, process and compliance services
• Client reporting such as operational data, equipment inventory, financial statements, maintenance work orders, and capital status reports
• Site-specific Contingency Plans and Standard Operating Procedures
• Facility-specific standard operating procedures that ensure asset protection, legislative requirements, and operational efficiencies are maintained
• Proprietary systems including:
  o Work Management System: OCWA’s computerized maintenance management system that creates facility-specific work orders for all aspects of operations and maintenance
  o Uniform Process Data Collection provides a standard, systematic, and reliable way of collecting, storing, and retrieving operational data that also enables benchmarking for our facility operations
PROPOSAL TO THE TOWNSHIP OF SOUTHWOLD FOR WASTEWATER TREATMENT SERVICES

- Electronic lab data transfer system that directly connects with accredited labs for compliance and regulatory reporting
- Operational Excellence System that facilitates direct communications between each client, facility management, and OCWA’s head office

- Centralized procurement and logistics which provides direct savings to our clients through price comparisons and bulk procurement of chemicals and supplies, laboratory services, analytical services, and biosolids haulage services as well as for other goods and services including vehicles, office supplies, telecommunication, etc.
- Comprehensive insurance and optional property insurance through our Operating Agreement

The Township of Southwold will have access to our regional and corporate resources including:

- Expertise focused on supporting the delivery of water/wastewater services, including engineering services, capital delivery and energy optimization, process optimization, innovation and technology, health and safety, and compliance teams as well as financial, training, human resources, procurement, and communications services
- Economies of scale through the bulk procurement of chemicals and supplies, laboratory services, biosolids haulage services, and insurance
- Shared Services model offering operational efficiencies and cost savings through the sharing of personnel, equipment, and services
- Shared investment in new management systems, processes, and technologies to make OCWA-operated facilities more efficient and effective

**Staffing & Support**

**Southwest Region**

OCWA’s Southwest Region operates several municipal water and wastewater facilities. Our strong presence in the area means staff can be drawn from nearby projects in the event of absences, equipment breakdowns, or emergency situations at your facilities.

OCWA’s larger staffing pool offers the Township assurance that in unusual circumstances or in times of crisis, we can respond quickly and effectively.

Our Regional Team located at our St. Thomas office for the Township of Southwold includes a Regional Hub Operations Manager, Senior Operations Manager, Safety
Process and Compliance Manager, a Business Manager providing client support, and a Business Development Manager who manages contracts.

**Operations Procedures**

OCWA will manage, operate, and maintain the Talbotville WWTP in accordance with current federal and provincial guidelines and legislation, local statutes, regulations and by-laws, and within the design capacity and capabilities of the system.

OCWA will perform current analytical testing mandated by legislation with respect to the operation of the plant and will maintain appropriate records of these inspections in accordance with legislation.

All required regulatory reports will be prepared and submitted to the Township of Southwold’s management staff.

**Operational Hours**

OCWA staff will be assigned work duties as required to complete rounds, sampling, and operating and maintenance duties to fulfill our contractual obligations. Staff are available 24-hour per day, seven days per week and are able to respond to your systems as required.

Regular operational business hours are Monday to Friday between 07:30 and 16:00 each day.

**On Call**

OCWA schedules operations staff on a rotating basis for on call and emergency response. Along with a pool of rotating staff for on call duties, we have well-established procedures for responding to facility alarms and in-person response procedures.

**Meetings and Reports**

In order to meet any operational adjustments and to support an active dialogue, we are proposing quarterly operations and maintenance reviews, similar to those being conducted for the distribution system.

Analytical parameters and compliance reporting will be submitted in accordance with all applicable regulations.
OCWA will provide quarterly operational and maintenance reports to the Township to review operational and maintenance activities. The reports will feature an amalgamation of the various activities undertaken and data gathered.

**Support for Capital Works**

OCWA will work in partnership with you to address any potential deficiencies and introduce innovations with the goal of finding cost savings and efficiencies. We typically manage major maintenance work and provide operational support and information to our clients and contractors, providing advice from an operational, maintenance, and practical operating perspective.

OCWA pledges to work with the Township to review capital recommendations on an annual basis, develop a timetable and priority list, and assist you through capital projects. OCWA will create a plan which will include costing information, timelines, and description of proposed capital work.

Capital improvement projects will be continually evaluated by OCWA and presented to the Municipality on a regular basis, as well as summarized each October to develop a capital plan for the upcoming fiscal period.

In addition to Capital planning we will assist you in identifying projects that may be eligible for Federal or Provincial funding.

The Township of Southwold will benefit from OCWA’s regional level support for capital projects and major maintenance activities.

**OCWA’s Proposed Price & Scope**

OCWA’s proposed monthly price of $2,658.75 was founded on our understanding of your operational needs and includes the following:

- 3 site visits weekly
- Plant operation and maintenance
- Optimization of operations
- Required sampling
- Regulatory inspections
- Regulatory reporting
- Salaries and benefits to act as Overall Responsible Operator and Operating Authority (including training, certification)
- Insurance (Commercial General Liability, Pollution Liability)
- Vehicle costs (including auto insurance, fuel, lease costs)

**Exclusions:**

- Chemical for treatment
- Utilities (including but not limited to natural gas, hydro, water)
- Sludge removal
- Lab analysis
- Shipping costs
- Equipment/parts required for repair/replacement
- All additional costs shall be billed at cost plus 10%
- The price is based on present applicable law. The price does not include any changes in services required by changes to applicable laws and/or regulations.

**Annual Increments based on CPI**

An annual increment will be applied to the year one total plus the CPI Adjustment.

The CPI Adjustment shall be calculated as soon as necessary information is available from Statistics Canada. In Year Two of the Agreement, the CPI Adjustment shall be added to the Annual Price for Year One of the Agreement and for subsequent Years, on a cumulative basis.

CPI Adjustment means the percentage difference between the Statistics Canada Consumer Price Index, All Items (Ontario) (CPI) during September of the previous year as compared to the CPI of September of the current year.

We trust that our proposal reflects a comprehensive understanding of the Township’s needs with respect to the Talbotville WWTP and provides an opportunity for Southwold to benefit from OCWA’s strong, stable staff and our proven operational experience and insight. We look forward to ongoing discussions with you to arrive at a partnership that best meets your needs.
Terrace Lodge Project Update

An important milestone in Elgin County’s much anticipated Terrace Lodge Redevelopment Project has been reached as MMMC Architects have been selected as the prime consultants for architectural, design and oversight services for the Terrace Lodge Redevelopment Project. The decision to proceed with MMMC Architects was confirmed by the Terrace Lodge Building Committee at their meeting on March 4, 2019, within the budget established by Council to have an upset limit for this work of $1,779,338, plus taxes, and estimated expenses of $55,840, less potential savings of up to $50,141.

2018 Accessibility Plan Overview

Elgin County is committed to removing barriers for individuals with disabilities as evidenced in their 2015-2020 Accessibility Plan. Accessibility highlights in 2018 include helping Elgin’s partner municipalities develop accessibility standards for key initiatives including such priorities as trails, accessible washroom upgrades to Shedden Library and ensuring accessibility needs will be met in the new Provincial Offences Administration Building.

Cyber Liability

With increasing frequency, municipalities have been the target of cyberattacks. Elgin County Council has purchased Cyber Liability insurance which will provide $2 million in coverage against such things as cybercrime, system damage, network security and business interruption.
Grants

Using a new evaluation process, Elgin County’s Rural Initiatives Committee received $71,980 in requests for grants for 2019 and recommended $60,837 be distributed. In support of our community’s events, groups and organizations, County Council approved grants for the following organizations:

- Shedden Agricultural Society
- Wallacetown Agricultural Society
- Rodney-Aldborough Agricultural Society
- Aylmer & East Elgin Agricultural Society
- Elgin 4-H Association
- Tillsonburg & District Multi-Service Centre
- Quad County Support Services
- Senior Picnic
- Seconds Stage Housing
- Eat 2 Learn
- Elgin County Plowmen’s Association
- Fanshawe College PSW Award/Sponsorship
- STEAM Centre

Additional information regarding the 2020 grants application process can accessed at http://www.elgincounty.ca/wp-content/uploads/2019/03/Grant-Policy.pdf

McBain Farm Subdivision

County Council granted draft plan approval to Southside Construction Management Ltd. for the construction of McBain Farm Subdivision in the Township of Southwold. The proposed plan calls for 177 single detached residential lots just North of McBain Line and South of Highway 3.

Long-Term Care Best Practice Spotlight Program

Elgin County’s Long Term Care Homes are thrilled to have been selected to participate in the Registered Nurses Association of Ontario’s Best Practice Spotlight Program. This program focuses on making a positive impact on patient care through evidence-based practice and includes promoting safety, preventing falls and preventing pressure ulcers.
Heritage Award for Elgin County’s Manager of Museums & Archives

At the 12th Annual Architectural Conservancy Ontario and Heritage London Foundation Heritage Awards Gala, Mike Baker, Manager of Museums and Archives was awarded the London Heritage Award. Mr. Baker was given this prestigious award for his knowledge and outstanding research in local area history and for his passion and dedication to the advocacy of heritage over many years.

Request for Proposal (RFP) - King George VI Lift Bridge (Port Stanley)

County Council approved the RFP from GM BluePlan Engineering Limited to rehabilitate the King George VI Lift Bridge in Port Stanley in the amount of $465,615. The engineering assignment will focus on preliminary work including detailed engineering designs and tendering and contract administration.

Municipal Tax Assessment Group

County Council has engaged the services of the Municipal Tax Assessment Group (MTAG) to help find savings in property tax assessments across the County. In 2018, MTAG was able to identify assessment errors and irregularities that equalled additional tax revenue of $39,469 annually after working with the Municipal Property Assessment Corporation.

MTAG’s services will cost the County $1250 per month excluding HST.

Heritage Centre - Change in Open Hours

The Heritage Centre has now been open since January 2018 and its success continues to be highlighted by increases in gift shop revenue, donations, and number of visitors. To better serve our users, the Heritage Centre will soon see a change in open hours. These news hours will be 9:00 a.m. to 5:00 p.m. Tuesday, Wednesday and Thursdays, with the same scheduled hours of 10:00 a.m. to 4:00 p.m. on Fridays and Saturday. Moving forward, statutory holidays will be open at the discretion of staff.
Construction Season is Upon Us!

With a busy season planned for 2019, the following contractors have been approved by Council to start on their respective projects:

- Niagara Crack Sealing - Asphalt Crack Sealing ($123,165)
- Roto-Mill Inc. - Cold In-Place Recycling with Expanded Asphalt Material ($1,645,811.50)
- Royal Fence Limited - Guide Rail Replacement ($164,540)
- Walmsley Bros. - Hot Mix Asphalt Paving ($3,205,238)
- Duncor Enterprises Inc. - Microsurfacing (Type 3) and Surface Treatment ($239,489)

SWIFT Board Member

Councillor Tom Marks has been nominated by Council to represent Elgin County on the SouthWestern Integrated Fibre Technology (SWIFT) Board of Directors.
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW No. 2019-21

A BY-LAW TO ADOPT THE ESTIMATE FOR A FUTURE SEWER SYSTEM CAPITAL PROJECT

WHEREAS it is necessary for the Council of the Township of Southwold, pursuant to Section 290 (1) of the Municipal Act 2001, S.O. 2001, c.25, to prepare and adopt an estimate of a sum required during a future year for the purposes of the municipality;

AND WHEREAS the Council for the Township of Southwold desires to adopt a future capital project for the Southwold sewer system.

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

That a future sewer system capital project, as attached as Schedule “A”, and forming part of this by-law, is hereby adopted.


________________________________________  ______________________________________
Lisa Higgs                                      Grant Jones
Clerk                                          Mayor
<table>
<thead>
<tr>
<th>FUTURE CAPITAL ASSETS</th>
<th>Budget</th>
<th>Tax Levy</th>
<th>Reserves</th>
<th>Other</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEWER CAPITAL - NOT RAISED FROM TAX LEVY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Future expansion of wastewater treatment plant in Talbotville</td>
<td>2,500,000</td>
<td>0</td>
<td>2,500,000</td>
<td>2,500,000</td>
<td>Proposed future project given anticipated future development. To be funded from connection charges and future development charges.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2,500,000</td>
<td>0</td>
<td>0</td>
<td>2,500,000</td>
<td></td>
</tr>
</tbody>
</table>
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NUMBER 2019-22

A BY-LAW TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”) FOR TEMPORARY AND LONG-TERM FINANCING OF ONE OR MORE CAPITAL WORKS OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD (THE “MUNICIPALITY”) PURSUANT TO A FLOATING RATE CAPITAL LOAN FACILITY MADE AVAILABLE BY OILC TO THE MUNICIPALITY.

WHEREAS the Municipal Act, 2001 (Ontario), as amended, (the “Act”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS subsection 405(1) of the Act provides, amongst other things, that a municipality may authorize temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if, the municipality is an upper-tier municipality, a lower-tier municipality in a county or a single-tier municipality and it has approved the issue of debentures for the work;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS the Act provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining temporary and long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital works, pursuant to a floating rate capital loan facility, to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

AND WHEREAS the Council of the Municipality has passed the by-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law (Schedule “A”) authorizing the capital work(s) or the class/classes of the capital works, as the case
may be, described in column (2) of Schedule “A” (individually a “Capital Work”, collectively the “Capital Works”, as the case may be) in the amount of the respective estimated expenditure set out in column (3) of Schedule “A”, subject in each case to approval by OILC of the financing for such Capital Work(s) that will be requested by the Municipality in the Application as hereinafter defined;

AND WHEREAS before the Council of the Municipality approved the Capital Work(s) in accordance with section 4 of Ontario Regulation 403/02 (the “Regulation”), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the “Updated Limit”), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule “A” (the “Authorized Expenditure” for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Local Planning Appeal Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Municipality;

AND WHEREAS the Municipality has completed and submitted an application to OILC (the “Application”) to request financing for the Capital Work(s) by way of long-term borrowing through the issue of debentures to OILC and by way of temporary borrowing from OILC pending the issue of such debentures, all pursuant to the Floating Rate Facility as hereinafter defined;

AND WHEREAS OILC has accepted and has approved the Application;

AND WHEREAS OILC has agreed or will agree, as the case may be, to make long-term financing pursuant to a floating rate capital loan facility available to the Municipality (the “Floating Rate Facility”) up to the maximum principal amount of $7,000,000 (the “Floating Rate Facility Limit”) and has agreed or will agree, as the case may be, to make temporary financing available pursuant to the Floating Rate Facility to the Municipality from time to time during the currency of the financing agreement to be entered into by OILC and the Municipality (the “Financing Agreement”) up to the Floating Rate Facility Limit to meet expenditures made in connection with the Capital Work(s) on the basis that the Capital Work(s) will be long-term financed in whole or in part by the issue of debentures of the Municipality (the “Debentures”), subject to the terms and conditions set out in the Financing Agreement.

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

1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the financing of the Capital Work(s) by way of temporary borrowing from OILC in a maximum aggregate principal amount up to the Floating Rate Facility
Limit, pending the issue of Debentures, and by way of long-term borrowing through the issue of Debentures in a maximum aggregate principal amount up to the Floating Rate Facility Limit substantially in the form of Schedule “B” hereto and forming part of this By-law, with such changes thereon as such authorized official may hereafter approve, such execution and delivery to be conclusive evidence of such approval.

2. The Mayor and the Treasurer are hereby authorized to negotiate and enter into, execute and deliver for and on behalf of the Municipality the Financing Agreement that provides for long-term financing of the Capital Work(s) in a maximum aggregate principal amount up to the Floating Rate Facility Limit and temporary financing of the Capital Work(s) in a maximum aggregate principal amount up to the Floating Rate Facility Limit on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of 3. such approval.

3. The Mayor and/or the Treasurer are hereby authorized, pending the substantial completion of each Capital Work or as otherwise agreed with OILC, to temporarily borrow pursuant to section 405 of the Act in respect of each Capital Work, on the terms and conditions provided in the Financing Agreement which Financing Agreement provides that the information contained in the Record, as defined in the Financing Agreement, in respect of such temporary borrowings shall be deemed final, conclusive and binding on the Municipality, and on such terms and conditions as such authorized official(s) may agree; and the Treasurer is authorized to sign such certifications as OILC may require in connection with such borrowings in respect of the Capital Work(s); provided that the amount of borrowing allocated to each Capital Work does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule “A” in respect of such Capital Work and provided that the aggregate of the principal amount of all of the outstanding temporary borrowings and the Debentures outstanding pursuant the Financing Agreement does not exceed the Floating Rate Facility Limit.

4. Subject to the terms and conditions of the Financing Agreement and such other terms and conditions as OILC may otherwise require, the Mayor and the Treasurer are hereby authorized to long-term borrow for the Capital Work(s) and to issue Debentures to OILC on the terms and conditions provided in the Financing Agreement and on such other terms and conditions as such authorized officials may agree; provided that the principal amount of the Debentures issued in respect of each Capital Work does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule “A” in respect of such Capital Work and the aggregate principal amount of all of the outstanding temporary borrowings and the Debentures outstanding does not exceed the Floating Rate Facility Limit.

5. In accordance with the provisions of section 25 of the Ontario Infrastructure and Lands Corporation Act, 2011, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money
appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay OILC on account of any unpaid indebtedness of the Municipality to OILC under any outstanding temporary borrowing and/or the Debentures, as the case may be (the “Obligations”) and to pay such amounts to OILC from the Consolidated Revenue Fund.

6. For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year in respect of any outstanding temporary borrowing and/or any Debenture outstanding pursuant to the Financing Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.

7. (a) The Treasurer is hereby authorized to execute and deliver the Application, the Mayor and the Treasurer are hereby authorized to enter into, execute and deliver the Financing Agreement and to issue the Debentures, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the Obligations of the Municipality under the Financing Agreement, to request and receive any temporary borrowing and to issue the Debentures, and the Treasurer is authorized to affix the Municipality’s municipal seal to any such documents and papers.

(b) The money realized in respect of any temporary borrowing for the Capital Work(s) and the Debentures issued for any Capital Work, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to any such temporary borrowing and to the issue of such Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.


________________________________________    ______________________________
Lisa Higgs                                         Grant Jones
Clerk                                              Mayor
<table>
<thead>
<tr>
<th>By-Law Number</th>
<th>Description of Capital Work</th>
<th>Estimated Expenditure</th>
<th>Loan Amount</th>
</tr>
</thead>
</table>
| 2019-18, 2019-19 | Trunk Sewer Extension  
2019 anticipated capital works | $4,200,000 | $3,200,000 |
| 2019-19 | Force Main and Pumping Station  
2019 anticipated capital works | $1,300,000 | $1,300,000 |
| 2019-21 | Wastewater Treatment Plant Expansion  
Future anticipated capital works | $2,500,000 | $2,500,000 |
Schedule “B”
to By-Law Number 2019-22

Please insert the OILC Application into Schedule “B”.
Projects

<table>
<thead>
<tr>
<th>ID</th>
<th>Project Name</th>
<th>Construction/Purchase Start</th>
<th>Construction/Purchase End</th>
<th>Project Cost</th>
<th>OILC Loan Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>842</td>
<td>Wastewater Servicing Talbotville and Ferndale Settlement areas</td>
<td>04/15/2019</td>
<td>04/15/2024</td>
<td>$7,000,000.00</td>
<td>7,000,000.00</td>
</tr>
</tbody>
</table>

**Details of Project Wastewater Servicing Talbotville and Ferndale Settlement areas**

**Project Category**: Sewage Treatment Infrastructure

**Project Name**: Wastewater Servicing Talbotville and Ferndale Settlement areas

**Construction/Purchase Start**: 04/15/2019

**Construction/Purchase End**: 04/15/2024

**Energy Conservation**

**Project Address 1**: Multiple locations in municipality

**City / Town**: Southwold

**Province**: ON

**Postal Code**:

**Description**: This is an application for *****Floating Rate Capital Loan*****

* Expectations of the full amount requested of $ 7 million will partially will be paid back which amount can not be fully determined as still discussions with Developers and is estimated to be at the $ 5 million and debenturing $ 2 million over a ten year repayment.

* This consists of three projects:

1. First one to start is an extension of the existing truck sewer. Being extended to the entrance of a new development that is anticipated to

**Comments and/or Special Requests**

**Project Life Span (Years)**: 50

**Project Financial Information**

**Project Cost (A)**: $7,000,000.00

**Other Project Funding / Financing (B):**

**Other Project Funding/Financing Total (B)**: $0.00

**OILC Loan Amount (A-B)**: $7,000,000.00

Only include long-term borrowing in this section. If you anticipate that you will require short-term financing during the construction phase of the project, the information will be gathered as part of the Financing Agreement.

<table>
<thead>
<tr>
<th>Required Date</th>
<th>Amount</th>
<th>Term</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/15/2024</td>
<td>$0.00</td>
<td>10</td>
<td>Amortizing</td>
</tr>
</tbody>
</table>

**Long-term Borrowing Total**: $0.00
Debt and Re-payments Summary

Has there been any new/undisclosed debt acquired since last FIR was submitted? [ ] Yes [ ] No

Please describe any re-financing plans for any existing “interest only” debt, if applicable.

Non Re-payments of Loans or Debenture

In the last 10 years, has the borrower ever failed to make a loan payment or debenture repayment on time to any lender, including the Provincial Government?

[ ] Yes - Please provide details.

OILC Loan Repayment Information

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxation</td>
<td>0.00</td>
</tr>
<tr>
<td>User Fees</td>
<td>29.00</td>
</tr>
<tr>
<td>Service Charges</td>
<td>0.00</td>
</tr>
<tr>
<td>Development Charges</td>
<td>71.00</td>
</tr>
<tr>
<td>Connection Fees</td>
<td>0.00</td>
</tr>
<tr>
<td>Repayment Subsidies</td>
<td>0.00</td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
</tr>
<tr>
<td>Total</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

Documentation and Acknowledgements

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

To obtain templates for documents see listed below.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certificate and sealed copy of OILC template By-Law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)

[ ] I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

Please note: OILC retains the right to request and review any additional information or documents at its discretion.

Confidential Information

OILC is an institution to which the Freedom of Information and Protection of Privacy Act (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.
Since the last report presented on December 11, 2018:

1. **MECP Site Inspections**

   On Wednesday, January 23, 2019, MECP Officer Mills conducted a comprehensive inspection under the ECA for the Leachate Treatment Plant and Stormwater Management System. The inspection was completed in three parts. First, there was an on-Site tour to view the stormwater management system including ponds as constructed. This was followed by an office review of the ECA Conditions and the documents, materials required to confirm compliance. The last part involved a tour of the physical treatment plant. Officer Mills did not advise of any issues or concerns during or arising from his inspection. The MECP's inspection report is pending.

2. **Public Complaints**

   Since the last meeting, a total of 195 odour complaints were received. The details of these complaints, possible causes and actions taken, are provided in separate handouts. To summarize the information:

   - 3 complaints were confirmed or attributed to be refuse odour
   - 105 were confirmed or attributed to be landfill gas odour
   - 51 were confirmed or attributed to be mixed landfill gas/refuse odour
   - 3 were not landfill-related
   - 33 remaining – the source or potential source could not be established

   These complaints related to the following months:
   - December - 40 (since the last meeting)
   - January – 46
   - February – 52
   - March (month to date) – 57

   In 2019, the number of complaints reported to date is 155.

   By comparison to previous years: 2018 (total of 208 complaints), 2017 (61), 2016 (48), 2015 (75), 2014 (94), 2013 (197) and 2012 (417).

   It is noted that about 41% of the complaints received since the last meeting originated from the Oneida Nation of the Thames community. An additional 1.5% of the complaints originated from Chippewas of the Thames First Nations.

   The odour reports that were related to landfill gas was 80%. This is discussed further below.
3. **Odour Control**

Measures continue in order to address the recent increase in landfill gas odours off-Site.

As previously discussed, a principal cause was related to construction delays in 2018 due to the unforeseen increase in precipitation events over prolonged periods. As a result, the planned progress for all 2018 construction was reduced by about 35% over July, August and September, usually the most productive period. Conditions over October and November improved but not the degree needed. These combined delays had significant cascading impacts. Thus the planned work to advance the landfill gas collection system in Stages, 7, 9 and 11 was delayed by months because the construction of the needed alternative active area in Stage 13 East was delayed. This meant that landfilling could not transition from Stages 9/11 into Stage 13 as soon as initially planned.

Odour control measures toward mitigating odours are underway and include:

- Advance the landfill gas collection wells and trenches (details below)
- Monitor and reduce daily size of the active landfilling area, with additional protective berming where wastes are being placed for compaction
- Continue the active area within the current below-ground location
- Application of additional interim cover over extensive areas (over 15,000 m³ applied and more is being added)

Waste receipt procedures continue to be followed and daily cover is being applied as required. Odorous waste loads receive additional cover as soon as practicable.

4. **Waste Refusals**

There were no waste refusals during this period.

5. **Air Space Survey**

In accordance with the current ECA, the year-end, semi-annual air space utilization survey was completed on December 28, 2018. The next survey is scheduled to be completed at the end of June 2019.

6. **Environmental Monitoring and Reporting**

Environmental monitoring continues to be conducted in accordance with the Schedules of the current ECA, as required. The monthly, quarterly, semi-annual and annual sampling programs continue. These monitoring activities include groundwater hydraulic monitoring, groundwater quality sampling, private well sampling (semi-annual), monthly leachate hydraulic monitoring, monthly leachate quality sampling, quarterly surface water quality sampling in Dodd Creek plus additional samples for data for KCCA, and the annual benthic community sampling. The fall semi-annual sampling event was conducted on November 6, 7 and 8, 2018. The next semi-annual sampling event will be conducted in May 2019. The data continue to confirm that environmental compliance is being achieved.
7. **Leachate Treatment Facility Operation**

The leachate treatment plant continues to operate as designed. It is currently processing at the rate of about 53 cubic metres per day.

8. **Landfill Gas Management System Operation**

Flares 1 & 2 continue to operate as designed, currently at a combined rate between about 4,000 to 4,200 cubic feet per minute. Methane concentrations range from about 48 to 51%.

Final work on Flare 3 was recently completed by the contractor and the appliance was commissioned for everyday operations on January 24, 2019.

The next Flare 4 is in the early planning stages of pre-design evaluation by the engineers. Also later this year, the City of Toronto expects to commence a study for the potential beneficial use of landfill gas as a Renewable Natural Gas source.

By mid-December 2018, active landfiling was transitioning into Stage 13 - and the installation of additional horizontal collection trenches was commenced.

Since the last meeting: as of January 25, 2019, six additional horizontal collection trenches comprised of 2,602 linear metres of piping had been installed and connected. Work is currently underway for an additional 23 to 25 vertical extractions wells; and as of March 6, 2019, twelve (12) new wells were installed and connected. The next 6 wells are installed pending connection of this cluster, with more well installations underway.

To date, there are 202 vertical extraction wells, 76 horizontal trenches and 11 manholes connected to the collection system, for a total of 289 collection points covering approximately 75 to 80 percent of the developed landfill areas.

9. **Weighscale Malfunctions**

It is a condition of the current ECA that any malfunctions of the weighscale operation must be reported to the MECP. No malfunctions occurred during this period.

10. **Site Operations and Development**

Stage 13 East in the West Optimization Area was completed in 2018 later than initially planned. The required Cell Preparation Report (see reference copy) was submitted to the MECP on December 12, 2018, and this section became commissioned for landfilling activities.

Site development plans for 2019 include the completion of Stage 12 West and Stage 14 as a priority. This will complete cell construction within the West Optimization Area, and as a result will provide multiple active area options to allow the timely advancement of the landfill gas collection system in developing areas.

In 2019, excavations and related works will continue in the East Optimization Area to develop Stage 15.
11. **Stormwater Management System**

The discharge event that commenced on January 2nd was ended on March 12th. The next planned event was commenced on March 14th, as the sampling results confirmed that none of the established pre-discharge trigger levels were exceeded.

12. **City of Toronto Transfer Station Waste - Update**

The City of Toronto's transfer station wastes continue to be delivered to the Site by the City’s contracted hauler, Verspeeten Cartage Ltd. The advance schedule for this week is for approximately 31 loads per day.

13. **Annual Reporting**

The 2018 Annual Performance Report for the Leachate Treatment Plant and Stormwater Management System was submitted to the MECP before the end of February deadline. The 2018 Annual Progress Report is under preparation and will be submitted to the MECP by the end of March as required. Both reports will be reviewed with the committee at the next meeting.

14. **Kettle Creek Conservation Authority - Tree Planting Program Update**

In 2018, Kettle Creek Conservation Authority (KCCA) representatives planted an additional 1,500 tree seedlings plus coconut fibre mats during the month of June.

Between 2008 and 2018, there have been over 44,500 tree seedlings planted under arrangements with KCCA. These 2018 tree planting efforts have been incorporated into the Site Landscaping Plan.

Plans for the 2019 planting program are in progress. This involves implementing some of the recommendations in the first 2018 Annual Landscape Reporting. Selected recommendations are being phased in and/or by pilot test area.

15. **Site Landscaping Plan**

The Draft Proposed Site Landscaping Plan dated March 2017 was presented to the committee at its meeting on March 21, 2017. As agreed, the input of the committee would be sought at the September 12, 2017 meeting. Representatives of GHD consultants and a representative of CRA Landfill Operations Limited were in attendance for that meeting. Comments from the September 2017 meeting have been incorporated into the plan and the Final Site Landscaping Plan figures will be distributed at the next meeting.
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2019-23

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 25th, 2019.

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.

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 March 25th, 2019; 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.


__________________________  ____________________________
Grant Jones                Lisa Higgs
Mayor                      Clerk

By-law No. 2019-23