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 25th, 2019
   (b) Minutes of the Southwold Young at Heart Committee Meeting of March 12th, 2019

5. DELEGATION
   (a) 7:30 p.m. - Warden Duncan McPhail and Julie Gonyou, CAO, County of Elgin - Elgin County Services 2019 and Beyond.
   (b) 8:00 p.m. – Public Meeting – Building Fees

6. DRAINAGE
   (a) Tender Results- Hutchinson Drain
   (b) Tender Results – Auckland Drain Branch “F”, Henderson Drain, Lindsay Drain (Wonderland Road Drains)

7. PLANNING
   (a) 7:15 p.m. - Public Meeting – ZBA 2019-03 S and M Jones, 5694 Jones Road
   (b) Consent Application - E25/19 5746/5758 Union Road - Brooymans Farms Ltd
   (c) Proposed Consent Application 35744 Talbot Line- S. David

8. REPORTS
   (a) Activity Report from Drainage Superintendent – March
   (b) Activity Report from Fire Chief – March
   (c) Report from the Fire Chief RE: Talbotville Fire Station Replacement
   (d) Activity Report from Public Works Superintendent – March
   (e) Report from the Public Works Superintendent RE: Tender Results Supply and Delivery of Granular Materials
   (f) Report from the Public Works Superintendent RE: Supply of Dust Suppressants
(g) Report from the Treasurer RE: Transfer to Reserve
(h) Report from the Treasurer RE: Fee for Service Update
(i) Report from the Treasurer RE: Fingal Ball Park Improvements
(j) Activity Report from the Chief Building Official – March
(k) Activity Report from the CAO/Clerk – March
(l) Report from the CAO/Clerk RE: Sick Days
(m) Report from the CAO/Clerk RE: 2018 Municipal Election Summary Report
(n) Report from the CAO/Clerk RE: Economic Development Committee New Direction
(o) Report from the CAO/Clerk RE: Wastewater Connections in Talbotville.
(p) Report from the Drainage Superintendent and CAO/Clerk RE: Horton Drain Tender Results
(q) Report from the CAO/Clerk RE: Talbotville WWTP Annual Report
(r) Report from the Mayor RE: County Council Highlights

9. **CORRESPONDENCE**

   (a) Correspondence from the Ministry of Community Service and Correctional Services RE: Request for Host Community Support

10. **BY-LAWS**

   (a) By-law No. 2019-09, Turville Drain No. 2, third and final reading
   (b) By-law No. 2019-24, being a by-law to authorize civil marriage solemnization service
   (c) By-law No. 2019-25, being a by-law to amend By-law No. 2011-14, S and M Jones, 5694 Jones Road
   (d) By-law No. 2019-26, being a by-law to prescribe a Tariff of Fees and to repeal By-law 2015-20, By-law 2017-51 and By-law 2017-66.
   (e) By-law No. 2019-27, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on April 8th, 2019

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

   (a) Township of South Frontenac RE: OMPF Funding Review – Support of Township of South Stormont Resolution
   (b) Thank you – Lambton College RE: Scholarship.

12. **CLOSED SESSION**

   (a) Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239 (2) (b)) – Part-time Staff.

13. **ADJOURNMENT:**

    **NEXT REGULAR MEETING OF COUNCIL**
    **TUESDAY APRIL 23, 2019 @ 7:00 P.M.**
    Council Chambers, Fingal
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

REGULAR COUNCIL MEETING

Monday, March 25th, 2019
7:00 p.m. Council Chambers, Fingal

PRESENT:

Mayor: G. Jones
Deputy Mayor: R. Monteith
Councillors: S. Emons, P. North, J. Pennings

ALSO PRESENT:

Lisa Higgs, CAO/Clerk
Kim Grogan, Treasurer (7:00 p.m. – 10:59 p.m.)
Paul Van Vaerenbergh, Public Works Superintendent (7:00 – 10:59 p.m.)
Brent Clutterbuck, Drainage Superintendent (7:00 p.m. - 8:07 p.m.)
June McLarty, Administrative Assistant (7:00 p.m. – 9:28 p.m.)

ADDITION TO THE AGENDA:

8. REPORTS:

(i) Report from the CAO/Clerk RE: Signature Stamp Policy

DISCLOSURES:

ADOPTION OF MINUTES:

2019-138 Deputy Mayor Monteith – Councillor Pennings

Approval of Minutes

THAT the Minutes of the Regular Council Meeting of March 11, 2019 are hereby adopted.

CARRIED

2019-139 Councillor Emons – Councillor North

Approval of Committee Mtg Minutes

THAT the minutes of the Family Day Committee Mtg. of January 16th, 2019 are hereby adopted;

AND THAT the minutes of the Southwold Young at Heart Committee Meeting of February 5th, 2019 are hereby adopted;

CARRIED
THAT the minutes of the Talbotville Neighbourhood Committee Meeting of January 9th, 2019 are hereby received as information.

CARRIED

DRAINAGE:

Court of Revision – Lindsay Drain 2019

In Attendance: Don Simpson, Drainage Superintendent, City of London

THAT Council of the Township of Southwold appoints Grant Jones as Chair, Robert Monteith and Kevin May, the member appointed by the Council of the City of London as Members to the Court of Revision for the Lindsay Drain 2019;

CARRIED

Court of Revision – Henderson Drain 2019 and Auckland Drain 2019

THAT Council of the Township of Southwold appoints Grant Jones, as Chair, Robert Monteith, Sarah Emons, Peter North and Justin Pennings as members of the Court of Revision for Auckland Drain Branch F 2019 and Henderson Drain 2019.

CARRIED

Drainage Reapportionment

THAT Council for the Township of Southwold hereby accepts the drainage reapportionment undertaken for the Application for Consent E36/18 – Curtis;

AND FURTHER THAT this reapportionment will become effective upon stamping of the applicable deed;

AND FURTHER THAT a copy of this resolution be forwarded to the Applicant;

AND FURTHER THAT a copy of this resolution and drainage reapportionment be filed in each applicable drain file.

CARRIED

Request for improvement – Wallis Drain

Drainage Superintendent Brent Clutterbuck reported that this petition was brought forward from the development that is proposed in Talbotville. Mayor Jones questioned if there is enough room for setbacks. Mr. Clutterbuck responded there is ample room for drain
maintenance. Councillor Emons questioned who would be responsible for the costs. Mr. Clutterbuck responded that there will be no cost to the upstream land owners, as it is all borne on the developer.

2019-144  **Councillor North – Councillor Emons**  

**Wallis Drain**

**THAT** Council of the Township of Southwold receives the notice of request for drain improvement, as described in the petition submitted by the Shmuel Farhi, under Section 78(1) of the Drainage Act and decides to proceed with the drainage works;

**AND THAT** Council instructs the Clerk to send the notice required under Section 5(1)(b) of the Drainage Act to the petitioner and OMAFRA and under Section 78(2) of the Drainage Act to Kettle Creek Conservation Authority;

**AND THAT** Council will appoint an engineer under the appropriate section of the Drainage Act after the 30 day time period specified in Section 6(1) and 7(1) has passed.

**CARRIED**

REPORTS:

**Gravel Road Maintenance**

Public Works Superintendent Paul Van Vaerenbergh presented this report to Council. Discussions were had on the gravel that is delivered, the application of the gravel and the drainage on the gravel roads.

2019-145  **Deputy Mayor Monteith – Councillor Pennings**  

**Gravel Roads**

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

**CARRIED**

**OMPF 2019**

Treasurer Kim Grogan presented her report to Council. Mayor Jones questioned the indication of funding for 2020. Ms. Grogan responded that she hopes to hear back early in 2020 before we start budget deliberations.

2019-146  **Councillor Emons – Councillor North**  

**OMPF**

**THAT** the 2019 OMPF allocation notice be received for information.

**CARRIED**

**Annual Debt Repayment Limit**

2019-147  **Deputy Mayor Monteith – Councillor Pennings**  

**Annual Debt Repayment Limit**

**THAT** Council receive report FIN 2019-21 Annual Debt Repayment Limit for information.

**CARRIED**

**SCADA Replacement**

CAO/Clerk Lisa Higgs presented the report to Council. She outlined the 3 options for SCADA replacement. Mike Taylor from OCWA provided more information to Council on how the systems work.
THAT Council accepts option #2 to abandon the SCADA system and proceed instead with an auto-dialer and data-logger.  

CARRIED

DELEGATION:

8:07 p.m. – 8:15 p.m. - OCWA 4th Quarter Report – Mike Taylor and Susan Budden.
Mike Taylor presented the 4th quarter report to Council.

REPORTS:

OWCA Request to Operate the WWTP
CAO/Clerk Lisa Higgs presented her report to Council. OCWA responded to inquiries about their experience in operating these types of wastewater treatment plants. Ms. Budden reported that OWCA will provide Council with quarterly reports like the ones done for our water distribution system. Councillor North mentioned the concerns about the energy costs. Ms. Budden commented that there are ways that we can operate the plant more efficiently.

THAT Council of the Township of Southwold accepts the OCWA’s proposal of $2,658.75 per month to operate the Talbotville WWTP.

AND THAT chemicals and related supplies are not included.  

CARRIED

DELEGATION:

8:21 p.m.- 8:45 p.m.

Brad Fishleigh, Mike Bulter and Eugene Larman – OPP 2018 Year End Report
Detachment Commander Brad Fishleigh presented the OPP 2018 Year End Report to Council.

Break 8:45 p.m. – 8:54 p.m.

REPORTS:

Talbotville Neighbourhood Committee – Terms of Reference
CAO/Clerk Lisa Higgs presented this report to Council. Council discussed these updated Terms of Reference.

THAT Talbotville Neighbourhood Committee members and their alternates will both not be allowed to address the Committee.  

CARRIED
EAF Grant Update
CAO/Clerk Lisa Higgs presented this report to Council. Funding was not received from the Enabling Accessibility Fund.

County Council Highlights
Mayor Jones reported that County Council will be discussing development charges for roads at their next meeting.

Signature Stamp Policy
CAO/Clerk Lisa Higgs presented in this report to Council.

2019-151 **Deputy Mayor Monteith – Councillor Emons**

**Signature Stamp Policy**

**THAT** Council receive this report as information;

**AND THAT** Council adopts the signature stamp policy attached.

CARRIED

CORRESPONDENCE:

Council reviewed the item under correspondence

BY-LAWS:

2019-152 **Deputy Mayor Monteith – Councillor North**

**By-laws**


CARRIED

2019-153 **Councillor Emons – Councillor Pennings**

**By-laws**

**THAT** By-law No. 2019-21, 2019-22 and 2019-23 be read a third time and finally passed.

CARRIED

OTHER BUSINESS:

Council reviewed the minutes from the Landfill Liaison Committee Minutes under Other Business. Councillor Emons reported that she wanted to bring this report to Council as there have been significant increases in odour complaints recently. It was reported that the landfill was delayed in the construction of the vertical and horizontal gas walls because of the wet fall. It was also reported that there was a reduction in ordour complaints last week. Councillor Emons also reported that the landfill is on a short list of facilities as a compressed gas facility and the flare free is now online.

CLOSED SESSION:

2019-154 **Councillor Emons – Councillor Pennings**

**Closed Session**

**THAT** Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at 9:28 p.m. in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters:
• Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239 (2) (b)) – Public Works
• 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
• Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (section 239 (2)(f)) (Fingal Park)

CARRIED

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

AJOURNMENT:

2019- 155 Councillor Emons – Councillor North Adjournment

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at 10:59 p.m.

____________________________
CAO/Clerk
Lisa Higgs

____________________________
Mayor
Grant Jones
Southwold Young at Heart Committee Meeting Minutes
March 12th, 2019

Tuesday March 12th, 2019
Southwold Council Chambers – Fingal
1:00pm

Attendance: Debbie Logghe, Karen Olmstead, Lisa Higgs (CAO/Clerk), Ian Chard, Keith Orchard, Kim Poole, Councillor Sarah Emons, Pat Stannard, Trudy Kanellis, Jack McNiven, Ellen Cannon (GUEST)

Regrets: Dan Logghe, Mayor Grant Jones

1. Call Meeting to Order and Welcome
The meeting was called to order by Ian Chard at 1:03 pm.

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

3. Approval of the Minutes

Resolution No.1 Moved by: Deb Logghe
Seconded by: Sarah Emons
RESOLVED that the minutes of the February 5th, 2019 committee meeting of the Southwold Young at Heart be approved as circulated.

DISPOSITION: Motion Carried

4. Business Arising from the Minutes

A. Promotional Flyer:
The Committee reviewed the flyer and approved it for circulation. Kim Poole offered to update the poster to correct the spelling of “refreshments”, include crokinole on the flyer, and add the VON to the poster. The committee also suggested that the word FREE be added to the poster.

Township staff requested that a copy of the final flyer be sent to the municipality for promotion. Staff will ensure that it is posted on Facebook, on the Website, promoted on the Complex Signage, on MyFM, and on Chronicle upcoming events page. Trudy recommended that it could be posted on the Wayside digital sign. Debbi Logghe will ask S & B’s Michelle Lackey if the event can be advertised on S & B’s digital sign. The flyers will be circulated to different locations; Ian asked members to help circulate flyers.
B. Set Up & Sign In
Shuffleboard mats are at the complex. Keith will help coordinate the set-up.

Committee members to meet at the complex at 11:30 am, which includes Kim, Deb, Sarah, Ian, Keith, Jack and Mayor Jones had explained that he could attend. Township CAO to provide 2 public works staff to assist in the set-up of the event.

Ian Chard suggested that there be a sign-in sheet. Sarah offered to manage a laptop to sign people in so that we can easily gather contact information. Staff will bring a label maker so that people can have a name tag as well.

C. Shuffleboard
Staff will purchase a special broom for the shuffleboard and beads, staff to deliver white boards to the event on the day of the event.

D. Pickleball
Keith Orchard will pick up pickleball supplies from EECC on the morning of the event and bring to the event.

E. Cards
The Committee discussed borrowing tables from the IOOF. The Committee suggested that we should borrow twelve 4’X4’ tables. Keith suggested that he will speak to Ron Watson about getting access to the tables. Deb Logghe offered that Dan Logghe will pick up the tables from the hall.

The Committee members each offered to bring their decks of cards for the open house.

The Committee members suggested that for this open house the card games will be informal and unstructured.

F. Scrabble
Keith, Sarah, Karen, and Deb to bring Scrabble Boards

G. Q & A Session
The committee members suggested that there be the giant neon post-it notes stuck around the room and then committee members help with adding notes to the pages. The Committee then determined that at 3:00 pm, there will be a transition into a question and answer period.
The Committee members suggested that prior to the event the Committee work through
the questions that may be answered.

Chair Chard offered to bring forward some recommended questions to the public, which
he will forward to the Committee in advance of the open house.

**H. Crokinole:**
Kim Poole, Karen Olmstead, Deb Logghe, and Trudy Kanellis offered to bring Crokinole
boards to the event.

**I. Refreshments**
Ian explained that Josie Chard offered to look after Coffee serving. Trudy Kanellis will
bring a coffee package that does 100 cups. There will also be tea available for
members. Trudy offered to bring cream and sugar for the event. Trudy will also look
after attaining cups.

In terms of food, the committee recommended cookies, loafs, squares, and lemon
bread. The Township will order squares, loafs, and options from an appropriate vendor.
The Committee suggested Talbotville Berry Farm.

**J. Information on the Committee:**
Kim Poole suggested that there be information on the committee itself for distribution to
members of the public.
The committee suggested that there be member badges created for each of the
members of the organizing committee. Township staff to take care of this task.

**K. Delegation of Duties:**

Shuffleboard: Ian & Keith – Ian to contact volunteer who lives in Union but who attends
the Aylmer event to help man the shuffleboard station

Pickleball: Keith to contact Ron Hutchings to help coordinate Pickleball. Kim Poole will
invite her brother, Larry Bogart, as well, who plays Pickleball to help with scoring.

Cards, Scrabble, and Crokinole: Pat Stannard and Kim Poole to help organize the card
playing.

Refreshments: Deb Logghe and Karen Olmstead to help with coordinating refreshments.
L. Presentation to Council Regarding Affordable Housing Strategy

CAO/Clerk Lisa Higgs shared a report from Elizabeth Sebastyn, previously shared with Council on February 25, 2019 which briefly outlined some of the services provided in Elgin County and the City of St.Thomas. Ms. Higgs noted that there are affordable housing strategy recommendations to be part of the Official Plan update.

5. New Business

Ellen Cannon, VON Services

Ms. Cannon, of VON Services shared a presentation on a basket of services:
- meal delivery (hot meals/frozen meals)
- congregate dining events – offered at the Keystone Complex once per month from September – May
- Dog Therapy Days throughout the municipality
- Social Programs (i.e. colouring and coffee, afternoon tea)
- Transportation Services
- Visiting Programs
- VON Smart Exercise Program
- Vial of Life
- Home at Last
- Blood Pressure Clinics
- Home Help Services - $17.00/hour
- Telephone Reassurance
- Caregiver Support
- Bereavement & Hospice Support

Ellen offered to be involved in more future presentations to senior’s in the community.

Chair Chard thanked Ellen for her presentation. Township staff offered to promote various VON programs on the Township’s website and Facebook pages.

6. Adjournment and Next Meeting

The Next Meeting was Scheduled for April 2nd, 2019 at 1:00 pm at the Fingal Township Office Council Chambers.

Resolution No. 2  Moved by: Deb Logghe
Seconded by: Sarah Emons

RESOLVED that the meeting be adjourned at 3:02 pm to meet again at 1:00 pm on April 2nd, 2019.

DISPOSITION: Motion Carried.
Elgin County Services
2019 and Beyond
Municipal Partner Presentation
Warden Duncan McPhail
Julie Gonyou, Chief Administrative Officer
Spring 2019
Agenda

- Overview of Current Services
- Council Priorities and “front burner issues”
- 2019 and Beyond
Overview of Current Services
## County Services

<table>
<thead>
<tr>
<th>Health Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Emergency Medical Services (EMS) “land ambulance”</td>
</tr>
<tr>
<td>交付给县和圣托马斯城市</td>
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<thead>
<tr>
<th>Transportation and Engineering</th>
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<tr>
<td>• Roads and Bridges</td>
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<tr>
<td>• Permits, construction projects</td>
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<tr>
<td>• Facilities Management</td>
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</tbody>
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<tr>
<th>Corporate Services</th>
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</thead>
<tbody>
<tr>
<td>• Purchasing, Information Services (IT)</td>
</tr>
<tr>
<td>• Finance (payroll, pension, accounts payable/receivable)</td>
</tr>
</tbody>
</table>
County Services

Human Resources
- Supports 450 staff (full-time and part-time)
- Recruitment, discipline, training and development
- Accessibility (county-wide)

Community and Cultural Services
- Libraries
- Museums
- Archives

Planning and Development
- Approval Authority for Official Plans and Plans of Subdivision/Condominium.
- Land Division
County Services

**Economic Development**
- Business attraction & retention (Elgincentives)
- Tourism
- Marketing and communications

**Legislative & Legal Services**
- Legal Services (County Lawyer & Prosecutor)
- Provincial Offences Administration
- Legislative Services (Clerk)

**Tree Commissioner**
- Tree Commissioner and Weed Inspector, shared with Kettle Creek Conservation Authority
## County Services

### Emergency Services
- Community Emergency Management
- Fire Training (county-wide)
- 911

### County Social Services
- Social Services, Social Housing, Childcare Subsidy, Ontario Works, Employment Services
- Delivered by the City of St. Thomas through Consolidated Municipal Services Management Agreement (CMSM)

### Seniors Services
- Long Term Care
- Elgin Manor, Bobier Villa, Terrace Lodge - 247 beds
- Adult Day program, Meals on Wheels, Stroke Day Program
County Services

Health Unit
- Southwestern Public Health, Board of Health
- Funded by City of St. Thomas, County of Elgin and County of Oxford

Regional Strategies
- “SWIFT” broadband program
- Regional Economic Development Strategies (WOWC)

Health Recruitment/St. Thomas-Elgin Public Art Centre, etc.
- City/County-wide physician recruitment
- Operational support for Public Art Centre
Council Priorities and “front burner issues”
Action Plan

Capital Projects
- Provincial Offences Administration Building (08/2019)
- Terrace Lodge Redevelopment Project (detailed design underway)
- Port Bruce Bridge Replacement and Relocation of Temporary Bridge

County Council
- Corporate and project-specific communication strategy needed (internal/external)
- Explore opportunities for enhanced support for constituent municipalities through shared services
- Enhanced accountability and transparency
- Informed decision making (focus on costs vs. risks vs. results)
- Mandatory vs. discretionary funding, with the goal of lowering costs
- Western Ontario Wardens Caucus initiatives
Terrace Lodge Redevelopment
POA Facility
Ongoing Projects

- Securing funding for Transit Feasibility Study (RED application)
- Services/Operational Review (efficiencies)
- Community Safety Plan (initial conversations with St. Thomas Police Service, Elgin Ontario Provincial Police and Aylmer Police Service)
- Recruitment and onboarding new Fire Trainer/Community Emergency Management Coordinator
- Municipal Tax Assessment Group (MTAG)
- Broadband (Southwestern Integrated Fibre Technology)
2019 and Beyond
Enhanced Service Offerings

• What could the County do to better support your municipality?
Contact Info

Warden Duncan McPhail
warden@elgin.ca
519-631-1460

Julie Gonyou, Chief Administrative Officer/Clerk
cao@elgin.ca
519-631-1460
DATE: April 8, 2018

PREPARED BY: Brent Clutterbuck

REPORT NO.: DRA 2019-12

SUBJECT MATTER: Hutchinson Drain 2018 Tender Results

Recommendation: That Council of the Township of Southwold award the contract for the construction of the Hutchinson Drain 2018 to A.G. Hayter Contracting Ltd for a total cost of $31,940.00 +HST and instructs the Mayor and Clerk to sign the tender contract

Background:
Tenders where opened Tuesday April 2, 2019 at 1:20pm. The extent of the work that comprised this tender is the construction of the Hutchinson Drain 2018 as contained in the report that forms part of Township of Southwold By-Law 2018-53. The Tender was advertised on our Municipal website and in the West Elgin Chronicle. Seven drainage contractors received tender documents and four tenders were submitted to the municipality by the closing deadline. The Engineers estimate for the construction portion of this drain is $30,280.00. The Tenders that we received back varied from approximately 105.5% to 141.3% of the Engineers estimate.

Comments/Analysis: Tender Results

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Tender Amount</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.G. Hayter Contracting Ltd</td>
<td>$31,940.00 +HST</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>1319725 Ont. Inc (Cowan Farm Drainage)</td>
<td>$33,199.00+HST</td>
<td>08/01/2019</td>
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<tr>
<td>Robinson Farm Drainage</td>
<td>$42,800.00+HST</td>
<td>11/19/2019</td>
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<tr>
<td>Timmermans Farm Drainage</td>
<td>$37745.00 +HST</td>
<td>10/01/2019</td>
</tr>
</tbody>
</table>

Financial Implications: The tender submitted by A.G. Hayter Contracting Ltd is approximately 105.5% of the Engineers estimate. The Township of Southwold estimated net assessment will increase by approximately $550.00 from the original budgeted price of $17,600.00. The final actual cost of the drain is dependant on the number tile connections not noted on the plan, any unforeseen circumstances encountered during construction resulting in extra contingencies costs plus actual interest charges.

Respectively Submitted by:

Brent Clutterbuck, Drainage Superintendent
“Submitted electronically”

Approved by:

Lisa Higgs
CAO/Clerk
DATE: April 8, 2019

PREPARED BY: Brent Clutterbuck

REPORT NO.: DRA 2019-13 Wonderland Road South Drains

SUBJECT MATTER: Wonderland Road South Drains Tender Results

Recommendation: That Council of the Township of Southwold award the contract for the construction of the Wonderland Road South Drains to Robinson Farm Drainage Limited for a total cost of $927,485.65 including HST and instructs the Mayor and Clerk to sign the tender contract.

Background:
Tenders were opened Tuesday April 2, 2019 at 1:13pm. The extent of the work comprised this tender is the construction of the Wonderland Road South Drains as contained in the reports that forms part of Township of Southwold By-Law 2019-11 Auckland Drain-Branch ‘F’ 2019, By-Law 2019-12 Henderson Drain 2019 and By-Law 2019-13 Lindsay Drain 2019. The Tender was advertised on our Municipal website and in the West Elgin Chronicle. Seven drainage contractors received tender documents and two tenders were submitted to the municipality by the closing deadline. The Engineers estimate for the construction portion of this drain is $842,480.00. The Tenders that we received back varied from approximately 97.8% to 109.04% of the Engineers estimate.

Comments/Analysis: Tender Results

<table>
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<tr>
<th>Contractor</th>
<th>Tender Amount</th>
<th>Completion Date</th>
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</thead>
<tbody>
<tr>
<td>Robinson Farm Drainage</td>
<td>$927,485.65 +HST</td>
<td>03/01/2020</td>
</tr>
<tr>
<td>VanBree Drainage and Bulldozing Ltd.</td>
<td>$1,034,841.80 +HST</td>
<td>03/01/2020</td>
</tr>
</tbody>
</table>

Financial Implications: The tender submitted by Robinson Farm Drainage is approximately 97.8% of the Engineers estimate. The Township of Southwold estimated net assessment for the Lindsay Drain will increase approximately $3,500.00 from the original budgeted price of $30,000.00. The final actual cost of the drain is dependant on the number tile connections not noted on the plan, any unforeseen circumstances encountered during construction resulting in extra contingencies costs plus actual interest charges.

Respectively Submitted by:

Brent Clutterbuck, Drainage Superintendent
“Submitted electronically”

Approved by:

Lisa Higgs
CAO/Clerk
TO: Mayor and Council of the Township of Southwold
FROM: Heather James, Planner
SUBJECT: Amendment to the Agricultural 3 (A3) Zones of the Township of Southwold Comprehensive Zoning By-law 2011-14 by Stephen and Marion Jones to facilitate the severance of a surplus farm dwelling parcel.

REASONS FOR AND NATURE OF THE APPLICATION:

The property is legally described as Part of Lot 3, Range 2 Concession NLR, Township of Southwold and described municipally as 5694 Jones Road (shown on Figure 1, Location of Subject Lands). The owners are proposing the retained parcel (farm lot) be rezoned from Agricultural 1 (A1) Zone to Agricultural 3 (A3) Zone to prohibit residential use. A Zoning By-law Amendment is a condition of severance of a surplus farm dwelling, associated with County of Elgin Land Division Consent File No. E 94/18. Land Division Committee provided provisional consent approval on December 12, 2018 and no appeals were received.

Figure 1: Location of Subject Lands

BACKGROUND INFORMATION:

The lands to be severed (residential lot, outlined in yellow on Figure 1) will have a frontage of 64.5 m (211.61 ft.) with a depth of 91.0 m (299.0 ft.) and a lot area of 0.59 ha (1.45 ac.). The severed parcel will be used for residential use and contain a single detached dwelling and two...
storage buildings. The severed parcel will be serviced with municipal water and a private septic system.

The lands to be retained and rezoned (farm lot, outlined in red on Figure 1), will have a frontage of 585.5 m (1,920.93 ft.), an irregular depth and a lot area of 41.0 ha (101.0 ac.). The lands to be rezoned will contain two barns, five grain bins and one shed with no services.

**Figure 2: Sketch Submitted by Owners/Applicants**

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**CIRCULATION OF THE APPLICATION:**

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands 20 days prior to the public meeting.

No comments of concern were received from Township staff and applicable commenting agencies and no comments were received from neighboring property owners.

**PLANNING POLICY REVIEW:**

Provincial Policy Statement, County of Elgin Official Plan and Township of Southwold Official Plan
Consistency with the Provincial Policy Statement 2014 and conformity with the County of Elgin Official Plan and the Township of Southwold Official Plan were determined as part of the review for the consent application.

This application is consistent with the Provincial Policy Statement 2014 and conforms to the County of Elgin Official Plan and the Township of Southwold Official Plan, in particular with the requirement to rezone the retained parcel.

Township of Southwold Comprehensive Zoning By-Law 2011-14
The subject lands are zoned Agricultural 1 (A1) with a portion of the retained parcel subject to Kettle Creek Conservation Authority Regulated Areas in the Township of Southwold Zoning By-Law as shown on Schedule ‘A’ Map 8.
The A1 Zone permits agricultural and agricultural related uses. Single detached dwellings are also permitted in the A1 Zone. The regulations for a lot legally used for a single detached dwelling created by consent are subject to reduced lot requirements.

The A1 Zone Subsection 5.2 (g) ‘Reduced Lot Requirements’ regulates lots created for single detached dwellings surplus to farm operations. The minimum lot area permitted is 1858.0 m² (20,000.0 sq. ft.). The maximum lot area permitted is 6,000 m² (1.48 ac.).

**Comment:** The proposed severed parcel area of approximately 0.59 ha (5,869.5.0 m², 1.45 ac.) meets the requirements. The proposed lot frontage of 64.5 m (211.61 ft.) also meets the requirements. The proposed severed parcel will remain zoned A1 under the A1 Zone Subsection 5.2 (g) ‘Reduced Lot Requirements’.

The Agricultural 3 (A3) Zone prohibits residential use on the farmland. The A3 Zone is recommended to be applied to the retained parcel.

Section 3.11 Hazard Lands states no permanent buildings or structures with the exception of those designated, used or intended for flood or erosion control purposes shall be erected or used on lands which exhibit a hazardous condition unless a permit has been obtained by the applicable Conservation Authority. No development is proposed in the hazard lands.

**SUMMARY/CONCLUSION:**

The proposed Zoning By-law Amendment application is consistent with the Provincial Policy Statement and conforms to the County of Elgin Official Plan and the Township of Southwold Official Plan.

**RECOMMENDATION:**

Subject to review of objections and submissions arising at the Public Meeting, I recommend:

That Council of the Township of Southwold **APPROVE** the proposed Zoning By-law Amendment ZBA 2019-03 in accordance with the site-specific By-law attached

Respectfully submitted by:

Heather James, MCIP, RPP
Planner
TO: Mayor and Council of the Township of Southwold

FROM: Heather James, MCIP, RPP, Planner

SUBJECT: Proposed Severance Application by Brooymans Farms Ltd. c/o Amy Dale, Gunn & Associates, to permit the severance of a surplus farm dwelling.

REASONS FOR AND NATURE OF THE APPLICATION:

The subject lands, shown on Figure 1, are legally described as Part of Lot 11, Concession Range 1 North of Union Road and known municipally as 5746 and 5758 Union Road. The subject lands are located on the north side of Union Road. The approximate 41.36 ha (102.21 ac.) farm parcel has a habitable residence, one shed and seven grain bins. There are two driveways onto Union Road. The residence is serviced by municipal water and a privately owned and operated individual septic system. The lands are under cultivation. The predominant land use in the area is cash crop agriculture and orchards. A ravine system runs through the rear of the lands.

Figure 1: Location of Subject Lands
BACKGROUND INFORMATION:

Figure 2 shows the proposal to sever a 0.563 ha (1.39 ac.) parcel with an irregular depth of 94.81 m (311.04 ft.) and frontage of 60.5 m (198.49 ft.) with a habitable residence with municipal water and private septic system.

Figures 2: Sketch Submitted by Owner and Applicant
Figure 3 shows the proposed retained parcel will have an area of 40.8 ha (100.8 ac.) with an irregular depth of 679.27 m (2,228.58 ft.) and frontage of 557.16 m (1,827.94 ft.), with one shed and seven grain bins and no services.

**Figure 3: Sketch Submitted by Owner and Applicant**

There is a private hydro service that originates from the retained parcel and provides service to both the retained and severed parcels.

An existing driveway provides access to Union Road for the proposed severed parcel and also an existing driveway provides access to Union Road for the proposed retained parcel.

In Section 18 of the Elgin County Application for Consent, the farm owners have declared the residence is surplus to the needs of their farming operation. Their main farm base of operations is located at 6081 Union Road, in the Township of Southwold.
**STAFF COMMENTS:**

The proposed severance application was circulated to Township staff for comment. Comments submitted from staff are listed below:

**Drainage Superintendent**

*Reapportionment of the Ferguson Drain. Mutual agreement drain is required.*

**Comment:** Drainage reapportionment and a mutual agreement drain have been included as conditions of severance.

**Chief Building Official**

*Ensure the hydro service is not shared between the two properties.*

**Comment:** I have included as a condition of severance that the private hydro service that originates from the retained parcel and crosses over to the severed parcel be removed and a new private hydro service for the severed parcel be installed.

**PLANNING POLICY REVIEW:**

**Provincial Policy Statement (PPS)**

Under Section 3(5) of the *Planning Act*, the Township “shall be consistent with” matters of provincial interest as set out in the Provincial Policy Statements (PPS). Lot creation in agricultural areas are permitted for: a) agricultural uses; b) agriculture-related uses; c) a **residence surplus to a farming operation** as a result of farm consolidation, provided that the planning authority ensures that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance; and d) infrastructure, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way. New land uses, including the creation of lots and new or expanding livestock facilities shall comply with the minimum distance separation formulae.

**Comment:** The residence is surplus to the needs of the farm owners. The new lot is limited in size to accommodate the use and services. A condition to rezone the retained farmland to prohibit construction of new residences is recommended to address the PPS requirement to prohibit new dwellings on the vacant farmland. The proposed severance meets the recommended Minimum Distance Separation I setback.

A portion of the proposed retained parcel is within a significant woodland. Development and site alteration in significant woodlands or on adjacent lands is not permitted unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions, generally through an Environmental Impact Study (E.I.S.).

**Comment:** No development is proposed as a result of this severance and therefore, the proposed severance will not have an impact on the significant woodlands and adjacent lands and therefore an E.I.S. is not required. Should development be proposed within and adjacent to the significant woodlands, an E.I.S. will be required during the building permit application process.

**Conclusion:** The proposed severance application is consistent with the PPS.
County of Elgin Official Plan
The subject lands are designated Agricultural Area on Schedule ‘A’ Land Use in the County of Elgin Official Plan. A portion of the proposed retained parcel is within Woodlands as indicated on Appendix #1 Natural Heritage Features and Areas in the County of Elgin Official Plan.

Section E1.2.3.4 b) permits the creation of new lots provided the local Official Plan supports their creation and if the lot is to be created to accommodate a habitable residence that has become surplus to a farming operation as a result of a farm consolidation provided that the development of a new residential use is prohibited on any retained parcel of farmland created by the consent to sever.

Comment: The residence to be severed is habitable and is surplus to the owners’ farming operation. The proposed severed parcel meets the recommended MDS I setback. A condition to rezone the retained farmland to prohibit construction of new residences is recommended.

Section D1.2 Natural Heritage contains policies pertaining to significant woodlands. Section D1.2.6 states development and site alteration is not permitted in a significant woodland or on adjacent lands unless an Environmental Impact Statement has been completed, demonstrating there will be no negative impact to the natural heritage features. Lastly, Section D1.2.7 Adjacent Lands states development and site alteration within 120 metres of a significant woodland shall not proceed unless an E.I.S. has been completed, demonstrating there will be no negative impact to the natural heritage features.

Comment: No development is proposed as a result of this severance and therefore, the proposed severance will not have an impact on the significant woodlands and adjacent lands and therefore, as a condition of this severance, I request that Council waive the requirement for an E.I.S.

Conclusion: The proposed severance application conforms to the County of Elgin Official Plan.

Township of Southwold Official Plan
The subject lands are designated Agricultural on Schedule ‘A’ Land Use in the Township of Southwold Official Plan. The Woodlands on Schedule ‘B’ and the Hazard Lands on Schedule ‘B-1’ overlay apply to a portion of the proposed retained parcel.

Section 6.8.6 Agricultural Consent policies for residences surplus to the needs of a farm operation state land severances in the Agricultural Area may be permitted for:

e) a habitable farm dwelling made surplus to the needs of a farm operation, as a result of farm consolidation, subject to the following conditions:

   i) the retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;
   ii) the non-farm parcel will be zoned to recognize the non-farm residential use;
   iii) Minimum Distance Separation I provisions can be met.

Comment: The proposed severance demonstrates that the residence is surplus to the farming operation of the purchasing farmer. There are no livestock operations affecting the proposal.

Section 5.7.1 Sanitary Sewage and Water Services policies require that existing sewage and water services are adequate.
Comment: A condition that the Chief Building Official be satisfied that the septic system functions adequately is recommended for the proposed severed parcel.

Section 2.1 Natural Heritage Features and Areas and Hazard Lands prohibits buildings, structures and alteration to lands designated Hazard Lands.

Comment: No buildings and/or structures are within the Hazard Lands overlay. No development is proposed on the proposed retained parcel.

Section 2.2 Natural Heritage Features and Areas states development and site alteration within a significant woodland and within 120 metres of the adjacent lands is subject to the Environmental Impact Study (E.I.S.) demonstrating no negative impacts to the feature and its ecological function.

Comment: No development is proposed as a result of this severance and therefore, the proposed severance will not have an impact on the significant woodlands and adjacent lands and therefore, as a condition of this severance, I request that Council waive the requirement for an E.I.S.

Conclusion: The proposed severance application conforms to the Township of Southwold Official Plan.

Township of Southwold Comprehensive Zoning By-Law 2011-14
The subject lands are zoned Agricultural 1 (A1), with a portion of the lands subject to Natural Area and Adjacent Lands constraint and Kettle Creek Conservation Authority Regulation Limits as shown in the Township of Southwold Zoning By-Law on Schedule ‘A’ Map 9.

The A1 Zone permits agricultural and agricultural related uses. Single detached dwellings are also permitted in the A1 Zone. The regulations for a lot legally used for a single detached dwelling created by consent are subject to reduced lot requirements.

The A1 Zone Subsection 5.2 (g) ‘Reduced Lot Requirements’ regulates lots created for single detached dwellings surplus to farm operations. The minimum lot area permitted is 1858.0 m$^2$ (20,000.0 sq. ft.). The maximum lot area permitted is 6,000 m$^2$ (1.48 ac.). The minimum lot frontage is 30.0 m (98.0 ft.).

Comment: The proposed severed parcel area of approximately 0.563 ha (5,625 m$^2$, 1.39 ac.) meets the requirements. The proposed lot frontage of 60.5 m (198.49 ft.) also meets the requirements. The proposed severed parcel will remain zoned A1 under the A1 Zone Subsection 5.2 (g) ‘Reduced Lot Requirements’.

The Agricultural 3 (A3) Zone prohibits residential use on the farmland. The A3 Zone is recommended to be applied to the retained parcel.

Section 3.4 Environmental Protection Zones, Natural Areas and Adjacent Lands states no new buildings or structures are permitted in the Natural Area and Adjacent Lands constraint area without the completion of an Environmental Impact Study, prepared by a qualified environmental consultant that states no negative impacts will occur to the Natural Areas. Since no development is proposed as a result of this severance, I recommend that an E.I.S. is not required.

Section 3.11 Hazard Lands states no permanent buildings or structures with the exception of those designated, used or intended for flood or erosion control purposes shall be erected or used...
on lands which exhibit a hazardous condition unless a permit has been obtained by the applicable Conservation Authority. No development is proposed in the hazard lands.

SUMMARY/CONCLUSION:

The proposed severance application is consistent with the Provincial Policy Statement and conforms to the County of Elgin Official Plan and the Township of Southwold Official Plan.

RECOMMENDATION:

1) THAT Council of the Township of Southwold with regard to the proposed severance application file E 25/19 for a surplus farm dwelling hereby waives the requirement for an Environmental Impact Study on the proposed retained parcel.

2) THAT the Council of the Township of Southwold recommend approval to the County of Elgin Land Division Committee of the proposed severance application file E 25/19 subject to the following conditions:

   i) That the proposed retained parcel be rezoned;
   ii) That a septic system assessment be conducted on the severed parcel to ensure that the lands are suitable for a privately owned and operated septic system;
   iii) That a new private hydro service be installed for the severed parcel and all hydro lines and connections that cross private lot lines be removed, to the satisfaction of the Chief Building Official;
   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 parcel once the transaction has occurred will be provided to the Township.

Respectfully submitted by:

Heather James, MCIP, RPP
Planner
TO: Mayor and Council of the Township of Southwold

FROM: Heather James, MCIP, RPP, Planner

SUBJECT: Proposed Severance Application by Susan David c/o John Hogan to permit a residential lot addition.

REASONS FOR AND NATURE OF THE APPLICATION:

The subject lands, shown on Figure 1, are legally described as South Part of Lot 15, Concession NNBTR (being Parts 1, 2, 3 and 4 on RP 11R8079). They are located on the north side of Talbot Line. The approximate 26.8 ha (66.22 ac.) farm parcel is vacant and used for agricultural use. The predominant land use in the area is residential and cash crop agriculture. A creek runs through the southern portion of the lands, a woodlot is in the rear of the lands and a hydro corridor and former railway corridor runs through the centre of the lands.

Figure 1: Location of Subject Lands

BACKGROUND INFORMATION:

Figure 2, Proposed Severance, shows the proposal to sever a 929.03 m² (10,000.0 ft.²) with a width of 30.48 m (100.0 ft.) and a length of 30.48 m (100.0 ft.) parcel to be added to the rear of an abutting residential parcel, 35688 Talbot Line with a lot area of 1,809.55 m² (19,477.83ft.²) to be used for residential use.
The retained parcel will have an area of 24.1 ha (59.55 ac.) with a frontage of 47.3 m (188.0 ft.) and will continue to be used for agricultural use. This severance was conditionally approved on November 9, 2015 by Land Division Committee of the County of Elgin; however, the conditions were not fulfilled and the severance lapsed.

Figures 2 and 3: Sketches Submitted by Owner and Applicant
An existing driveway provides access to Talbot Line for the lands to be added to. There is no driveway access from Talbot Line for the retained parcel. The fields located in the north portion of the retained parcel have access through the former railway corridor.

STAFF COMMENTS:

The proposed severance application was circulated to Township staff for comment. Comments submitted from staff are listed below:

Drainage Superintendent
'Reapportionment will be required. If it was completed with a previous consent that was not completed then an update of the previous document will be all that is needed. No mutual agreement drain needed as the municipal drain will be in the added parcel.'

Comment: Drainage reapportionment has been included as a condition of severance.

PLANNING POLICY REVIEW:

Provincial Policy Statement (PPS)
Under Section 3(5) of the Planning Act, the Township “shall be consistent with” matters of provincial interest as set out in the Provincial Policy Statements (PPS). In particular, Section 1.1.3 Settlement Areas, Section 1.6.6 Sewage, Water and Stormwater, Section 2.3 Agriculture, and Section 3.1 Natural Hazard policies were evaluated.
Comment: The proposed severed parcel is within the Shedden Settlement Area and is designated Residential. A lot addition within the settlement area is permitted.

The balance of the proposed retained parcel will continue to be used for agricultural use. No development is proposed on lands within the area of the creek.

Conclusion: The proposed severance application is consistent with the PPS.

County of Elgin Official Plan
The proposed severed parcel is designated Tier Two Settlement Area on Schedule ‘A’ Land Use in the County of Elgin Official Plan.

Section E1.2.3.2 permits severances for the purposes of modifying lot boundaries, provided no new building lot will be created. In reviewing a boundary adjustment, the approval authority shall be satisfied that the boundary adjustment will not affect the long term use of the properties affected and as well the viability of the agricultural parcels affected.

The balance of the proposed retained parcel is designated ‘Agricultural Area’ on Schedule ‘A’ Land Use in the County of Elgin Official Plan. Agricultural uses are permitted.

Comment: The proposed severed parcel will be merged with an adjacent residential parcel and no new building lot will be created. The lot addition will not negatively affect the use of the residential parcel, or the use of the agricultural parcel.

Conclusion: The proposed severance application conforms to the County of Elgin Official Plan.

Township of Southwold Official Plan
The proposed severed parcel is designated Residential on Schedule ‘A-3’ Shedden Settlement Area in the Township of Southwold Official Plan. The proposed retained parcel is designated Agricultural on Schedule ‘A’ Land Use, and Hazard Lands on Schedule ‘B-1’ in the Township of Southwold Official Plan. In particular, Section 4.1 Agriculture, Section 4.3.1 Residential, Section 6.8.2 Consent Guidelines, Section 2.1 Natural Heritage Features and Areas and Hazard Lands policies were reviewed.

Comment: Severances to adjust lot boundaries or to increase the size of existing undersized lots is permitted provided no new lot will be created. The balance of the proposed retained parcel will continue to be used for agricultural uses. The proposed retained parcel meets the criteria of Section 4.1 Agriculture.

Section 2.1 Natural Heritage Features and Areas and Hazard Lands prohibits buildings, structures and alteration to lands designated Hazard Lands. No buildings and/or structures are within the Hazard Lands overlay.

Conclusion: The proposed severance conforms to the Township of Southwold Official Plan.

Township of Southwold Comprehensive Zoning By-Law 2011-14
The proposed severed parcel is zoned Residential 1 (R1) and subject to the Conservation Authority Regulated Areas as shown on Schedule ‘A’ Map 13.

The proposed retained parcel is zoned Settlement Reserve (SR) as shown on Schedule ‘A’ Map 13 and Special Provision Agricultural 1 (A1-27) Zone with a Natural Area and Adjacent Lands overlay and subject to the Conservation Authority Regulated Areas as shown on Schedule ‘A’ Map 2.
The SR Zone permits existing farm dwellings and agricultural uses excluding mushroom farms, commercial greenhouses and livestock operations. The SR lands are currently in grass vegetation and contain no buildings and/or structures.

The A1-27 Zone permits agricultural and agricultural related uses with a minimum lot area of 23.0 ha (56.83 ac.) and a minimum lot frontage of 47.0 m (154.2 ft.).

Any site alteration, fill and development proposed within the Conservation Authority Regulated Areas may require a permit from the applicable conservation authority. No development is proposed in the regulated areas.

Other Issues
As a condition of the severance, the lands being conveyed (severed parcel) are to be registered in the same name and title as the lands to which they are being added to. The lands to be added to were created in 2006 by Elgin County Land Division Committee and cannot merge on title with the severed parcel unless a parcel of land is severed from the parcel and merged with an abutting landowner.

It has been recommended as a condition of the severance, a 0.09 sq. metre parcel of land as identified as Part 1 on Figure 2 be deeded to the Township of Southwold at the expense of the owner to ensure the proposed severed parcel will merge on title with the lands to be added to.

SUMMARY/CONCLUSION:

The proposed severance application is consistent with the Provincial Policy Statement and conforms to the County of Elgin Official Plan and the Township of Southwold Official Plan.

RECOMMENDATION:

1) THat the Council of the Township of Southwold recommend approval to the County of Elgin Land Division Committee of the proposed severance application subject to the following conditions:

   i) That all financial obligations to the Township of Southwold be paid in full;
   ii) That a 0.09 sq. metre parcel of land, identified as Part 1 on RP 11R-10099 be deeded to the Township of Southwold at the expense of the owner;
   iii) That drainage reapportionment if necessary and payment therefore;
   iv) That an electronic copy (Adobe PDF) of the registered survey has been provided to the Township;
   v) That the proposed severed parcel become joined to and placed in the same title as the abutting property to the south, 35668 Talbot Line; and,
   vi) That the solicitor provides an undertaking that a copy of the registered deed for the severed parcel once the transaction has occurred will be provided to the Township

Respectfully submitted by:

Heather James, MCIP, RPP
Planner
DATE: April 8, 2019

PREPARED BY: Brent Clutterbuck, Drainage Superintendent

REPORT NO.: DRA 2019-05

ACTIVITY REPORT FROM: March 1, 2019 –March 31, 2019

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

Drains Before Council

- Turville Drain #2 (Sept15) (January 17): Final Reading of By-Law On April 8th agenda.
- Wonderland Road Drains: Review of Tenders Scheduled for April 8th agenda
  1)Lindsay Drain (March 17):
  2)Henderson Drain (March 17)(Aug 18):
  3)Auckland Drain (March 17):

Construction:

- Daughorty Drain (Nov 16): Tender awarded to AG Hayter, Construction late 2019
- Gordon Whalls Drain (July16): brushing and cleaning open ditch north of 6 th line completed, Pre-construction meeting held for lower section farm access culvert. Anticipated completion of drain late 2019
- Bogart Drain Branch C (March 17) Pre-construction meeting held, work anticipated to start late march – April
- Hutchinson Drain: (Sept 14): Tenders to be reviewed on April 8th agenda

In the hands of the Engineer

- Third Line – Magdala Drain (formerly Con 3, Lot 5 Drain): (June 12) Council returned to Engineer.
- McIntosh #2 Drain (Sept 15): We have reviewed a proposal with MTO and the owners who requested the improvement. We are awaiting MTO comments
- Barber Drain (May17): Meeting to review the proposal of the Engineer was held March 21st, 2019, follow up survey and utilities locates to be done
- Bogart Drain Ext. (Dec 15): The proponent has asked that this drain be put on hold for the time being
- Williams Improvement Drain (May 2018)(Nov 2018): Meeting to review the proposal of the Engineer was held March 27th, 2019, follow up utilities locates to be done
- South Talbotville Drain: On site meeting has been held with the developer, our engineer is working in cooperation with the developer’s engineer.
**Drains Initiated in Neighboring Municipalities**


**Maintenance:**

- Bottom clean out of the Fowler Drain mostly complete, contractor needs to return to finish a section where an excavator with a long reach is required as well as they need to clean out the culvert under Fingal Line.
- The bottom cleanout of Hagerty Drain completed.
- A new access culvert was installed in the Hunt Drain, bottom clean out completed
- Tile repairs will start when weather and ground conditions permit

2. **Report on any outstanding /unresolved concerns, issues:**

3. **Training undertaken by staff:**

4. **2018 Capital Project Process:**

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Education and Association meetings

Respectively Submitted by:

Brent Clutterbuck/Drainage Superintendent
“Submitted electronically”

Approved by:

Lisa Higgs
CAO/Clerk
DATE: April 8, 2019

PREPARED BY: Jeff McArthur, Fire Chief

REPORT NO.: FIR-08

ACTIVITY REPORT FROM: March 1- March 31, 2019

1. Department updates on its activities and meeting(s) since last report:
   a. Calls for service – a total of 11 emergencies were responded to in the month of March including two motor vehicle collisions and one mutual aid call in Central Elgin.
   b. Shedden Station hosted the bi-monthly Elgin County Mutual Aid meeting.

2. Report on any outstanding /unresolved concerns, issues:
   a. Ongoing fire inspections
   b. Hwy 401/Union Road overpass construction has begun for 2019. Fire Chief attends monthly MTO/Contractor meetings.

3. Training undertaken by staff:
   a. Regular training topics included Call Review, Pumper Operations and Initial Scene Setup.
   b. Annual First Aid CPR/Naloxone/Epi-Pen recertification for all firefighters.
   c. Five recruits attending NFPA 1001 Firefighter training in Oxford County on evenings and weekends.

4. 2018/2019 Capital Project Process:

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Respectively Submitted by:

Jeff McArthur, Fire Chief
“Submitted electronically”

Approved by:

Lisa Higgs
CAO/Clerk
DATE: April 8, 2019
PREPARED BY: Jeff McArthur, Fire Chief
REPORT NO.: FIR-09
REPORT SUBJECT: Talbotville Fire Station Replacement

Recommendation
That the Township of Southwold Council supports the creation of a Talbotville Station Technical Advisory Committee and accepts the proposed timeline as information.

Purpose:
As directed by Council during 2019 budget deliberations, the purpose of this report is to seek Council direction on the establishment of a technical committee to work on the Talbotville Fire Station Replacement.

Background
The Talbotville Fire Station has served the Southwold Fire Department and the community well over its half century of use. Although the Township of Southwold built an addition onto the Talbotville Station over two decades ago, the station is still unable to provide proper office space, washroom facilities, storage room or an adequate classroom training environment. These concerns were first formally identified in the Township of Southwold’s Fire Master Plan in 2013. With the planned residential development in the Talbotville area, the Township of Southwold has committed to a new Talbotville Station in the near future. The first step in this process is land acquisition. The Southwold 2019 budget includes $100,000 for land acquisition for the new Talbotville Station. During the budget deliberations in 2019, Council directed staff to investigate formulating a plan and timeline for the Talbotville Fire Hall construction. This report serves as the initiation of this process.
Comment:

To ensure the Township receives a properly located, appropriately designed, and financially suitable building, that will serve the Fire Department for several decades, the creation of a Talbotville Station Technical Advisory Committee is recommended by staff. The Fire Chief has conferred with other municipalities who have recently constructed new stations and it has been strongly recommended that a technical committee is the best course of action for considering various opinions and compiling expertise.

Township staff have considered the composition, the frequency of meetings, and the proposed timeline for completing the work and offer the below as a suggestion for Council approval:

Proposed Committee Composition:

- Fire Chief (Chair)
- Two Members of Council (selected by Council)
- Two Talbotville Station Representatives (to be selected by the Fire Chief)
- Non-Voting Administrative Support (Communications Clerk) for minute taking and research

Proposed Meeting Frequency:

- Meet monthly in the evenings, at a date determined by the Committee

Proposed Timeline:

April 2019 – Establish Committee Members and Terms of Reference for Committee

May 2019 – July 2019 – Recommendations of Possible Sites for the Hall, land size requirements, report to Council

July 2019 – December 2019 – Secure Land for Hall (via contact with property owners in Talbotville Area)


June 2020 – September – RFP Design of Building

February 2021 – Tender Construction
Respectively Submitted by:

Jeff McArthur, Fire Chief
“Submitted electronically”

Approved by:

Lisa Higgs
CAO/Clerk
TOWNSHIP OF SOUTHWOLD
Monthly Activity Report to Council

DATE: April 8, 2019.

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent

REPORT NO.: PWS 2019- 15

ACTIVITY REPORT FROM: March 2019

1. Department updates on its activities and meeting(s) since last report:
   - We responded to 8 winter events.
   - The rusted utility box on pickup #50 was removed and replaced in-house with
     a standard truck bed from surplus truck # 5
   - Various sign repairs, debris pickup and cold patch repairs were undertaken.
   - Grading and scraping operations were started on all gravel roads, various
     trouble spots had gravel added.
   - Tree removals and clean up of windstorm damage has begun with more to
     follow.
   - A stubborn water leak within the public works yard was located and repaired.

2. Report on any outstanding /unresolved concerns, issues: N/A

3. Training undertaken by staff:
   - Four staff members have been registered for the annual AORS Truck
     Roadeo


<table>
<thead>
<tr>
<th>Year</th>
<th>Budget</th>
<th>Status/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2017</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water and Sewer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trunk Sewer-Phase 2 – from 2017-includes storm and road components</td>
<td>4,200,000.00</td>
<td>Pre-construction meetings have been held with contractor, consultants and some citizens</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2018</strong></th>
<th>Status/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Purchase</td>
<td></td>
</tr>
<tr>
<td>2018 Crew Cab with utility box</td>
<td>75,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Construction Projects</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairground, Spicer and Teetzel Streets - Shedden (Teetzel)-road</td>
<td>30,000</td>
</tr>
<tr>
<td>Project Description</td>
<td>Amount</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Fairground, Spicer and Teetzel Street - Shedden (Teetzel) - storm sewer-municipal drain and temporary road</td>
<td>350,000</td>
</tr>
<tr>
<td><strong>Bridges</strong></td>
<td></td>
</tr>
<tr>
<td>Longhurst Bridge Reconstruction</td>
<td>705,576</td>
</tr>
<tr>
<td>Woodplant Road Bridge</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Street Lights</strong></td>
<td></td>
</tr>
<tr>
<td>2 new streetlights- Ford Rd &amp; Wonderland and Talbotville Gore &amp; Sunset</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Parks and Rec</strong></td>
<td></td>
</tr>
<tr>
<td>Turf Management Rehabilitation</td>
<td>8,000</td>
</tr>
<tr>
<td><strong>2019</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Public Works</strong></td>
<td></td>
</tr>
<tr>
<td>Work Management Software</td>
<td>18,000.00</td>
</tr>
<tr>
<td>Asset Management Plan/Data Collection</td>
<td></td>
</tr>
<tr>
<td>Public Works Roof</td>
<td>5,000.00</td>
</tr>
<tr>
<td><strong>Equipment Purchase</strong></td>
<td></td>
</tr>
<tr>
<td>2001 Tandem Replacement</td>
<td>275,000.00</td>
</tr>
<tr>
<td>84” Mower</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Paint Striper Technology Upgrade</td>
<td>5,000.00</td>
</tr>
<tr>
<td><strong>Hard Surface Projects</strong></td>
<td></td>
</tr>
<tr>
<td>Boxall Road Micro Resurfacing</td>
<td>100,000.00</td>
</tr>
<tr>
<td><strong>Bridges</strong></td>
<td></td>
</tr>
<tr>
<td>Longhurst Line Bridge</td>
<td>20,000.00</td>
</tr>
<tr>
<td><strong>Lynhurst Subdivision Engineering Costs</strong></td>
<td></td>
</tr>
<tr>
<td>Roads</td>
<td>17,000.00</td>
</tr>
<tr>
<td>Storm</td>
<td>17,000.00</td>
</tr>
<tr>
<td>Water</td>
<td>16,000.00</td>
</tr>
<tr>
<td><strong>Culverts</strong></td>
<td></td>
</tr>
<tr>
<td>Second Line Culvert</td>
<td>100,000.00</td>
</tr>
<tr>
<td><strong>Parks</strong></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Cost</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Zero Turn Mower/trailer for parks</td>
<td>20,500.00</td>
</tr>
<tr>
<td>Bases for ball diamond</td>
<td>800.00</td>
</tr>
<tr>
<td>Water and Sewer</td>
<td></td>
</tr>
<tr>
<td>Force main and Lift Station</td>
<td>1,300,000.00</td>
</tr>
</tbody>
</table>

Respectively Submitted by:

Paul Van Vaerenbergh, Public Works Superintendent
“Submitted electronically”

Approved by:

Lisa Higgs
CAO/Clerk
DATE: April 8, 2019

PREPARED BY: Paul Van Vaerenbergh, CRSI, Public Works Superintendent

REPORT NO.: PWS 2019-16

SUBJECT MATTER: Supply and Delivery of Granular Materials

Recommendation: That Council awards the Supply and delivery of granular materials to Streib Trucking in the amount of $179,225.00 (plus HST)

Purpose: The purpose of this report is to seek Council authorization to accept the tender results for the supply and delivery of granular materials.

Background: As part of the Township’s gravelling program and supply of winter sand, the Township has called for tender, the works associated with the supply and delivery of requested granular materials.

The tenders were advertised on the Township’s website www.southwold.ca, as well as, phone calls/emails made to suppliers and contractors requesting they bid tender on T2019 - 001.

Comments/Analysis: Two suppliers closed the tender (T2019-001): for supply and delivery of:

- 10,800 tonne “on the road” A gravel (July completion date)
- 860 tonne stockpile A gravel
- 1,000 tonne stockpile winter sand
- 200 tonne B gravel (provisional)
- 200 tonne ¾ crush (provisional)
- 100 tonne Rip-rap stone (provisional)

The two bidders were STREIB TRUCKING LTD at $179,225.00 and JEFF CAMPBELL TRUCKING at $189,267.00.

Financial Implications: Prices received were for approximate quantities. Tender results reflect prices below budget. To comply with Council’s 2019 commitment to increase “on the road gravel”, tender quantities will be adjusted to match this increase in budget.

Respectively Submitted by:

Paul Van Vaerenbergh, Public Works Superintendent
“Submitted electronically”

Approved by:
Lisa Higgs, CAO/Clerk
DATE: April 8, 2019

PREPARED BY: Paul Van Vaerenbergh, CRSI, Public Works Superintendent

REPORT NO.: PWS 2019-17

SUBJECT MATTER: Supply of Dust Suppressants

Recommendation: That Council accepts the quote of $0.242 from Da-Lee dust control and further directs the Public Works Superintendent to proceed with purchase.

Purpose: The purpose of this report to seek Council authorization to accept the quote from Da-Lee Dust Control and proceed with purchase.

Background: A tender was released for the supply and application of 35% calcium chloride dust control through joint tender by the Municipality of Central Elgin, and the Township of Malahide. The Township of Southwold was not included in this latest tender, as in past years. At close of tender it was awarded to Da – Lee Group as the low bid at $0.242 per litre compared with 2018 price of $0.210. Da – Lee has confirmed that they will honour the tender price given to Central Elgin and Malahide Township for 2019 This will come to approx. $ 78,000.00, which is in line with previous years quantities of approx. 322,000 litres.

Financial Implications:

The 2019 budget included an allocation for dust control materials of $80,000.00. The proposed bid of $78,000.00 is within the budgeted amount.

Respectively Submitted by:

Paul Van Vaerenbergh, Public Works Superintendent
“Submitted electronically”

Approved by:

Lisa Higgs
CAO/Clerk
TOWNSHIP OF SOUTHWOLD

Report to Council

DATE: April 8, 2019

PREPARED BY: Kim Grogan, Treasurer

REPORT NO.: FIN 2019-22

SUBJECT MATTER: Transfer to Reserve

Recommendation:
THAT Council approve the transfer of the following year end balances to reserve at December 31, 2018:

$ 1,188.30 to Fire Prevention Reserve
$ 534.00 to Economic Development Reserve-for Communities in Bloom
$ 330.49 to Economic Development Reserve-for Southwold by Tractor
$ 7,289.43 to Economic Development Reserve-for Economic Development
$ 80.52 to Economic Development Reserve-for History Committee
$ 3,101.34 to Economic Development Reserve-for Family Day/Winterfest
$3,306.40 to Policing Reserve.

Purpose:
To provide Council with 2018 Actual to Budget results for Fire Prevention, Communities in Bloom, Southwold by Tractor, Economic Development, History Committee, and Family Day/Winterfest and to receive Council’s approval to transfer the net variance to reserve for specific purposes.

Background:
The 2018 budget was passed with budgets for the aforementioned activities. As funds were raised from the tax levy, where applicable, and from donors for specific purpose, staff recommend that the variance from budget to year end balances be transferred to reserve at December 31, 2018.

Financial Implications:
Actual results are as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>YTD Net Costs (Revenues)</th>
<th>Budgeted Net Costs (Revenues)</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Prevention</td>
<td>$2,811.70</td>
<td>$ 4,000.00</td>
<td>($1,188.30)</td>
</tr>
<tr>
<td>Communities in Bloom</td>
<td>($534.00)</td>
<td>$ nil</td>
<td>($ 534.00)</td>
</tr>
<tr>
<td>Southwold By Tractor</td>
<td>($330.49)</td>
<td>$ nil</td>
<td>($ 330.49)</td>
</tr>
<tr>
<td>Economic Development</td>
<td>$4,205.29</td>
<td>$11,450.00</td>
<td>($7,244.71)</td>
</tr>
<tr>
<td>History Committee</td>
<td>$1,419.48</td>
<td>$ 1,500.00</td>
<td>($ 80.52)</td>
</tr>
<tr>
<td>Winterfest Committee</td>
<td>($2,951.34)</td>
<td>$ 150.00</td>
<td>($3,101.34)</td>
</tr>
<tr>
<td>Policing Costs</td>
<td>$600,309.60</td>
<td>$603,616.00</td>
<td>($3,306.40)</td>
</tr>
</tbody>
</table>

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

Approved by: Lisa Higgs, CAO/Clerk
“Approved electronically”
DATE: April 8, 2019
PREPARED BY: Kim Grogan, Treasurer
REPORT NO.: FIN 2019-23
SUBJECT MATTER: Fee for Service Update

Recommendation:

Purpose:
The purpose of this report is to provide Council with the updated Fee for Service By-law, with an amended schedule format and including any additional fees recommended by staff since budget deliberations.

Background:
As part of 2019 budget deliberations, changes to the planning department and building department fees were determined. By-law 2019-26 has been prepared with these approved fees.

Discussion:
The 2019 budget also included a new service, performance of marriage ceremonies, but the fee was not yet determined. By-law 2019-26 includes additional recommended fees as the result of inquiries and further review of our existing fee structure by staff as determined below:

Building Fees

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tent permit, if greater than 60 m²</td>
<td>$150.00</td>
</tr>
<tr>
<td>Change of use permit, no construction</td>
<td>$150.00</td>
</tr>
<tr>
<td>Conditional permit</td>
<td>$300.00 plus the regular fee</td>
</tr>
<tr>
<td>Solar panel fee for panels with an area of 5 m² or greater</td>
<td>$150.00</td>
</tr>
<tr>
<td>Administration fee for permits not paid for prior to permit expiry</td>
<td>Additional 25%</td>
</tr>
</tbody>
</table>
Administration Fees

Marriage Ceremony
- at municipal office during regular business hours $250.00
- off site $350.00 plus mileage

Our Insurance Provider has recently advised that all rentals on Township property require the applicant to provide proof of insurance coverage. As a result, Schedule “C” to by-law 2019-26 has been updated to include this requirement.

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

Approved by: Lisa Higgs, CAO/Clerk
“Approved electronically”
DATE:        April 8, 2019
PREPARED BY: Kim Grogan, Treasurer
REPORT NO.:  FIN 2019-24
SUBJECT MATTER: Fingal Park Project

Recommendation:

THAT Council receive report FIN 2019-24 for information and direct staff to proceed
with dugout installation on the new ball diamond in Fingal to a maximum threshold cost
of $21,375.74.

Purpose:

To advise Council of the total costs and related funding for the Fingal Park
improvements from 2016 to 2018 and to request that the remaining available funds from
Green Lane Community Trust be utilized towards dugouts for the new ball diamond in
Fingal.

Background:

In 2016, Green Lane Community Trust Board approved threshold funding of up to
$283,000.00 related to Fingal Ball Park improvements. In 2016, $11,648.47 was
utilized towards food booth upgrades, leaving $271,351.53 available for the ball park
and washroom improvements.

Staff received approval from Canada 150 to transfer funds from our 2016 application for
improvements to the Talbotville Park to the Fingal Park.

Financial Implications:

As the result of Provincial and Federal grants and generous contributions from Green
Lane and Stan's Total Tire and Service, the Township of Southwold was extremely
fortunate to complete this project without any impact on tax rates. The anticipated
funding from reserve was not required. The Fingal Park Reserve balance at 12/31/2017
is $39,654.53.
### Total Costs

- $34,221.30  original ball diamond improvements
- $172,772.58  new ball diamond installation
- $233,855.91  new accessible washroom and sidewalks
- $440,849.79

### Total Funding

- $50,000.00  Enabling Accessibility Fund
- $130,874.00  Canada 150 Funding (note: program approved transfer of project to Fingal Park, although some costs not were considered eligible for funding)
- $249,975.79  Green Lane Community Trust
- $10,000.00  Stan’s Total tire and Service donation
- $440,849.79

Funding of $21,375.74 remains from the threshold approved by Green Lane Community Trust. Staff recommend that this balance be utilized towards the dugout installation at the new diamond at Fingal Ball Park discussed during budget deliberations.

**Respectively Submitted by:**

- **Kim Grogan, Treasurer**  
  “Submitted electronically”

**Approved by:**

- **Lisa Higgs,CAO/Clerk**  
  “Approved electronically”
1. Department updates on its activities and meeting(s) since last report:
   Completed 124 inspections year to date. Please see attached permit comparison report Schedule ‘A’ CBO 2019-05 for monthly comparison, Schedule ‘B’ CBO 2019-05 annual comparison

2. Report on any outstanding /unresolved concerns, issues:

3. Training undertaken by staff: Completed online Large Building Coarse

4. 2018/2019 Capital Project Process:

<table>
<thead>
<tr>
<th>2018</th>
<th>Budget</th>
<th>Status/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keystone Complex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet door replacement</td>
<td></td>
<td>Pending installation</td>
</tr>
<tr>
<td>Security Camera from 2017</td>
<td></td>
<td>2018 item to be completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2019</th>
<th>Budget</th>
<th>Status/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Township Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV Wall Mount- Council</td>
<td>450.00</td>
<td>Order before end of April</td>
</tr>
<tr>
<td>Chambers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes to Building Fees</td>
<td></td>
<td>Public meeting set</td>
</tr>
<tr>
<td>Municipal building light</td>
<td>1,000.00</td>
<td>Contractor contacted waiting to arrange install</td>
</tr>
<tr>
<td>replacement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal building engineering review</td>
<td>5,000.00</td>
<td>Contact engineer before end of April</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Property</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Centre eavestrough downspout replacement</td>
<td>2,500.00</td>
<td>Contractor contacted waiting for install date when weather permits</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keystone Complex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portico light improvements</td>
<td>1,000.00</td>
<td>not started</td>
</tr>
<tr>
<td>Re-key catering and kitchen doors</td>
<td>500.00</td>
<td>Not started</td>
</tr>
<tr>
<td>Description</td>
<td>Amount</td>
<td>Status</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>2 projectors, mount, motorized screens, wiring</td>
<td>6,200.00</td>
<td>Not started</td>
</tr>
<tr>
<td>Keystone - toilet replacement</td>
<td>4,500.00</td>
<td>Not started</td>
</tr>
</tbody>
</table>

Respectively Submitted by:

Corey Pemberton Chief Building Official Sch
“Submitted electronically”

Approved by:

Lisa Higgs
CAO/Clerk
## Permit Comparison Summary

**Issued For Period MAR 1, 2019 To MAR 31, 2019**

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Previous Year</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Permit Count</td>
<td>Permit Count</td>
</tr>
<tr>
<td>ACCESSORY BUILDING PERMIT</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>ADDITION/ALTERATION/RENOVATION</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>IND./COM./INST CONSTRUCTION PERMIT</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>NEW SINGLE FAMILY DWELLING PERM</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>SEWAGE SYSTEM PERMIT</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>SWIMMING POOL PERMIT</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Previous Year</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Permits Issued</td>
<td>14</td>
<td>8</td>
</tr>
<tr>
<td>Total Dwelling Units Created</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Total Permit Value</td>
<td>2,030,660.00</td>
<td>2,121,075.00</td>
</tr>
<tr>
<td>Total Permit Fees</td>
<td>10,000.32</td>
<td>5,734.21</td>
</tr>
<tr>
<td>Total Compliance Letters Issued</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Compliance Letter Fees</td>
<td>0.00</td>
<td>0.00</td>
</tr>
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</table>

## Inspection Summary

<table>
<thead>
<tr>
<th>Ward</th>
<th>Permit Inspections</th>
<th>Other Roll Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>29</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>29</td>
<td>0</td>
</tr>
</tbody>
</table>

## Permit Charge

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESSORY BUILDING PERMIT</td>
<td>95.00</td>
</tr>
<tr>
<td>ADDITION/ALTERATION/RENOVATION</td>
<td>1,254.60</td>
</tr>
<tr>
<td>NEW SINGLE FAMILY DWELLING PERM</td>
<td>3,809.61</td>
</tr>
<tr>
<td>SEWAGE SYSTEM PERMIT</td>
<td>500.00</td>
</tr>
<tr>
<td>SWIMMING POOL PERMIT</td>
<td>75.00</td>
</tr>
</tbody>
</table>

Total Permit Charge: 5,734.21
## Permit Comparison Summary

**Issued For Period** JAN 1, 2019 **To** MAR 31, 2019

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Previous Year</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Permit Count</td>
<td>Fees</td>
</tr>
<tr>
<td>ACCESSORY BUILDING PERMIT</td>
<td>5</td>
<td>2,057.32</td>
</tr>
<tr>
<td>ADDITION/ALTERATION/RENOVATION</td>
<td>3</td>
<td>859.30</td>
</tr>
<tr>
<td>DECK PERMIT</td>
<td>1</td>
<td>211.60</td>
</tr>
<tr>
<td>DEMOLITION PERMIT</td>
<td>2</td>
<td>170.00</td>
</tr>
<tr>
<td>FARM BUILDING LIVESTOCK PERMIT</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>FARM BUILDING NON LIVE STOCK</td>
<td>1</td>
<td>348.08</td>
</tr>
<tr>
<td>IND./COM./INST CONSTRUCTION PERM</td>
<td>2</td>
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<tr>
<td>NEW SINGLE FAMILY DWELLING PERM</td>
<td>9</td>
<td>10,747.58</td>
</tr>
<tr>
<td>SEWAGE SYSTEM PERMIT</td>
<td>5</td>
<td>2,500.00</td>
</tr>
<tr>
<td>SWIMMING POOL PERMIT</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Previous Year**

- Total Permits Issued: 28
- Total Dwelling Units Created: 6
- Total Permit Value: 4,302,697.00
- Total Permit Fees: 18,301.38
- Total Compliance Letters Issued: 0
- Total Compliance Letter Fees: 0.00

**Current Year**

- Total Permits Issued: 16
- Total Dwelling Units Created: 4
- Total Permit Value: 5,831,075.00
- Total Permit Fees: 10,063.44
- Total Compliance Letters Issued: 0
- Total Compliance Letter Fees: 0.00

### Inspection Summary

<table>
<thead>
<tr>
<th>Ward</th>
<th>Permit Inspections</th>
<th>Other Roll Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>124</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>124</td>
<td>0</td>
</tr>
</tbody>
</table>

### Permit Charge

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Amount</th>
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<tbody>
<tr>
<td>ACCESSORY BUILDING PERMIT</td>
<td>95.00</td>
</tr>
<tr>
<td>ADDITION/ALTERATION/RENOVATION</td>
<td>2,142.10</td>
</tr>
<tr>
<td>DEMOLITION PERMIT</td>
<td>75.00</td>
</tr>
<tr>
<td>FARM BUILDING LIVESTOCK PERMIT</td>
<td>1,600.00</td>
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<tr>
<td>FARM BUILDING NON LIVE STOCK</td>
<td>665.48</td>
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<tr>
<td>IND./COM./INST CONSTRUCTION PERM</td>
<td>0.00</td>
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<tr>
<td>NEW SINGLE FAMILY DWELLING PERM</td>
<td>4,890.86</td>
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<tr>
<td>SEWAGE SYSTEM PERMIT</td>
<td>500.00</td>
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<tr>
<td>SWIMMING POOL PERMIT</td>
<td>75.00</td>
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</tbody>
</table>

**Total** 10,063.44
DATE: April 8th, 2019

PREPARED BY: Lisa Higgs

REPORT NO.: CAO 2019-46

ACTIVITY REPORT FROM: CAO/Clerk Lisa Higgs – March 2019

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>CAO &amp; Councillor Pennings met with St. Thomas Engineer to Discuss water system (Elgin Primary &amp; Secondary System)</td>
</tr>
<tr>
<td>March 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>CAO &amp; Mayor met with MP Karen Vecchio regarding Fingal Line Property Development</td>
</tr>
<tr>
<td>March 5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Attended Pre-Construction Meeting for Talbotville Gore Road with Dillon and J-AAR</td>
</tr>
<tr>
<td>March 5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Provided Laserfiche/Records Management Training to PW Superintendent and Communications Clerk</td>
</tr>
<tr>
<td>March 5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Attended Parks Committee Meeting</td>
</tr>
<tr>
<td>March 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Met with Dillon – Update on status of Township projects</td>
</tr>
<tr>
<td>March 7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Meeting with County Engineer &amp; County Manager of Planning – The Ridge Plan of Subdivision</td>
</tr>
<tr>
<td>March 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Joint Health and Safety Committee Meeting</td>
</tr>
<tr>
<td>March 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Southwold Young at Heart Committee</td>
</tr>
<tr>
<td>March 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Meeting with Dillon – Staff review of draft OP policies</td>
</tr>
<tr>
<td>March 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Talbotville Neighbourhood Committee Meeting</td>
</tr>
<tr>
<td>March 13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Winterfest Committee Wrap-Up Meeting</td>
</tr>
<tr>
<td>March 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Elgin Water Administrators Working Group</td>
</tr>
<tr>
<td>March 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>DWQMS Water Audit – Interview with Owner - St. Thomas Water Supply</td>
</tr>
<tr>
<td>March 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Confer with Fire Chief for drafting of Fire Hall Planning Report</td>
</tr>
<tr>
<td>March 26&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Attended Green Lane Community Trust Meeting</td>
</tr>
<tr>
<td>March 27&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Met with Steve Bushell to Discuss Shedden Open Space Park Planning</td>
</tr>
<tr>
<td>March 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Meeting with Benefits Provider – Renewal Information Session</td>
</tr>
<tr>
<td>March 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Southwold Young at Heart Open House</td>
</tr>
<tr>
<td>March 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Attended KCCA Office for GIS demonstration</td>
</tr>
<tr>
<td>March 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Attended Lorne Spicer Funeral Service at Keystone</td>
</tr>
</tbody>
</table>

2. Report on any outstanding /unresolved concerns, issues:

3. Training undertaken by staff:
4. 2018/2019 Capital Project Process:

<table>
<thead>
<tr>
<th><strong>2017</strong></th>
<th><strong>2018</strong></th>
<th><strong>Status/Comment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Camera</td>
<td>Installation pending RMB wiring. CBO Coordinating.</td>
<td></td>
</tr>
<tr>
<td><strong>2018</strong></td>
<td><strong>General</strong></td>
<td><strong>Budget</strong></td>
</tr>
<tr>
<td>Recording Equipment – Council Chambers</td>
<td>1,500</td>
<td>Installation contractor finalizing details</td>
</tr>
<tr>
<td>Records Management Software</td>
<td>30,000</td>
<td>Users trained on Software. All 11 licenses are being used.</td>
</tr>
<tr>
<td>TOMRMS (filing system)</td>
<td>4,000</td>
<td>TOMRMS has been purchased. A new by-law has been enacted and staff are trained.</td>
</tr>
<tr>
<td>Teranet GIS License</td>
<td>5,000</td>
<td>Access to R Plans has been granted to staff. R Plans have now been added to GIS system available to all users</td>
</tr>
<tr>
<td><strong>Parks and Rec</strong></td>
<td><strong>Talbotville Park Projects 2019, washrooms, ball diamond, parking lot, new electrical service, property leveling and prep work, engineering and contingency</strong></td>
<td>706,750.00</td>
</tr>
<tr>
<td><strong>Keystone Complex</strong></td>
<td><strong>Wireless Microphone</strong></td>
<td><strong>To be completed soon.</strong></td>
</tr>
<tr>
<td><strong>2019</strong></td>
<td><strong>Emergency Management Preparedness Supplies</strong></td>
<td><strong>5,000.00</strong></td>
</tr>
<tr>
<td><strong>Parks – SEE GANTT CHART ATTACHED TO REPORT</strong></td>
<td><strong>Shedden Open Space Park – Phase 1</strong></td>
<td>325,550.00</td>
</tr>
<tr>
<td><strong>Shedden Open Space Park Phase 2, washrooms, pavilion, playground, parking lot</strong></td>
<td>550,000.00</td>
<td>Playground – RFP closed on Washrooms – Engineer to have plans to staff for review by April 5th, 2019. Pavilion – Engineer to have plans to staff for review by April 5th, 2019. Parking Lot – Pending completion of other elements</td>
</tr>
</tbody>
</table>
Respectively Submitted by:

Managers Name/Title
“Submitted electronically”

Approved by:

Lisa Higgs
CAO/Clerk
<table>
<thead>
<tr>
<th>Task Description</th>
<th>Start Date</th>
<th>Duration (Days)</th>
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</thead>
<tbody>
<tr>
<td>Pavilion / Washroom - Design w/ Engineer</td>
<td>2/1/2019</td>
<td>67</td>
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<tr>
<td>Playground - Parks Committee Input</td>
<td>2/21/2019</td>
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<tr>
<td>Pavilion / Washroom - design review w/Parks Committee</td>
<td>3/13/2019</td>
<td>18</td>
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<tr>
<td>Pavilion / Washrooms - Tender</td>
<td>5/1/2019</td>
<td>1</td>
</tr>
<tr>
<td>Playground - Recommendation to Council</td>
<td>5/1/2019</td>
<td>1</td>
</tr>
<tr>
<td>Drainage Work - Report to Council</td>
<td>5/1/2019</td>
<td>1</td>
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<tr>
<td>Playground - Excavation of Site</td>
<td>5/1/2019</td>
<td>15</td>
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<tr>
<td>Drainage Work - Construction</td>
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</tr>
<tr>
<td>Playground - Construction</td>
<td>5/13/2019</td>
<td>19</td>
</tr>
<tr>
<td>Drainage Work - Construction</td>
<td>5/13/2019</td>
<td>15</td>
</tr>
<tr>
<td>Playgound - RFP Issued</td>
<td>5/13/2019</td>
<td>1</td>
</tr>
<tr>
<td>Playgound - Parks Committee Input</td>
<td>5/13/2019</td>
<td>1</td>
</tr>
<tr>
<td>Pavilion / Washroom - Tender</td>
<td>5/19/2019</td>
<td>1</td>
</tr>
<tr>
<td>Top Dressing / Fields - Delivery of Mushrooms Compost</td>
<td>5/19/2019</td>
<td>1</td>
</tr>
<tr>
<td>Pavilion / Washroom - Tender</td>
<td>5/30/2019</td>
<td>1</td>
</tr>
<tr>
<td>Field Leveling - to be completed by Ron Murphy. Staff &amp; Steve Bushell to attend site during construction &amp; assess grounds</td>
<td>5/30/2019</td>
<td>18</td>
</tr>
<tr>
<td>Top Dressing / Fields - Assessment of Field Condition</td>
<td>5/30/2019</td>
<td>1</td>
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<tr>
<td>Top Dressing / Fields - Tender of Soil, Seed, Fertilizers</td>
<td>6/1/2019</td>
<td>1</td>
</tr>
<tr>
<td>Top Dressing / Fields - Tender of Soil, Seed, Fertilizers</td>
<td>6/1/2019</td>
<td>1</td>
</tr>
<tr>
<td>Playgound - Construction of Playgound</td>
<td>6/1/2019</td>
<td>1</td>
</tr>
<tr>
<td>Pavilion / Washrooms - Tender</td>
<td>6/1/2019</td>
<td>1</td>
</tr>
<tr>
<td>Field Leveling - to be completed by Ron Murphy. Staff &amp; Steve Bushell to attend site during construction &amp; assess grounds</td>
<td>6/21/2019</td>
<td>15</td>
</tr>
<tr>
<td>Top Dressing / Fields - Installation of Soil, Seed, Fertilizers</td>
<td>6/22/2019</td>
<td>1</td>
</tr>
<tr>
<td>Top Dressing / Fields - Installation of Soil, Seed, Fertilizers</td>
<td>6/22/2019</td>
<td>1</td>
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<tr>
<td>Top Dressing / Fields - Installation of Soil, Seed, Fertilizers</td>
<td>6/22/2019</td>
<td>1</td>
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<td>Top Dressing / Fields - Installation of Soil, Seed, Fertilizers</td>
<td>6/22/2019</td>
<td>1</td>
</tr>
<tr>
<td>Top Dressing / Fields - Installation of Soil, Seed, Fertilizers</td>
<td>6/22/2019</td>
<td>1</td>
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<tr>
<td>Top Dressing / Fields - Installation of Soil, Seed, Fertilizers</td>
<td>6/22/2019</td>
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<tr>
<td>Top Dressing / Fields - Installation of Soil, Seed, Fertilizers</td>
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<td>1</td>
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<tr>
<td>Top Dressing / Fields - Installation of Soil, Seed, Fertilizers</td>
<td>6/22/2019</td>
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<tr>
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<td>6/22/2019</td>
<td>1</td>
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<tr>
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<td>1</td>
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<tr>
<td>Top Dressing / Fields - Installation of Soil, Seed, Fertilizers</td>
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<td>1</td>
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<tr>
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<td>Top Dressing / Fields - Installation of Soil, Seed, Fertilizers</td>
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<td>1</td>
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<td>6/22/2019</td>
<td>1</td>
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<td>6/22/2019</td>
<td>1</td>
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<tr>
<td>Top Dressing / Fields - Installation of Soil, Seed, Fertilizers</td>
<td>6/22/2019</td>
<td>1</td>
</tr>
</tbody>
</table>
DATE: April 8th, 2019

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2019-47

SUBJECT MATTER: 2018 Sick Time Used by Staff

Recommendation:
That Council receive this report as information.

Purpose:
The purpose of this report is to provide Council with information on the use of Sick Days by Township staff.

Background/Comment:
Historically, staff who do not use any sick time a calendar year are presented with a $75.00 gift certificate in appreciation for their perfect attendance. In 2018, only one employee, Glenn Vicary did not use any sick time.

Financial Implications:
Each employee is given 6 – non-cumulative sick days per year; the impact is not only the dollar value, but lost time and lost work.

Approved by: Lisa Higgs, CAO/Clerk
DATE: April 8th, 2019

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2019-48

SUBJECT MATTER: 2018 Municipal Election Summary Report

Recommendation:
That Council receive this report as information.

Purpose:
The purpose of this report is to provide Council with information on the 2018 Election.

Background:
Under the Municipal Elections Act, the Municipal Clerk is required to conduct an election every four years. There are various requirements under the Act which the Clerk is mandated to complete, but there is still some operating discretion allocated to the municipal Clerk. The purpose of this report is to provide a summary of the election costs and the methods/processes of the election and to provide recommendations for the 2022 election.

Comment:

Costs:
The Township budget for the 2018 election was set at $15,000.00, which was set based on previous election costs. Ultimately, the total costs for the election (not including municipal staff time), were $15,967.21. The bulk of additional costs came in for Canada Post (a result of higher voter turnout) and in the DataFix software costs, which have increased from previous years. The Township also opted to pay for ongoing list management services from the period of 2015-2018 from the software provider which meant better voter list accuracy. This meant that administrative time spent improving the voter list was saved, but at a slightly increased software cost. Presently, the election reserve has a year end balance of $21,273.64.

Vote-By-Mail Method:
The Township’s vote-by-mail method has been used since 2006 and is a very successful method in terms of ease of public use. The voter turnout for the 2018
election was 46.78%. Feedback we received from residents was that the vote-by-mail method is easy to use and convenient. While the method is good for members of the public, it is more labour intensive than some of the other available methods in that the processing of returned voter kits require daily processing and balancing, which takes 2 staff members at least 1 hour every day of the election period. There were also concerns about a possible Canada Post strike during the 2018 election period, which caused staff additional stress about having to change procedures and methods midway through the election. Many municipalities have transitioned towards online and vote by phone methods. In 2022, the Township may consider these alternatives to vote-by-mail.

Vote Tabulation:

For the 2018 election, the tabulation of votes was completed manually by a series of experienced election staff. The manual counting of votes was done with a high level of accuracy but was extremely time consuming and required a high level of concentration. Manual counting of votes includes an actual count of all votes for all offices (municipal and school board), and also a manual balancing after each set of 50 ballots. Votes were tabulated by 12 counters who worked non-stop for 4.5 hours. This meant that even though we started early, the final results were not received until after 10:00 pm on the night of the election. Comparatively, if electronic counting methods are used, results could be available immediately after the close of the election. Moving into 2022, if the Township continues to use vote by mail, the municipality may consider transitioning to renting a vote tabulator, and if not this, arrange for staff to start counting 2 hours earlier than in 2018, so that results can be available sooner.

Staffing:

The 2018 election staffing was comprised of community members who had previously served as vote tabulators in earlier elections. While these community members acted impartially and were highly professional, there were concerns in the community about perceptions of impartiality. Furthermore, there were issues with these members withdrawing and the Township called in spare members to serve. By the time election night came around, the Township was out of spares. There was also an election staff member who arrived late on election night. Simply put, the staff ultimately did a good job, however there are challenges with human staff that are not encountered when machines and software are used.

Candidate Communications:

For the 2018 election, the Township Clerk adopted a practice of responding to all candidate questions by replying to all candidates by e-mail. There was an abundance of correspondence and communication. There were many complaints received by the Clerk throughout the campaign about candidate behaviour and complaints about various candidates not complying with campaign rules. While all information was provided to candidates about the regulations and the recourse for not following the rules, staff found that often candidates did not understand all of the rules or the role of
the Municipal Clerk in the election. For 2022, communication with candidates will be improved in the beginning by hosting an all-candidates meeting to review all of the requirements of the election. Staff would also highly recommend that Council adopts a municipal election sign policy prior to the 2022 election, as many inquiries and complaints from candidates was related to election signs.

**Financial Implications:**
The financial implications for Southwold’s management of the election budget is detailed above.

All candidates for the 2018 election in Southwold have submitted required Form 4 financial statements to the Township.

Approved by: Lisa Higgs, CAO/Clerk
DATE: April 8th, 2019

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2019-49

SUBJECT MATTER: Economic Development Committee – New Direction

Recommendation:

THAT Council receive this report as information.

AND THAT Council authorize proceeding with contracting a strategic plan to be developed for the Economic Development Committee.

Purpose:

The purpose of this report is to provide Council with information on the Economic Development Committee and a proposal to acquire a strategic plan for economic development and growth.

Background:

The Township’s Economic Development Committee has been active in the Township working to identify, develop and evaluate potential economic development opportunities that will ultimately improve the stability of the Township’s tax base and bring jobs to the Township. The committee has been successful over the past few years in supporting economic growth in the Township and in the establishment and work of two subcommittees, the Communities in Bloom and the History Committee. The Committee last met at the end of August 2018.

On April 2, 2019 a meeting was convened with Councillor North, Treasurer Grogan, CAO/Clerk Higgs, and Elgin County Director of Economic Development Alan Smith. This small group discussed the future direction of the Committee and the ways that the committee could be best utilized to support the economic development efforts of the Township and County of Elgin.

Comment:

Given the significant amount of change and development in the Township and the changing makeup on the Committee membership, it was suggested by the Elgin County Director of Economic Development that the Township consider expanding on the market threshold analysis that was completed to formulate a more detailed strategic plan to
outline a workplan and metrics for the committee. A copy of a version of this type of plan that was created for West Elgin is attached to this report as information.

The discussion of those present on April 2nd was that the creation of a strategic plan for the EDC would provide the following benefits:

- give the committee a more focused purpose
- offer the committee with a directive approved by Council
- allow for metrics of success so that the Committee can track and monitor results
- provide for improved budgeting and allocations
- ensure committee membership stays strong and maximizes Committee member participation
- ensures that meetings are focused and shorter and provides members with tangible projects and assignments.

It was suggested by Alan Smith that this work could be contracted out to the same consultant who completed the market threshold analysis and be completed within a few months. If council proceeds with authorizing the work, the consultant can complete the study over the next few months with a goal of reconvening the Committee in the fall, with a multi-year strategic plan to guide the committee's work.

**Financial Implications:**
The County of Elgin indicated that it would share in the initial costs of the development of the strategic plan. The estimate for this work is $10,000.00, with $5,000.00 being Southwold's share.

Currently, there is over $14,000.00 of unspent funds from 2017 & 2018 budget years allocated to the Economic Development Committee which could be used for this project. Furthermore, there was a request in 2017 to the Green Lane Community Trust for a public relations campaign, of which nearly $6,000.00 remains unspent.

**Approved by: Lisa Higgs, CAO/Clerk**
Residents and visitors enjoy West Elgin’s small town neighbourhoods, Port Glasgow’s Blue Flag beach, farm markets and agricultural bounty.”
INTRODUCTION

This community toolkit is a collaboration between the West Elgin Economic Development Committee, the Municipality of West Elgin and Elgin County. This toolkit represents the inaugural effort to harness the power of committed volunteers, the local municipality and Elgin County’s economic development department to mobilize local residents, businesses and other interested parties to build the economic potential of this region.

ABOUT WEST ELGIN

The Municipality of West Elgin is a community of approximately 5,000 residents with urban centres in Rodney, West Lorne and Port Glasgow. The Municipality is located on the west side of Elgin County between Highway 401 and Lake Erie.

Residents and visitors enjoy West Elgin’s small town neighbourhoods, Port Glasgow’s Blue Flag beach, farm markets, trails, water based recreational activities and agricultural bounty. Highway 401 provides easy access to larger urban centres and markets.

West Elgin is home to some unique annual events, including ‘Cactus, Cattle & Cowboys’ and the Rodney-Aldborough Agricultural Fair. The Port Glasgow Marina, with 80 slips, full-service washrooms and paved pier, is one of Ontario’s prime pickerel and perch fishing spots. Adjacent to the marina, is Port Glasgow’s beautiful Blue Flag beach. Back-roads and trails beckon trekkers, hikers, bikers and bird-watchers are rewarded with vistas of rural beauty and several farm gate markets offering the best in local produce. West Elgin’s jewels include a historic bank turned cultural hub in West Lorne, friendly country accommodation and food services, shops, retreats, and a historic jail in Rodney.
A series of steps led to the development of this plan. Community strengths, weaknesses and opportunities were identified through an economic and demographic analysis of the Municipality.

Residents were asked about their hopes for West Elgin’s future and their current purchasing behaviour. Over 550 people participated through a resident survey. Business owners and managers shared their thoughts and experiences of operating a business in West Elgin. A further 60 people attended two community visioning workshops.

The Economic Development Committee members also reviewed best practice research and case studies in community development programming to inform the strategic planning process. The community development plan was adopted by the Economic Development Committee in December, 2017.

This Community Handbook provides the detailed action plan to achieve the goals developed through the Community Development Planning process.
Similar to many small rural communities, West Elgin’s population declined by 3.2% between 2011 and 2016.

The population is aging. One of every five residents is over the age of 65.

The average income in West Elgin is slightly less than that of Elgin County.

West Elgin is highly connected with the surrounding municipalities and region. More than half the people working in West Elgin come from other municipalities and two thirds of West Elgin residents work outside the municipality.

There are slightly more retail trade locations than in London and in Ontario on average but those businesses are smaller.

There are fewer specialty food stores, health and professional care stores in West Elgin.

There may be potential for additional dental and child care services, restaurants and seasonal accommodations. There also appears to be opportunities to attract professionals drawn to the small town / rural lifestyle and low cost of living.

Photo credit: Jan Row
A survey of 546 West Elgin residents provided key insights into their shopping patterns and preferences.

While residents are currently leaving the community for some items, West Elgin was the most popular choice for pharmacy, automotive supplies, coffee shops, medical appointments, hardware, paint and plumbing supplies.

The most popular features in West Elgin evolved around Lake Erie, Port Glasgow, the marina, campgrounds, parks and the beach. Other popular choices included the Arts and Cookery Bank, the Old Jail, sports facilities, Backus Page House Museum, blueberry farms, and hiking trails. The most popular description of West Elgin was as a friendly community.

Business and community leaders provided their insights from a business perspective. Key themes include investing in the downtowns, the small but loyal customer base, addressing negative attitudes, leveraging the community’s geographic local, supporting local business, reducing red tape, addressing an aging population.
PARTICIPANTS HELPED DEFINE THE COMMUNITY’S PRIORITIES ALONG WITH ITS STRENGTHS, OPPORTUNITIES AND BARRIERS.

**STRENGTHS**

1. Location (*Highway 401, proximity to larger centres, Lake Erie*)
2. Affordable (*land costs, taxes, buildings, housing*)
3. Room to grow

**OPPORTUNITIES FOR FURTHER ACTION**

1. Tourism
2. Lakefront development
3. Seniors related services and businesses
4. Agri-business
5. High speed internet
6. Businesses Highway 401 access
7. Development approval process improvements
8. Childcare

**BARRIERS TO GROWTH**

1. Lack of vision/decisive action & focus
2. Resistance to change
3. Bureaucracy
4. Taxes
5. Zoning and planning restrictions
6. Infrastructure (*old buildings, water connections, water/ sewer rates, gravel roads*)
7. Access to affordable high-speed internet
8. Funding incentives
9. Dispersed geography
"This Community Handbook provides the detailed action plan to achieve the goals developed through the Community Development Planning process.”
STRATEGIC PLANNING

WEST ELGIN WITNESSED THE INTEREST AND PASSION ITS RESIDENTS AND BUSINESSES HAVE IN THE FUTURE OF ITS COMMUNITY.

VISIONING WORKSHOPS
Over 60 people participated in workshops to review the community research and consultation and contribute to the community plan. The workshop participants provided the filter to define their vision and priorities along with the community’s strengths, opportunities and barriers.

PARTICIPANTS WOULD LIKE:
1. City expansion (residents and business)
2. More residents (engage, attract & retain youth; additional focus and services for seniors)
3. More Jobs
4. Housing (affordable and available)

THE WEST ELGIN STRATEGY
West Elgin witnessed the interest and passion its residents and businesses have in the future of its community. Together residents, businesses, the Economic Development Committee, Municipality and County can build on this passion to move toward the future.

The West Elgin Community Development Plan is designed to focus the energy and resources in the community on a set of common goals and strategic actions to achieve a shared vision.

VISION
The vision statement describes the future we hope to create for West Elgin.

West Elgin is a vibrant, growing community where residents and businesses are engaged in ensuring the community’s continued vitality by working together to support and facilitate business growth and investment.

ACTIONS
There are four main actions to achieve our vision:
1. Leverage West Elgin’s strengths and resources
2. Become investment ready
3. Develop targeted information and communication
4. Focus on downtown development

Each of these actions is described in detail with a series of individual tasks in the following pages.
ONE OF THE GREATEST ASSETS WEST ELGIN HAS IS ITS PEOPLE. WEST ELGIN CAN BUILD ON A PASSIONATE AND COMMITTED BASE

of volunteers including residents and businesses, the West Elgin Economic Development Committee, Municipality of West Elgin Council and staff and the professional resources of Elgin County’s economic development department. An annual workplan will establish clearly identified roles for the County, Municipality, economic development committee members and volunteers. It will also provide these partners with the basis to review their progress.

Businesses are encouraged to participate in combined marketing activities which will extend their reach and build on their collective strengths. Networking events provide opportunities for businesses to learn and grow together through small business workshops and information sessions. These events create a platform for encouraging participation in the Community Improvement Plan, tourism and marketing programs.

A business directory is an important tool in engaging and promoting local businesses. The directory will be updated annually. Hosting the directory on the Municipality of West Elgin website will provide a profile for the local businesses and a platform to link to the businesses’ own websites.
<table>
<thead>
<tr>
<th>TASKS</th>
<th>PARTNERS</th>
<th>TIME FRAME</th>
<th>BUDGET</th>
<th>PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish an annual work plan for the West Elgin Economic Development Committee with clearly identified roles for Elgin County, West Elgin staff, Economic Development Committee members and volunteers.</td>
<td>WEEDC, ECED, WE</td>
<td>IM and ON</td>
<td>N/A</td>
<td>High</td>
</tr>
<tr>
<td>Pursue combined marketing activities (Rodney, West Lorne, Port Glasgow) and others.</td>
<td>WEEDC, local businesses</td>
<td>Y1 and ON</td>
<td>N/A</td>
<td>High</td>
</tr>
<tr>
<td>Host business networking, workshops and information programs in the community.</td>
<td>WEEDC, ECED, WE</td>
<td>Y1 and ON</td>
<td>$1000</td>
<td>Medium</td>
</tr>
<tr>
<td>Promote existing County programs including the Community Improvement Plan, Tourism marketing program and business workshops and events.</td>
<td>WEEDC, ECED</td>
<td>Y1 and ON</td>
<td>N/A</td>
<td>Medium</td>
</tr>
<tr>
<td>Create and maintain a current online business directory with links to business websites.</td>
<td>WEEDC, ECED, WE</td>
<td>Y1 and ON</td>
<td>N/A</td>
<td>High</td>
</tr>
</tbody>
</table>

**LEGEND**
- Biz: Local businesses
- ECED: Elgin County Economic Development
- IM: Immediate
- ON: Ongoing
- WE: Municipality of West Elgin (Council, staff)
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- Y1, 2, 3: Year One, Two, Three

“An annual workplan will establish clearly identified roles for the County.”
INVESTORS CONSIDERING LOCATING OR EXPANDING IN WEST ELGIN REQUIRE INFORMATION TO HELP MAKE THEIR BUSINESS DECISION.

The business directory is a key piece of information to understand the existing business environment. Another critical piece of information is an inventory of land and buildings for investment. This information when assembled will assist County economic development staff to promote the Municipality for investment. It will also provide an opportunity for municipal staff to ensure there is the appropriate supply of industrial, commercial and residential land to address the community’s needs.

Affordable, reliable high-speed internet connectivity was identified as a priority during the community development planning process. Additional high-speed internet services coming to the Municipality in 2018 will provide more choices and access for a large portion of the community. In the initial stages residents and businesses will want information on the timing and process to access this service. Workshops for businesses and residents on how to create and leverage their new or expanded digital presence will help ensure West Elgin receives the maximum economic impact from these new services.

The economic analysis completed through this Community Development exercise provides valuable data to assist entrepreneurs to identify gaps in the product and service offerings of the Municipality and assess the potential for their new business. This data should be shared with the Elgin Business Resource Centre and the and Elgin/ St. Thomas Business Enterprise Centres to ensure their clients are aware of these opportunities and the data to assess overall market conductions.

The overall appearance of the Municipality is an important contributor to creating an environment that is attractive to business. The West Elgin Streetscape developed in 2013 provides the framework to create an attractive and cohesive design for the community. The Municipality should review the report and develop a multi-year implementation plan to fund and begin this important work.
<table>
<thead>
<tr>
<th>TASKS</th>
<th>PARTNER(S)</th>
<th>TIME FRAME</th>
<th>BUDGET</th>
<th>PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create and maintain a current online business directory with links to community businesses. (See SO1-5)</td>
<td>WEEDC, ECED, WE</td>
<td>Y1 and ON</td>
<td>N/A</td>
<td>High</td>
</tr>
<tr>
<td>2. Prepare and audit an available property inventory for residential, commercial, industrial development.</td>
<td>WEEDC, WE</td>
<td>Y2 and ON</td>
<td>TBD</td>
<td>High</td>
</tr>
<tr>
<td>Establish an internet access rollout plan</td>
<td></td>
<td>Y1</td>
<td>N/A $500</td>
<td>Medium</td>
</tr>
<tr>
<td>• Implement a communications plan on how to access.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Host business workshops on building and leveraging your digital presence.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Share retail/service gaps (restaurants, specialty food, day care), with referral targets (Small business centre, CFDC, banks, accountants).</td>
<td>WEEDC</td>
<td>Y1</td>
<td>N/A</td>
<td>Medium</td>
</tr>
<tr>
<td>4. Review &amp; implement the West Elgin streetscape plan.</td>
<td>WE</td>
<td>Establish plan Y1 to Y5</td>
<td>TBD</td>
<td>High</td>
</tr>
</tbody>
</table>

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“The business directory is a key piece of information to understand the existing business environment.”
COMMUNICATION IS A CRITICAL ELEMENT TO ANY COMMUNITY DEVELOPMENT EFFORT. RESIDENTS, PROSPECTIVE INVESTORS AND local businesses all have specific information needs and preferred communications methods. A communications committee will ensure that the contents, development and distribution of community development / economic development materials address all the actions identified in this plan. These materials will include a common look and feel to harmonize the communications efforts. The Municipal website should be the primary platform supported by print, social media, print ads and other tools as appropriate.
<table>
<thead>
<tr>
<th>TASKS</th>
<th>PARTNERS</th>
<th>TIME FRAME</th>
<th>BUDGET</th>
<th>PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop specific data for potential residents, prospective investors and local businesses.</td>
<td>WEEDC, WE</td>
<td>Y2</td>
<td>TBD</td>
<td>High</td>
</tr>
<tr>
<td>Create a unified branding and appearance for West Elgin communities.</td>
<td>WE, WEEDC-C</td>
<td>Y1</td>
<td>Starting at $500 to $1,000</td>
<td>High</td>
</tr>
<tr>
<td>Incorporate economic development information on Municipal website – link to County and other partners as appropriate.</td>
<td>WE</td>
<td>Y1 and ON</td>
<td>N/A</td>
<td>High</td>
</tr>
</tbody>
</table>

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“The Municipal website should be the primary platform supported by print, social media, print ads and other tools as appropriate.”
FOCUS ON DOWNTOWN DEVELOPMENT

THE APPEARANCE AND FUNCTIONING OF THE DOWNTOWN IS A BAROMETER OF A COMMUNITY’S VITALITY. INVESTMENTS IN the downtown demonstrate the community’s commitment to their economic growth while supporting and enhancing the existing business community. This action addresses infrastructure and community building for West Elgin’s downtowns in Rodney and West Lorne.

INFRASTRUCTURE

A downtown improvement team will lead the effort by meeting with interested business owners and residents in both communities. Together, they will establish a wish list of improvements that could be addressed by volunteers including flower bed plantings, holiday decorations and painting vacant storefronts in disrepair. The committee will also host clean up days to spruce up the downtowns for the spring/summer and Christmas seasons.

Walkable downtowns are an important consideration for West Elgin’s tourists and aging residents. The Municipality of West Elgin will play an important role in addressing identified safety hazards such as broken sidewalks as identified by the committee. The Municipality also lead the review of bylaws and work with the County to support the development of outdoor patios for the restaurants / cafes in the downtowns.

The downtowns improvement team will also conduct a review of the tree plantings, lighting and street furniture requirements as outlined in the Municipal Streetscape Plan. A sponsorship program for these downtown infrastructure elements will give local businesses and community leaders an opportunity to contribute to these important downtown fixtures.

COMMUNITY BUILDING

Community building is the invisible but essential element of the downtowns plan. The downtowns improvement team will not only contribute to the appearance and function of the downtowns but also build stronger connections among the team members. The team will be important advocates for the implementation of the Streetscape plan. They will also play an important role in promoting and educating business owners about the Community Improvement Plan.

This team will work closely with property owners to host an annual vacant property tour aimed at filling these vacancies.

They will also work with the County and Municipality to develop a window display / wrap program to improve the appearance of vacant properties while promoting their reuse.

The downtowns improvement team will encourage businesses to work on co-operative marketing and promotions programs and establish similar business hours. Anchor community operations including the library, community centre and health care centre should be active participants and, where appropriate, host sites for the downtown meetings and events.
<table>
<thead>
<tr>
<th>TASKS</th>
<th>PARTNERS</th>
<th>TIME FRAME</th>
<th>BUDGET</th>
<th>PRIORITY</th>
</tr>
</thead>
</table>
| **1** Engage and inform vacant building property owners in:  
| • Business development,  
| • Streetscape plans,  
| • Community Improvement Plan projects,  
| • Vacant property tour and promotion,  
| • Window wrap/display program.  
| WEEDC, WE | Y1 kickoff and ON | TBD | High |
| **2** Develop community signage program in collaboration with County signage strategy. Gateway signage.  
| WEEDC, ECED, WE | Y2 and ON | $4000 each | Medium |
| Downtown Improvements Team  
| • Wish list: Downtown improvements that require sweat equity (e.g. flower beds, holiday decorations, storefront paintings).  
| • Street furniture needs and wishes – sponsorship program.  
| • Clean up days.  
| WEEDC, Downtown businesses | Y1 and ON | $3000 annually | High |
| **4** Encourage retailers to maintain similar hours.  
| WEEDC | ON | N/A | Medium |
| **5** Continue and expand combined marketing activities.  
| WEEDC, Downtown businesses | Y2 and ON | Medium |
| **6** Engage library, community centre, health care centre in community and business events.  
| WEEDC, WE | ON | N/A | High |
| **7** Ensure a walkable downtown  
| • Complete an inventory and assessment of downtown sidewalks and other potential hazards.  
| • Review bylaws and incentives for the development of outdoor patios.  
| • Assess downtown tree plantings, lighting and street furniture.  
| WEEDC, Downtown businesses, WE | Y1 and ON Y2 Y3 | N/A | High |

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# 2018 Action Plan

## Action 1: Leverage West Elgin Strengths and Resources

<table>
<thead>
<tr>
<th>Description</th>
<th>Partners</th>
<th>Time Frame</th>
<th>Budget</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish an annual workplan.</td>
<td>WEEDC, WE</td>
<td>Immediate</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pursue combined marketing activities.</td>
<td>WEEDC, biz</td>
<td>Q2 &amp; ON</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host business networking, workshops and information programs.</td>
<td>WEEDC, ECED, WE</td>
<td>Quarterly starting Q2</td>
<td>$1,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promote existing County programs.</td>
<td>WEEDC, ECED</td>
<td>Q3</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create online business directory with links to business websites.</td>
<td>WEEDC, ECED, WE</td>
<td>Q1, Q2</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Action 2: Become Investment Ready

<table>
<thead>
<tr>
<th>Description</th>
<th>Partners</th>
<th>Time Frame</th>
<th>Budget</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish an internet access roll out plan.</td>
<td>WEEDC-C, ECED, WE</td>
<td>Q1</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implement a communications plan on how to access.</td>
<td>WEEDC, ECED, WE</td>
<td>Q2</td>
<td>$500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Host business workshops on building and leveraging your digital presence.</td>
<td></td>
<td>Q4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Share retail/service gaps with referral targets.</td>
<td>WEEDC</td>
<td>Q1</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review the West Elgin streetscape plan.</td>
<td>WE</td>
<td>Review Q2</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan to implement the West Elgin streetscape plan.</td>
<td></td>
<td>Q4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Action 3: Develop Targeted Information and Communication

<table>
<thead>
<tr>
<th>Description</th>
<th>Partners</th>
<th>Time Frame</th>
<th>Budget</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic development information on Municipal website.</td>
<td>WE, WEED-C</td>
<td>Q1, 2, 3, 4</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Action 4: Focus on Downtown Development

<table>
<thead>
<tr>
<th>Description</th>
<th>Partners</th>
<th>Time Frame</th>
<th>Budget</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engage and inform vacant building property owners.</td>
<td>WEEDC-C, WE</td>
<td>Q2</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish Downtown Improvements Team.</td>
<td>WEEDC-C, biz</td>
<td>Q1</td>
<td>$500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wish list: Downtown improvements that require sweat equity (e.g. flower beds, holiday decorations, storefront paintings).</td>
<td></td>
<td>Q2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encourage retailers to maintain similar hours.</td>
<td>WEEDC</td>
<td>ON</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engage library, community centre, health care centre in community and business events.</td>
<td>WEEDC, WE</td>
<td>ON</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure a walkable downtown.</td>
<td>WEEDC, DI, biz, WE</td>
<td>Q2</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SUMMARY

WEST ELGIN’S COMMUNITY HANDBOOK IS A CALL TO ACTION FOR THE RESIDENTS, BUSINESSES, MUNICIPAL COUNCIL, STAFF, COUNTY and community members to come together and create the economic opportunities we want for West Elgin.

This Handbook is a first step to achieve the vision we established together. It provides many low or no budget activities over three years to get us started. These actions depend on us to roll up our sleeves and work together. Short-term actions in Year 1 create the foundation for longer-term actions. All actions build toward our vision of a vibrant and growing community where we work together to support business growth and investment.
January 2018
West Elgin Community Development Toolkit

West Elgin Economic Development Committee
Bernie Wiehle, Chair
Richard Leatham, Vice Chair
Jeff Sheridan
Grace McGartland
Bill Denning
John Slaats
Mike Kerkvliet
Genevieve Sharback, CAO

Project Management
Kate Burns Gallager, Elgin County

Consultant
Aileen Murray, Mellor Murray Consulting
DATE: April 8th, 2019

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2019-51

SUBJECT MATTER: Talbotville Waste Water Connections

Recommendation:

That Council receive the report on Talbotville Waste Water Connections as information and provide direction to staff on additional information for subsequent reports, as it relates to mandatory vs. discretionary connections; connection processes; and additional connections for individual lots.

Purpose:

The purpose of this report is to initiate a discussion with Council on Talbotville Waste Water Connections.

Background:

The Township has initiated construction of Phase 2 of a sanitary trunk sewer on Talbotville Gore Road which is scheduled to be completed in fall of 2019. The Township of Southwold contracted Dillon Consulting in 2018 to assist the municipality with establishing a waste connection fee.

While there have been many inquiries related to general construction, the primary question received by staff is about connecting to the system itself; i.e. costs, requirements for connection, timing, permitting, etc. We have also received inquiries from residents as to whether they can pay for an additional private drain connection at their property line with a hope of subdividing their lot in the future.

Comment:

Sewer Connection and Sewer Use By-Law:

Given the construction works and the requests that are coming in from members of the public, staff are seeking direction on the creation of a Sewer Connection and Sewer Use By-Law. The Township of Southwold should be proactive in following recommendations that municipalities adopt and implement a sewer use by-law.
The implementation of a sewer use by-law is a means of helping the municipality to meet the quality of effluent discharges from its wastewater treatment plants. Monitoring is conducted to control discharges to sewage works with respect to the requirements of the Sewer Use By-law. At the same time, the municipality needs to consider a sewer connection By-Law, which outlines the process and timing of connecting to the municipal system.

Staff has been researching By-Laws from other municipalities similar to Southwold. In all examples, staff have found that connection to the municipal system is mandatory (where infrastructure is available) with various exceptions and prescriptions for facilitating connection. For example, some similar municipalities have required mandatory connection within 18 months of first notification to obtain a municipal sewer permit and decommission existing septic systems. Others have required service within six months of substantial completion of the sewer line. Staff and Council have heard from members of the public that mandating connections will have financial implications. Conversely, a decision to allow connections to be discretionary would mean increased costs carried by the Township and would set a new precedent for future sanitary works, especially since water connections were mandatory in Southwold.

Financial Implications:

There have been a number of concerns raised by the public with respect to the financial aspects of the project. Staff would note that some of these concerns stem from misinformation that is being distributed within the area. The following will try to address the financial concerns of residents related to connections.

The municipality has advised residents at various public meetings that the estimated cost for the installation of the sanitary sewers to the property line is established at $12,500. This cost includes the cost of all sanitary sewer pipes and manholes located along Talbotville Gore, road and storm works, as well as the individual pipe connection that will be run to the property line of each residence as well as each property’s contribution to the WWTP costs. This fee is collected to pay towards the cost to upgrade or replace an existing sewage treatment facility. This charge is charged to existing residents that connect to the waste water treatment plant as well as a new lot within a subdivision. Generally speaking, it is buying capacity in the plant for that individual property.

This is an estimated cost and as always, staff with the consultant’s advice, try to provide a conservative cost so that council and residents are able to financially plan.

The final cost to a resident to connect to the sanitary sewage collection system is the cost to install the connection on private property from the property line to the house plumbing. We would note that the municipality has no control over this cost.
Possible Financing Options:

Council should be aware of the process for levying a charge to recover the capital cost of the expanded servicing. Specifically with regard to the sanitary sewage mains, Council should note the following stipulations:

· To impose a charge and mandate connections, the Municipality is required to pass a by-law setting out the charge to be levied upon each property and the terms for connecting. Prior to passing the by-law, it is good practice to provide notice of the intention to pass the By-Law which would be published and each affected property owner would receive an individual mailing at least 10 days before the Council meeting. The purpose of this notice and opportunity to appear before Council is not to determine whether the connections will be proceeding, as construction will be completed, but instead to finalize the rate and clarify the connection procedure and agreement between property owners and the Municipality.

· The by-law is then brought before Council for adoption.

Historically, the Township of Southwold has enacted water connection By-Laws that have mandated connections with various terms. Most municipalities include in their By-Laws policies that have:

- Given the property owner options of paying the charge immediately or paying it on their property tax bill (final installments) over a ten-year time period with interest based on the financing cost obtained by the municipality;

- Required the property owners to connect their house to the works within a prescribed time of the passing of the by-law;

- Provided the opportunity for the property owners to request an extension of the deadline to connect for an additional time period of up to a prescribed time;

- Established the method of calculating the rate when future new lots are created by severance or subdivision.

Connection Processes:

A Sewer Use and Connection By-Law will also contain a process for connecting to the municipal system. Staff are suggesting at this point that the process include a permitting system for the purpose of: tracking the connection and payment; ensuring that the septic system is properly decommissioned; and ensuring that the connection to the sanitary line is completed and meets all regulations. Staff are suggesting that this can be facilitated through the Building Department and through the acquisition of a simple plumbing permit. Given that there are residents looking to voluntarily connect to the system, staff are recommending that the option to obtain a permit and connect be made to residents in the near future; this may need to be done prior to the enactment of the Use and Connection By-Law.
Multiple Connections:

In the short term, the Township needs to begin investigating a mechanism to allow property owners to pre-pay for multiple private drain connections to their property lines. Staff has done an assessment of the number of lots that could be subdivided, based on the zoning By-Law’s lot size requirements for lands that are serviced by municipal services. Staff has calculated the number of additional potential lots on Talbotville Gore Road that could possibly be further subdivided, should existing dwellings be demolished. The number of additional potential lots would be 45. In actuality, there are only 10 additional lots that could be created without tearing down dwellings. The area reviewed was both sides of Talbotville Gore Road from the park to the roadway of the sewage treatment plant. Given this information, there are residents who are interested in having a second private drain connection installed at their lot and are wondering what fee to pay (the whole connection fee, a portion or the fee). At the minimum, staff would suggest that residents could pay the actual cost of installing an additional PDC, which would then be a deposit on the connection fee when the newly created lot is created and connected. This is another item for Council discussion that can be included in a connection and use By-Law.

Approved by: Lisa Higgs, CAO/Clerk
Recommendation: That Council of the Township of Southwold award the contract for the construction of the Horton Drain to Robinson Farm Drainage Ltd for a total cost of $685,729.20 including HST and instructs the Mayor and Clerk to sign the tender contract.

Background:

In 2017, the Township purchased the former Teetzel farm with the intention of acquiring the lands for a new soccer park and for future residential development. To recover some of the costs of the original land purchase, thirteen lots were created and subdivided and sold for residential development. Throughout 2017-2019, many single family dwellings have been constructed on the newly created lots and some are occupied. As part of the agreement of purchase and sale for the lots, the Township agreed to service the lands with a six inch municipal drain connection along the frontage of the property and provided access to a municipal drain. This entails upgrading the current drainage infrastructure to a size that meets the current and future requirements for all developable land within this watershed.

With consideration for the requirement for drainage for existing lots and with plans for future development of lots immediately east, adjacent to the existing residential development, Southwold Council directed staff to proceed with the design of a municipal drain and stormwater management pond, following the 2018 budget deliberations. Staff proceeded to work with a consultant engineer to complete the design work and applied for Environmental Compliance Approval from the MECP, which was recently granted.

Included in the 2018 budget was an allocation for $350,000.00 for the storm sewer and municipal drainage works associated with the development of the Teetzel lot. In the 2019 budget, an additional $100,000.00 was included to help fund the project works. Following the approval of the ECA, the Township called for tenders to proceed with the works in a timely manner.

Tenders were opened on Tuesday April 2, 2019 at 1:04pm. The extent of the work comprised this tender is the construction of the Horton Drain as contained in the engineer’s report and the certificate of approval. The works include the completion of a
storm drainage outlet for the new development on the south side of Shedden. Also, as part of this tender work, the waterline branches up the side streets, installation of fire hydrants, and curb stops for the remaining residential lots is included in the works.

The Tender was advertised on our Municipal website and in the West Elgin Chronicle. Eighteen contractors received notice of this work. These included those drainage contractors that usually express interest on Municipal drain projects. The list also included a list of contractors that the Engineer provided that regularly do the sort of work that comprises this project. Three tenders were submitted to the municipality by the closing deadline. The engineer suggested that the difference in the number of contractors interested in the works and those who closed the tender may be attributed to contractor’s resistance to bid in light of existing houses and infrastructure to work around.

The Engineers estimate for the construction portion of this drain is $517,804.90 including HST. The Tenders that we received back varied from approximately 110.9% to 119.9% of the Engineers estimate.

**Comments/Analysis: Tender Results**

<table>
<thead>
<tr>
<th>Contractor:</th>
<th>Tender Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarke Construction Ltd.</td>
<td>$689,300.00 including HST</td>
</tr>
<tr>
<td>Murray Mills Construction and Excavating</td>
<td>$740,834.33 Including HST</td>
</tr>
<tr>
<td>Robinson Farm Drainage Ltd.</td>
<td>$685,729.20 including HST</td>
</tr>
</tbody>
</table>

**Financial Implications:** The tender submitted by Robinson Farm Drainage Ltd is approximately 110.9% of the Engineers estimate. Presently, the Township has $450,000.00 allocated from the 2018 & 2019 budgets. As presented during budget 2018, additional costs associated with the works are proposed to be allocated from the sale of future lots. In the meantime, funding will have to be provided from the Township’s working capital reserve.

Respectively Submitted by:

Brent Clutterbuck, Drainage Superintendent
"Submitted electronically"

Lisa Higgs
CAO/Clerk
DATE: April 8th, 2019
PREPARED BY: Lisa Higgs, CAO/Clerk
REPORT NO.: CAO 2019-50
SUBJECT MATTER: Talbotville WWTP – Annual Report

Recommendation:

That Council receive the 2018 Annual Waste Water Treatment Plant Operations Report for information and direct staff to post the reports on the Township’s website.

Purpose:

The purpose of this report is to provide Council with the 2018 annual report for the Talbotville Waste Water Treatment Plant.

Background:

The Environmental Compliance Approval (ECA) issued for the WWTP requires an annual report be provided to the Water Supervisor (MECP) each calendar year for the system. This report is shared as information with Southwold Council.

Comment:

Newterra was retained by the Corporation of the Township of Southwold to act as the operating authority for the Talbotville MBR Wastewater Treatment Plant (WWTP) in 2018. Newterra has prepared this report on the behalf of the Township. The Annual Operating Report is attached and indicates that the WWTP achieved excellent removal of all treatment parameters.

Financial Implications:
There are no financial implications to receiving the report.

Approved by: Lisa Higgs, CAO/Clerk
2018 Annual Performance Report

TALBOTVILLE SEWAGE TREATMENT PLANT
1.0 Executive Summary

Newterra is retained by the Corporation of the Township of Southwold to act as the operating authority for the Talbotville MBR Wastewater Treatment Plant (WWTP). Newterra has prepared this report on the behalf of the owner.

The WWTP received an average daily sewage flow of 16.04 cubic metres per day (m³/day) and a Max day flow of 54.96 M³. This well below its rated capacity for Phase one of 33m³/day ADF and (98 M³ Max day flow. The maximum daily flow received was 54.96m³ on July 4, 2018. The WWTP achieved excellent removal of all treatment parameters.
During the reporting period, an approximate total 10 loads totaling 150M$^3$ of settled biosolids (sludge) was removed from the WWTP. The owners have contracted GFS Services Ltd 39090 Talbot Line St Thomas as the licensed hauler. The owner/operator expects similar amounts of biosolid production for the 2019 operating season.

There were no reportable spills in the 2018 operating period.

2.0 Introduction

The Talbotville Sewage Treatment Plant (STP) was designed and constructed to provide sewage treatment for the DHP Custom Homes Development in the Township of Southwold. The following is the anticipated phases of design:
• Phase 1 - 30 lots treatment capacity
• Phase 2 - 30 lots treatment capacity
• Phase 3 - 55 lots treatment capacity
Based on the design, each treatment module will handle 41 homes at 800 l/day average. The plant was commissioned in early 2018.
This report presents a summary of the annual sewage treatment system monitoring results from start on February 1, 2018 to December 31, 2018. In accordance with Condition 11.4 of Environmental Compliance Approval Number 9766-AKXXKWN, this report includes a detailed analysis of effluent concentrations with reference to the criteria outlined in Condition 7 of the ECA.

Wastewater from the individual serviced sites flows through the sanitary pipe gravity collection system, to collect sewage from the individual serviced sites 43 as of this report and discharges into one of two 95.3 M$^3$ flow equalization tanks. Collected sewage is than discharged on a demand dose basis to the Newterra MicroClear Membrane Bioreactor treatment system, designed to treat a daily sewage flow of up to 500 M$^3$/day after the completion of all three phases of this project, housed in pre-packaged/assembled modified shipping containers and consisting of the following components: Inlet Screen, Equalization Tank, Anoxic Zone Tank, Aerobic Zone, Chemical System for Phosphorous removal, Membrane Tanks, UV Disinfection prior to discharging to Dodds Creek.
3.0 Summary of Monitoring and Analytical Data

The Environmental Compliance Approval (ECA) No. 9766-AKXKWN was issued on April 24, 2017. The ECA sets out the effluent objectives and limits (shown in the first two columns of Table 1).

The monthly and annual plant data summaries are included in this section of the report. Copies of the Laboratory Certificates of Analysis from Caduceon Environmental Laboratories are available on request. The system always operated within the rate daily discharge limit of 33 m^3/day ADF and 98 M^3/day Max flow for phase 1. Table 1 outlines the Effluent Objectives as per Condition 6 and the Effluent Limits (non-compliance criteria) as per Condition 7 of the ECA for the operation of the WWTP.

<table>
<thead>
<tr>
<th>Effluent Parameter</th>
<th>Effluent Objectives (mg/L)</th>
<th>Effluent Limits (mg/L)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rated Capacity (m^3/day)</td>
<td>--</td>
<td>500 M^3/Day</td>
</tr>
<tr>
<td>CBOD5</td>
<td>5.0</td>
<td>10.0</td>
</tr>
<tr>
<td>Total Suspended Solids</td>
<td>5.0</td>
<td>10.0</td>
</tr>
<tr>
<td>Total Phosphorous</td>
<td>0.20</td>
<td>0.30</td>
</tr>
<tr>
<td>Total Ammonia Nitrogen (May 1- November 30) Summer</td>
<td>1.0</td>
<td>1.5</td>
</tr>
<tr>
<td>Total Ammonia Nitrogen (December 1 to April 30) Winter</td>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>pH</td>
<td>6.5 to 8.5</td>
<td>6.0 to 9.5</td>
</tr>
<tr>
<td>E.Coli</td>
<td>100 organisms/100 mL (monthly Geometric Mean Density)</td>
<td>150 organisms / 100 mL (monthly Geometric Mean Density)</td>
</tr>
</tbody>
</table>

The works achieved excellent treatment efficacy for all effluent parameters listed in Condition 7. See Table 2 for monthly average concentrations (MAC) and the seasons averages.
Table 2: 2018 Monthly Average Concentrations of Final Effluent

<table>
<thead>
<tr>
<th>Month</th>
<th>CBOD5 (mg/L)</th>
<th>Total Suspended Solids (mg/L)</th>
<th>Total Phosphorous (mg/L)</th>
<th>Total Ammonia Nitrogen (mg/L)</th>
<th>E.Coli (100 organisms/100 mL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>3</td>
<td>3</td>
<td>0.082</td>
<td>0.042</td>
<td>2</td>
</tr>
<tr>
<td>March</td>
<td>3</td>
<td>3</td>
<td>0.095</td>
<td>0.26</td>
<td>2</td>
</tr>
<tr>
<td>April</td>
<td>3</td>
<td>3</td>
<td>0.065</td>
<td>0.225</td>
<td>0.53183</td>
</tr>
<tr>
<td>May</td>
<td>2.8</td>
<td>3</td>
<td>0.082</td>
<td>0.05</td>
<td>0.693145</td>
</tr>
<tr>
<td>June</td>
<td>3</td>
<td>3</td>
<td>0.0575</td>
<td>0.03</td>
<td>2</td>
</tr>
<tr>
<td>July</td>
<td>2</td>
<td>3</td>
<td>0.11</td>
<td>0.0525</td>
<td>0.01</td>
</tr>
<tr>
<td>August</td>
<td>2</td>
<td>3.67</td>
<td>0.085</td>
<td>0.025</td>
<td>0.01</td>
</tr>
<tr>
<td>September</td>
<td>2</td>
<td>3</td>
<td>0.0475</td>
<td>0.035</td>
<td>0.01</td>
</tr>
<tr>
<td>October</td>
<td>2</td>
<td>4.75</td>
<td>0.025</td>
<td>0.06</td>
<td>0.037606</td>
</tr>
<tr>
<td>November</td>
<td>4.75</td>
<td>2.32</td>
<td>0.04</td>
<td>0.12</td>
<td>0</td>
</tr>
<tr>
<td>December</td>
<td>3</td>
<td>2.43</td>
<td>0.047</td>
<td>0.276</td>
<td>0</td>
</tr>
<tr>
<td>Average</td>
<td>2.55</td>
<td>2.85</td>
<td>0.061</td>
<td>0.010</td>
<td>0.608</td>
</tr>
</tbody>
</table>

4.0 Operating Problems

Once the biology stabilized the system run without any major problems.

5.0 Maintenance Performed

Routine preventative maintenance was performed on equipment during the reporting period. This maintenance includes cleaning the coarse and fine screen, cleaning the pH probe, cleaning the DO probe, cleaning blower filters, and cleaning chemical injection lines. All preventative maintenance was performed as per manufacturer’s recommendations.

As this facility was only started up in February of this year maintenance was minimal other than routine preventative maintenance.

6.0 Effluent Quality Assurance and Control Measures

Grab samples for the influent are collected from the outlet of the external equalization tank and the effluent samples are collected at the outlet of the UV system. In addition,
Samples are analyzed by Caduceon Laboratories in Windsor, Ontario. The lab is fully accredited. Copies of all lab analysis are available on request. The necessary instrumentation required to perform the in-house analysis of pH and temperatures are available to operators. All in-house sampling and analyses are performed in accordance with the “Protocol for the Sampling and Analysis of Industrial/Municipal Wastewater” and “Standard Methods for Examination of Water and Wastewater”.

7.0 Calibration of Effluent Monitoring Equipment

The flow measuring devices where not due for calibration until 2019 as the WWTP was started in February 2018.

The pH meter used onsite was calibrated regularly as per manufacturer’s recommendations.

8.0 Efforts Made to Meet Effluent Objectives

During the operating season, every effort was made to meet the objectives set out in Condition 5 of the ECA. See Section 4.0 for descriptions of operating challenges encountered in the 2018 operating season.

9.0 Production and Removal of Biosolids

The system wastes excess biosolids from the biological reactor into a sludge tank where the solids are thickened through decanting.

For the 2018 operating season, approximately 150 M³ of sludge was removed from the system.

The owner has contracted GFS Services Ltd 39090 Talbot Line St Thomas as the licensed hauler. It is anticipated that the same volume of biosolids will be generated in 2019.
10. Complaints Received

No complaints were received during the 2018 operating season.

11.0 Bypass, Spill, or Abnormal Discharge Events

There were no bypasses, spills, or abnormal discharge events in the 2018 operating season.

12.0 Additional Information Requested

No additional requests
Request for Proposal for the Replacement of Kimble Bridge

GM BluePlan Engineering Limited have been hired to design the new bridge on Fingal Line (County Road 16) – just one of the many construction projects scheduled for the 2019 construction season!

Wonderland Road Construction Update

The first phase of Wonderland Road reconstruction is expected to start in the spring. Elgin County continues to work with the Ministry of Transportation to finalize details of a much needed Environmental Assessment of the area which will be helpful with long term planning for this busy County road.

The Ridge at Talbotville Grove Phase 2 Subdivision

More development is planned for the Township of Southwold! County Council granted draft plan approval to 1873828 Ontario Ltd. for the construction of The Ridge Talbotville Grove Phase 2 Subdivision. The subject land is approximately 24 acres in size and the developer could build a maximum of 125 residential lots in Phase 1 and 2.

Long-Term Care Homes Waitlist

Elgin County residents are not given priority over non-residents when it comes to being admitted to one of the County’s three Long Term Care Homes. Council’s work in advocating for a change in the way admissions are currently handled is ongoing. An update will be provided on April 9, 2019.

2018 Library Performance Measures Update

Elgin County’s libraries reported another successful year in 2018. Highlights included a continued increase in electronic circulation; a 6.8% increase in programs created over a five year period; a 33.8% increase in usage of these programs over the past five years; growth in partnerships with local schools; an increase of 129.3% of wireless usage; application and technological improvements operationally resulting in a more efficient and user friendly experience; and so much more.

The March 26, 2019 County Council Agenda Package can accessed on the County of Elgin website.
March 28th, 2019

Dear mayor or head of council,

Now that spring is upon us, the Province of Ontario will soon be engaged in providing emergency response assistance to First Nations Communities located in the Province through an agreement with the Government of Canada. The Office of the Fire Marshal and Emergency Management (OFMEM), in partnership with other provincial ministries and federal departments, coordinates planning for and evacuation of First Nations communities when they are at risk due to flooding or forest fires.

As you may be aware, when the annual spring ice breakup begins on the river systems that empty into James Bay, the First Nations communities located on those river systems are at high risk of flooding and there is an identified need for ‘Host Communities’ to accommodate evacuees. Contingency planning is currently underway for the following James Bay communities, Kashechewan, Moose Cree, Fort Albany and Attawapiskat First Nations. There are approximately 6000 First Nations members across these James Bay communities.

The most recent threat assessment indicates that current snowpack, ice on rivers and anticipated temperature fluctuations with transition to spring is expected to result in a higher than normal downstream flow to these communities, putting them at higher risk of flooding and evacuation. The worst-case scenario would see more than one community trying to evacuate concurrently, which will overwhelm our existing host capacity of approximately 2200 beds.

The OFMEM is asking if your municipality would consider being a ‘Host Community’ for the 2019 James Bay flood season. The following questions are provided to assist you in your deliberations:

1. Could your Region/Municipality host evacuated residents?
2. Could your Region/Municipality host elders, families with young children, people with illnesses or disabilities, pregnant mothers in hotel/motel/dormitory-type accommodations?
3. Could your Region/Municipality host displaced community members in arena-type accommodations?
4. How soon could your municipality begin to accept evacuees (do you have any ongoing or near-future events which will decrease hotel or arena capacity – i.e. tournaments, garden shows, etc.)?
5. How much lead time would your municipality require to set-up for evacuees?
6. How long could your municipality host evacuees for?
7. What provincial and/or federal supports would your municipality require (OFMEM Field Officers and/or Liaison Officers from Indigenous Services Canada (ISC))?

8. What other supports would you foresee requiring (Canadian Red Cross, Salvation Army, other non-governmental organizations)?

OFMEM works closely with provincial and federal stakeholders to ensure a host community receives the appropriate funding and supports to safely accommodate displaced First Nation community members.

If you require further information about evacuations and becoming a host community, please do not hesitate to contact Aileen Cassells, Deputy Chief, Emergency Operations (647-329-1135, Aileen.Cassells@ontario.ca) or Jason Redlarski, Program Manager, Provincial Emergency Operations (647-329-1194, Jason.Redlarski@ontario.ca).

Regards,

Jon Pegg
Assistant Deputy Minister
Fire Marshal and Chief of Emergency Management

cc.  Community Emergency Management Coordinator
     Chief Administrative Officer
     Clerk
     OFMEM Field Officer
     Aileen Cassells, Deputy Chief, Emergency Management Operations
     Jason Redlarski, Program Manager, Provincial Emergency Operations Unit
Drainage By-law Number 2019-09

A by-law to provide for a drainage works in the Township of Southwold in the County of Elgin.

Whereas the council of the Township of Southwold has procured a report under section 4 of the Drainage Act for the construction of the Turville Drain No. 2 drain;

And whereas the report dated 2019/01/10 has been authored by Mike DeVos, Spriet Associates and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is $42,600.00;

And whereas $0.00 is the amount to be contributed by the Township of Southwold for the drainage works;

And whereas (Complete this clause only if other municipalities are being assessed a share of the cost of the project.);

$583.00 is being assessed in the County of Elgin.

__________________________ is being assessed in the ______________ of ____________________________

__________________________ is being assessed in the ______________ of ____________________________

__________________________ is being assessed in the ______________ of ____________________________

And whereas the council is of the opinion that drainage of the area is desirable;

Therefore the council of the Township of Southwold pursuant to the Drainage Act enacts as follows:

1. AUTHORIZATION

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

2. BORROWING

The Corporation of the Township of Southwold may borrow on the credit of the Corporation the amount of __________________ being the amount necessary for the construction __________________ of the drainage works.

This project may be debentured.
6. CITATION

This by-law comes into force on the passing thereof and may be cited as the
"Turville Drain No. 2

First reading 2019/02/11
Second reading 2019/02/11

Provisionally adopted this 11 day of February, 2019

Name of Head of Council (Last, First Name) | Signature
Jones, Grant

Name of Clerk (Last, First Name) | Signature
Grogan, Kim

Third reading

Enacted this ______ day of ____________, 2015

Name of Head of Council (Last, First Name) | Signature

Name of Clerk (Last, First Name) | Signature

I. ________________________________
clerk of the Corporation of the Township of Southwold,
certify that the above by-law was duly passed by the council of the Corporation and is a true copy
thereof.

Name of Clerk (Last, First Name) | Signature
THE CORPORATION OF TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2019-24

BEING A BY-LAW TO AUTHORIZE THE CIVIL MARRIAGE SOLEMNIZATION SERVICE IN THE TOWNSHIP OF SOUTHWOLD AND TO REPEAL BY-LAW NO. 2008-31

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

WHEREAS Ontario Regulation 285/04 provides for the authorization of the Clerk to solemnize marriages with the authority of a license,

AND WHEREAS Council considers it desirable to have civil marriage solemnization services performed in the Township of Southwold;

NOW THEREFORE the Council of the Corporation of the Township of Southwold enacts the following as a By-law:

1. That Council for the Corporation does hereby direct that the civil marriage solemnization service be implemented in the Township of Southwold.

2. That Council recognizes that Lisa Higgs, Clerk for the Township of Southwold is authorized to solemnize marriages in the Township of Southwold as set out under Ontario Regulation 285/04 and the Marriage Act, R.S.O. 1990, Chapter M.3 for the Province of Ontario.

3. That Council does hereby further support the Clerk, in her absence, delegating the authority to provide civil marriage solemnization services as provided for under the Municipal Act, 2001, S.O. 2001, c25 Section 228 (4) & (5).

4. That the current User Fee By-Law of the Township of Southwold be amended to reflect the fee for Conducting Civil Marriage Solemnization Services.

5. That this By-law shall come into force and effect on the date of passage.

6. That by-law 2008-31 is hereby repealed in its entirety.


Mayor

_______________________________

Clerk
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2019-25

A By-law to Amend By-law No. 2011-14

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD
HEREBY ENACTS AS FOLLOWS:

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A' to change the zone symbol applying to lands legally described as Part of Lot 3, Range 2 Concession NLR, as shown on Schedule “A-1”, attached hereto and forming part of this By-law, from Agricultural 1 Zone “A1” to Agricultural 3 Zone “A3”.

2. (a) If no notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, this By-law shall thereupon come into force and shall take effect from the date of its final passing.

   (b) If notice of appeal to this By-law is filed with the Clerk of the Corporation of the Township of Southwold within the time prescribed by the regulations, the By-law does not come into force until approved by the Local Planning Appeal Tribunal, or as otherwise provided by the Planning Act R.S.O., 1990.

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 8th day of APRIL, 2019.

Administrator/Clerk
Lisa Higgs

Mayor
Grant Jones
This is Schedule "A" to By-law No. 2019-25
passed on the 8th day of April 2019

MAYOR

CLERK

TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE 'A' MAP 8

Meters
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2019-26 being a By-law to
prescribe a Tariff of Fees and to
Repeal By-law 2015-20, By-law 2017-51 and By-law 2017-66.

WHEREAS Section 69(1) of the Planning Act, R.S.O. 1990, c.P.13, as amended, enables a municipality to establish fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 391 of The Municipal Act, 2001 authorizes the municipality to establish fees or charges;


AND WHEREAS pursuant to the Building Code Act, 1992, S.O. 1992 c 23 as amended, Council may require the payment of fees on applications for and issuance of building permits and prescribing the amounts thereof, and,

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

1. That Council hereby delegates the Chief Administrative Officer/Clerk or designate the authority in his or her discretion to waive, reduce or otherwise vary the fee or charge for the item concerned as set out in this by-law in accordance with policies approved by Council.

2. That By-law No. 2015-20 that was enacted by the Council of the Township of Southwold on May 11, 2015 is hereby repealed in its entirety.

3. That By-law No. 2017-51 that was enacted by the Council of the Township of Southwold on October 23, 2017 is hereby repealed in its entirety.

4. That By-law No. 2017-66 that was enacted by the Council of the Township of Southwold on November 14, 2017 is hereby repealed in its entirety.

5. That Schedules “A” Miscellaneous Fees, “B” Building Department Fees, “C” Southwold Keystone Complex Fees and “D” Planning Fees, attached hereto shall form part of this By-law.

6. That this By-law shall come into full force and effect April 9, 2019.

7. Any By-Laws that are inconsistent with the provisions found in this By-Law are hereby repealed.

___________________________
Mayor, Grant Jones

___________________________
Clerk, Lisa Higgs
**MISCELLANEOUS FEES**

1. **Property Inquiries**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Tile Loan processing</td>
<td>$200.00</td>
</tr>
<tr>
<td>(b) Drainage Apportionment</td>
<td>$100.00</td>
</tr>
<tr>
<td>Note: The Township of Southwold reserves the right to decide whether the apportionment is done in-house or by the Engineer. Referral to an Engineer for Drainage Reapportionment is at the discretion of the Municipality.</td>
<td></td>
</tr>
<tr>
<td>(c) 911 sign - new sign (sign and post)</td>
<td>$100.00 HST included</td>
</tr>
<tr>
<td>(d) 911 sign - replacement (sign only)</td>
<td>$50.00 HST included</td>
</tr>
<tr>
<td>(e) Tax certificate relating to each assessed parcel</td>
<td>$45.00</td>
</tr>
<tr>
<td>(f) Water certificate</td>
<td>$45.00</td>
</tr>
<tr>
<td>(g) Septic certificate</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

2. **Public Works Department**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) All new Road Occupancy Permits off municipal roads</td>
<td>$250.00</td>
</tr>
<tr>
<td>(b) Entrance Bond (Refundable)</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>(c) Work under roadway bond (Refundable)</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

3. **Building Department** - Fees attached as Schedule "B"

4. **Administration**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Photocopies</td>
<td>$0.50/page HST included</td>
</tr>
<tr>
<td>(b) Faxes</td>
<td>$1.00/page HST included</td>
</tr>
<tr>
<td>(c) NSF Fees</td>
<td>$40.00</td>
</tr>
<tr>
<td>(d) Commission documents/Affidavits</td>
<td>No Charge</td>
</tr>
<tr>
<td>(e) Preparation of property aerial photos</td>
<td>$10.00 ea. HST included</td>
</tr>
<tr>
<td>(f) A finance charge of 2% per month will be added to any invoice balance not paid before its due date</td>
<td>$250 penalty</td>
</tr>
<tr>
<td>(g) A penalty will be charged for any after hours, non-emergency locates request called in as emergencies</td>
<td></td>
</tr>
<tr>
<td>(h) Work on behalf of a ratepayer or as a result of an order (i.e. By-law infraction) will be charged time (based on current employee rate), Equipment (based on current Ontario Provincial Standard Specification), Materials/contracts and a 15% Administration Fee (based on project cost)</td>
<td></td>
</tr>
<tr>
<td>(i) Delivery of tax notices or documents by registered letter</td>
<td>Cost plus $5 admin. fee plus HST</td>
</tr>
<tr>
<td>(j) Additional Blue box</td>
<td>$8.00 HST included</td>
</tr>
<tr>
<td>(k) Marriage licence - residents</td>
<td>$100.00</td>
</tr>
<tr>
<td>- non-residents</td>
<td>$110.00</td>
</tr>
<tr>
<td>(l) Marriage ceremony - at municipal office during regular business hrs</td>
<td>$250.00</td>
</tr>
<tr>
<td>- at off-site location</td>
<td>$350.00 plus mileage</td>
</tr>
</tbody>
</table>
5. Fire Department

<table>
<thead>
<tr>
<th>(a)</th>
<th>Inspections</th>
<th>Actual staff time plus equipment/mileage plus 15% admin fee *Plus HST</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)</td>
<td>Request for Fire Report:</td>
<td>$50.00 *Plus HST</td>
</tr>
<tr>
<td>(c)</td>
<td>Request for Inspection Report Previously Completed:</td>
<td>$40.00 *Plus HST</td>
</tr>
<tr>
<td>(d)</td>
<td>Fire Cost Recovery for non-compliance of Fire Code and Fire Protection and Prevention Act</td>
<td>Actual costs for fire suppression including staffing, equipment, mileage, materials plus 15% admin fee *Plus HST</td>
</tr>
<tr>
<td>(e)</td>
<td>Provincial Highway Fees</td>
<td>In accordance with current MTO rates plus any loss of or damaged equipment and material used</td>
</tr>
<tr>
<td>(f)</td>
<td>Any Municipal Road, all Non-Residents</td>
<td>Same fee as if on a Provincial Highway</td>
</tr>
</tbody>
</table>

6. Parks and Recreation

<table>
<thead>
<tr>
<th>(a)</th>
<th>Shedden</th>
<th>Men and Ladies Ball</th>
<th>$42.00/game HST included</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Adult Soccer (19+)</td>
<td>$37.00/game (full-field, full length games) HST included</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minor sports (ball or soccer)</td>
<td>$5.00 per child/season HST included</td>
</tr>
<tr>
<td>(b)</td>
<td>Talbotville</td>
<td>Men and Ladies Ball</td>
<td>$42.00/game HST included</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minor Ball</td>
<td>$5.00 per child/season HST included</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adult Soccer (19+)</td>
<td>$37.00/game (full-field, full length games) HST included</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minor Soccer</td>
<td>$5.00 per child/season HST included</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rental of Pavilion</td>
<td>$80.00 HST included</td>
</tr>
<tr>
<td>(c)</td>
<td>Fingal</td>
<td>Men and Ladies Ball</td>
<td>$47.00/game HST included</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minor sports (ball or soccer)</td>
<td>$5.00 per child/season HST included</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tournaments</td>
<td>$120.00/day HST included</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rental of Pavilion</td>
<td>$80.00 HST included</td>
</tr>
</tbody>
</table>

Non-Registered Teams: Fee plus $12.00, HST included (practice or individual games).

Due date: All fees shall be paid by no later than the first regular season game and a copy of the game schedule shall be provided to the Township at that time.

Late payments: Subject to a late charge. The late fee will be in the amount of $12.00 per game, HST included, applicable to each game scheduled or played until payment is received.

Rain Days: Teams can reschedule games during the week or at the end of the season.

Teams shall be responsible to provide a copy of their own insurance to the Township prior to the first game.

7. Southwold Keystone Complex - Fees attached as Schedule "C"

By-law 2019-16 Tariff of Fees Schedule “A”
8. **Animal Control**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Fee</th>
<th>HST Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Dog tag</td>
<td>$30.00</td>
<td>no HST charged</td>
</tr>
<tr>
<td>(b)</td>
<td>Late fee after last business day in Feb. - an additional charge per tag</td>
<td>$10.00</td>
<td>no HST charged</td>
</tr>
<tr>
<td>(c)</td>
<td>Any NEW dog/puppy to the Township, licensed after July 1 of each year, will pay ½ the regular fee (case by case determination)</td>
<td>$15.00</td>
<td>no HST charged</td>
</tr>
<tr>
<td>(d)</td>
<td>Replacement Tag</td>
<td>$5.00</td>
<td>no HST charged</td>
</tr>
<tr>
<td>(e)</td>
<td>Kennel License</td>
<td>$85.00</td>
<td>no HST charged</td>
</tr>
<tr>
<td>(f)</td>
<td>Guide Dogs &amp; Service Dogs</td>
<td>No Charge</td>
<td></td>
</tr>
</tbody>
</table>

9. **Municipal Investigators**

Remuneration: $50.00 per attendance, plus mileage.

10. **Fence Viewers**

Remuneration: $60.00 for each attendance up to a maximum of two hours, and then $60.00 for each hour thereafter, plus mileage.

Application Fee: $180.00 ($60.00/fence viewer x 3) for each authorized attendance up to a maximum of 2 hours plus mileage, and then $180.00 for every hour thereafter plus all administrative costs associated with the request.

11. **Planning Department - Fees attached as Schedule “D”**
# The Corporation of Township of Southwold

## Schedule “B”

### BUILDING DEPARTMENT FEES

**Residential**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Floor</td>
<td>$0.65 per ft²</td>
</tr>
<tr>
<td>2nd and 3rd Floor</td>
<td>$0.65 per ft²</td>
</tr>
<tr>
<td>Basement</td>
<td>$0.40 per ft²</td>
</tr>
<tr>
<td>Crawl space</td>
<td>$0.40 per ft²</td>
</tr>
<tr>
<td>Works shops, storage areas, garages, open porches and decks, when included with permit for a new residence and attached to the same</td>
<td>$0.20 per ft²</td>
</tr>
<tr>
<td>Addition of attached garage workshop</td>
<td>$0.65 per ft²</td>
</tr>
<tr>
<td>Additions, alterations and renovations where square footage can be determined as per above</td>
<td>See fees per ft² above. Additions of attached garages $0.65 per ft²</td>
</tr>
<tr>
<td>Fee for any building permit, alterations / renovations</td>
<td>Minimum - $150.00</td>
</tr>
<tr>
<td>When square footage cannot be determined</td>
<td>$12.00 per $1,000.00 of construction value</td>
</tr>
<tr>
<td>Deposit for lot grading plan at the discretion of CAO/Clerk or CBO and based on complexity of lot</td>
<td>Minimum - $1,000.00</td>
</tr>
<tr>
<td>Damage and security deposit at discretion of CBO (forfeited if occupied prior to occupancy being granted)</td>
<td>Minimum - $500.00</td>
</tr>
<tr>
<td></td>
<td>Maximum - $1,000.00</td>
</tr>
</tbody>
</table>

**Accessory Buildings - Decks, Porches etc., when not part of original Residential Permit**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 250 ft²</td>
<td>$150.00</td>
</tr>
<tr>
<td>251 to 500 ft²</td>
<td>$150.00 plus $0.35 per ft² over 250 ft²</td>
</tr>
<tr>
<td>501 to 1,000 ft²</td>
<td>$300.00 plus $0.15 per ft² over 500 ft²</td>
</tr>
<tr>
<td>Over 1,000 ft²</td>
<td>$350.00 plus $0.15 per ft² over 1,000 ft²</td>
</tr>
</tbody>
</table>

**Industrial/Commercial/Institutional**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>New construction or renovations</td>
<td>$12.00 per $1,000.00 of construction value</td>
</tr>
<tr>
<td></td>
<td>Minimum - $150.00</td>
</tr>
</tbody>
</table>
### Farm Buildings

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Livestock facilities and manure pits</td>
<td>$150.00 plus $8.00 per $1,000.00 of construction value</td>
</tr>
<tr>
<td>Non-livestock agricultural building</td>
<td></td>
</tr>
<tr>
<td>Less than 250 square feet</td>
<td>$150.00</td>
</tr>
<tr>
<td>251 to 500 square feet</td>
<td>$150.00 plus $0.35 per ft(^2) over 250 ft(^2)</td>
</tr>
<tr>
<td>501 to 1,000 square feet</td>
<td>$300.00 plus $0.15 per ft(^2) over 500 ft(^2)</td>
</tr>
<tr>
<td>Over 1,000 square feet</td>
<td>$350.00 plus $0.15 per ft(^2) over 1,000 ft(^2)</td>
</tr>
</tbody>
</table>

### Other

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodstoves, chimneys, fireplaces and other wood burning appliances</td>
<td>$150.00</td>
</tr>
<tr>
<td>Demolition permits</td>
<td>$150.00</td>
</tr>
<tr>
<td>Demolition as a condition of severance</td>
<td>$150.00</td>
</tr>
<tr>
<td>Fence around residential swimming pools</td>
<td>$150.00</td>
</tr>
<tr>
<td>Building relocations (refundable damage deposit and/or liability insurance to be determined by Council)</td>
<td>$100.00 plus travel cost plus fee for appropriate building listed above</td>
</tr>
<tr>
<td>Plumbing permit in buildings not requiring a building permit</td>
<td>$150.00 plus $12.00 per $1,000 of construction value</td>
</tr>
<tr>
<td>Tent permit, if greater than 60 m(^2)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Wind turbine with a capacity greater than 3 kw for personal use</td>
<td>$295.00</td>
</tr>
<tr>
<td>Wind turbine with a capacity greater than 3 kw for commercial use</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Change of use permit (no construction)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Conditional permit</td>
<td>$300.00 plus regular permit fee</td>
</tr>
<tr>
<td>Reinspection fee if inspections are requested and not ready</td>
<td>$75.00</td>
</tr>
<tr>
<td>Solar panel fee for panels with an area of 5 m(^2) or greater</td>
<td>$150.00</td>
</tr>
<tr>
<td>Penalty for starting construction prior to obtaining permit residential</td>
<td>Double the regular permit fee Maximum - $2,000.00</td>
</tr>
<tr>
<td>Penalty for starting construction prior to obtaining permit industrial/commercial/institutional</td>
<td>Double the regular permit fee Maximum - $5,000.00</td>
</tr>
<tr>
<td>Administration fee for permits not paid for prior to permit expiry</td>
<td>25% increase in regular permit fee</td>
</tr>
<tr>
<td>Fast track building permit fee 48 business hour turn around at discretion of CBO</td>
<td>25% increase in regular permit fee</td>
</tr>
<tr>
<td>Permits not started within six months of issue are cancelled and require renewal, if applicant requests in writing within one year of cancellation</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

### Septic System

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewage system building permit for Class 4 or 5 sewage systems</td>
<td>$500.00</td>
</tr>
<tr>
<td>Additional fee for percolation onsite test where soil conditions are suitable</td>
<td>$100.00</td>
</tr>
<tr>
<td>Inspection for repairs to a sewage system</td>
<td>$400.00</td>
</tr>
</tbody>
</table>
## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### Schedule “C”

**By-law 2019-26**

### SOUTHWOLD KEYSTONE COMPLEX FEES

35921 Talbot Line (County Road # 3), Shedden, ON

**Weddings, Corporate Functions, Anniversaries, Meetings for 30-310 people**

Just minutes south on Union Road, exit Highway # 401, 7 minutes west of Talbotville and St. Thomas

Booking Contact: Caitlin Wight  
Phone: 519-769-2010  
E-mail: communications@southwold.ca

Manager Contact: Michelle Lackey  
Phone: 519-764-2865  
E-mail: keystone@southwold.ca

### Fees

<table>
<thead>
<tr>
<th>Day</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday to Saturday</td>
<td>Main hall - without facilities</td>
<td>$450.00 HST included</td>
</tr>
<tr>
<td>Friday to Saturday</td>
<td>Main hall - with facilities</td>
<td>$600.00 HST included</td>
</tr>
<tr>
<td>Friday to Saturday</td>
<td>Grounds – private event</td>
<td>$600.00 HST included</td>
</tr>
<tr>
<td>Friday to Saturday</td>
<td>Grounds - Southwold based charities, service clubs and non-profit groups</td>
<td>$470.00 HST included</td>
</tr>
<tr>
<td>Friday to Saturday</td>
<td>Non-refundable deposit</td>
<td>$200.00 HST included</td>
</tr>
<tr>
<td>Friday to Saturday</td>
<td>Stag &amp; Doe maintenance and damage deposit (refundable upon inspection)</td>
<td>$800.00 no HST</td>
</tr>
<tr>
<td>Sunday to Thursday</td>
<td>Main hall - without facilities</td>
<td>$330.00 HST included</td>
</tr>
<tr>
<td>Sunday to Thursday</td>
<td>Main hall - with facilities</td>
<td>$390.00 HST included</td>
</tr>
<tr>
<td>Sunday to Thursday</td>
<td>Grounds - private event</td>
<td>$360.00 HST included</td>
</tr>
<tr>
<td>Sunday to Thursday</td>
<td>Grounds - Southwold based charities, service clubs, and non-profit groups</td>
<td>$300.00 HST included</td>
</tr>
<tr>
<td>Sunday to Thursday</td>
<td>Non-refundable deposit</td>
<td>$200.00 no HST</td>
</tr>
<tr>
<td>Sunday to Thursday</td>
<td>Maintenance and damage deposit (refundable upon inspection) (Fee waived for Southwold based charities, service clubs and non-profit groups)</td>
<td>$100.00 no HST</td>
</tr>
<tr>
<td></td>
<td>Events require insurance</td>
<td>Applicant to provide proof of coverage</td>
</tr>
<tr>
<td></td>
<td>Set-up day ahead</td>
<td>$270.00 HST included</td>
</tr>
<tr>
<td></td>
<td>Meeting room</td>
<td>$ 55.00 HST included</td>
</tr>
<tr>
<td></td>
<td>Meeting room - with kitchen</td>
<td>$ 85.00 HST included</td>
</tr>
<tr>
<td></td>
<td>Memorial services and funeral receptions</td>
<td>$225.00 HST included</td>
</tr>
<tr>
<td></td>
<td>Sign &amp; letters</td>
<td>$ 25.00 HST included</td>
</tr>
<tr>
<td></td>
<td>Pavilion</td>
<td>$ 90.00 HST included</td>
</tr>
<tr>
<td></td>
<td>Horse ring</td>
<td>$ 75.00 HST included</td>
</tr>
<tr>
<td></td>
<td>Barn</td>
<td>$120.00 HST included</td>
</tr>
</tbody>
</table>

Rental fees for municipal functions held at the facility may be waived as authorized by CAO. Rental fees for community groups and organizations that benefit youth and/or the greater community may be waived or reduced as authorized by Council. Written submission to Council to request the waiver or reduction of fees is required.
## Planning Department Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Minor variance</td>
<td>$ 550.00</td>
</tr>
<tr>
<td>(b) Official Plan amendment (includes planning report)</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>(c) Zoning By-law amendment (includes planning report)</td>
<td>$1,175.00</td>
</tr>
<tr>
<td>(d) Combined application to amend the Official Plan and Zoning By-law in respect of the same lands (includes planning reports)</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>(e) Plans of Subdivision/Plans of Condominium</td>
<td>$2,000.00 (plus actual costs for consultant and/or legal)</td>
</tr>
<tr>
<td>(f) Site Plan Application (includes planning report)</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>(g) Development Agreement - administration fee - first agreement - each additional lot that was part of the original severance</td>
<td>$ 500.00</td>
</tr>
<tr>
<td></td>
<td>$ 0.00 each (plus actual costs for consultant and/or legal)</td>
</tr>
<tr>
<td>(h) Site Plan Agreement - administration fee</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>(i) Application for consent/severance</td>
<td>$ 400.00</td>
</tr>
<tr>
<td>(j) Zoning Report (written) information relating to each assessed parcel</td>
<td>$ 45.00</td>
</tr>
<tr>
<td>(k) Temporary Use By-law (Deposit $5,000.00 refundable upon compliance)</td>
<td>$ 650.00</td>
</tr>
<tr>
<td>(l) Pre-consultation meeting with Planner (non-refundable and only charged after 2nd meeting)</td>
<td>$ 200.00</td>
</tr>
<tr>
<td>(m) Staff review of Green Initiatives construction projects</td>
<td>$1,000.00 * Plus HST</td>
</tr>
<tr>
<td>(n) Contribution to Parkland Reserve fee (per severance/new lot creation) except on surplus farm residence</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>(o) Contribution to Parkland Reserve fee (lot line adjustment)</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

Any legal or consulting fees over and above established rates will be added to all planning fees.

Fees are charged per lot, where applicable.
March 19, 2019

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON
M7A 1A1

Dear Premier:

Re: Review of Ontario Municipal Partnership Funding (OMPF)

Please be advised that the Council of the Township of South Frontenac passed the following resolution at their meeting March 19, 2019:

"That Council of the Township of South Frontenac support the request to endorse the resolution passed by the Township of South Stormont at their February 20, 2019 Council meeting regarding the Provincial Government review of OMPF funding that provides annual funding allotments to municipal governments to help offset operating and capital costs and advise the Premier, Ministers of Finance, Municipal Affairs and Housing and our local MPP of our concerns. Carried"

We urge the provincial government to complete the review the Ontario Municipal Partnership Fund in a timely manner as reductions to the allocation of this funding will significantly impact future budgets and create further tax burden on our residents.

We look forward to receiving any updates on this matter.

Yours truly

Angela Maddocks
Clerk

c.c. Honourable Steve Clark, Minister of Municipal Affairs and Housing
     Honourable Vick Fedeli, Minister of Finance
     Ashley Sloan, Clerk's Assistant, Township of South Stormont
     All Other Ontario Municipalities

www.southfrontenac.net
Our strength is our community.
February 4, 2019

Township of Southold
35663 Fingal Line
Fingal, ON N0L 1K0
Attn.: Ms. Lisa Higgs, CAO/Clerk

Dear Ms. Higgs,

On behalf of The Lambton College Foundation, and the entire Lambton College community, I would like to thank you for your generous donation of $500.00 for a scholarship to support our student, Connor McClenaghan. Your meaningful gift will allow this deserving student to focus on his academic aspirations.

Lambton College exists to serve our students. They have always been at the centre of all we do. Though post-secondary education can be an expensive proposition, Lambton College believes that cost should not be a prohibitive factor in the pursuit of higher education. Our scholarships and bursary program, and the important contributions of donors like you, are an investment in the promise and potential of our students and increases their chance of success.

Thank you again for your contribution and for choosing to make a difference in the lives of our students. If you have any questions about The Lambton College Foundation or our scholarship program, please contact me at (519) 542-7751 ext. 3027 or via email at marc.guilbeault@lambtoncollege.ca.

Yours truly,

Marc Guilbeault
Director
The Lambton College Foundation and Alumni Boards

Thank-you!

For more information on all registered charities in Canada under the Income Tax Act please visit: Canada Revenue Agency www.cra-arc.gc.ca/charities
1457 London Road, Sarnia, Ontario, Canada N7S 6K4 | 519-542-7751 Ext. 3520
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2019-27

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on April 8th, 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 April 8th, 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
Mayor

Lisa Higgs
Clerk

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