THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Monday January 13, 2020

REGULAR MEETING OF COUNCIL
7:00 p.m., Council Chambers, Fingal

1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES
   (a) Minutes of Regular Council Meeting of December 9th, 2019
   (b) Minutes of the Southwold Young at Heart Committee meeting of December 3rd, 2019.

5. DELEGATION

6. DRAINAGE
   (a) 7:15 p.m. Court of Revision – South Talbotville Drain 2019

7. PLANNING
   (a) 7:30 p.m. – Public Meeting Zoning By-law Amendment ZBA 2019-12
   Brooymans Farms Ltd C/O Amy Dale, 5746 and 5758 Union Road
   (b) 7:45 p.m. – Committee of Adjustment – Public Meeting – Minor Variance
   MV 2019-06 K. Wiebe 10207 Sunset Road

8. REPORTS
   (a) Activity Report from Drainage Superintendent – December
   (b) Activity Report from Fire Chief – December
   (c) Activity Report from Public Works Superintendent – December
   (d) Activity Report from the Chief Building Official – December
   (e) Report from the Chief Building Official RE: Year End Report
   (f) Activity Report from the CAO/Clerk – December
   (g) Report from the CAO/Clerk RE: Fencing By-law
   (h) Report from the CAO/Clerk RE: By-law Summary
   (i) Report from the Mayor RE: County Council Highlights December 10 and 12 2019 meetings

9. CORRESPONDENCE
   (a) Transportation System Proposal
   (b) Email and Letter from The Royal Canadian Legion Ontario Command RE: Military Service Recognition Book
(c) Request for Waiver of Fees – 1st Dutton Pathfinders and Rangers
(d) Lower Thames Conservation Authority RE: Resolution in Support of Conservation Authorities

10. **BY-LAWS**

(a) By-law No. 2019-77, being a by-law to regulate the height, location and description of fences.
(b) By-law No. 2020-02, being a by-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31st, 2020.
(c) By-Law No. 2020-03, being a by-law to provide for an interim tax levy, to provide for the payment of taxes and to provide for penalty and interest of 1.25 percent.
(d) By-law No. 2020-04, being a by-law to appoint a Deputy Treasurer
(e) By-law No. 2020-05, being a by-law to amend By-law No. 2011-14, Brooymans Farms Ltd C/O Amy Dale, Gunn & Associates, 5746 and 5758 Union Road
(f) By-law No. 2020-06, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 9th, 2020 and January 13th, 2020

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

(a) Notice of Zoning By-law Amendment – Central Elgin – 42575 Dexter Line
(b) Resolution from the Municipality of Thames Centre RE: Support for Continuation of Mandatory and Non-Mandatory Programs of the UTRCA and KCCA.

12. **CLOSED SESSION**

(a) Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239 (2) (b)) – Fire Department.
(b) Litigation or potential litigation, including matters before the administrative tribunals, affecting the municipality or local board (section 239 (2) (e)) – Facility Warranty
(c) 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)) – Contract Renewal

13. **ADJOURNMENT:**

**NEXT BUDGET MEETING OF COUNCIL**
**Wednesday January 15, 2020 @ 4:00 P.M.**
Council Chambers, Fingal

**NEXT BUDGET MEETING OF COUNCIL**
**Thursday January 23, 2020 @ 4:00 P.M.**
Council Chambers, Fingal

**NEXT REGULAR MEETING OF COUNCIL**
**Monday January 27, 2020 @ 7:00 P.M.**
Council Chambers, Fingal
Regular Council Meeting
Monday December 9, 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: Katherine Thompson, CAO/Clerk
Lisa Higgs, Assistant CAO/Clerk
Jeff Carswell, Treasurer (7:00 p.m. – 9:24 p.m.)
Public Works Superintendent, Paul Van Vaerenbergh (7:00 p.m. – 8:10 p.m.)
Drainage Superintendent, Brent Clutterbuck (7:00 p.m. – 8:10 p.m.)
Fife Chief, Jeff McArthur (7:00 p.m. – 8:10 p.m.)
Heather James, Planner (7:00 p.m. – 7:50 p.m.)
June McLarty, Administrative Assistant (7:00 p.m. – 9:24 p.m.)

ADDENDUM TO THE AGENDA:

REPORTS:

(n) Report from the Treasurer RE: Section 357 and Farm Tax Adjustments

12. CLOSED SESSION:

  (b) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (section 239 (2) (k)) – Shared Services Negotiations.

DISCLOSURES:

There were no disclosures.

ADOPTION OF MINUTES:

2019-442 Deputy Mayor Monteith – Councillor Pennings

THAT the minutes of the Regular Council Meeting of November 25, 2019 and the minutes of the Special Council Meeting of November 28, 2019 are hereby adopted;
AND THAT the Minutes of the Talbotville Neighbourhood Committee Meeting of October 8, 2019 are hereby adopted;

AND THAT the Minutes of the Family Day Committee Meeting of October 22, 2019 are hereby adopted;

AND THAT the Minutes of the Young @ Heart Committee Meeting of November 5, 2019 are hereby adopted.

CARRIED

DELEGATION:

7:02 p.m. – 7:21 p.m.

Talbotville Neighbourhood Association - New Fencing Policy

Jacqui Jenskey a member of the executive of the Talbotville Neighbourhood Association brought forward concerns regarding Council’s position on fencing in the Talbotville Meadows subdivision. Council decided not to change its position.

DRAINAGE:

South Talbotville Drain 2019

In attendance: A. Caranci

2019-443 Councillor Emons – Councillor North Mtg to Consider Report

THAT the Meeting to Consider the report for the South Talbotville Drain 2019 forms at 7:15 p.m.

CARRIED

Mike DeVos from Spriet and Associates presented the report to Council. He reported that this report was prepared under Section 78 of the Drainage Act for the reconstruction of the tile drain that services the watershed. The reconstruction will also assist with the development that is proposed for the area. The underground pipe will handle the increase in flow and a new catch basin will be installed.

It was also reported that the Court of Revision for the South Talbotville Drain 2019 will be held on Monday January 13, 2020 at 7:15 p.m.

2019-444 Councillor Emons – Councillor Emons South Talbotville Drain 2019

THAT the Report on the South Talbotville Drain 2019 prepared by Spriet Associates pursuant to Section 78 of the Drainage Act, dated October 30, 2019 be accepted by Council of the Township of Southwold;

AND THAT Council consider the adopting the provisional By-law.

CARRIED
THAT the Meeting to Consider the Report for the South Talbotville Drain 2019 hereby adjourns at 7:28 p.m.

CARRIED

PLANNING:

7:30 p.m. Zoning By-law Amendment Cline C/O Lackey 36328 Third Line and 11849 Magdala Road

In attendance: L. Lackey and S. Lackey

THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider an application to amend the property owned by Mona Cline C/O Stuart Lackey.

CARRIED

Planner Heather James presented her report to Council. Ms. James explained that the proposed zoning by-law amendment differed from the standard surplus farm dwelling zoning that is typically applied but noted that it was appropriate under the circumstances. Council was informed by Ms. James that Steve Evans from Elgin County has no concerns with this application.

THAT Council for the Township of Southwold approve the proposed Zoning By-law Amendment ZBA 2019-11 in accordance with the site-specific By-law attached.

CARRIED

THAT the public meeting to consider an application to amend the zoning on the property owned by Mona Cline C/O Stuart Lackey ends at 7:41 p.m.

CARRIED

Ms. James explained that under the Planning Act, we have 15 days to send out a notice of passing and that there will be a 20 day appeal period from the date indicated on the notice.
Zoning By-law Amendment Atcheson
Planner Heather James presented her report to Council. She also reported that the developer is requesting a deferral of rezoning of the Settlement Reserve (SR) to Special Provisional Residential 3 (R3-1) as the plans have not been finalized.

2019-449  Councillor Pennings – Councillor Emons  
Atcheson C/O Kreator Developments

THAT Council of the Township of Southwold pass By-law 2019-81 for lands owned by Elfriede Atcheson c/o Kreator Developments, legally described at Part of Lot D, Concession East of the North Branch of Talbot Road, located west side of Sunset Road and on the east side of Talbotville Gore Road, in the community of Talbotville as amended.

CARRIED

REPORTS:

Activity Report from Drainage Superintendent
Drainage Superintendent Brent Clutterbuck presented his report to Council. He also informed Council that he will be participating in the electronic submission training for drainage grant applications. Councillor Emons asked about the availability of the electronic forms. Mr. Clutterbuck responded that he would know more after the training.

Activity Report from the Fire Chief
Fire Chief Jeff McArthur presented his report to Council. He also reported that the department is now close to a full compliment of firefighters.

2019-450  Deputy Mayor Monteith – Councillor Pennings  
Surplus Pumper

THAT Council defer the decision on the surplus pumper until more research on the options has been done.

CARRIED

Activity Report from the Public Works Superintendent
Public Works Superintendent Paul Van Vaerenbergh presented his report to Council. Councillor Pennings commented that the Township should make sure that all the roads in the new subdivisions are up to our standards.

2019- 451  Councillor Emons – Deputy Mayor Monteith  
Talbotville Gore Road restricted parking

THAT a by-law, restricting parking on Talbotville Gore Road be prepared and enacted.

CARRIED

BREAK 8:08 p.m. – 8:11 p.m.
DELEGATION:

8:11 p.m. - 8:51 p.m.

OCWA – 3rd Quarter Report water and sewage
Mike Taylor and Dale LeBritton from OCWA presented the 3rd Quarter Operations Reports for the Southwold Water Distribution System and the Talbotville Wastewater Treatment Plant. Council discussed with OCWA the report on the Talbotville WWTP as this was the first report since taking over from NewTerra.

2019-452 Deputy Mayor Monteith – Councillor North OWCA 3rd Quarter Reports


CARRIED

Financial Indicator Review
Treasurer Jeff Carswell presented his report to Council. He indicated that this information is provided each year from the Ministry of Municipal Affairs and Housing.

Activity Report from the Chief Building Official
This report was presented to Council.

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

2019-453 Deputy Mayor Monteith – Councillor Pennings Appointment of CAO/Clerk and CEMC

THAT Council appoints Katherine Thompson as CAO/Clerk and Community Emergency Management Coordinator (CEMC) for the Township of Southwold; and,

THAT Council appoints Lisa Higgs as Assistant to the Chief Administrative Officer/Clerk; and,

THAT Council give consideration to By-law No. 2019-82 a by-law to appoint a Chief Administrative Officer/Clerk/Deputy Treasurer and an Assistant to the Chief Administrative Officer/Clerk and to amend By-law No. 2017-44.

CARRIED

2019-454 Councillor Emons – Councillor Pennings Accessible Maintenance Procedures

THAT Council receive the attached Accessible Maintenance Procedures as information;

AND THAT Council adopts the procedures as part of its multi-year accessibility plan.

CARRIED
2019-455  Councillor Pennings – Councillor Emons  Emergency Response Plan Update

THAT Council adopt the updated Emergency Response Plan; and,

THAT Council give consideration to By-law No. 2019-83, a By-law requiring an Emergency Management Program for the protection of public safety, health, the environment, the critical infrastructure and property, and to promote economic stability and disaster-resilient community and to repeal by-law no. 2004-28.

CARRIED

Fencing By-law
CAO/Clerk Lisa Higgs presented this report to Council.

2019-456  Councillor Pennings – Deputy Mayor Monteith  Fencing By-law

THAT Council defer the report on the fencing by-law.

CARRIED

STAFF DIRECTION
Council directed staff to provide more information regarding the mandated minimum height of pool fences in neighbouring municipalities.

County Council Highlights – November 26, 2019
Mayor Jones presented this report to Council.

Tax Adjustments under Municipal Act, Sec 357

2019-477  Councillor Emons – Deputy Mayor Monteith  Tax Adjustments under Municipal Act, Sec 357

THAT Council approve the total adjustment of taxes for the 2017, 2018 and 2019 tax years resulting from Municipal Act, Sec.357 applications, as presented, in the amount of $204.79, $199.18 and $2,271.81 respectively.

CARRIED

CORRESPONDENCE:

Lunch with Mayors
Council reviewed this invitation.

BY-LAWS:

2019-478  Councillor North – Councillor Pennings  By-laws


CARRIED

2019-479  Councillor Pennings – Councillor Emons  By-laws


CARRIED
CLOSED SESSION:

2019-480 Councillor Emons – Councillor North

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at 9:24 p.m. in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters:

- A proposed or pending acquisition or disposition of land by the municipality or local board (section 239 (2) (c)) – Talbotville Parkland Acquisition
- 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)) – Shared Services Negotiations.

CARRIED

AJOURNMENT:

2019-481 Councillor Emons – Councillor Pennings

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at 10:53 p.m.

____________________________  _________________
CAO/Clerk Mayor
Katherine Thompson Grant Jones
Southwold Young at Heart Committee Meeting Minutes
December 3rd, 2019

Tuesday, December 3rd, 2019
Southwold Council Chambers – Fingal
1:05pm

Attendance: Karen Olmstead, Kim Poole, Pat Stannard, Deb Logghe, Dan Logghe, Councillor Sarah Emons, Trudy Kanellis, June McLarty (Staff Resource),

Regrets: Mayor Grant Jones, Ian Chard

1. Call Meeting to Order and Welcome
The meeting was called to order by Sarah Emons at 1:05 pm.

2. Approval of Agenda
Resolution No. 1 Moved by: Deb Logghe
Seconded by: Pat Stannard

RESOLVED that the agenda of the December 3rd, 2019 committee meeting of the Southwold Young at Heart be approved.

DISPOSITION: Motion Carried

3. Approval of the Minutes
Resolution No. 2 Moved by: Karen Olmstead
Seconded by: Trudy Kanellis

RESOLVED that the minutes of the November 5th, 2019 committee meeting of the Southwold Young at Heart be approved as circulated.

DISPOSITION: Motion Carried

4. Business Arising from the Minutes
a) Councillor Emons reported that she had attended an Age Friendly Committee Meeting. This committee in the process of reviewing their programing and regrouping. Councillor Emons also explained what a “Senior’s Expo is.” This is a one-day event that could be held at the complex. Booths can be set-up for information on housing, senior issues, advocacy group (e.g. Alzheimer’s Society) and we may be able to have a few vendors. Councillor Emons also reported that she had a conversation with the Farmerettes, and it was suggested that maybe we can do a joint event with the Southwold History Committee. We will discuss these events more in the future.
b) Christmas Party – The Committee decided to print 16 more tickets for a total of 136 to sell. The Committee reviewed the questionnaire. We will print 150 copies of the first ¼ events with the questionnaire and place one at each place setting at the Christmas Party. June will find out if there is a tree at the complex, if not Deb will provide one. The Wayside will provide tablecloths. The centre pieces will be the poinsettias, which we will do a draw for each one after lunch. Councillor Emons has obtained the napkins and will investigate getting a small Santa Claus as a favour for each guest. Kim will provide a basket for the draw tickets. We will serve buffet style. The committee suggested that Councillor Emons will be the “MC” with assists from Ian. The Southwold Strummin Ukes will play for approximately ½ hour to 45 minutes.

5. New Business
a) Councillor Emons reported that we will go to a quarterly meeting schedule beginning in the new year. Additional meetings can be called by the Chairperson. Also, we will only have 1 councillor and an alternate. The Committee confirmed the event dates for winter and spring 2020: January 9 and 23, February 13 and 27, March 12 and 26, April 9 and 23, May 14 and 28 and June 18 will be a picnic. The Committee discussed the 2020 budget and decided it would be similar to 2019. If needed, requests can be made to the Green Lane Community Trust to assist with the cost of speakers and our special events that will we hope to hold each quarter.

Dan Logghe reported that a cover is being made to go over the cart that holds our activity supplies in the hoped of deterring people from using them.

June reported that East Elgin Community Complex has waived the fees for the use of the shuffleboard mats. A Thank you note will be sent to Thom Polland, Manager Parks and Recreation. A discussion on the purchasing of additional shuffleboard mats will be held in January.

6. Adjournment and Next Meeting
The Next Meeting is Scheduled for Tuesday, January 7th, 2020 at 1:00 pm at the Fingal Township Office Council Chambers.

Resolution No. 4

Moved by: Deb Logghe
Seconded by: Karen Olmstead

RESOLVED that the meeting be adjourned at 2:22 pm to meet again at 1:00 pm on Tuesday, January 7th, 2020.

DISPOSITION: Motion Carried.
Call to Order

Addendum to Agenda

Disclosure of Pecuniary Interest

Adoption of Minutes

(a) Minutes of the Court of Revision meeting of March 25, 2019 for the Wonderland Road Drains 2019
(b) Minutes of the Court of Revision meeting of October 28, 2019 for the Lindsay Drain Branch M Extension 2019 and Williams Drain 2019

New Business

(a) Court of Revision South Talbotville Drain 2019

Adjournment
Meetings of the Courts of Revision
Lindsay Drain 2019
Auckland Drain Branch F 2019
Henderson Drain 2019
Monday March 25, 2019
Held at the Council Chambers, 35663 Fingal Line Fingal, Ontario

Mayor Jones stated the Council of the Township of Southwold is going to recess in a moment to go into the Court of Revision meetings for three Municipal Drains that were provisionally adopted at our regular Council meeting on February 25th, 2019.

The Drains for which a Court of Revision will be held tonight in the following order are the:

1) Lindsay Drain 2019
2) Auckland Drain - Branch "F" 2019
3) Henderson Drain 2019

A separate Court of Revision will open and close for each of these drains

The purpose of the Court of Revision as required by the Drainage Act is to afford any person assessed in a provisionally adopted by By-Law to make an appeal with respect to their assessments on the grounds of:

1) Land or Road has been assessed to high or too low
2) Land or road should have been assessed but was not
3) Due Consideration has not been given to the land's use

Mayor Jones also asked all affected parties present please sign the attendance sheet provided for each respective drain that their lands are affected by.

If there is an appeal heard at the Court of Revision for any of the drains and a decision pronounced tonight those landowners that are affected by such decision will be mailed a written notice of the decision of the Court of Revision. Affected landowner have appeal rights available to them under Section 54(1) of the Drainage Act which states:

Any party to an appeal before the court of revision may appeal to the Tribunal by giving notice addressed to the clerk of the Tribunal, given to the clerk of the initiating municipality, from the decision of the court of revision or from its omission, neglect or refusal to hear or decide an appeal within twenty-one days of the pronouncement of the decision of the court of revision or of any matter evidencing such omission, neglect or refusal.

If an affected landowner wishes to appeal to the Tribunal you must provide written notice within 21 days of this meeting on the proper forms. These forms are available at this office and all appeals to the Tribunal must be received by the Clerk of the Township of Southwold no later than 4:30 p.m. on Monday April 8, 2019.

Mayor Jones asked the members of Council who have not been appointed to the Court of Revision for the Lindsay Drain 2019 to leave their seats and join the public gallery. He introduced and invited Mr. Kevin May the representative from the City of London to join the Court.
Lindsay Drain 2019

MEMBERS PRESENT:    Grant Jones, Chairman
                   Robert Monteith
                   Kevin May, City of London Representative.
                   Lisa Higgs, Clerk

C of R 2019-01     MOVED by Robert Monteith
                   SECONDED by Kevin May
                   RESOLVED that the regular Council meeting adjourns at 7:05 p.m.
                   to form the Court of Revision for the Lindsay Drain 2019.
                   DISPOSITION: Carried

Chairman Grant Jones stated the purpose of the Court of Revision is required by the
Drainage Act to afford any person assessed in a provisionally adopted by By-Law 2019-13
on February 25, 2019 to make an appeal with respect their assessments.

Chair Jones asked if everyone was notified in an appropriate way that are required to be
notified under the Drainage Act. The Clerk responded
Yes, on February 28, 2019 all parties required to be notified under Section 46 of the Drainage
Act were sent by regular mail or email a copy of the Provisional Bylaw with a Notice of the
Sitting of this Court of Revision. This notice also informed all landowners of the Drainage
Acts requirement to notify the Clerk in writing, of an appeal to the Court of Revision 10 days
before the first sitting of the Court of Revision.

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

C of R 2019-02     MOVED by: Kevin May
                   SECONDED by: Robert Monteith
                   RESOLVED that the Court of Revision accepts the assessment
                   schedule for the Lindsay Drain 2019.
                   DISPOSITION: Carried

C of R 2019-03     MOVED by: Kevin May
                   SECONDED by: Robert Monteith
                   RESOLVED that the Court of Revision for the Lindsay Drain 2019
                   adjourns at 7:10 p.m.
                   DISPOSITION: Carried

Chairman Jones thanked Mr. May for attending and invited those Council members that
were appointed to Auckland Drain Branch F 2019 and Henderson Drain 2019 to return to
their seats.
Auckland Drain Branch F 2019

MEMBERS PRESENT: Grant Jones, Chairman
Robert Monteith
Sarah Emons
Peter North
Justin Pennings
Lisa Higgs, Clerk

C of R 2019-04
MOVED by Peter North
SECONDED by Sarah Emons
RESOLVED that the Court of Revision meeting for the Auckland Drain Branch F 2019 forms at 7:11 p.m.
DISPOSITION: Carried

Chairman Jones stated this is the Court of Revision a required by the Drainage Act to afford any person assessed in the Auckland Drain - Branch F 2019 provisionally adopted by By-Law 2019 – 11 on February 25, 2019 to make an appeal with respect to their assessments.
Chairman Jones asked if everyone notified in an appropriate way that are required to be notified under the Drainage Act. The Clerk, yes, on February 27, 2019 all parties required to be notified under Section 46 of the Drainage Act were sent by regular mail or email a copy of the Provisional Bylaw with a Notice of the Sitting of this Court of Revision. This notice also informed all landowners of the Drainage Acts requirement to notify the Clerk in writing, of an appeal to the Court of Revision 10 days before the first sitting of the Court of Revision.
Chairman Jones asked the Clerk if we received any appeals in writing 10 days prior to this sitting of this Court of Revision from any assessed landowners. The Clerk responded no.
Chairman Jones stated hearing no appeals to the Court of Revision may I have a resolution to adopt and the assessment schedule contained in the report for the Auckland Drain - Branch F 2019

C of R 2019-05
MOVED by: Justin Pennings
SECONDED by: Robert Monteith
RESOLVED that the Court of Revision accepts the assessment schedule for the Auckland Drain Branch F 2019.
DISPOSITION: Carried

C of R 2019-06
MOVED by: Peter North
SECONDED by: Sarah Emons
RESOLVED that the Court of Revision for the Auckland Drain Branch F 2019 adjourns at 7:15 p.m.
Henderson Drain 2019

MEMBERS PRESENT: Grant Jones, Chairman
Robert Monteith
Sarah Emons
Peter North
Justin Pennings
Lisa Higgs, Clerk

C of R 2019-07 MOVED by Peter North
SECONDED by Sarah Emons
RESOLVED that the Court of Revision meeting for the Henderson Drain 2019 forms at 7:15 p.m.
DISPOSITION: Carried

Chairman Jones stated that this is the Court of Revision as required by the Drainage Act to afford any person assessed in the Henderson Drain 2019 provisionally adopted by By-Law 2019 – 12 on February 25, 2019 to make an appeal with respect to their assessments.

Chairman Jones asked if everyone notified in an appropriate way that are required to be notified under the Drainage Act. The Clerk responded, yes on February 27, 2019 all parties required to be notified under Section 46 of the Drainage Act were sent by regular mail or email a copy of the Provisional Bylaw with a Notice of the Sitting of this Court of Revision. This notice also informed all landowners of the Drainage Acts requirement to notify the Clerk in writing, of an appeal to the Court of Revision 10 days before the first sitting of the Court of Revision.

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

Chairman Jones stated hearing no appeals to the Court of Revision may I have a resolution to adopt and the assessment schedule contained in the report for the Henderson Drain 2019

C of R 2019-08 MOVED by: Robert Monteith
SECONDED by: Justin Pennings
RESOLVED that the Court of Revision accepts the assessment schedule for the Henderson Drain 2019.
DISPOSITION: Carried

C of R 2019-09 MOVED by: Peter North
SECONDED by: Sarah Emons
RESOLVED that the Court of Revision for the Henderson Drain 2019 adjourns at 7:19 p.m. and the regular Meeting of Council reconvene.
Meetings of the Courts of Revision
Lindsay Drain Branch M Extension 2019
Williams Drain 2019
Monday October 28, 2019
Held at the Council Chambers, 35663 Fingal Line Fingal, Ontario

Mayor Jones stated that the Council of the Township of Southwold is going to recess in a moment to go into the Court of Revision meetings for two Municipal Drains that were provisionally adopted at our regular Council meeting on September 23, 2019.

The Drains for which a Court of Revision will be held tonight in the following order are the:

1) Lindsay Drain – Branch M Extension 2019
2) Williams Drain 2019

A separate Court of Revision will open and close for each of these drains.

The purpose of the Court of Revision as required by the Drainage Act is to afford any person assessed in a provisionally adopted by By-Law to make an appeal with respect to their assessments on the grounds of:

1) Land or Road has been assessed to high or too low
2) Land or road should have been assessed but was not assessed
3) Due Consideration has not been given to the land’s use

Mayor Jones asked that all affected parties present please sign the attendance sheet provided for the respective drain that their lands are affected by.

If there is an appeal heard at the Court of Revision for any of the drains and a decision pronounced tonight those landowners that are affected by such decision will be mailed a written notice of the decision of the Court of Revision. Affected landowners have appeal rights available to them under Section 54(1) of the Drainage Act which states: Any party to an appeal before the court of revision may appeal to the Tribunal by giving notice addressed to the clerk of the Tribunal, given to the clerk of the initiating municipality, from the decision of the court of revision or from its omission, neglect or refusal to hear or decide an appeal within twenty-one days of the pronouncement of the decision of the court of revision or of any matter evidencing such omission, neglect or refusal.

If an affected landowner wishes to appeal to the Tribunal you must provide written notice within 21 days of this meeting on the proper forms. These forms are available at this office and all appeals to the Tribunal must be received by the Clerk of the Township of Southwold no later than 4:30 p.m. Monday November 18, 2019.

Mayor Jones asked the members of Council who have not been appointed to the Court of Revision for the Lindsay Drain Branch M Extension 2019 to leave their seats and join the public gallery. He introduced and invited Mr. Tariq Khan the representative from the City of London to join the Court.
MEMBERS PRESENT:  
Grant Jones, Chairman  
Robert Monteith  
Tariq Khan, City of London Representative.  
Lisa Higgs, Clerk

C of R 2019-010  
MOVED by Robert Monteith  
SECONDED by Tariq Khan  
RESOLVED that the regular Council meeting adjourns at 7:30 p.m. to form the Court of Revision for the Lindsay Drain Branch M Extension 2019.  
DISPOSITION: Carried

Chairman Grant Jones stated the purpose of the Court of Revision is required by the Drainage Act to afford any person assessed in a provisionally adopted by By-Law 2019-57 on September 23, 2019 to make an appeal with respect their assessments.

Chair Jones asked if everyone was notified in an appropriate way that are required to be notified under the Drainage Act. The Clerk responded Yes, on September 30, 2019 all parties required to be notified under Section 46 of the Drainage Act were sent by regular mail or email a copy of the Provisional Bylaw with a Notice of the Sitting of this Court of Revision. This notice also informed all landowners of the Drainage Acts requirement to notify the Clerk in writing, of an appeal to the Court of Revision 10 days before the first sitting of the Court of Revision.

Chairman Jones asked if the Clerk receive any appeals in writing 10 days prior to this sitting of this Court of Revision from any assessed landowners. The Clerk responded: on October 3, 2019, we received a telephone call from Mr. Wydareny regarding the possibility of appealing his assessments. We also received a letter October 11, 2019 that was dated October 8th from Mr. Wydareny with regards to an appeal. In Mr. Wydareny letter he was concerned about his assessments. He was comparing the values of the net assessment schedule provided for information purposes. The Drainage Superintendent and the Engineer Mike Devos met with Mr. Wydareny on October 10th. At this meeting they explained to Mr. Wydareny that the Court of Revision deals with the actual assessments found in Schedule "C" of the report and it was explained that the Net Assessment Schedule is provided for information purposes so that landowners would be able to estimate their costs after allowances and grants if a available were removed from the actual assessments. At this meeting appeal forms where left with Mr. Wydareny to fill out if he wished. The Drainage Superintendent called Mr. Wydareny on October 18th to follow up to see if he was proceeding with an appeal. He informed the Drainage Superintendent at that time that he did not wish to appeal and would like to withdraw his letter dated October 8, 2019

C of R 2019-011  
MOVED by: Tariq Khan  
SECONDED by: Robert Monteith  
RESOLVED that the Court of Revision accepts the assessment schedule for the Lindsay Drain Branch M Extension 2019.  
DISPOSITION: Carried
C of R 2019-012  MOVED by: Robert Monteith  
SECONDED by: Tariq Khan  
RESOLVED that the Court of Revision for the Lindsay Drain Branch M Extension 2019 adjourns at 7:37 p.m.  
DISPOSITION: Carried  

Chairman Jones thanked Mr. Kahn for attending and invited the Council member that was appointed to Williams Drain 2019 to return to her seat.

Williams Drain 2019  
MEMBERS PRESENT: Grant Jones, Chairman  
Robert Monteith  
Sarah Emons.  
Lisa Higgs, Clerk  

C of R 2019-013  MOVED by Robert Monteith  
SECONDED by Sarah Emons  
RESOLVED that the regular Council meeting adjourns at 7:38 p.m. to form the Court of Revision for the Williams Drain 2019.  
DISPOSITION: Carried  

Chairman Jones stated this is the Court of Revision as required by the Drainage Act to afford any person assessed in the Williams Drain 2019 provisionally adopted by By-Law 2019 – 58 on September 23, 2019 to make an appeal with respect to their assessments.

Chairman Jones asked if everyone notified in an appropriate way that are required to be notified under the Drainage Act. The Clerk responded. Yes, On September 30, 2019 all parties required to be notified under Section 46 of the Drainage Act were sent by regular mail or email a copy of the Provisional Bylaw with a Notice of the Sitting of this Court of Revision. This notice also informed all landowners of the Drainage Acts requirement to notify the Clerk in writing, of an appeal to the Court of Revision 10 days before the first sitting of the Court of Revision.

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

Chairman Jones stated hearing no appeals to the Court of Revision may I have a resolution to adopt and the assessment schedule contained in the report for the Williams Drain 2019.

C of R 2019-014  MOVED by: Robert Monteith  
SECONDED by: Sarah Emons  
RESOLVED that the Court of Revision accepts the assessment schedule for the Williams Drain 2019.  
DISPOSITION: Carried
MOVED by: Robert Monteith
SECONDED by: Sarah Emons
RESOLVED that the Court of Revision for the Williams Drain 2019
adjourns at 7:40 p.m. and the regular Meeting of Council
reconvene.
DISPOSITION: Carried
TO: Mayor and Council of the Township of Southwold

FROM: Heather James, MCIP, RPP, Planner

SUBJECT: Amendment to the Agricultural 3 (A3) Zone of the Township of Southwold Comprehensive Zoning By-law 2011-14 by Brooymans Farms Ltd. c/o Amy Dale, Solicitor 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 11, Range 1 North of Union Road, Township of Southwold and described municipally as 5746 & 5758 Union 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 25/19. Land Division Committee provided provisional consent approval on May 9, 2019 and no appeals were received.

Figure 1: Location of Subject Lands
BACKGROUND INFORMATION:

Figure 2 shows the proposal to sever 0.563 ha (1.39 ac.) parcel with an irregular depth of 94.805 m (311.04 ft.) and frontage of 60.5 m (198.49 ft.) with a habitable residence with municipal water and private septic system.

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.

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

Figures 2 and 3: Sketches Submitted by Solicitor
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 was received from Township staff and applicable commenting agencies and no comments was 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 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 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 2019-12 in accordance with the site-specific By-law attached.

Respectfully submitted by:

Heather James, MCIP, RPP, Planner
“Submitted electronically”

Approved by:

Katherine Thompson
CAO/Clerk
1. CALL TO ORDER
2. ADDENDUM TO AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. ADOPTION OF MINUTES
   (a) Minutes of Committee of Adjustment meeting of September 9, 2019
5. NEW BUSINESS
   (a) Minor Variance Application MV 2019-06 – K. Wiebe
6. ADJOURNMENT
Meeting of the Committee of Adjustment  
Monday September 9, 2019  
Held at the Council Chambers, 35663 Fingal Line Fingal, Ontario

MEMBERS PRESENT:  
Deputy Mayor Robert Monteith  
Councillors: Sarah Emons, Peter North, Justin Pennings  
Secretary-Treasurer, Lisa Higgs  
Heather James, Planner, Planning Department

MEMBERS ABSENT:  
Mayor Grant Jones

C of A 2019-12  
MOVED by: Member North  
SECONDED by: Member Emons  
RESOLVED that the meeting of the Committee of Adjustment to hear Application MV 2019-04, filed by John Browns open at 7:33 p.m.

DISPOSITION: Carried

C of A 2019-13  
MOVED by: Member Emons  
SECONDED by: Member North  
Resolved that the minutes of the Committee of Adjustment meeting of August 12, 2019 are hereby adopted.

DISPOSITION:

In Attendance: R. Brown J. Brown

The applicant is requesting a Minor Variance to Section 5.3.2 of the Zoning By-law to permit the construction of new single detached dwelling with a reduced Minimum Distance Separation 1 setback at the property legally described as Part of Lot 6, Concession STRE, Township of Southwold and known municipally as 33647 Fingal Line.

Ms. James reported that the comments that have been received from OMAFRA regarding the setbacks and where the barn is located.

J. Brown commented that the lot has been in the family for 100 years. Pigs and horses have been previously housed on the lot.

Member Pennings questioned, if the house had not burned down what would be the restrictions. Ms. James responded that there would be a tiny bit more of a setback.
Member North questioned the zoning and the assessment. Ms. James responded that the Agricultural 1 zone allows residential. Treasurer Jeff Carswell commented that the taxes are residential.

Member Emons questioned if this Minor Variance is not approved what would be the other options for this lot. Ms. James responded cash crops, drive shed could be built or it could be used as a nursery.

R. Brown commented that he was opposed to this application. He has a problem with the setbacks. There may be repercussions for his property, if this allowed.

Planner Heather James presented her report to Council, notices were sent out in accordance to the requirements under The Planning Act. Section 45 (1) of The Planning Act outlines the four “tests” with which the Committee of Adjustment must be satisfied with when considering an application for a minor variance to the Zoning By-law. The Municipal Planner’s report indicates that:

1. The variance maintains the intent and purpose of the Official Plan.
2. The variance maintains the intent and purpose of the Zoning By-law;
3. The variance requested is desirable for the appropriate and orderly development and use of the lands and buildings.
4. The variance is minor in nature.

C of A 2019-14 Member Monteith, Member Emons, Member North, Member Pennings: RESOLVED that the Committee of Adjustment approves Minor Variance Application MV 2019-04, filed by John Brown as per the attached decision sheet.

DISPOSITION: Carried

C of A 2019-15 MOVED by: Member Pennings SECONDED by: Member North RESOLVED by: Member North RESOLVED that the meeting of the Committee of Adjustment to hear Application MV 2019-04, filed by John Brown closes at 7:47 p.m. and the regular meeting of council reconvene.

DISPOSITION: Carried

__________________________________________  ______________________________________
Chairperson                                 Secretary-Treasurer
TO: Members of the Committee of Adjustment of the Township of Southwold

FROM: Heather James, MCIP, RPP, Planner

SUBJECT: Minor Variance Application by Kevin Wiebe to facilitate the severance of a residential parcel with a reduced minimum lot area.

REASON FOR AND NATURE OF THE PROPOSED APPLICATION:

The subject lands, shown on Schedule ‘A’ are legally described as Part of Lot C, Concession East of the North Branch of Talbot Road (being Parts 1 and 2 on RP 11R-10547), Township of Southwold and known municipally as 10207 Sunset Road. The lands have frontage on Sunset Road and Talbotville Gore Road and contain a single detached dwelling with municipal water and private septic system. The subject lands are zoned Residential 1 (R1) in the Township of Southwold Zoning By-law 2011-14 and designated Residential in Township of Southwold Official Plan.

A Minor Variance for the proposed retained parcel is a condition of the residential lot severance, associated with County of Elgin Land Division Consent File No. E 46/19. Land Division Committee provided provisional consent approval on July 31, 2019 and no appeals were received.

The owners are proposing to sever the subject lands to be create two (2) residential lots. Section 8.2 (a)(i) Minimum Lot Area Regulations (Partial Services) of the Residential 1 (R1) Zone of the Zoning By-law states the minimum lot area is 1,858.0 m² (20,000.0 ft.²). The owner is proposing for the proposed retained parcel a minimum lot area of 1,351.0 m² (14,542.04 ft.²), as shown on the attached Schedule ‘A’. The reason for the reduction in minimum lot area is due to the size of the subject lands and the lack of full municipal services for the proposed retained parcel.

BACKGROUND:

The proposed severed parcel, as shown on Schedule ‘A’ will have an area of 1,418.92 m² (15,273.13 ft.²) with a depth of 73.25 m (229.66 ft.) along the north lot line and a depth of 74.94 m (245.87 ft.) along the south lot line and a frontage of 19.15 m (62.83 ft.) along Talbotville Gore Road with a proposed single detached dwelling and detached garage with municipal water service and municipal sewer service. The proposed severed parcel meets all R1 Zone provisions of the Zoning By-law.

The proposed retained parcel, as shown on Schedule ‘A’ will have an area of 1,351.0 m² (14,542.04 ft.²) with a depth of 68.185 m (223.7 ft.) along the north lot line and a depth of 69.86 m (229.19 ft.) along the south lot line and a frontage of 19.81 m (65.0 ft.) along Sunset Road with an existing single detached dwelling, detached garage and shed with municipal water service and private septic system.
CIRCULATION OF THE APPLICATION:

The application was circulated to Township staff and applicable public agencies for comment and to all neighbouring property owners within 60 metres of the properties. Township staff submitted the following comments that have already been addressed as conditions of the associated severance application. No comments were received from neighbouring property owners.

PLANNING POLICY REVIEW:

Provincial Policy Statement

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 and Section 3.1 Natural Hazards policies were evaluated.

Comment: The subject lands are designated Residential in the Township of Southwold Official Plan. Residential lot creation is permitted. The lands subject to the minor variance, the proposed retained are serviced with municipal water and private septic system. A septic study was prepared for the proposed retained parcel and there were no concerns regarding the reduced minimum lot area.

Upon review of the PPS and relevant policies, the proposed minor variance is consistent with the PPS.

County of Elgin Official Plan

The subject lands are designated Tier 2 as shown on Schedule ‘A’ Land Use in the County of Elgin Official Plan. In the Tier 2 designation, limited development such as residential lot creation for single detached dwelling use is permitted.

Upon review of County of Elgin Official Plan, the proposed minor variance conforms to the County of Elgin Official Plan.

FOUR TESTS OF THE MINOR VARIANCE

Section 45(1) of the Planning Act gives the authority of granting minor relief from the provisions of the Zoning By-law to the Committee of Adjustment. Such relief can only be granted if the Minor Variance passes four tests. If the Committee is not satisfied on all four tests, then the Minor Variance cannot be approved.

1. Does the variance maintain the intent and purpose of the Township of Southwold Official Plan?

Yes. The subject lands are designated Residential on Schedule ‘A-1’ Talbotville Settlement Area of the Township of Southwold Official Plan. Residential lot creation for a single detached dwelling use is permitted in the ‘Residential’ designation. The reduced minimum lot area does not contravene the Official Plan policies.

2. Does the variance maintain the intent and purpose of the Township of Southwold Zoning By-law?

Yes. The subject lands are zoned Residential 1 (R1) Zone in the Township of Southwold Zoning By-law Map 12. Residential lot creation for a single detached dwelling use is a
permitted use in the ‘R1’ zone. With the exception of the proposed reduced minimum lot area, the application complies with all remaining ‘R1’ zone provisions.

3. **Is the variance requested desirable for the appropriate and orderly development and use of the lands and buildings?**

Yes. The variance will enable the owner to sever the residential lot into two (2) residential lots with a reduced minimum lot area for the proposed severed parcel, in accordance with the Official Plan and Zoning By-law. Due to the area of the existing subject lands and the requirement for the proposed retained parcel to be serviced with partial servicing, it is not feasible to meet the minimum lot area requirement. A septic study has been prepared for the proposed retained parcel to address the reduced lot area with partial servicing and there are no concerns. The variance will not impede the function of the lot.

4. **Is the variance minor in nature?**

Yes. The meaning of ‘minor’ is not based on a specific number, where a difference of a number of feet determines whether or not the development is acceptable. It is more appropriate to base this test on the degree of potential impact on neighbouring property owners; the environment; and the municipal, County, or provincial functions.

The impact from the proposed variance is negligible with respect to the environment, Township and County functions and surrounding property owners. No comment was received from the County of Elgin Highways Engineer with respect to Sunset Road.

**SUMMARY/CONCLUSION:**

The application has been assessed for appropriateness with regard to existing policy and the impact of the proposal on the surrounding land uses. The application maintains the intent and purpose of the Official Plan and Zoning By-law and is not expected to have an impact on surrounding property owners, the environment, Township or County functions.

I am of the opinion that the application satisfies the four tests, constitutes good land use planning, and should be approved, in accordance with the attached site-specific Decision Sheet.

**Respectfully submitted by:**

Heather James, MCIP, RPP, Planner
“Submitted electronically”

**Approved by:**

Katherine Thompson
CAO/Clerk
SCHEDULE ‘A’

Proposed retained parcel subject to Minor Variance (outlined in yellow)
Application No. MV 2019-06
Date of Hearing: January 13, 2020
 Owners/Applicants: Kevin Wiebe
Description: South Part of Lot C, Concession ENBTR (being Parts 1 and 2 on RP 11R-10547)
Municipal Address: 10207 Sunset Road, Talbotville

Lot Description:

<table>
<thead>
<tr>
<th>Frontage</th>
<th>Depth</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.814 m (65.0 ft.)</td>
<td>68.185 m (223.7 ft.)</td>
<td>1,351.0 m² (14,542.04 ft²)</td>
</tr>
</tbody>
</table>

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

The owners are requesting a Minor Variance to grant relief from Section 8.2 (a) (i) of the Township of Southwold Zoning By-law 2011-14 to facilitate the severance of a residential parcel into two (2) residential parcels with a reduced minimum lot area.

Effect of Submissions:
No public comments were received on this application so there was no effect on the decision. No agency comments were received on this application so there was no effect on the decision.

The application is hereby ( ) refused or (x) granted subject to the following conditions:
1. Minimum lot area for the proposed retained parcel shall be 1,351.0 m² (14,542.04 ft²), as shown on the attached Schedule ‘A’;
2. That any future development on the property conforms to the provisions of the Zoning By-law; and,
3. That the Decision applies only to the proposed development as indicated on Schedule ‘A’ attached to and forming part of this Decision.

Reasons:
1. The variance maintains the intent and purpose of the Official Plan.
2. The variance maintains the intent and purpose of the Zoning By-law.
3. The variance requested is desirable for the appropriate and orderly development and use of the lands and buildings.
4. The variance is minor in nature.

We, the undersigned, concur in the decision and reasons given for the decision of the Committee of Adjustment for the Township of Southwold of this 13th day of January, 2020.

Chairman and Committee Member, Grant Jones

Committee Member, Robert Monteith

Committee Member, Justin Pennings

Committee Member, Peter North

Committee Member, Sarah Emons

Absent ( ) Present ( )

Absent ( ) Present ( )

Absent ( ) Present ( )

Absent ( ) Present ( )

Absent ( ) Present ( )
CERTIFICATION OF COMMITTEE'S DECISION

I, Katherine Thompson, being the Secretary-Treasurer of the Committee of Adjustment for the Township of Southwold, certify that this is a true copy of the Committee's decision on the 13th day of January 2020.

__________________________________________________________________________
Secretary-Treasurer                                           Date

NOTICE OF LAST DATE OF APPEAL

Notice is hereby given that the last date for appealing this decision to the Local Planning Appeal Tribunal is the 2nd day of February 2020. (see information attached to this form)

NOTICE THAT NO APPEALS HAVE BEEN RECEIVED

This is to certify that no appeals have been received.

__________________________________________________________________________
Secretary-Treasurer                                           Date
DATE: January 13, 2020

PREPARED BY: Brent Clutterbuck, Drainage Superintendent

REPORT NO.: DRA 2020-01

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

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

Drains Before Council

- **South Talbotville Drain**: Court of Revision tonight

Construction:

- **Gordon Whalls Drain (July 16)**: Construction of farm access culvert and Branch G has been completed, rest of branches to be constructed later this fall. Anticipated completion of drain is now winter 2020
- **Turville Drain #2 (Sept 15) (January 17)**: I have been in contact with the owner to discuss outstanding issues.
- **Williams Improvement Drain (May 2018) (Nov 2018)**: Van Bree Construction to construct Drain July 1 - November 30, 2020
- **Lindsay Drain Branch M Extension**: Van Bree Construction to construct Drain July 1 - November 30, 2020
- **Waterline offsets**: Spriet is preparing a tender for the offsets of waterlines that is required for the construction of the Williams Drain and the Barber Drain

Grant Applications and Final Assessments to be completed

- **Daugherty Drain (Nov 16)**: Construction completed
- **Hutchinson Drain (Sept 14)**: Construction completed
- **Wonderland Road Drains**: Construction completed
  1) **Lindsay Drain (March 17)**: Construction completed east of the rail right of way. CN culvert has been completed.
  2) **Henderson Drain (March 17) (Aug 18)**: Construction completed
  3) **Auckland Drain (March 17)**: Construction completed
- **Horton Drain**: Construction completed
- **Bogart Drain Branch C (March 17)**: Grant application was returned to the Municipality as OMAFRA now requires the applications to be submitted electronically. The issue now is that OMAFRA does not have the electronic forms ready for us to use
In the hands of the 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)**: Engineer finalizing his report,
- **Wallis Drain**: Engineer appointed. Waiting for information from developers Engineers so we can have the Onsite meeting
- **Ryan Drain (Sept 19)**: Engineer appointed, Onsite meeting to be arranged with the developer
- **Third Line – Magdala Drain (formerly Con 3, Lot 5 Drain): (June 12)** Council returned to Engineer
- **Bogart Drain Ext. (Dec 15)**: The proponent has asked that this drain be put on hold for the time being.

Drains Initiated in Neighboring Municipalities


Maintenance:

- Work being assigned as requests coming in

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

3. Training undertaken by staff:

4. **2018/19 Capital Project Process**:

<table>
<thead>
<tr>
<th>Drain</th>
<th>Budget</th>
<th>Status/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gordon Whalls 2018</td>
<td>73,500</td>
<td>Construction has started</td>
</tr>
<tr>
<td>McIntosh #2</td>
<td>18,000</td>
<td>Finalizing report for submission</td>
</tr>
<tr>
<td>Daughorty</td>
<td>9,000</td>
<td>Construction completed</td>
</tr>
<tr>
<td>Barber</td>
<td>60,000</td>
<td>Design</td>
</tr>
<tr>
<td>Auckland Drain</td>
<td>6,000</td>
<td>Construction completed</td>
</tr>
<tr>
<td>Lindsay Drain</td>
<td>33,500</td>
<td>Construction completed</td>
</tr>
<tr>
<td>Lindsay Drain Branch ‘M’ Extension</td>
<td>1,084</td>
<td>Construction 2020</td>
</tr>
<tr>
<td>Auckland Drain Branch F 2009</td>
<td>6,000</td>
<td>Construction completed</td>
</tr>
<tr>
<td>Barber Drain - Hunter Line culvert</td>
<td>39,000</td>
<td>Design</td>
</tr>
<tr>
<td>Williams Drain</td>
<td>72,000</td>
<td>Construction 2020</td>
</tr>
<tr>
<td>Hutchinson Drain</td>
<td>17,600</td>
<td>Construction completed</td>
</tr>
<tr>
<td>Horton Drain</td>
<td>425,000</td>
<td>Construction completed</td>
</tr>
</tbody>
</table>
Education and Association meetings

Drainage Superintendent Association of Ontario Conference is in London at the Lamplighter January 21 & 22, 2020

OMAFRA Clerks and Treasurer courses April 16 & 17, 2020 at the Lamplighter

Respectively Submitted by:

Brent Clutterbuck/Drainage Superintendent
“Submitted electronically”

Approved by:

Katherine Thompson
CAO/Clerk
1. Department updates on its activities and meeting(s) since last report:
   
a. Calls for service – a total of 14 emergencies were responded to in the month of December including five MVCs and three fires.
   b. 10 new probationary firefighters have started. Six are attending NFPA 1001 recruit training in Oxford County from January-June.
   c. Old Pumper has been removed from service and winterized.

2. Report on any outstanding/unresolved concerns, issues:
   
a. 401 Construction complete. Long term widening and concrete barrier study underway.

3. Training undertaken by staff:
   
a. Regular training topics included apparatus response, EMS ambulance, and radio communication.
   b. One firefighter attended the Ontario Fire College in Gravenhurst for NFPA 1035 Fire & Life Safety Educator Course.

4. 2019 Capital Project Process:

<table>
<thead>
<tr>
<th>2019</th>
<th>Budget</th>
<th>Status/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Fire Prevention Officer</td>
<td></td>
<td>Posting filled. Complete.</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Compressor</td>
<td>1,500.00</td>
<td>Talbotville compressor replaced</td>
</tr>
<tr>
<td>Automatic Door Closure</td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td>Equipment Purchases</td>
<td>26,600.00</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Generator</td>
<td>26,000.00</td>
<td>Installed on concrete pad</td>
</tr>
<tr>
<td>Digital Sign Utility Service</td>
<td>5,000.00</td>
<td>Complete</td>
</tr>
<tr>
<td>Project</td>
<td>Cost</td>
<td>Status</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Talbotville Fire Hall</td>
<td>100,000.00</td>
<td>Committee has held three meetings; land acquisition is next step</td>
</tr>
<tr>
<td>Bunker Gear</td>
<td>10,000.00</td>
<td>Completed</td>
</tr>
<tr>
<td>SCBA</td>
<td>18,000.00</td>
<td>Upgrades completed</td>
</tr>
<tr>
<td>Radios and Pagers</td>
<td>1,000.00</td>
<td>Pager batteries purchased.</td>
</tr>
</tbody>
</table>

Respectively Submitted by:

Jeff McArthur, Fire Chief

“Submitted electronically”

Approved by:

Katherine Thompson
CAO/Clerk
DATE: January 13, 2020

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent

REPORT NO.: PW 2020-01

ACTIVITY REPORT FROM: December, 2019

1. Department updates on its activities and meeting(s) since last report:
   - Mild weather allowed gravel roads to be graded
   - Tree and brush removals were begun including clearing over sidewalks.
   - Pot hole patching of various roads was completed.
   - Stockpiling of winter materials was completed
   - Various truck and equipment repairs were completed.
   - Consultation with Viking Cives concluded that the retired fire truck is not suitable as a plow as the frame and front suspension are too light and the cost of any retrofit would be prohibitive.

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

3. Training undertaken by staff:


<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
<th>Budget</th>
<th>Status/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Water and Sewer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trunk Sewer-Phase 2 – from 2017-includes storm and road components</td>
<td>4,200,000.00</td>
<td>Completed for the season asphalt base coat and sidewalks installed.</td>
</tr>
<tr>
<td>2018</td>
<td>Construction Projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Street Lights</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 new streetlights- Ford Rd &amp; Wonderland and Talbotville Gore &amp; Sunset</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td>Parks and Rec</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shedden Soccer Fields</td>
<td>325,550</td>
<td>Completed</td>
</tr>
<tr>
<td>2019</td>
<td>Public Works</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Work Management Software</td>
<td>18,000.00</td>
<td></td>
</tr>
<tr>
<td>Asset Management Plan/Data Collection</td>
<td>5,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Works Roof</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equipment Purchase</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2001 Tandem Replacement</td>
<td>275,000.00</td>
<td>Truck has been ordered</td>
<td></td>
</tr>
<tr>
<td>Paint Striper Technology Upgrade</td>
<td>5,000.00</td>
<td>Software has been installed, Training is scheduled</td>
<td></td>
</tr>
<tr>
<td><strong>Hard Surface Projects</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bridges</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lynnhurst Subdivision Engineering Costs</td>
<td>Engineering and planning are underway</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roads</td>
<td>17,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storm</td>
<td>17,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>16,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Culverts</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Line Culvert</td>
<td>100,000.00</td>
<td>Engineering and planning are underway</td>
<td></td>
</tr>
<tr>
<td><strong>Water and Sewer</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Force main and Lift Station</td>
<td>1,300,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Respectively Submitted by:

Paul Van Vaerenbergh, Public Works Superintendent
“Submitted electronically”

Approved by:

Katherine Thompson
DATE: January 13th, 2020

PREPARED BY: Corey Pemberton

REPORT NO.: 2020-01

ACTIVITY REPORT FROM: Dec 1st to Dec 31st 2019

1. Department updates on its activities and meeting(s) since last report:
   Completed 537 inspections year to date, please see attached permit comparison report Schedule 'A' CBO 2020-01 for monthly comparison, Schedule 'B' CBO 2020-01 annual comparison.

2. Report on any outstanding /unresolved concerns, issues: None

3. Training undertaken by staff:

4. 2018/2019 Capital Project Process:

<table>
<thead>
<tr>
<th></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, bar top replacement</td>
<td></td>
<td>Pending installation</td>
</tr>
<tr>
<td>Security Camera from 2017</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Township Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV Wall Mount- Council Chambers</td>
<td>450.00</td>
<td>Completed</td>
</tr>
<tr>
<td>Changes to Building Fees</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td>Municipal building light replacement</td>
<td>1,000.00</td>
<td>Completed</td>
</tr>
<tr>
<td>Municipal building engineering review</td>
<td>5,000.00</td>
<td>Plumber has been in and scoped the drain, a new back flow preventor to be installed late Dec. early Jan.</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>Completed</td>
</tr>
<tr>
<td>Keystone Complex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portico light improvements</td>
<td>1,000.00</td>
<td>Completed</td>
</tr>
<tr>
<td>Project Description</td>
<td>Cost</td>
<td>Status</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>--------</td>
<td>------------</td>
</tr>
<tr>
<td>Re-key catering and kitchen doors</td>
<td>500.00</td>
<td>Completed</td>
</tr>
<tr>
<td>2 projectors, mount, motorized screens, wiring</td>
<td>6,200.00</td>
<td>Completed</td>
</tr>
<tr>
<td>Keystone - toilet replacement</td>
<td>4,500.00</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Respectively Submitted by:

Corey Pemberton Chief Building Official
“Submitted electronically”

Approved by:

Katherine Thompson

CAO/Clerk
### Township Of Southwold

**Permit Comparison Summary**

Issued For Period DEC 1,2019 To DEC 31,2019

<table>
<thead>
<tr>
<th>Permit Count</th>
<th>Previous Year</th>
<th></th>
<th>Current Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Permit Count</td>
<td>Fees</td>
<td>Value</td>
<td>Permit Count</td>
</tr>
<tr>
<td>ACCESSORY BUILDING PERMIT</td>
<td>1</td>
<td>95.00</td>
<td>4,645.00</td>
<td>1</td>
</tr>
<tr>
<td>NEW SINGLE FAMILY DWELLING PERM</td>
<td>3</td>
<td>3,374.78</td>
<td>1,893,425.00</td>
<td>0</td>
</tr>
<tr>
<td>SEWAGE SYSTEM PERMIT</td>
<td>3</td>
<td>1,500.00</td>
<td>36,500.00</td>
<td>1</td>
</tr>
<tr>
<td>SWIMMING POOL PERMIT</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Year</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Permits Issued</td>
<td>7</td>
</tr>
<tr>
<td>Total Dwelling Units Created</td>
<td>3</td>
</tr>
<tr>
<td>Total Permit Value</td>
<td>1,934,570.00</td>
</tr>
<tr>
<td>Total Permit Fees</td>
<td>4,969.78</td>
</tr>
<tr>
<td>Total Compliance Letters Issued</td>
<td>0</td>
</tr>
<tr>
<td>Total Compliance Letter Fees</td>
<td>0.00</td>
</tr>
</tbody>
</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>40</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>40</td>
<td>0</td>
</tr>
</tbody>
</table>

### Permit Charge

<table>
<thead>
<tr>
<th>Permit Charge</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESSORY BUILDING PERMIT</td>
<td>449.60</td>
</tr>
<tr>
<td>SEWAGE SYSTEM PERMIT</td>
<td>500.00</td>
</tr>
<tr>
<td>SWIMMING POOL PERMIT</td>
<td>150.00</td>
</tr>
</tbody>
</table>

| Total | 1,099.60 |
## Permit Comparison Summary

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

<table>
<thead>
<tr>
<th>Permit Count</th>
<th>Previous Year Fees</th>
<th>Value</th>
<th>Current Year Fees</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESSORY BUILDING PERMIT</td>
<td>21</td>
<td>5,192.04</td>
<td>793,645.00</td>
<td>19</td>
</tr>
<tr>
<td>ADDITION/ALTERATION/RENOVATION</td>
<td>9</td>
<td>3,008.79</td>
<td>415,000.00</td>
<td>21</td>
</tr>
<tr>
<td>COMMERCIAL CONSTRUCTION PERMIT</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>2</td>
</tr>
<tr>
<td>DECK PERMIT</td>
<td>7</td>
<td>973.70</td>
<td>81,500.00</td>
<td>10</td>
</tr>
<tr>
<td>DEMOLITION PERMIT</td>
<td>5</td>
<td>395.00</td>
<td>29,000.00</td>
<td>10</td>
</tr>
<tr>
<td>FARM BUILDING LIVESTOCK PERMIT</td>
<td>3</td>
<td>4,562.90</td>
<td>856,580.00</td>
<td>6</td>
</tr>
<tr>
<td>FARM BUILDING NON LIVE STOCK</td>
<td>6</td>
<td>2,529.49</td>
<td>642,000.00</td>
<td>12</td>
</tr>
<tr>
<td>IND./COM./INST CONSTRUCTION PERM</td>
<td>2</td>
<td>1,407.50</td>
<td>212,000.00</td>
<td>3</td>
</tr>
<tr>
<td>NEW SINGLE FAMILY DWELLING PERM</td>
<td>40</td>
<td>47,883.62</td>
<td>16,062,951.00</td>
<td>20</td>
</tr>
<tr>
<td>SEWAGE SYSTEM REPAIR PERMIT</td>
<td>3</td>
<td>1,100.00</td>
<td>29,500.00</td>
<td>4</td>
</tr>
<tr>
<td>SEWAGE SYTEM PERMIT</td>
<td>28</td>
<td>13,800.00</td>
<td>441,500.00</td>
<td>15</td>
</tr>
<tr>
<td>SIGN PERMIT</td>
<td>1</td>
<td>95.00</td>
<td>29,000.00</td>
<td>0</td>
</tr>
<tr>
<td>SWIMMING POOL PERMIT</td>
<td>2</td>
<td>150.00</td>
<td>70,000.00</td>
<td>6</td>
</tr>
<tr>
<td>TENT</td>
<td>1</td>
<td>95.00</td>
<td>0.00</td>
<td>7</td>
</tr>
</tbody>
</table>

**New Water Service**

<table>
<thead>
<tr>
<th>Permit Count</th>
<th>Previous Year Fees</th>
<th>Value</th>
<th>Current Year Fees</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Water Service</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>4</td>
</tr>
</tbody>
</table>

### ROOF TOP SOLAR RESIDENTIAL

<table>
<thead>
<tr>
<th>Permit Count</th>
<th>Previous Year Fees</th>
<th>Value</th>
<th>Current Year Fees</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROOF TOP SOLAR RESIDENTIAL</td>
<td>1</td>
<td>225.00</td>
<td>30,000.00</td>
<td>0</td>
</tr>
</tbody>
</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>537</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>537</td>
<td>0</td>
</tr>
</tbody>
</table>

### Permit Charge

<table>
<thead>
<tr>
<th>Permit Charge</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESSORY BUILDING PERMIT</td>
<td>4,938.00</td>
</tr>
<tr>
<td>ADDITION/ALTERATION/RENOVATION</td>
<td>11,316.90</td>
</tr>
<tr>
<td>COMMERCIAL CONSTRUCTION PERMIT</td>
<td>2,220.00</td>
</tr>
<tr>
<td>DECK PERMIT</td>
<td>2,044.75</td>
</tr>
<tr>
<td>DEMOLITION PERMIT</td>
<td>1,425.00</td>
</tr>
<tr>
<td>FARM BUILDING LIVESTOCK PERMIT</td>
<td>3,580.00</td>
</tr>
<tr>
<td>FARM BUILDING NON LIVE STOCK</td>
<td>15,402.90</td>
</tr>
<tr>
<td>IND./COM./INST CONSTRUCTION PERM</td>
<td>6,190.80</td>
</tr>
<tr>
<td>NEW SINGLE FAMILY DWELLING PERM</td>
<td>42,551.86</td>
</tr>
<tr>
<td>New Water Service</td>
<td>600.00</td>
</tr>
<tr>
<td>SEWAGE SYSTEM REPAIR PERMIT</td>
<td>1,600.00</td>
</tr>
</tbody>
</table>
Date: January 13, 2020

Prepared by: Corey Pemberton CBO

Report Number: 2020-02

Subject Matter: 2019 Annual Building Report

**Background Information:**

Below is the total number of permits issued, number of house permits, septic permits, and value of permits to date for the period of 2013-2019.

**NOTE:** Permits issued include Demolition permits for 2013-2018, which includes the 2015 permit value of $6,025,000.00 for the Demolition of the Ford Plant.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Permits Issued</td>
<td>139</td>
<td>129</td>
<td>135</td>
<td>101</td>
<td>98</td>
<td>83</td>
<td>104</td>
</tr>
<tr>
<td>House Permits</td>
<td>19</td>
<td>40</td>
<td>41</td>
<td>16</td>
<td>6</td>
<td>7</td>
<td>11</td>
</tr>
<tr>
<td>Septic Permits</td>
<td>15</td>
<td>28</td>
<td>16</td>
<td>25</td>
<td>28</td>
<td>15</td>
<td>25</td>
</tr>
<tr>
<td>Fees Collected</td>
<td>$101,245.21</td>
<td>$81,438.00</td>
<td>$97,708.89</td>
<td>$62,405.11</td>
<td>$65,601.53</td>
<td>$47,802.25</td>
<td>$50,795.62</td>
</tr>
<tr>
<td>Value</td>
<td>$18,852,235</td>
<td>$19,692,676</td>
<td>$24,187,600</td>
<td>$10,274,773</td>
<td>$15,836,716</td>
<td>$11,566,771</td>
<td>$7,243,616</td>
</tr>
</tbody>
</table>

As the chart above indicates, 2019 saw a decrease in new home permits; this is possibly due to the decrease in available building lots. With the anticipated proposed subdivision development, it is projected for these numbers to increase and is projected that this trend will continue in future years. Although housing numbers were lower than anticipated, we almost doubled our renovation permits. In 2019 we completed a fee increase that took effect April, 09th 2019. Revenues generated between January 1st to April 9th, 2019 were levied at the previous fee structure. The additional revenue that could have been collected at the new fee structure would have been approx. 7200.00. In 2019 a new property standards by-law was created and introduced. In 2020, the building department is already looking forward to some large projects in the community such as a large green house expansion and a significant renovation and completion of a retirement home. The department is also hoping to include new e-permitting and electronic review software to help provide an even higher level of customer service and increase efficiency within the department. It is planned that we will review and update our complaint procedure and create a policy to help...
ensure complaints are being dealt with in a timely and consistent manner and to also ensure complaints are not being made with malicious intent. As a CBO, I strive to continue my education and will be pursuing my CBCO (Certified Building Code Official) designation this year. This will require me to complete two more courses with examinations as well as completing a prior learning assessment review. In 2019 I was elected at the Chairman of the Elgin County Building Officials.

Attached also to this report is the annual 2019 summary (schedule B 2020-01) of permit activity.

Respectively Submitted by:
Corey Pemberton Chief Building Official
“Submitted electronically”

Approved by:

Katherine Thompson
CAO/Clerk
### Permit Comparison Summary

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

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Permit Count</th>
<th>Previous Year Fees</th>
<th>Value</th>
<th>Current Year Fees</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESSORY BUILDING PERMIT</td>
<td>21</td>
<td>5,192.04</td>
<td>793,645.00</td>
<td>19</td>
<td>4,938.00</td>
</tr>
<tr>
<td>ADDITION/ALTERATION/RENOVATION</td>
<td>9</td>
<td>3,008.79</td>
<td>415,000.00</td>
<td>21</td>
<td>11,316.90</td>
</tr>
<tr>
<td>COMMERCIAL CONSTRUCTION PERMIT</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>2</td>
<td>2,220.00</td>
</tr>
<tr>
<td>DECK PERMIT</td>
<td>7</td>
<td>973.70</td>
<td>81,500.00</td>
<td>10</td>
<td>2,044.75</td>
</tr>
<tr>
<td>DEMOLITION PERMIT</td>
<td>5</td>
<td>395.00</td>
<td>29,000.00</td>
<td>10</td>
<td>1,425.00</td>
</tr>
<tr>
<td>FARM BUILDING LIVESTOCK PERMIT</td>
<td>3</td>
<td>4,562.90</td>
<td>856,580.00</td>
<td>6</td>
<td>3,580.00</td>
</tr>
<tr>
<td>FARM BUILDING NON LIVE STOCK</td>
<td>6</td>
<td>2,529.49</td>
<td>642,000.00</td>
<td>12</td>
<td>15,402.90</td>
</tr>
<tr>
<td>IND./COM./INST CONSTRUCTION PERM</td>
<td>2</td>
<td>1,407.50</td>
<td>212,000.00</td>
<td>3</td>
<td>6,190.80</td>
</tr>
<tr>
<td>NEW SINGLE FAMILY DWELLING PERM</td>
<td>40</td>
<td>47,883.62</td>
<td>16,062,951.00</td>
<td>20</td>
<td>42,551.86</td>
</tr>
<tr>
<td>SEWAGE SYSTEM REPAIR PERMIT</td>
<td>3</td>
<td>1,100.00</td>
<td>29,500.00</td>
<td>4</td>
<td>1,600.00</td>
</tr>
<tr>
<td>SEWAGE SYSTEM PERMIT</td>
<td>28</td>
<td>13,800.00</td>
<td>441,500.00</td>
<td>15</td>
<td>7,500.00</td>
</tr>
<tr>
<td>SIGN PERMIT</td>
<td>1</td>
<td>95.00</td>
<td>29,000.00</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>SWIMMING POOL PERMIT</td>
<td>2</td>
<td>150.00</td>
<td>70,000.00</td>
<td>6</td>
<td>825.00</td>
</tr>
<tr>
<td>TENT</td>
<td>1</td>
<td>95.00</td>
<td>0.00</td>
<td>7</td>
<td>1,050.00</td>
</tr>
</tbody>
</table>

#### New Water Service

<table>
<thead>
<tr>
<th>Description</th>
<th>Permit Count</th>
<th>Previous Year Fees</th>
<th>Value</th>
<th>Current Year Fees</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Water Service</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>4</td>
<td>600.00</td>
</tr>
</tbody>
</table>

### ROOF TOP SOLAR RESIDENTIAL

<table>
<thead>
<tr>
<th>Description</th>
<th>Permit Count</th>
<th>Previous Year Fees</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROOF TOP SOLAR RESIDENTIAL</td>
<td>1</td>
<td>225.00</td>
<td>30,000.00</td>
</tr>
</tbody>
</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>537</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>537</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>4,938.00</td>
</tr>
<tr>
<td>ADDITION/ALTERATION/RENOVATION</td>
<td>11,316.90</td>
</tr>
<tr>
<td>COMMERCIAL CONSTRUCTION PERMIT</td>
<td>2,220.00</td>
</tr>
<tr>
<td>DECK PERMIT</td>
<td>2,044.75</td>
</tr>
<tr>
<td>DEMOLITION PERMIT</td>
<td>1,425.00</td>
</tr>
<tr>
<td>FARM BUILDING LIVESTOCK PERMIT</td>
<td>3,580.00</td>
</tr>
<tr>
<td>FARM BUILDING NON LIVE STOCK</td>
<td>15,402.90</td>
</tr>
<tr>
<td>IND./COM./INST CONSTRUCTION PERM</td>
<td>6,190.80</td>
</tr>
<tr>
<td>NEW SINGLE FAMILY DWELLING PERM</td>
<td>42,551.86</td>
</tr>
<tr>
<td>New Water Service</td>
<td>600.00</td>
</tr>
<tr>
<td>SEWAGE SYSTEM REPAIR PERMIT</td>
<td>1,600.00</td>
</tr>
</tbody>
</table>
DATE: January 13th, 2020

PREPARED BY: Katherine Thompson

REPORT NO.: CAO 2020-02

ACTIVITY REPORT FROM: CAO/Clerk Katherine Thompson – December 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>December 1st</td>
<td>Float Judging and Fingal Parade</td>
</tr>
<tr>
<td>December 2nd</td>
<td>Internal Budget Review #1</td>
</tr>
<tr>
<td>December 4th</td>
<td>Meeting with West Elgin Treasurer</td>
</tr>
<tr>
<td>December 5th</td>
<td>Meeting with MESH Software Developer</td>
</tr>
<tr>
<td>December 5th</td>
<td>Shedden and Fingal EA Public Information Centre</td>
</tr>
<tr>
<td>December 6th</td>
<td>Joint Servicing Meeting with City of St. Thomas Staff</td>
</tr>
<tr>
<td>December 9th</td>
<td>Council Meeting</td>
</tr>
<tr>
<td>December 9th</td>
<td>Tour of WWTP and Meeting with OCWA and NewTerra</td>
</tr>
<tr>
<td>December 10th</td>
<td>Winterfest/Family Day Committee Meeting</td>
</tr>
<tr>
<td>December 11th</td>
<td>Staff Christmas Potluck</td>
</tr>
<tr>
<td>December 12th</td>
<td>Coffee and Donuts with Staff and Council</td>
</tr>
<tr>
<td>December 12th</td>
<td>OCWA Meeting</td>
</tr>
<tr>
<td>December 16th</td>
<td>Meeting with County Planner Regarding Subdivision Development</td>
</tr>
<tr>
<td>December 17th</td>
<td>Parkland Meeting with Gunn and Associates</td>
</tr>
<tr>
<td>December 17th</td>
<td>Meeting with Engineer regarding outstanding projects</td>
</tr>
<tr>
<td>December 17th</td>
<td>Parks Committee Meeting – Talbotville Park Design</td>
</tr>
<tr>
<td>December 18th</td>
<td>Internal Budget Review #2</td>
</tr>
</tbody>
</table>

2. Report on any outstanding /unresolved concerns, issues: None.

3. Training undertaken by staff: None.

4. 2018/2019 Capital Project Process:

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
<th>Budget</th>
<th>Status/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Security Cameras</td>
<td></td>
<td>Installed.</td>
</tr>
<tr>
<td>2018</td>
<td>General</td>
<td>Budget</td>
<td>Status/Comment</td>
</tr>
<tr>
<td></td>
<td>Recording Equipment – Council Chambers</td>
<td>1,500</td>
<td>Camera is ready for recording.</td>
</tr>
<tr>
<td></td>
<td>Parks and Rec</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Description</td>
<td>Cost</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------</td>
<td>------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Talbotville Park Projects 2019,</strong> washrooms, ball diamond, parking lot, new electrical service, property leveling and prep work, engineering and contingency</td>
<td><strong>706,750.00</strong></td>
<td>Preliminary park designs have been submitted and reviewed by the Parks Committee. The designs have been sent back to the engineer and the Township hopes to receive updated designs by mid January.</td>
<td></td>
</tr>
<tr>
<td><strong>Keystone Complex</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone</td>
<td></td>
<td>Rosy Rhubarb has acquired microphones.</td>
<td></td>
</tr>
<tr>
<td><strong>2019</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Management Preparedness Supplies determines items to be ordered including cabinet for storage</td>
<td><strong>5,000.00</strong></td>
<td>Blankets and cots ordered and are being sorted and organized by staff upon arrival.</td>
<td></td>
</tr>
<tr>
<td><strong>Parks</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shedden Open Space Park – Phase 1</strong></td>
<td><strong>325,550.00</strong></td>
<td>Site levelling complete. Sub-drainage work complete. Topsoil &amp; Grass work complete.</td>
<td></td>
</tr>
<tr>
<td><strong>Shedden Open Space Park Phase 2, washrooms, pavilion, playground, parking lot</strong></td>
<td><strong>550,000.00</strong></td>
<td>Playground work completed. Washrooms &amp; Pavilion construction underway. Parking Lot – pending completion of other elements; deferred to 2020 budget.</td>
<td></td>
</tr>
<tr>
<td><strong>Fingal Heritage Park</strong></td>
<td><strong>$41,000</strong></td>
<td>Gazebo work with manufacturer; aiming for spring installation. Concrete foundation installed.</td>
<td></td>
</tr>
</tbody>
</table>

Respectively Submitted by:

Katherine Thompson
CAO/Clerk
DATE: January 13th, 2020

PREPARED BY: Katherine Thompson, CAO/Clerk

REPORT NO.: CAO 2020-03

SUBJECT MATTER: Township Fencing By-Law – Updated Following Council Feedback

Recommendation:
THAT Council receive the report on the draft Fencing By-Law as information;

AND THAT Council give consideration to By-Law 2019-77 included as part of the January 13th, 2020 agenda.

Purpose:
To provide Council with information on By-Law 2019-77, included for adoption on the January 13th agenda.

Background:
The Township does not currently have a Fencing By-Law, that is, currently there are no prescriptions in the municipality to regulate the height, description, or location of fences. Historically, all fencing concerns have been resolved through the Line Fences Act process, which only applies to boundary fences. Fences erected on private property have never been regulated by the municipality. The only exception to this general practice is that there has been a swimming pool enclosure By-Law from 1977 which has been used to regulate pool fencing.

On December 9th, 2019, a report was brought before Council, and an accompanying By-Law was presented for Council comment and adoption on the agenda. Councillors expressed concerns over the recommendation that pool fences be no less than 1.5 m (4.9ft) in height and instead indicated they would be more comfortable mandating a 1.2m (3.9ft) foot requirement. Council directed staff to research the fencing height requirements of other local municipalities.

Comment:
In response to Council recommendations and suggestions, staff made the following changes to the draft By-Law:
- Township staff investigated the minimum height requirements of pool fencing by-laws in nearby municipalities. Approximately half the municipalities investigated had 1.2m (3.9ft) requirements and half had 1.5m (4.9ft) requirements. The Town of Aylmer and the Municipality of Chatham-Kent both require 1.5m fences whereas St. Thomas and Central Elgin require 1.2m. Based on Council’s direction at the December 9th, 2019 Section 6.4 was amended to indicate that a pool fence shall be at minimum 1.2 m (3.9ft).
- Council also asked about potential insurance implications of maintaining the minimum pool fence height at 1.2m. Staff research indicates that there
would be no impact on current premiums. If an incident were to occur and legal action was taken against the Township, a deductible would be paid, and premiums would likely go up for the next 10 years. It may also be more difficult to defend the Township’s position legally.

- Section 6.8 was added to indicate that the sidewalls of a pool constructed after the enactment of this fencing by-law shall not be used in whole or as a portion of a pool fence.

- Section 5.5 was amended to indicate that any fence that transmits an electric current shall meet the requirements of the Canadian Standards Association. This was in the place of a specific voltage recommendation.

Financial Implications:
There are no financial implications in enacting the By-Law.

Respectfully Submitted by:

Katherine Thompson, CAO/Clerk
DATE: January 13th, 2020

PREPARED BY: Katherine Thompson, CAO/Clerk

REPORT NO.: CAO 2020-04

SUBJECT MATTER: By-Law Summary

Recommendation:
THAT Council consider the approval of a by-law to authorize borrowing, an interim tax levy by-law, and a by-law to appoint a Deputy Treasurer.

Purpose:
To provide Council with information regarding a by-law to authorize borrowing, the interim tax levy by-law, and the by-law to appoint a Deputy Treasurer.

Background:

Borrowing Authorization By-law

Chapter 25 s. 407 of the Municipal Act provides municipal Councils with the authority to pass a by-law authorizing temporary borrowing, until taxes are collected, and until other revenues are received, to meet the current expenditures of the municipality for the year. This by-law must be passed every year.

Interim Tax Levy By-law

Section 317 (1) of the Municipal Act, permits Councils to pass a by-law levying amounts on the assessment of property in the municipality before the adoption of the annual budget. This is so that a municipality may meet its immediate obligations in advance of the budget approval. The interim tax amount may not exceed 50% of the total amount of taxes levied from the previous year. This by-law must be passed every year.

Deputy Treasurer Appointment By-law

As a part of the Township wage study, Council approved the position of Deputy Treasurer. This needs to be formalized through an appointment by-law which will also remove the CAO/Clerk as Deputy Treasurer.

Respectfully Submitted by:
Katherine Thompson, CAO/Clerk
Council Elects 2020 Warden

At their Inaugural Meeting on Tuesday, December 10, 2019, Elgin County Council elected Councillor Dave Mennill to serve as Elgin County Warden for 2020. This will be Warden Mennill’s second time as Warden having previously held the office in 2011. In his inaugural address, Mennill spoke of the importance of the role of Warden. “It is humbling to be selected for this position of leadership and it is a pleasure and privilege to lead County Council … Elgin County is in an excellent position thanks to the hard work of Council and staff. I am keen to keep the momentum going” Mennill said.

Small Business Enterprise Centre Presentation

Sean Dyke, CEO, St. Thomas Economic Development Corporation and Tara McCaulley, Manager, Small Business Enterprise Centre provided an update to Council on SBEC activities for 2019. To view the full presentation, please click here.
Economic Development Award & Elgincentives Year In Review

It has been an exciting year in Economic Development. Warden Mennill presented Alan Smith, General Manager of Economic Development, and Jessica Silcox, Economic Development Coordinator with the 2019 International Economic Development Council Bronze Award in recognition of the Maple Syrup Trail Campaign. In addition, the Elgincentives program approved 41 applications in 2019 and continues to assist in the improvement of Elgin’s downtown areas, waterfronts, agricultural, and tourism areas.

Museum Annual Update

The Manager of Museum and Archives provided an update on the Elgin County Museum’s activities for 2019. The Museum hosted three exhibits in 2019: Baseball and Brass Bands, The Aerodrome of Democracy – The British Commonwealth Air Training Plan, and Voices from the Engraver. Many exciting programs were held at the Museum including a Jumbo Panel, and a Book Launch event for Middlemarch Stories by Luella Monteith. To read more, please click here. Stay tuned for more exciting events in 2020!
Elgin County Library Programming

In the last six months, the Elgin County Library has embarked on many exciting partnerships with local agencies in order to provide inclusive programming for residents of Elgin County. Partnerships were forged with the Rainbow Optimist Club, Southwestern Public Health, the St. Thomas Public Library, and the Central Community Health Centre in order to address programming needs for members of the LGBTQ+ community. The Library continues to collaborate with EarlyON, Elgin Children’s Network, and the STEAM Education Centres to provide programming. To read more about Elgin County library’s exciting partnerships, programs, activities, please click here.

Elgin County Homes Policy Updates

Elgin County Council approved important updates to many Elgin County Homes policy manuals including Maintenance, Administration, and Program and Therapy Services policies. To view the Elgin County Homes and Seniors Services Policy Manuals, please click here.

Terrace Lodge Development Agreement

An exciting project milestone was reached at County Council on Thursday. Council authorized staff to sign a development agreement with the Ministry of Long-Term Care for the redevelopment of 100 beds at Terrace Lodge.

Engineering Project Updates

The Director of Engineering Services provided various status updates for the many projects that are currently being undertaken by the County. To read more about the King George VI Lift Bridge Rehabilitation Project, Replacement of Meeks Bridge, Centennial Road/Elm Line Intersection Improvements, and the Talbot Line/Currie Road Traffic Signal Warrant Analysis, please click here.

The complete December 10 & 12, 2019 County Council Agenda package can be found here.
December 18, 2019

Mayor Joe Preston
City of St. Thomas
P.O. Box 520, City Hall
545 Talbot Street
St. Thomas, Ontario N5P 3V7

Dear Mayor Preston,

Safe, reliable and affordable transportation for rural residents is a priority of the Township of Southwold’s Council. The challenges faced by rural residents without vehicles is considerable as they attempt to navigate employment, education, and day to day activities such as shopping for groceries or attending routine medical appointments. Providing a transportation system of some type would help to mitigate the isolation felt by elderly residents in rural areas and would help to ensure that the rural lifestyle remains a viable option.

This issue is one that affects all of rural southwestern Ontario and Southwold is pleased that St. Thomas will be making the province aware of the urgency of this issue through delegation at the ROMA Conference in January 2020.

I will bring this request forward to Southwold Township Council for consideration at our first meeting in January 2020 after which we would respectfully request a meeting with you to discuss the details of this proposal and how the residents of the Township of Southwold could be serviced within this plan.

Any type of transit solution in Elgin County and St. Thomas will need to be a coordinated and cooperative effort and therefore we ask that the County of Elgin and its local municipal partners be included in this meeting as well.

Respectfully,

Mayor Grant Jones
Township of Southwold
Hello, June;
Thank you for taking care of this for me!

I want to first thank ALL of you for your ongoing support of our veterans and their programs! It is greatly appreciated!

Please find enclosed the information for the Royal Canadian Legion Ontario Command’s 7th Annual Military Service Recognition Book to honor and recognize our Veterans.

Please visit the website to view previous publications: http://www.on.legion.ca/remembrance/military-service-recognition-book

This unique remembrance publication includes both past and present day Veterans biographies and photographs! To appreciate and never forget the Sacrifices made by our Veterans for the freedoms we enjoy today!

With the help of our Veterans families and friends, submissions are collected at local legion branches and our next edition is scheduled for release in October 2020, in advance of our Annual Remembrance Day Ceremonies.

Thousands of copies are distributed Free of Charge in the community throughout they year and its available on line year round for the public to download and print. My, point being, you do get really good exposure for helping!

Funds raised stay in the province to not only support the Veterans and help them transition from Military Life to Civilian Life but also your local command activities like; Programs that help Veterans who are homeless, suffer with PTSD, Mental Illness and other challenges.

We are truly grateful for the ongoing support of the business community!
We would be honored to include the support and appreciation of the Township of Southwold for our Veterans once again in our next edition.

I have attached the Command request letter as well as graphic ad rate sheet.

***FYI- For every Full Page of advertisers we receive we can add an additional page to honour 3 more veterans with their pictures and military history!

However, Your B/W Business card space is still available and is also available in FULL COLOR, which really stands out in the book!
Your **support once again at any level** would be appreciated!

If you require any additional information, or to be included in the book, please don't hesitate to contact me. Otherwise I will follow up with you after your meeting January 13th.

Thank you once again for your ongoing support! It truly makes a difference!

Sincerely,

---

**Holly Williston**  
Advertising Rep/ Military Service Recognition Book

**The Royal Canadian Legion Ontario Command**  
Campaign Office  
(1-855-241-6967)  
📧 oncl@fenety.com

---

This e-mail and any attachment(s) is for authorized use by the intended recipient(s) only. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or any other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and delete this e-mail and any attachment(s). Thank you.
Dear Sir/Madam:

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

The Royal Canadian Legion Ontario Command is very proud to be printing over 10,000 copies of our 7th annual “Military Service Recognition Book”, scheduled for release by September 2020. This unique remembrance publication recognizes and honours our Province's Veterans and helps us fulfill the Legion's role as the "Keepers of Remembrance". Proceeds raised from this annual appeal are also used to support Veterans Transition Programs to help modern day Veterans that suffer from PTSD and other challenges.

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

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

Thank you for your consideration and/or support.

Sincerely,

[Signature]

Garry Pond
President
The Royal Canadian Legion
Ontario Command

“Military Service Recognition Book”

Advertising Prices

<table>
<thead>
<tr>
<th>Ad Size</th>
<th>Cost</th>
<th>HST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Colour Outside Back Cover</td>
<td>$2,132.74</td>
<td>$277.26</td>
<td>$2,410.00</td>
</tr>
<tr>
<td>Inside Front/Back Cover</td>
<td>$1,853.98</td>
<td>$241.02</td>
<td>$2,095.00</td>
</tr>
<tr>
<td>2 Page Spread</td>
<td>$2,964.60</td>
<td>$385.40</td>
<td>$3,350.00</td>
</tr>
<tr>
<td>Full Page</td>
<td>$1,482.30</td>
<td>$192.70</td>
<td>$1,675.00</td>
</tr>
<tr>
<td>Full Page 7” X 9.735”</td>
<td>$1,110.62</td>
<td>$144.38</td>
<td>$1,255.00</td>
</tr>
<tr>
<td>½ Page</td>
<td>$831.86</td>
<td>$108.14</td>
<td>$940.00</td>
</tr>
<tr>
<td>½ Page 7” X 4.735”</td>
<td>$646.02</td>
<td>$83.98</td>
<td>$730.00</td>
</tr>
<tr>
<td>¼ Page</td>
<td>$504.42</td>
<td>$65.58</td>
<td>$570.00</td>
</tr>
<tr>
<td>¼ Page 3.375” X 4.735”</td>
<td>$415.93</td>
<td>$54.07</td>
<td>$470.00</td>
</tr>
<tr>
<td>1/10 Page</td>
<td>$300.88</td>
<td>$39.12</td>
<td>$340.00</td>
</tr>
<tr>
<td>1/10 Page (Business Card)</td>
<td>$256.64</td>
<td>$33.36</td>
<td>$290.00</td>
</tr>
</tbody>
</table>

H.S.T. Registration # 10686 2824 RT0001

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Ontario Command.

PLEASE MAKE CHEQUE PAYABLE TO:
The Royal Canadian Legion
Ontario Command
(RCL ON)
(Campaign Office)
P O Box 8055, Station T CSC
Ottawa, ON K1G 3H6

Visa/Mastercard Accepted  adcopy can be emailed to: oncl@fenety.com
# The Township of Southwold
## Waiving of Facilities Fees Application Form

**Township of Southwold**  
35663 Fingal Line  
Fingal, ON N0L 1K0  
Phone: 519-769-2010  
Fax: 519-769-2837  
communications@southwold.ca

---

| Name of Event: | Winter Sleepover / Camp |
| Name of Group or Organization | 1st Dutton Pathfinders & Rangers |
| Primary & Secondary Contact Person | Cara Green, Carol Green |
| Purpose of Event | To go skiing and cook over a fire |
| Contact Address |  |
| Postal Code | N5P 3T2 |
| Phone # Primary / Secondary |  |
| Email / Website |  |

**Activity or Event Information**

| Fees to be Waived (ie: facility rental) | Hall & Kitchen rental |
| Date and Times | 7am Fri Jan 31/19 to 11am Sun Feb 2/19 |
| Number of People expected | 25 |
| Admission Fee: (If applicable) |  |
| Will food be served? | Yes |
| Will alcohol be served? | No |

**Activity or Event Description**

How will your activity or event enhance community services and recreation in the Township of Southwold?  
Outdoor experience for the girls. We will sleep in tents if it is not too cold.
**The Township of Southwold**  
*Waiving of Facilities Fees Application Form*

Township of Southwold  
35663 Fingal Line  
Fingal, ON N0L 1K0  
Phone: 519-769-2010  
Fax: 519-769-2837  
communications@southwold.ca

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please describe the projected social, cultural, economic and environmental impact that the activity or event will have on the Township and its residents.</td>
<td><strong>none</strong></td>
</tr>
<tr>
<td>What will the impact on the activity or event be if the fee is not waived?</td>
<td><strong>It will not be able to be there.</strong></td>
</tr>
<tr>
<td>Are you seeking funding from any other sources (fundraising, grants, sponsorships, etc.)?</td>
<td><strong>no</strong></td>
</tr>
<tr>
<td>What features will you have in place to ensure that your event is accessible to all residents (residents with disabilities)?</td>
<td><strong>It is just for registered girl guides</strong></td>
</tr>
</tbody>
</table>

**Deadline for Applications**

For events being held in 2020, deadline for submission is Dec. 31st, 2019
The Township of Southwold
Waiving of Facilities Fees Application Form

Township of Southwold
35663 Fingal Line
Fingal, ON N0L 1K0
Phone: 519-769-2010
Fax: 519-769-2837
communications@southwold.ca

The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged by the Township related to the delivery or presentation of festivals or events which offers an inclusive experience to a wide range of participants.

An approval of waived fees by Council, does not guarantee the availability of a reservation.

Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

☑ Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,
Attention: Community Services & Communications Clerk
35663 Fingal Line
Fingal, ON N0L 1K0
Fax: 519-769-2837
or by email: communications@southwold.ca

Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

<table>
<thead>
<tr>
<th>Name:</th>
<th>CATHLEEN AYERS</th>
<th>Title:</th>
<th>Contact Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>[Signature]</td>
<td>Date:</td>
<td>2021-12-19</td>
</tr>
</tbody>
</table>

Page 3 of 3
To member municipalities of the Lower Thames Valley Conservation Authority:
Please find attached a resolution passed by the Board of Directors of the Lower Thames Valley Conservation Authority. The Board of Directors requests that municipal councils consider passing the noted resolution and circulate the approved motions to Municipalities, Conservation Authorities and the Provincial Government (Minister of Environment, Conservation and Parks) in Ontario.

Resolution:

Whereas: Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 50 years, and

Whereas: Municipalities must work together to ensure resilient and healthy watersheds for residents, and

Whereas: Conservation Authorities will be important partners in concrete and cost-effective initiatives to address climate change,

Therefore be it Resolved: That the Board of Directors of the Lower Thames Valley Conservation Authority requests that member Municipalities pass resolutions in support of the important role Conservation Authorities provide to local communities in delivering watershed management programs.

And, that Municipalities be requested to circulate these resolutions to Municipalities, Conservation Authorities and the Provincial Government (Minister of Environment, Conservation and Parks) in Ontario.

Recommended Resolution:

Whereas Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 50 years, and

Whereas Municipalities must work together to ensure resilient and health watersheds for residents, and

Whereas Conservation Authorities will be important partners in concrete and cost-effective initiatives to address climate change,

Therefore be it Resolved: That the “Municipality Name” supports the important role Conservation Authorities provide to local communities in delivering watershed management programs.

Moved: Trevor Thompson, Seconded: Amy Finn, Carried

Thank-you
THE CORPORATION OF TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2019-77

Being a By-law to Regulate the Height, Location and Description of Fences on Private Property by the Corporation of the Township of Southwold

WHEREAS subsection 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS Sections 8, 11, and 15(4) of the Municipal Act, S.O. 2001, c. 25, as amended, authorizes municipalities to pass by-laws respecting fences which includes the authority to prescribe the height and description of fences on all properties and to require owners of privately-owned outdoor swimming pools to erect and maintain fences and gates around such swimming pools;

AND WHEREAS paragraph 7 of subsection 11(3) of the Municipal Act, 2001 provides that a municipality may pass by-laws respecting structures, including fences and signs;

AND WHEREAS Section 98 of the Municipal Act, 2001 provides that a municipality may provide that the Line Fences Act does not apply to all or any part of the municipality, but despite such by-law being passed, Section 20 of the Line Fences Act continues to apply throughout the municipality;

AND WHEREAS it is deemed expedient to exclude the Settlement Areas as defined in the Township’s Official Plan from the provisions of the Line Fences Act, R.S.O. 1990, c.L.17, as amended;

NOW THEREFORE, the Council of The Corporation of the Township of Southwold enacts as follows;

SHORT TITLE, this By-law and Amendments, may be cited as the “Fence By-Law”

Part I

General

1.01 In this By-law, the word “shall” is mandatory and not discretionary, words in the plural include the single number and words in the present tense include the future tense.

1.02 The provisions of this By-law shall apply to all properties within the boundaries of the Corporation of the Township of Southwold. The Line Fences Act shall not be
applicable within Settlement Areas, as defined in the Township’s Official Plan, but will continue to apply in non-Settlement areas.

1.03 No property within the Township of Southwold shall be used and no building or structure shall be erected, altered, enlarged, maintained or used for any purpose except in conformity with the provisions of this By-law.

Part II
Definitions

In this By-law:

2.01 Building – means a structure occupying an area greater that 10 square meters consisting of a combination of walls, roof and floor, or a structural system serving the function thereof, including all associated works, fixtures and service systems.

2.02 By-law Enforcement Officer - shall mean a By-law Enforcement Officer appointed by the Township of Southwold or designate.

2.03 Chief Building Official - means the Officer or employee appointed by By-law of the Township of Southwold charged with the duty of enforcing the provision of the Building By-law, Building Code Act and its applicable regulations.

2.04 Corner Lot - means a lot bounded by two intersecting streets, the angle of intersection of which is not more than 135 degrees. In the case of a curved street, such angles shall be formed by their tangents drawn from the points where the interior lot lines meet the street line.

2.05 Daylight Corner or Sight Triangle - means the triangular space formed by the street lines of a corner lot where such lot is located at the intersection of two or more streets and a line drawn from a point in one street line to a point in the other street line, each such point being six meters from the point of intersection of the street lines measured along the said street lines, and where the two street lines do not intersect at a point; the point of intersection of the street lines shall be deemed to be the intersection of the projected tangents of the street lines drawn through the extremities of the interior lot lines.

2.06 Driveway Visibility Triangle - means the triangular space formed by joining the point on a property line and the driveway established by measuring 4.5 meters in each direction along the property line abutting a street and along a driveway from the point where said property line and driveway intersect.

2.07 Dwelling - means a building containing one or more dwelling units but does not include a trailer or mobile home.

2.08 Exterior Side Yard - means a side yard immediately adjacent to a street, other than the front lot line.

2.09 Farm Fence - means a fence erected for the purpose of containing livestock, enclosing crops, water areas, woodlots, buildings, fields or laneways as part of an agricultural operation on an Agricultural or Open Space property defined by The Township Zoning By-law.

Southwold Township Fencing By-Law
2.10 Fence - means a structure, expect a structural part of a building, used to wholly or partially screen from view, enclose or divide a yard or other land, or mark or substantially mark the boundary between adjoining land, and includes any hedge or grouping of shrubs used for the same purpose in a front yard, corner visibility triangle, or driveway visibility triangle.

2.11 Front Yard - means a yard extending across the full width of a lot between the front lot line and the nearest main wall of any main building or structure on the lot.

2.12 Gate - shall include a door or other device constructed that may be opened to gain access to an area enclosed by a fence.

2.13 Height - means the vertical distance from the base of the fence at grade to the top of the fence including fence posts.

2.14 Interior Side Yard - means any side yard other than an exterior side yard.

2.15 Owner- shall include any person who has lawful possession of any lands or premises.

2.16 Permit - shall mean a permit issued by the Chief Building Official certifying approval of plans for swimming poll fences.

2.17 Pool fence - shall mean any fence that encloses in whole or in part, a swimming pool, and includes any temporary enclosure erected during the construction of any swimming pool, includes a gate attached to the fence but does not include the side wall of the pool.

2.18 Privately Owned Outdoor Swimming Pool - means any body of water located outdoors on, above, or below privately-owned property contained by artificial means and used or maintained for the purpose of swimming, wading, diving, or bathing and which has a design depth of 0.91m or greater.

2.19 Rear Yard - means a yard extending across the full width of a lot between the rear lot line and nearest main wall of any main building or structure on the lot.

2.20 Temporary Enclosure - shall mean a device that is intended to temporarily perform the functions of a fence and is subject to the approval of the Chief Building Official.

2.21 Township - means the Corporation of the Township of Southwold.

Part III
General Provisions

3.1 No fence shall:

a) be made of materials originally designed or manufactured for a primary purpose other than a fence such as, but not limited to, sheet metal, corrugated metal panels and garage door panels;

Southwold Township Fencing By-Law
b) be made of materials that are sharp or protruding such as, but not limited to, barbed wire, razor wire or any other similar material in the construction of any fence unless specifically permitted by this By-Law.

c) No person shall use, or cause to be used, electric current as a part of or in conjunction with any fence unless specifically permitted by this By-Law.

d) be located within 2.0m from a fire hydrant, except that a fence may be located no closer than 1.0m from the rear of a fire hydrant as viewed from the centre of a municipal road allowance;

e) exceed 2.13m in height within an exterior side yard, side yard, or rear yard;

f) be erected in such a manner as to obstruct visibility to drivers or pedestrians entering, exiting, crossing or approaching a driveway, roadway, laneway or walkway;

g) be located or constructed so as to block access to a parking space as required by The Zoning By-law unless such fence is constructed with a gate at least 2.59m wide giving access to such parking space.

3.2 Every fence shall have a surface that is painted, stained, varnished or protected with a similar protective finish, unless the material itself possess characteristics that offer protection against deterioration, such as, but not limited to, cedar, vinyl, or galvanized chain link.

3.3 Snow fencing and plastic mesh fencing shall not be used as a permanent fence.

3.4 A fence constructed on top of a building or structure as defined in The Zoning By-law, including decks, terraces, landing, and steps more than 0.6m above finished ground level, shall be exempt from the provisions of this by-law with respect to height and location, but shall comply with regulations for height and location within the applicable zoning category in The Zoning By-law.

3.5 Notwithstanding Section 3.1 archways forming part of an entrance may exceed the height restrictions to a maximum of 2.4 meters.

3.6 A boundary fence in side yards or rear yards may be 2.4 meters in height provided any portion of the fence over 2.13 meters is of open type, decorative construction.

3.7 Except for fences described in Section VI of this by-law to enclose a pool, fences may be erected without a permit, but shall comply with this by-law.

Part IV
General Provisions
Commercial/Industrial/institutional Zones

4.1 Unless permitted by a site plan agreement or any other development agreement executed by the Town, a fence on any property zoned Commercial, Industrial or Institutional shall not exceed 2.44 m in height.
4.2 Barbed wire may be placed on the top of a fence on any property zoned Commercial, Industrial or Institutional that does not abut a residential zone, provided that the said fence is a minimum of 1.83 m in height.

4.3 Notwithstanding Section 4.2 barbed wire may be used in the construction of a fence on any property zoned Commercial, Industrial or Institutional and required for the provision of infrastructure for any public utility regardless of location.

Part V
General Provisions
Agricultural Fences

5.1 Properties in an Agricultural zone containing a residential use with a lot area of less than 6000 square meters and abutting other similar lots shall comply with Part III of this By-law.

5.2 Barbed wire may be used in the construction of a fence on any property zoned Agricultural and required for the provision of infrastructure for any public utility regardless of location.

5.3 Nothing in Section III of this By-law shall apply to the construction of a fence to contain livestock on a lot larger than 2750 square metres.

5.4 A livestock fence shall be built in good farming practice and building practice at the discretion of the CBO or designate and shall be constructed to properly house the livestock it was intended to contain.

5.5 a) no person shall maintain or permit to be maintained a fence equipped to transmit an electric current, except for a fence on a farm for the keeping of livestock or the protection of livestock or crops from animals provided that the fence meets the requirements of any applicable Canadian Standards Association Standard.

b) has attached thereto, at approximate 30.48 m intervals, a sign warning that the fence carries electricity.

Part VI
Swimming Pool Fences

6.1 No privately-owned outdoor swimming pool shall be constructed, used, or maintained unless a permit for said pool has been issued by the Chief Building Official.

6.2 Every person, in making an application for a permit to construct, use, or maintain a pool shall file with the Chief Building Official materials required by the Building By-law including plans identifying all fences and gates as required by this by-law.

6.3 No person shall place water in a pool or allow water to remain there unless the fences and gates prescribed by this by-law have been erected to the satisfaction of the Township.

Southwold Township Fencing By-Law
6.4 No pool shall be constructed, used, or maintained unless a fence is erected and maintained around such pool. Such fence shall be a minimum distance of 1.2m from the edge of pool. Such fence shall be a minimum height of 1.2m and shall have a gate or gates equipped with a lock or locks.

6.5 No gate shall be left unlocked unless a responsible adult is present and supervising the pool.

6.6 Every gate or gates required in Section 6.4 of this by-law shall be equipped with a self-closing and latching device.

6.7 Every fence required by this by-law shall be constructed so that all exterior members are vertical or that the fence shall be chain link with a size of 5.0cm link or less.

6.8 No pool wall shall be used in whole or as a portion of a pool fence.

6.9 Notwithstanding any other provisions of this by-law, a structure known as a “hot tub” or “swim spa” shall be exempt from the provisions of this Section provided that the structure is adequately secured by a cover equipped with a locking device and which cover shall be kept locked in place over the hot tub or swim spa when the hot tub or swim spa is not in use.

6.10 For the purposes of Section 6.9, a cover shall comply with American Society for Testing Materials (ASTM) Standard F1346, clauses 9.1, 9.2, and 9.4, or other standard, to the satisfaction of the Chief Building Official, that demonstrates that the cover will inhibit access unless a responsible adult is present and supervising the hot tub or swim spa.

6.11 Once a swimming pool is filled with water, it must be fenced. A temporary enclosure is permitted in lieu of a swimming pool fence but must be replaced with a permanent fence in accordance with Section 6.4, 6.5 and 6.6 within 30 (thirty) days of the pool being filled with water.

Part VII
Height Calculations

7.1 The height of a fence at any given point shall be measured from the grade at the base of the fence provided;

   a) where changes in grade contours along the fence line result in changes in height of the fence, the height of the fence is deemed to be the average height of the fence over any 2.44m portion.

7.2 Where grade elevations of adjacent lots differ, the height of any boundary fence shall be measured from the mean grade elevation between the lots.
Part VIII
Sight and Visibility Triangles

8.1 No fence or hedge shall exceed 0.76m in height within a front yard, corner visibility triangle, or driveway visibility triangle, except on a commercial, industrial, or institutional property as defined by The Zoning By-law where a fence within a front yard shall not exceed 1.98m.

Part IX
Variances

9.1 Any person, being the occupier or owner of land in the Township, may apply to the Chief Building Official for permission to exceed any of the requirements set out in this By-Law, and if the Chief Building Official is satisfied that the proposed application is reasonable and does not contravene the purpose and intent of the provisions of this by-law, then the Chief Building Official may grant such permission, in whole or in part, conditionally or unconditionally, as deemed advisable.

Part X
Penalty

10.1 Every person who contravenes any provisions of this By-law is guilty of an offence and is liable, upon conviction, to a fine not exceeding Five Thousand Dollars ($5,000) exclusive of costs, for each offence, recoverable under the Provincial Offences Act, R.S.O. 1990, Chapter P.33. Fines and penalties are included in Schedule A attached hereto and forming a part of this By-Law.

10.2 Where anything required to be done in accordance with this By-Law is not done, the Township or a person or persons designated by the Township may carry out such work or take such action and recover the costs of so doing by adding the costs to the tax roll for the property on which the work was done or the actions were taken and collecting them in the same manner and with the same priority as municipal taxes.

Part XI
Exemptions

11.1 Notwithstanding the provisions of this By-Law, any fence that is in existence prior to the date of the enactment of this By-Law and in compliance with other applicable regulations including Township By-Laws, the proof of which shall lie with the owner of the property on which the fence is constructed, shall be deemed to comply with this By-Law and may be maintained with the same material, height and dimensions as previously existed including any repair work that may be done to such fence.
Part XII
Severability

12.1 Should any section, subsection, clause or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the said section shall not affect the validity of this by-law as a whole or any part thereof, other than the part so declared to be invalid.

Part XIII
Repeal

13.1 Township of Southwold By-Law 77-14 is hereby repealed.

Part XIV
Date By-Law Comes into Force

14.1 This by-law shall be deemed to have come into force and take effect on the date of the final passing thereof.


Grant Jones                      Katherine Thompson
Mayor                            Clerk
### SCHEDULE ‘A’

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2019-77

PART I PROVINCIAL OFFENCES ACT

TITLE: FENCE BY-LAW

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constructing or using a pool without permit</td>
<td>6.1</td>
<td>$250.00</td>
</tr>
<tr>
<td>Placing Water in a Pool without the prescribed fence or gates</td>
<td>6.4</td>
<td>$250.00</td>
</tr>
<tr>
<td>Using pool without the prescribed fence or gates</td>
<td>6.5</td>
<td>$250.00</td>
</tr>
<tr>
<td>Using a hot tub or spa without prescribed cover</td>
<td>6.9</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

Note: the general penalty provision for the offences listed above is Section 10.1 of By-law 2019-77, a certified copy of which has been filed.
BY-LAW NO. 2020-02

BEING A BY-LAW TO AUTHORIZE BORROWING FROM TIME TO TIME TO MEET CURRENT EXPENDITURES DURING THE FISCAL YEAR ENDING DECEMBER 31, 2020.

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

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

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

1) The head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or bankers’ acceptance during the year 2020 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected, and until other revenues are received, the current expenditures of the municipality and the other amounts that are set out in section 407 of the Municipal Act, 2001.

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

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

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

**Borrowing Documents Required**

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

**When Estimates Not Adopted**

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

(a) the limitation on total borrowing shall be calculated for the time being upon the estimated revenues of the municipality as set forth in the estimated adopted for the previous year, and

(b) the copy furnished under Section 5 shall show the nature and amount of the estimated revenues of the municipality as set forth in the estimates adopted for the previous year.

**Charge on Revenues**

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

**Directive to Treasurer**

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

**Effective Date**

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


Mayor
Grant Jones

Clerk
Katherine Thompson
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2020-03

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

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

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

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

ENACTS AS FOLLOWS:

1. An interim tax amount of 50% of the total amount of taxes for municipal and school purposes levied on the property for the previous year is hereby imposed and levied on the whole of the real property in the residential class, farm class, managed forest class, pipeline class, commercial occupied class, commercial vacant class, industrial occupied class, industrial vacant class, large industrial occupied class, large industrial vacant class and landfill class according to the last revised assessment roll.

2. The said interim tax levy shall become due and payable in two installments; 50 percent of the interim levy shall become due and payable on the 31st day of March 2020, the balance of the interim levy shall become due and payable on the 29th day of May 2020.

3. On all taxes of the interim levy, which are in default on the first day following the due date a penalty of one and one-quarter percent shall be added and thereafter a penalty of 1.25 percent per month will be added on the first day of each and every month the default continues, until December 31, 2020.

4. On all taxes in default on December 31, 2020, interest will be added at the rate of one and one-quarter percent per month thereafter for each month or fraction thereof of default.
5. Penalties and interest added on all taxes in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid taxes.

6. The collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.

7. That taxes are payable at the Township of Southwold Municipal Office, Fingal, Ontario or at most financial institutions through ABM or by telephone or internet banking or by pre-authorized payment plan.

8. That this by-law shall come into full force and effect upon the final passage thereof and shall be considered retro-active to January 1, 2020.


Mayor
Grant Jones

Clerk
Katherine Thompson
WHEREAS Council deems it necessary to enact a By-law to provide for a Deputy Treasurer, who in the absence of the Treasurer would carry out the duties of the Treasurer;

AND WHEREAS pursuant to Section 286 (2) of the Municipal Act, S.O. 2001, C.25, as amended provides for By-laws to appoint a Deputy Treasurer to have all the powers and duties of the Treasurer under that or any other act;

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

1. That Michele Lant is hereby appointed as Deputy Treasurer of the Corporation effective January 1st, 2020.

2. That in addition to the duties required to be preformed under any statute, Michele Lant shall perform such duties as may, from time to time, be assigned to the Treasurer.

3. That By-law No. 2019-82 is amended by removing the Chief Administrative Officer/Clerk as Deputy Treasurer.

4. That this By-law shall come into force and take effect upon final passing thereof.

5. That this By-law shall remain in full force and effect until repealed or amended.

READ a first and second time, considered read a third time and finally passed this 13th day of January, 2020.

Mayor
Grant Jones

Clerk
Katherine Thompson
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2020-05

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 11, Range 1 North of Union Road, 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.


Administrator/Clerk
Katherine Thompson

Mayor
Grant Jones
This is Schedule "A" to By-law No. 2020-05 passed on the 13th day of January 2020.
TAKE NOTICE that:

a) pursuant to Subsection 34(10.7)(a) of the Planning Act, R.S.O. 1990, as amended, an application has been made by Chris Southern for approval of a proposed Zoning By-law Amendment. Access to the information and material provided under subsections (10.1) and (10.2) in support of the application is available for public access, and

b) a Public Meeting, pursuant to Subsection 34(12) of the Planning Act, R.S.O. 1990, as amended, will be held by the Council of the Municipality of Central Elgin on the 13th day of January, 2020 at 7:20 P.M. in the Council Chambers of the County Administration Building, 450 Sunset Drive, St. Thomas, to consider a proposed amendment to the Township of Yarmouth Zoning By-law 1998. The purpose of the Public Meeting is to afford any person that attends, an opportunity to make representation with respect to the zoning proposal.

The purpose of the application is to rezone the lands from a site-specific Open Space 2 (OS2-77) Zone to allow for the construction of a 9.75 metre (32 foot) x 12.19 metre (40 ft.) pole barn as an accessory use to the existing residential dwelling. The current zone on the subject lands only permits a health spa, meeting rooms, and accessory uses as part of a redevelopment proposal. An amendment has been sought to repeal the existing zoning and to rezone the lands to permit the development of the pole barn adjacent to a natural heritage feature and natural hazard and to recognize the existing rural residential use.

ANY PERSON OR PUBLIC BODY may attend the Public Meeting and/or make written or verbal representation either in support of, or in opposition to the proposed Zoning By-law Amendment.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Municipality of Central Elgin to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Central Elgin before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Municipality of Central Elgin before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of the Council of the Municipality of Central Elgin on the proposed zoning by-law amendment, you must make a written request to the undersigned.

ADDITIONAL INFORMATION relating to the proposed Zoning By-law Amendment is available for inspection daily, Monday to Friday, 9:00 A.M. to 4:00 P.M. at the Municipal Offices and at the Central Elgin Planning Office, 9 Mondamin Street, St. Thomas.

Key Map:

DATED at the Municipality of Central Elgin, this 7th day of December, 2019.

Dianne Wilson, Deputy Clerk
Municipality of Central Elgin
450 Sunset Drive, 1st Floor
St. Thomas, Ontario
N5R 5V1
(519) 631-4860, Ext. 286
December 18, 2019

Hon. Jeff Yurek
Ministry of the Environment, Conservation and Parks
5th Floor – 777 Bay St.
Toronto, ON M7A 2J3

By email: jeff.yurek@pc.ola.org

RE: Support for Continuation of Mandatory and Non-Mandatory Programs of the Upper Thames River Conservation Authority (UTRCA) and Kettle Creek Conservation Authority (KCCA)

Dear Hon. Yurek,

Please be advised that the Council of the Municipality of Thames Centre, at the last regular meeting held on Monday, December 16, 2019, passed the following resolution:

WHEREAS, the Municipality of Thames Centre is committed to planning for a sustainable future for its resources and environment;
AND WHEREAS the Municipality of Thames Centre is a member of both the Upper Thames River Conservation Authority (UTRCA) and Kettle Creek Conservation Authority (KCCA) and has representatives on both Board of Directors;
AND WHEREAS the Board of Directors determines the policies, priorities and budget of the UTRCA and KCCA;
AND WHEREAS the UTRCA and KCCA provide the Municipality of Thames Centre with expert advice on the environmental impact of land use planning proposals and that the Municipality of Thames Centre does not have staff with comparable expertise or experience;
AND WHEREAS the UTRCA and KCCA provide programs to the residents of Thames Centre and other member municipalities that include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion, preservation of species at risk, completing restoration projections on the Thames River as well as protecting life and property through a variety of measures, all of which the Municipality of Thames Centre does not have staff with comparable expertise or experience;
THEREFORE IT BE RESOLVED that the Municipality of Thames Centre supports continuation of the programs of the UTRCA and KCCA, both mandatory and non-mandatory, and that no programs of the UTRCA or KCCA
or of the other Conservation Authorities in Ontario be “wound down” at this time.
AND THAT the Ministry of Environment, Conservation and Parks give clear direction as to what programs are considered mandatory and non-mandatory and how those programs will be funded in the future;
AND THAT both UTRCA and KCCA be invited to provide a delegation at a future Municipality of Thames Centre meeting to inform Council of the impacts of these programs to our communities;
AND THAT this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, the Association of Municipalities of Ontario, the Upper Thames River Conservation Authority, Kettle Creek Conservation Authority, Conservation Ontario and all Ontario municipalities. Carried.

Should you have any questions, please advise.

Regards,

Tena Michiels
Clerk

Distribution: Premier Doug Ford
Association of Municipalities of Ontario
Upper Thames River Conservation Authority
Kettle Creek Conservation Authority
Conservation Ontario
All Ontario Municipalities
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2020-06

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 9, 2020 and January 13, 2020.

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 Special Council Meeting held on January 9, 2020 and the Regular Meeting of Council held on January 13, 2020; 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.


Mayor
Grant Jones

Clerk
Katherine Thompson

By-law No. 2020-06