1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES


(b) Minutes of the Economic Development Committee Meeting of May 27th, 2019

(c) Minutes of the Family Day/Winterfest Committee Meeting of December 10th, 2019

(d) Minutes of the Zero Waste Committee meeting of January 15th, 2020

5. DELEGATION

6. DRAINAGE

(a) Drainage Reapportionment E46/19 Wiebe – 10207 Sunset Road

7. PLANNING

   No business

8. REPORTS

(a) Activity Report from Drainage Superintendent – January

(b) Report from the Fire Chief RE: Talbotville Fire Station Committee Update

(c) Activity Report from Fire Chief – January

(d) Activity Report from Public Works Superintendent – January

(e) Activity Report from the Chief Building Official – January

(f) Report from the Chief Building Official RE: Building Department Truck Tender

(g) Report from the Treasurer RE: Rural Economic Development (RED) Program – Intake 2

(h) Activity Report from the CAO/Clerk – January

(i) Report from the CAO/Clerk RE: Southwold Water Distribution System Resiliency Test Update
9. **CORRESPONDENCE**

(a) Thank you, Royal Canadian Legion, – Ontario Command
(b) Waiver of Fee request – Shedden Soccer
(c) Waiver of Fee request – Shedden Agricultural Society
(d) Correspondence from Kimberly Boughner RE: First Annual Fingal – Shedden Optimist Club Rosy Rhubarb Run

10. **BY-LAWS**

(a) By-law No. 2019-79, being a by-law to provide for drainage works- South Talbotville Drain 2019, third and final reading.
(b) By-law No. 2020-10, being a by-law to amend the assessment schedule of By-law No. 2019-11 based on actual costs incurred for the reconstruction Auckland Drain Branch F 2019.
(c) By-law No. 2020-11, being a by-law to amend the assessment schedule of By-law No. 2019-12 based on actual costs incurred for the reconstruction of the Henderson Drain 2019.
(d) By-law No. 2020-12, being a by-law to amend the assessment schedule of By-law No. 2019-13 based on actual costs incurred for the reconstruction Lindsay Drain 2019.
(e) By-law No. 2020-13, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 30th, 2020 and February 10, 2020.

11. **OTHER BUSINESS**

(For Information Only)

12. **CLOSED SESSION**

(a) Litigation or potential litigation, including matters before the administrative tribunals, affecting the municipality or local board (section 239 (2) (e) (2 items) – Property Servicing and Facility Warranty Update #3

13. **ADJOURNMENT:**

**NEXT REGULAR MEETING OF COUNCIL**

**MONDAY FEBRUARY 24, 2020 @ 7:00 P.M.**

Council Chambers, Fingal
Special Council Meeting
For the purpose of Budget Deliberations
Wednesday January 23, 2020
4:00 p.m., Council Chambers, Fingal

PRESENT: Mayor G. Jones
Councillors: S. Emons
P. North
J. Pennings

ALSO PRESENT: Katherine Thompson, CAO/Clerk
Jeff Carswell, Treasurer

ABSENT: Deputy Mayor R. Monteith

ADDENDUM TO THE AGENDA:

DISCLOSURES:
There were no disclosures made.

REPORT

OTHER BUSINESS

(a) 2020 Budget Deliberations
   - Operating and Capital Budget

Tab 13 – Streetlights
Council would like the budget to include 2 streetlights in Fingal. They would also like the results of the streetlight survey to be attached to the next agenda.

Tab 14 – Waste Management
The Zero Waste Committee would like to request $2000 from Greenlane for their programming.

Tab 15 – Cemeteries
Council reviewed Tab 15 Cemeteries

Tab 16 – Keystone
Council wanted staff to provide a statistical report regarding Keystone rentals. Council directed staff to ask Greenlane for the pavilion exhaust replacement.
Council discussed the proposal for allocating $25,000 for a Rosy Rhubarb statue. It was decided that it needed to be determined if Rosy Rhubarb and the Shedden community wanted a statue before anything could proceed. Additionally, previous discussions required Rosy Rhubarb to provide a mock up of the statue for Council’s consideration. This has not occurred at this point. Council decided not to consider this item in 2020.

There was discussion surrounding the lighting that is proposed for the Keystone Complex parking lot. Council wanted to ensure that it pointed downwards so it wouldn’t be an irritant for neighbours.

The group also discussed epi pens and the request to fund them and have them at the complex. Council determined that because the Fire Department has epi pens and is trained to use them, it is best they are provided through this avenue. It was suggested that a flyer with emergency information be done up by staff to provide to renters when they sign their agreements.

Tab 17 – Parks

There was some discussion surrounding fees for use of facilities. Fees will need to be assessed when new facilities are completed. This will allow for standardization across the board. When doing so staff should look to neighbouring communities to determine what they are charging and to determine what Southwold should charge to remain competitive.

Council decided to ask Greenlane for the remainder of funding to finish the parking lot at the Shedden Open Space Park.

Accessible Parking Signs should be included at the Shedden Open Space Park.

Tab 18 – Planning, Economic Development, Other
Tab 20 – Cash and Capital Requirements
Tab 21 – Reserve Continuity Forecast
Tab 22 – Green Lane Requests
Tab 23 – Elgin County Comparisons

Council reviewed Tabs 18, 20-23.

ADJOURNMENT

2020-029 Councillor Pennings – Councillor North Adjournment

THAT Council of the Township of Southwold adjourns this Special Meeting of Council for budget deliberations at 7:03 p.m.

_________________________  _______________________
Clerk                             Mayor
Katherine Thompson                Grant Jones
Regular Council Meeting  
Monday January 27, 2020  
7:00 p.m. Council Chambers, Fingal

PRESENT:  
Mayor  G. Jones  
Deputy Mayor R. Monteith (7:34 p.m.)  
Councillors: S. Emons  
P. North  
J. Pennings

ALSO PRESENT:  
Katherine Thompson, CAO/Clerk  
Brent Clutterbuck, Drainage Superintendent (7:00 p.m. – 7:22 p.m.)  
June McLarty, Administrative Assistant (7:00 p.m.- 8:04 p.m.)

ADDENDUM TO THE AGENDA:  

6. DRAINAGE:  

(c) Minutes of the Court of Revision South Talbotville Drain 2019  
(d) Drainage Act Discussion Paper Environmental Registry of Ontario Number 019-1187

12. CLOSED SESSION:  

(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)) – (2 items) - Contract Negotiation

DISCLOSURES:  
Councillor North declared a conflict on item 8b.

ADOPTION OF MINUTES:  

2020-030  
Councillor Emons – Councillor North  

THAT the Minutes of the Special Council Meeting of January 9, 2020, Regular Council Meeting of January 13, 2020 and the Special Council Meeting of January 15, 2020 are hereby adopted as amended.  

CARRIED
2020-031  Councillor Pennings – Councillor Emons  Zero Waste Committee Meeting Minutes

THAT the Minutes of the Southwold Zero Waste Committee Meeting of November 20, 2019 are hereby adopted.

CARRIED

DRAINAGE:

2020-032  Councillor Emons – Councillor Pennings  South Talbotville Drain 2019

THAT the Minutes of the Court of Revision of January 13, 2020 for the Talbotville Drain 2019 are hereby adopted.

CARRIED

2020-033  Councillor North – Councillor Pennings  Drainage Act Discussion Paper ERO Number 019-1187

THAT Council instructs the Mayor to send comments on the Drainage Act Discussion Paper ERO Number 019-1187.

CARRIED

REPORTS:

Southwold Water Distribution System Resiliency Test

CAO/Clerk Katherine Thompson reported that a test is to be conducted on the Southwold’s system as a valve needs to be replaced in the Primary System and it will require turning off the supply feeding the Secondary System. The test on January 30th, 2020 will test various pressures around the Township, if the water is back fed from the Dutton/Dunwich interconnect. The test will be conducted from 9:00 am -5:00 p.m. but if the pressure drops below a certain threshold, the test will be terminated.

Councillor North vacated his seat.

2020-034  Councillor Pennings – Councillor Emons  Settlement Area Public Information Centre

THAT Council authorize staff to organize a Public Information Centre on February 13th, 2020 to provide the public with the opportunity to review existing settlement boundaries and provide input to assist the Township as it progresses through its Official Plan update.

CARRIED

Councillor North returned to his seat.

2020-035  Councillor Pennings – Councillor Emons  Ontario Job Site Challenge – Ford Industrial Lands

THAT Council authorize the Mayor to send a letter to Ford encouraging the organization to apply to the Ontario Job Site Challenge so that the property can be marketed as a mega site to domestic and international investors.

CARRIED
Deputy Mayor Monteith inquired about constructing both soccer fields at once. Councillor Pennings reported that from a construction perspective a second soccer field will be done at the same time as the construction of the first but it wouldn’t be maintained yet as a second soccer field. Council would like to ask local soccer organizations to assist with the fundraising as funding for the park will depend on the grants we receive. Deputy Monteith inquired about the basketball courts. Mayor Jones responded that basketball courts should not be located in a parking lot. Councillor North questioned the assess to the ball diamonds with a tractor. Councillor Pennings responded that we would go through the gravel maintenance road. Mayor Jones added that we can have assess gates onto and between the ball diamonds.

**DRAINAGE:**

**2020-037** Mayor Jones and Deputy Mayor Monteith

**Lindsay Drain 2019**

THAT the Minutes of the Court of Revision of March 25, 2019 for the Lindsay Drain 2019 are hereby adopted.

**CARRIED**

**2020-038** Deputy Mayor Monteith – Mayor Jones

**Lindsay Drain Branch M Extension 2019**

THAT the Minutes of the Court of Revision of October 28, 2019 for the Lindsay Drain Branch M Extension 2019 are hereby adopted.

**CARRIED**

**REPORT:**

County Council Highlights – January 14th, 2020 meeting.

Mayor Jones presented his report to Council.

**CORRESPONDENCE:**

**2020-039** Deputy Mayor Monteith – Councillor North

**OWDCP**

THAT Council of the Township of Southwold receives an application with a kill date of October 22, 2019 that was submitted to the Ontario Wildlife Damage Compensation Program by the owner of the property located at 41635 Ron McNeil Line;

AND THAT Council agrees to pay the property owner $ 560.00 for the kill date;
AND THAT Council agrees to pay the Livestock Investigator the amount of $69.80 for the kill date;

AND THAT includes the administrative allowance of $30.00 approved by OMAFRA.

CARRIED

Shedden Soccer Fee Waiver Request

STAFF DIRECTION
Staff was directed by Council to obtain more information on whether or not this request was for the new or old pavilion and what are Shedden Soccer’s expectations.

2020-040 Councillor Emons – Councillor North

THAT Council of the Township of Southwold approves the one day $90.00 waiver of fee for the use of the pavilion in Shedden for the Elgin Amateur Radio Society Field Day event that is to be held on June 27 and June 28, 2020.

CARRIED

BY-LAWS:

2020-041 Deputy Mayor Monteith – Councillor Pennings

THAT By-law Nos. 2020-07, 2020-08 and 2020-09 be read a first and second time.

CARRIED

2020-042 Councillor Emons – Councillor North

THAT By-laws Nos. 2020-07, 2020-08 and 2020-09 be read a third time and finally passed.

CARRIED

OTHER BUSINESS

Council reviewed the item under Other Business.

CLOSED SESSION:

2020-043 Councillor North – Councillor Pennings

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at 8:04 p.m. in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters:

- Litigation or potential litigation, including matters before the administrative tribunals, affecting the municipality or local board (section 239 (2) (e) – (2 items) Facility Warranty Update #2 and Legal Advice (Civil Matter)
- 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)) (3 items)– Land Contract and Contract Negotiations (2)

CARRIED

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

AJOURNMENT:

2020-044 Councillor Pennings – Councillor North

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at 9:52 p.m.

____________________________  _____________________
CAO/Clerk  Mayor
Katherine Thompson  Grant Jones
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Special Council Meeting
For the purpose of Budget Deliberations
Thursday January 30, 2020
4:00 p.m., Council Chambers, Fingal

PRESENT: Mayor G. Jones
Councillors: S. Emons
P. North
J. Pennings

ALSO PRESENT: Katherine Thompson, CAO/Clerk
Jeff Carswell, Treasurer
Paul Van Vaerenbergh, Public Works Superintendent

ABSENT: Deputy Mayor R. Monteith

______________________________

ADDENDUM TO THE AGENDA:

DISCLOSURES:
There were no disclosures made.

REPORT

2020 Budget – Report #2

The Treasurer brought forward an update based on Council recommendations at the previous three budget meetings.

Council asked that a new Fire Chief Vehicle be asked for from the Greenlane Community Trust. The Township should ask for at least $60,000 to incorporate the fire package costs.

Additionally, Council determined that $1,000 could be taken from the budget for fire hall computers and $500 from the budget for fire hall tablets to better reflect actual costs of purchase.

Council was comfortable with reaching asset management goals at 4-5 years instead of 3-4. This is a moderate approach that can still allow for contributions to reserves and lower the levy.

2020-045 Councillor Pennings – Councillor Emons

THAT Council approve “in principle” the 2020 Budget showing a Township Levy of $3,403,662;

AND THAT Council approve the recommended budget adjustments contained in report number FIN 2020-02, including a reduction of $1,000 for fire department computers, a reduction of $500 for fire department tablets, a reduction of $30,000
to the reserves for asset management and that the Fire Chief Vehicle replacement be amended to a new vehicle estimated at $60,000 with a request to the Greenlane Trust for $60,000;

**AND THAT** Council instruct staff to proceed with delivering the programs and services as set out in the 2020 budget, including the necessary tendering and purchasing, as required by the budget;

**AND THAT** Council instruct staff to prepare the necessary By-laws to adopt the levy and authorize 2020 taxation once the County of Elgin finalizes the required taxation policies for 2020.  

**CARRIED**

**ADJOURNMENT**

2020-046  **Councillor Pennings – Councillor Emons**  
**Adjournment**

**THAT** Council of the Township of Southwold adjourns this Special meeting of Council for budget deliberations at **5:38 p.m.**

______________________________  
Clerk  
______________________________  
Mayor

Katherine Thompson  
Grant Jones
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Special Council Meeting
For the purpose a closed session
Thursday February 6th, 2020
9:00 a.m. Council Chambers, Fingal

PRESENT: Mayor: G. Jones
Councillors: S. Emons
P. North
J. Pennings

ALSO PRESENT: Katherine Thompson CAO/Clerk
Steve Gibson, County Solicitor

ABSENT: Deputy Mayor R. Monteith

________________________

DISCLOSURE OF PECUNIARY INTEREST: None.

CLOSED SESSION:

2020-047 Councillor North – Councillor Emons Closed Session

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at 9:00 a.m. in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters:

• Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Municipal property

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

AJOURNMENT:

2020-048 Councillor Pennings – Councillor Emons Adjournment

THAT Council for the Township of Southwold adjourns this Special meeting of Council for a closed session at 10:11 a.m.

________________________

CAO/Clerk
Katherine Thompson

________________________

Mayor
Grant Jones
Southwold Economic Development Committee

Monday, May 27, 2019
8:30 a.m., Council Chambers, Fingal

PRESENT: Voting Members: Councillor Justin Pennings
Councillor Peter North
Steve Bushell
Barry Harrison
Jim Carder

Non-Voting Members: Kate Burns-Gallagher, Elgin County
Alan Smith, Elgin County

Staff Resource: Lisa Higgs, CAO/Clerk

ABSENT: Chris Meyer
Mark Masseo, Elgin Business Resource Centre
Jack Vanderkooy
Ernst Hoffsummer

1. **Call to order**
CAO/Clerk Lisa Higgs called the meeting to order at 8:33 a.m.

2. **Confirmation of Agenda/Introductions**
Lisa Higgs introduced Aileen Murray of Murray Mellor consultants and spoke to the intention of acquiring a strategic plan for economic development. Kate Burns-Gallagher further introduced Ms. Murray, explaining that Ms. Murray had completed the market threshold analysis for the Township, so the Strategic Plan will be an extension of this plan.

Aileen Murray reviewed the proposed agenda with the Committee and outlined the process for the construction of the strategic plan for Economic Development. Councillor North suggested that we add a discussion on the relationship with the County.

3. **Project Overview**
   a. **Project Objectives**

   b. **Vision for the plan (Council and committee vision, why now, red flags, barriers)**

      The committee discussed the project objectives for the economic development strategic plan.

      Items such as including all sorts of communications, ways to engage all of the community members (instead of the same members who are attending all meetings), and focusing the plan were discussed. The committee suggested that there could be more informal mechanisms for soliciting feedback from the community and attracting younger community members to participate.

      The committee discussed the various challenges for the municipality in terms of its economic development and industrial growth.
Aileen requested more data on vacant land and data on land availability. She spoke to the idea of having a land capacity/land marketability plan as well.

The committee discussed the large portion of industrial land in the municipality and the options for either re-designation of properties into a different land uses, or development of industrial lands. The former Ford property was discussed extensively and the strategies for how to develop it and the challenges when it comes to servicing the property, as well as the particular advantage of this property in terms of hydro, natural gas, water, roads, proximity to major cities and highways, etc.

The committee discussed the idea of bringing properties into a status of investment readiness. Steve suggested that Southwold consider partnering with the County, the Province, for purchasing the property and developing as a shared corporation. It was agreed that the Ford property could be the focus of the economic development committee and bringing it to a state of market readiness.

Councillor North discussed that the committee had discussed in the past, the option for alternative accommodations in the Township and there is an appetite for these changes. Elgin County is working on drafting a policy handbook to help business adopt policies to allow accommodations.

c. Project Structure (role of staff, project committee, others)

Main contact for the project will be Kate Burns-Gallagher and secondary is Lisa Higgs. Aileen explained that she will be using the Committee to access allies and invite people to the discussion and to participate in the community open houses.

Steve Bushell suggested that the Committee discuss the Terms of Reference needing updating and adding more committee meetings. It was suggested that we contact existing members about their interest in the committee and then see if we are interested in attracting more members.

4. Project Plan Review
a. Workplan including milestones and responsibilities
b. Meeting dates, consultation schedule

Aileen reviewed the proposed milestones and project date and deadlines for the development of the plan. The next meeting is scheduled to be a discussion with Council. Aileen will put forward an agenda for the meeting of Council to take place the week of June 10th. Lisa will discuss with Council at their meeting on May 27th, 2019 to arrange a possible date and time for the meeting.

The community workshop is proposed to be scheduled on the week of June 24th. The committee discussed opportunities for contacting the public at the community's Rosy Rhubarb or the Shedden Tractor Pull. Aileen suggested that the goal would be to have a draft community needs report completed that week as well. Following this community needs report it is scheduled to come back to either the Committee or Council. Kate and Aileen to work on this community feedback.
5. **Document review & data**
   Aileen Murray outlined the various data that she will be reviewing as part of the process. Aileen is interested in knowing about any further data that may be available in the community or contacts to assist in the development of the plan.

   a. Existing strategies and documents
   b. Data sources
   c. Comparable organizations and strategies
   d. Council, community workshops

6. **Other Business**

   **Nomination of Chair and Deputy Chair**

   *Moved Jim – Seconded Justin*

   **RESOLVED that Peter North be appointed as Chair of the Economic Development Committee.**

   **Carried**

   *Moved Peter – Seconded Jim*

   **RESOLVED that Justin Pennings be appointed as Deputy Chair of the Economic Development Committee.**

   **Carried**

7. **Adjournment and Next Meeting**

   - Next meeting date is to be determined, following Council Meeting on June 10th

   *Moved Steve - Seconded Barry: Meeting adjournment at 10:01 a.m.*

   **CARRIED.**

   ___________________________  ___________________________
   Chair, Peter North          Staff Resource, Lisa Higgs
December 10th, 2019
Fingal Township Office
7:00pm

Attendance: Katherine Thompson CAO/Clerk, Jim Carder, Abi North, Jade Rogers, Councillor Justin Pennings, Joe McKinnon, Deb Logghe, Councillor Peter North, Karen Olmstead.

Regrets: John Coleman, Lisa Streib, Brian Reiger, Keith Orchard, Marianne Fischtner, Michelle Lackey, Lizeanne Kerkvliet, Darlene Wadsworth, Jane Cox, Scott Young.

1.0 Call Meeting to Order and Welcome
Chair Abi North called the meeting to order at 7:02 pm and welcomed all committee members.

2.0 Approval of the Agenda & Approval of the Minutes of November 21st, 2019 Meeting
There were no additions made to the agenda.

Resolution No. 1
Moved by: Councillor Peter North
Seconded by: Joe McKinnon

RESOLVED that the agenda for the December 10, 2019 Meeting be approved.

DISPOSITION: Motion Carried

Resolution No. 2
Moved by: Jim Carder
Seconded by: Councillor Justin Pennings

RESOLVED that the minutes of the November 21st, 2019 meeting be approved.

DISPOSITION: Motion Carried

3.0 Business Arising from the Minutes – Status of Committee Assignments:
- Jade: follow-up with Pearce Williams and Dance Coordinator – Still to come.

- All Members – Sponsorship

Councillor Pennings will talk to Ontario Plants.
Jade asked Southwold Concrete and they are considering sponsorship.
North Homes will sponsor.
Katherine will send sponsorship letter template to Abi to circulate.
Southwold Staff have sent sponsorship letters to all businesses indicated in the November 21st, 2019 meeting minutes.

- Southwold Staff – Contact dignitaries – dignitaries have been contacted once and the Township will follow up again in the new year.

- Abi – Video of Cole Higgs for promotion – Cole and Conner have agreed to do a video and Abi will schedule a time.

- Abi – Lanyard Graphic for name tags – in process.

- Southwold Staff – High visibility vests – getting them from the fire department.

- Councillor Pennings – Toques for committee – in process.

- Jim Carder – Check with John Coleman about extra ball hockey nets – the nets are available.

- Shedden Soccer – Soccer parent volunteers for bar and security for dance – Shedden Soccer will staff the bar. Councillor Monteith has agreed to provide security and Abi will follow up with Marianne about providing additional security.

- Abi – Contact sound person – asked Conner to contact the sound person and will confirm.

4.0 Planning for 2020

2020 Event Activities

2020 Proposed Activities Requiring Further Action and Discussion:
- Ball Hockey & Ice Skating – This is now taken care of.

- Music and Entertainment – booked. The group decided that the entertainment and bar will only go until midnight and then people will be required to leave. This will make it easier to get volunteers.

- Midnight Meal & Crock Pot Cook-Off - Abi will ask Evelyn’s Sausage Kitchen to cater midnight meal. They may sponsor or we may have to pay.

There are five confirmed participants in the Crock Pot Cook-off:
- JR Robertson
- Rosy Rhubarb
- Southwold Staff
- Oegema’s
- Shedden Scouts
Possible Competitors:
- Great Lakes Farms
- Evelyn’s
- Mike’s Country Grocery
- Fingal Farm Supply
- Firefighter wives

2020 Proposed Activities Organized & Requiring No Further Committee Discussion:
- Library
- Mascot
- Birds of Prey
- Dotsy the Clown
- Colouring and Crafts, Jenga Blocks
- Fireworks
- Shedden Soccer Registration
- Photo Booth
- Hot Dogs and Hot Chocolate
- Fire Truck/Fire Prevention Demonstration
- Hay Rides/People Mover
- Bonfire
- Bar (volunteers and security)
- Cookies
- Opening Ceremonies
- Plunger Toss
- Obstacle Course
- Ball Hockey and Skating

4.1 Media and Advertising Plan
4.1.1 Promotional Video & Social Media
Abi has been doing some sponsored posts which have been getting good interaction on Facebook. Caitlin did a few giveaway posts on the Township social media. Abi will send photos to Township to share on their social media account.

4.1.2 Press Releases
Township to do these closer to the event.

4.1.3 School Invitation, Flyer & Contest
These invitations will be sent closer to February 8. Hopefully contract negotiations between teachers and the province will be settled by then and teachers will be able to give out notices.
5.2 Event Logistics

Volunteer Needs (i.e. what events need more staffing)

- **Library** - 0 Library Staff will take care of this.
- **Mascot** – 1 and we have him
- **Birds of Prey** – 0
- **Dotsy the Clown** – 0
- **Colouring and Crafts, Jenga Blocks** – The Scouts will coordinate
- **Fireworks** – Optimist Club to coordinate
- **Shedden Soccer Registration** – Shedden Soccer to coordinate
- **Photo Booth** - 0
- **Hot Dogs and Hot Chocolate** – Southwold Fire Department to coordinate
- **Fire Truck/Fire Prevention Demonstration** – 0
- **Hay Rides/People Mover** – 1 additional to help Richard Andrews
- **Bonfire** – Councillor Pennings will coordinate
- **Bar (volunteers and security)** – Shedden Soccer will arrange for Bar staff. For door security we will need 1 or 2 people at the door from 8-12 plus a few floaters. Councillor Monteith and several friends have agreed to do security. Abi will contact Marianne to ask if she is able to get any additional security volunteers from Westervelt.
- **Cookies** – Karen and Deb
- **Opening Ceremonies** - 0
- **Plunger Toss** – Lisa’s Hockey Team (2)
- **Obstacle Course** – Lisa’s Hockey Team (2)
- **Dinner** – 4 volunteers for set up serving and tear down of dinner (4-8pm) – These can be girls from Lisa’s hockey team.

Action Items

Abi to contact Marianne about security volunteers
Abi to send Justin the logo for the toques
Abi contact Evelyn’s about midnight meal
Abi make promo video with Conner and Cole
Jade to contact the Dance person. (kids dance)
Grocery list – figure this out at next meeting.
Katherine to confirm hockey team volunteers with Lisa
Katherine will confirm Keystone is free Sunday morning so clean up can happen the next day.
Abi to send Photos to Katherine for Township Facebook Page.
Katherine to Send out sponsorship letter and send letter template to Abi
All – at the next meeting provide Abi with a list of confirmed sponsors so she can make signs.
Adjournment and Next Meeting
The Next Meeting was scheduled for January 7, 2020 at 7:00 pm.

Resolution No. 3
Moved by: Joe McKinnon
Seconded by: Jade Rogers

RESOLVED that the committee adjourn at 7:48pm to reconvene on January 7, 2020 at 7:00 pm

DISPOSITION: Motion Carried
Southwold Zero Waste Committee Meeting Minutes
January 15th, 2020

Wednesday, January 15th, 2020
Southwold Council Chambers – Fingal
7:30 pm

Attendance: Councillor Sarah Emons, Niki Pennings, Jess Andrews, Shannon Lynch, Lindsay Dawson, Emily Ogorek, Elsie Hutchings, Caitlin Wight (Staff Resource)

1. Call Meeting to Order and Welcome
   The meeting was called to order by Councillor Emons at 7:39 PM.

2. Approval of Agenda
   Resolution No. 4
   Moved by: Niki Pennings
   Seconded by: Shannon Lynch

   RESOLVED that the agenda of the January 15th, 2020 committee meeting of the Southwold Zero Waste Committee be approved.

   DISPOSITION: Motion Carried

3. Approval of Minutes
   The following corrections to the November 20th, 2019 meeting were noted:
   - Niki Pennings – conscientious, not contentious, and she has been part of various committees, not specifically committees of Council

   Resolution No. 5
   Moved by: Niki Pennings
   Seconded by: Shannon Lynch

   RESOLVED that the amended minutes of the November 20th, 2019 committee meeting of the Southwold Zero Waste Committee be approved.

   DISPOSITION: Motion Carried
4. **Introduction of Members**
   Councillor Emons did a brief introduction with the group, as E. Hutchings and E. Ogorek were unable to attend the inaugural meeting.

5. **Business Arising from Previous Minutes**
   Facebook Group – Councillor Emons spoke with CAO on the ability to create a closed Facebook group for the committee to share ideas and information. There will be parameters that the group has to abide by, and it is monitored by Township Staff, and it is intended as a document repository, not for big discussions.

   The Committee has permission to have Social Media Accounts, and a public Facebook page and Instagram page will be set-up. N. Pennings and E. Ogorek will be the coordinators of these outlets.

   Survey – the Committee has permission to put out a Survey asking residents for opinions on waste collection and levels of service in the Township. It can go with Tax Bill and Newsletter for late February/Early March or the next Water Bill in early April. Suggestions on paper copy, survey monkey, through various community Facebook groups.

   Councillor Emons asked the group to think on questions for the survey and come back with 3-5 for the next meeting.

6. **Presentation of Food Waste from Lindsay Dawson**
   Discussion after around public messaging for group social media channels. Group discussed coming back with 3 ideas for posts on plastics, food waste and other topics that have been discussed at the meetings. Also, discussion on having a schedule for this.

   Lindsay / Councillor Emons to send out presentation for everyone.

7. **New Business**
   - **Current Southwold Waste Management Contract, Services Levels and Revenue**

     Councillor Emons highlighted for the group a few main takeaways from the Waste Management Budget: The Blue Box Grant from Stewardship Ontario. Discussion on how this works for the group. Percentage of Costs and credits for participation in events, training, audits.

     Discussion on potential for a contest for residents to encourage cleaner recycling.
N. Pennings discussed a “Gold Box” Program that the City of Hamilton has done in the past.

Suggestion for magnets with the recycling rules, or stickers for the blue boxes.

Group discussion on putting a booth at Winterfest, with a suggestion box for residents to fill out, potential for the survey, flyers, and having a recycling activity for kids. Committee is motivated to do launch at Winterfest, Feb. 8, 2020.

Discussion on potentially approaching the Green Land Community Trust for funds for committee ideas.

Councillor Emons to reach out to Anne Boyd with City of London for materials to borrow for Winterfest.

Discussion on having booths and providing support to Community Groups to help reduce waste for events in the Township: Rosy Rhubarb Festival, Shedden Fair, Shedden Truck and Tractor Pull.

Discussion on other areas and ideas i.e.: City of Ottawa’s search function for Disposal, Partnering with School for a Zero Waste Policy

8. **Next Meeting and Adjournment**
   The Next Meeting is Scheduled for Tuesday, January 28th, 2020 at 9:00 AM at the Fingal Township Office.

Resolution No. 6 Moved by: Shannon Lynch
Seconded by: Emily Ogorek

RESOLVED that the meeting be adjourned at 9:20 pm to meet again at January 28th, 2020 at 9:00 AM.

DISPOSITION: Motion Carried.
February 6, 2020

Kevin Wiebe
10207 Sunset Road,
R.R. #7 St. Thomas, ON
N5P 3T2

Re: Drainage Re-apportionment Request
The reapportionment of the assessment for municipal drains is a condition of approval for Consent application number E46/19, part lot C, Concession east of North Branch Talbot Road, Township of Southwold. Roll number 34-24-000-006-17700 known locally as 10207 Sunset Road. You are severing an irregular shaped vacant lot that is 0.141892 ha in size proposed to create one residential building lot. The owner is retaining 0.146782 ha containing one house, one garage and one shed, proposed to remain in residential use. Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

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

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

1) South Talbotville Drain, Dated Jan. 29, 1992, By Spriet Associates, By-Law 93-9

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

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

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

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

Brent Clutterbuck
Recommendations

That the assessments to the South Talbotville Drain will be reapportioned as:

<table>
<thead>
<tr>
<th>Roll #</th>
<th>Con</th>
<th>Lot</th>
<th>Ha</th>
<th>Name</th>
<th>Percentage of Maintenance Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>006-177</td>
<td>ENBTR</td>
<td>Pt C</td>
<td>0.28</td>
<td>R. Lockhart</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Is recommended to now read

<table>
<thead>
<tr>
<th>Severed E46/19</th>
<th>Con</th>
<th>Lot</th>
<th>Ha</th>
<th>Name</th>
<th>Percentage of Maintenance Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENBTR</td>
<td>Pt C</td>
<td>0.142</td>
<td>K Wiebe</td>
<td>1.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Retained E46/19</th>
<th>Con</th>
<th>Lot</th>
<th>Ha</th>
<th>Name</th>
<th>Percentage of Maintenance Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENBTR</td>
<td>Pt C</td>
<td>0.147</td>
<td>K Wiebe</td>
<td>1.00</td>
</tr>
</tbody>
</table>

I Kevin Wiebe being the owner of part lot C, Concession east of North Branch Talbot Road, Township of Southwold. Roll number 34-24-000-006-17700 known locally as 10207 Sunset Road., hereby agree to the above recommendations for the re-apportionment of Drainage Assessments to this property and we ask the Council of the Township of Southwold, by resolution affix the above apportionments the respective Drainage By-Laws for the retained and severed parcels, until such time as the assessment is changed under the Drainage Act.

Kevin Wiebe
Name (please print)  
Signature  
Date  2020

Consent number E46/19  
Page 3 of 3
TOWNSHIP OF SOUTHWOLD
Monthly Activity Report to Council

DATE: February 10, 2020
PREPARED BY: Brent Clutterbuck, Drainage Superintendent
REPORT NO.: DRA 2020-03
ACTIVITY REPORT FROM: January 1, 2020 – January 31, 2020

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

Drains Before Council

- **South Talbotville Drain**: third and final reading 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

- **Daughorthy Drain (Nov 16)**: waiting for OMAFRA to update the Drain Queue so that the grant application can be submitted
- **Hutchinson Drain (Sept 14)**: Grant Application to be submitted by Feb 14, 2020
- **Wonderland Road Drains**:
  1) **Lindsay Drain (March 17)**: Grant Application to be submitted by Feb 14, 2020
  2) **Henderson Drain (March 17) (Aug 18)**: Grant Application to be submitted by Feb 14, 2020
  3) **Auckland Drain (March 17)**: Grant Application to be submitted by Feb 14, 2020
- **Horton Drain** – Not eligible for grants as this is a development drain
- **Bogart Drain Branch C (March 17)**: waiting for OMAFRA to update the Drain Queue so that the grant application can be submitted
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**

- **Marr Drain (2012) & Lake Road Diversion Drain (2013):** (Central Elgin). R.J. Burnside & Associates Limited has requested landowner information and I have been told by Jeff Dickson, the Engineer responsible for the report, that we will be seeing a report soon.

**Maintenance:**

- Work being assigned as requests come in.

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

3. **Training undertaken by staff:** I attended the Drainage Convention and Drainage Superintendents annual meeting in London

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

<table>
<thead>
<tr>
<th>2018</th>
<th></th>
<th>Status/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drain</td>
<td>Budget</td>
<td></td>
</tr>
<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>$12,847.46</td>
<td>Actual assessment</td>
</tr>
<tr>
<td>Barber</td>
<td>$60,000</td>
<td>Design</td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lindsay Drain</td>
<td>$30,933.38</td>
<td>Actual assessment</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>$5870.00</td>
<td>Actual assessment</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>$17,940.05</td>
<td>Actual assessment</td>
</tr>
</tbody>
</table>
**Education and Association meetings**


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
DATE: February 10, 2020

PREPARED BY: Jeff McArthur, Fire Chief, Caitlin Wight, Admin Staff

REPORT NO.: FIR 2020-02

REPORT SUBJECT: Talbotville Station Technical Advisory Committee Update

Recommendation: THAT the Township of Southwold Council support the goals of the Talbotville Station Technical Advisory Committee as identified in this report.

Purpose: The purpose of this report is to provide an update on the progress of the Talbotville Station Technical Advisory Committee with regards to discussions on the construction of a new Fire Station in Talbotville.

Background:

Through discussion at meetings and comments from the Talbotville Station Report, the committee has identified the following short-term goals:

- Acquire approximately 2-3 acres of land adjoining to the existing location with access to both Talbot Line and Sunset Road to facilitate a drive through design for the fire apparatus.
- Complete required needs assessment and Public Information sessions.
- Put together a plan for construction and design for the fire hall.

Comment:

To ensure the Township receives a properly located, appropriately designed and financially suitable building, that will serve the Fire Department for several decades, the above goals have been identified. Specifications discussed for the building itself have included three truck bays, that are two bays deep, a large training room with appropriate office space. Decisions on these matters will ensure that the committee is able to keep to the proposed timeline, established in report FIR 2019-09.

Respectively Submitted by:

Jeff McArthur, Fire Chief
Submitted electronically

Approved by:
Katherine Thompson
CAO/Clerk
DATE: February 10, 2020

PREPARED BY: Jeff McArthur, Fire Chief

REPORT NO.: FIR-2020-03

ACTIVITY REPORT FROM: January 1 – January 31, 2020

1. Department updates on its activities and meeting(s) since last report:
   a. Calls for service – a total of eight emergencies were responded to in the month of January including four medicals & a chimney fire.
   b. Old Pumper 7 has been removed from service and is listed on govdeals.com

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

3. Training undertaken by staff:
   a. Regular training topics included search & rescue, PPE and patient care.
   b. One firefighter attended the Ontario Fire College in Gravenhurst for a two-day course on Community and Environmental Impact of Fire.

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>Completed</td>
</tr>
<tr>
<td>Air Compressor</td>
<td>1,500.00</td>
<td>Completed</td>
</tr>
<tr>
<td>Automatic Door Closure</td>
<td>500.00</td>
<td>Completed</td>
</tr>
<tr>
<td>Equipment Purchases</td>
<td>26,600.00</td>
<td>Operational, commissioning service scheduled.</td>
</tr>
<tr>
<td>Generator</td>
<td>26,000.00</td>
<td></td>
</tr>
<tr>
<td>Digital Sign Utility Service</td>
<td>5,000.00</td>
<td>Completed</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>Completed</td>
</tr>
<tr>
<td>Radios and Pagers</td>
<td>1,000.00</td>
<td>Completed</td>
</tr>
</tbody>
</table>
Respectively Submitted by:

Jeff McArthur, Fire Chief

“Submitted electronically”

Approved by:

Katherine Thompson
CAO/Clerk
DATE: February 10, 2020

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent

REPORT NO.: PW 2020- 02

ACTIVITY REPORT FROM: January 1 - 31, 2020

1. Department updates on its activities and meeting(s) since last report:
   - Tree and brush removals continue in various locations.
   - Pot hole patching of various roads were completed.
   - Various winter storms required plow/salting operations.
   - Various truck and equipment repairs were completed.

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

3. Training undertaken by staff:


<table>
<thead>
<tr>
<th>Year</th>
<th>Budget</th>
<th>Status/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water and Sewer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trunk Sewer-Phase 2 – from 2017-includes storm and road components</td>
<td>4,200,000.00</td>
<td>Completed for the season asphalt base coat and sidewalks installed.</td>
</tr>
<tr>
<td>2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Lights</td>
<td></td>
<td></td>
</tr>
<tr>
<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></td>
<td></td>
</tr>
<tr>
<td>Public Works</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Management Software</td>
<td>18,000.00</td>
<td></td>
</tr>
<tr>
<td>Asset Management Plan/Data Collection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Works Roof</td>
<td>5,000.00</td>
<td></td>
</tr>
<tr>
<td>Equipment Purchase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2001 Tandem Replacement</td>
<td>275,000.00</td>
<td>Truck has been ordered</td>
</tr>
<tr>
<td>Description</td>
<td>Cost</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------</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>
</tr>
<tr>
<td>Hard Surface Projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bridges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lynhurst Subdivision Engineering Costs</td>
<td></td>
<td>Engineering and planning is underway</td>
</tr>
<tr>
<td>Roads</td>
<td>17,000.00</td>
<td></td>
</tr>
<tr>
<td>Storm</td>
<td>17,000.00</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>16,000.00</td>
<td></td>
</tr>
<tr>
<td>Roads</td>
<td>17,000.00</td>
<td></td>
</tr>
<tr>
<td>Storm</td>
<td>17,000.00</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>16,000.00</td>
<td></td>
</tr>
<tr>
<td>Culverts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Line Culvert</td>
<td>100,000.00</td>
<td>Engineering and planning is underway</td>
</tr>
<tr>
<td>Water and Sewer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Force main and Lift Station</td>
<td>1,300,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Respectively Submitted by:

Paul Van Vaerenbergh, Public Works Superintendent  
“Submitted electronically”

Approved by:

Katherine Thompson  
CAO/Clerk
DATE: Jan 10th 2020

PREPARED BY: Corey Pemberton

REPORT NO.: 2020-002

ACTIVITY REPORT FROM: Jan 01 to Jan 31 2020

1. Department updates on its activities and meeting(s) since last report:
Completed 34 inspections year to date, please see attached permit comparison report Schedule ‘A’ CBO 2019-14 for monthly comparison. Evolta e-permitting software contact signed pending installation. Truck Quotations sent out and closed on Feb 4th at noon.

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

3. Training undertaken by staff:

4. 2018/2019 Capital Project Process:

<table>
<thead>
<tr>
<th>2018</th>
<th>Budget</th>
<th>Status/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keystone Complex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinet door replacement, bar top replacement</td>
<td></td>
<td>Pending installation</td>
</tr>
<tr>
<td>Security Camera from 2017</td>
<td></td>
<td>Completed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2019</th>
<th>Budget</th>
<th>Status/Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Township Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV Wall Mount- Council 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 a scoped the drain a new back flow preventor to be installed late Dec. early Jan.</td>
</tr>
</tbody>
</table>

| Municipal Property       |        |                                    |
| Medical Centre eavestrough downspout replacement | 2,500.00 | Completed                          |

<p>| Keystone Complex         |        |                                    |
| Portico light improvements | 1,000.00 | Completed                          |</p>
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<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
DATE: February 10th 2020

PREPARED BY: Corey Pemberton, Chief Building Official

REPORT NO.: CBO 2020-04

SUBJECT MATTER: Truck Tender Results

Recommendation: THAT Council Award Quotation 2020-001 – The Supply of One (1) New 2019 or 2020 ½ ton pickup truck to Oxford Dodge Chrysler Jeep in the amount of $35739.00 plus HST.

Purpose: The purpose of this report is to confirm the purchase of a new Pickup Truck for the building department to replace the existing one.

Background: During the 2020 Township of Southwold Budget deliberations, it was decided that the existing 2008 truck would be replaced.

Comments/Analysis: Six dealerships received copies of the quotation package and communicated to Staff that they intended to submit a price but only four bidders closed this quotation. An advertisement was displayed on our website. Of the four bidders only three had complete submission packages where all requested elements of the pickup truck were met.

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Sub-Total</th>
<th>HST</th>
<th>Total</th>
<th>Requested Elements Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grogan Ford</td>
<td>$37316.00</td>
<td>$4851.08</td>
<td>$42167.08</td>
<td>Yes</td>
</tr>
<tr>
<td>Elgin Chrysler</td>
<td>$37885.00</td>
<td>$4925.05</td>
<td>$42847.05</td>
<td>No</td>
</tr>
<tr>
<td>Oxford Dodge</td>
<td>$35739.00</td>
<td>$4646.07</td>
<td>$40385.07</td>
<td>Yes</td>
</tr>
<tr>
<td>Cotrac Ford</td>
<td>$37629.00</td>
<td>$4891.77</td>
<td>$42527.77</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Financial Implications: Oxford Dodge Chrysler Jeep was the lowest bidder and met all the requested elements at a price of $35739.00 plus HST which falls within the budget amount of $45,000.00.

Respectively Submitted by:

“submitted electronically”

Corey Pemberton, Chief Building Official

Approved by:

Katherine Thompson
CAO/Clerk
DATE: February 10, 2020

PREPARED BY: Jeff Carswell, Treasurer

REPORT NO.: FIN 2020-03

SUBJECT MATTER: Rural Economic Development (RED) Program – Intake 2

Recommendation:

THAT Council authorize staff to submit an application to the Rural Economic Development (RED) Program – Intake 2 for the Southwold Branding, Community Profile and Communication Plan Project.

Purpose:

To update Council on the recently announced Rural Economic Development (RED) Program – Intake 2 and recommend the previous application for Intake 1 be resubmitted for Intake 2.

Background:

The Township applied to the RED Program in September 2019. On December 20, 2019 the Township was advised the application was not approved. At the end of January 2020 the Province announced there would be a second intake for the RED program. Applications are due February 24, 2020.

Comments/Analysis:

The program criteria are the same as Intake 1 and staff believes the original application continues to be consistent with the program. Accordingly, staff would suggest the application for Intake 1 be resubmitted for Intake 2. Since the criteria and application remains consistent with Intake 1, the submission will not consume a significant amount of time to prepare and submit.

While the first application was not approved, the application process is competitive. Staff believes our application was strong and the letter from OMAFRA indicated that “the projects with highest alignment to the program outcomes were approved for funding”. With other projects with the highest alignment now approved, similar criteria
and a relatively short time-line to develop applications, staff believe re-submitting the application would not be perceived negatively and it may be approved in this round. It would also indicate this project continues to be important to the Township to move forward with its Economic Development Program.

While there may be other projects that the Township could develop for the RED Application, we will need more time, input from the Economic Development Committee and application details to be develop for another application.

The application for Intake 1 is attached for Council’s information.

**Financial Implications:**

If the grant application is successful, the Township must be prepared to fund its share of the project. The first draft of the budget anticipated the application being approved. Incorporating this project back into the budget can be accommodated without affecting the tax levy through use of the existing budget and a contribution from the Economic Development Reserve.

Respectfully Submitted by:  
Jeff Carswell, Treasurer  
“Submitted electronically”

Approved by:  
Katherine Thompson, CAO/Clerk  
“Approved electronically”

INTRODUCTION

Applicants should read the Rural Economic Development (RED) Program Guidelines before completing an application form. The RED Program Guidelines can be viewed on the Ontario Ministry of Agriculture, Food and Rural Affairs website at www.ontario.ca/REDprogram. Applications are subject to the RED Program Guidelines.

Before you start:

This form must be filled out using Adobe software, such as Adobe Reader or Adobe Pro. Other PDF reader software, including your internet browser, is not compatible with this form. If you use non-Adobe software, you may be prevented from filling out this form in its entirety, or the content that you enter may not save properly. If you do not already have Adobe software on your computer, you can download a free version here: https://get.adobe.com/reader/

1. Save the application to your computer.
2. >>>File>>>Save As>>>[give the file a name]>>>Save.
3. You can work on completing the application at any time.

Before you submit:

Once the application is completed, please see the Final check before submitting an application in the RED Program Guidelines prior to submitting your application. Please note that only complete applications will be considered for assessment. Save a complete copy of your submission for your records.

The RED Program Guidelines and this application form are subject to change from time to time without notice. Consult the website at www.ontario.ca/REDprogram for the most up-to-date information on the RED program, or contact us at 1-877-424-1300 or by email at RED@ontario.ca. The RED program is a discretionary, non-entitlement program (Order In Council (OIC) 201/2011).

Email completed Adobe PDF application to: RED@ontario.ca. In addition to the Adobe PDF application, please email a scanned copy of the signed signature page and co-applicant forms, if applicable.
### Step 1 Applicant Information

**1.1 Lead Applicant**

Consult the *Who is Eligible* section of the RED Program Guidelines to ensure the lead applicant is eligible to apply under the RED program.

**Preferred Language**
- ☐ English
- ☐ French

**First Name**
- Lisa

**Initial**
- 

**Last Name**
- Higgs

**Job Title**
- Chief Administrative Officer

**Full Legal Name / Corporate Name of Organization**
- Township of Southwold

**Primary/Business Phone**
- (519) 769-2010

**Operating Name (if different from Legal Name)**
- ☑ Same as above or:

**Full Name**
- Township of Southwold

**Street Address**
- 35663 Fingal Line

**City/Town**
- Fingal

**Municipality**
- Southwold

**Province**
- ON

**Postal Code**
- N0L 1K0

**Organization Type**
- ☐ Municipality
- ☐ Not-for-profit
- ☐ Indigenous Community or Organization
- ☐ Local Services Board

### Primary Project Contact for Lead Applicant

**First Name**
- Jeff

**Initial**
- 

**Last Name**
- Carswell

**Job Title**
- Treasurer

**Email**
- treasurer@southwold.ca

**Primary/Business Phone**
- (519) 769-2010

**Secondary/Mobile Phone**
- 

**Street Address (if different from above)**
- ☑ Same as above or:

**Full Address**
- 35663 Fingal Line

**City/Town**
- Fingal

**Municipality**
- Southwold

**Province**
- ON

**Postal Code**
- N0L 1K0
The Township of Southwold is a small, predominately rural municipality in the County of Elgin with a population of approximately 4,500. The Township offers a wide range of municipal services to residents and businesses, including Public Works, Fire Department, Development, Planning and Building Services, Waste Collection, Drainage, Water/Wastewater Services and Recreation Facilities.

For many years the Township directly benefited from the Ford Talbotville Assembly Plant; however, the plant closed in 2011 greatly affecting the Township's tax base and economy. Recently the Township has initiated the development of an Economic Development Strategic Plan. This process is nearing completion and has identified numerous projects and initiatives that need to be completed to further develop the Township's Economic Development Program and better position the Township for future opportunities. The Township is applying to the RED Program for funding to assist with completing several of the next steps in developing the Township's Economic Development program.

### 1.2 Co-applicants

Consult the *Who is Eligible* section of the RED Program Guidelines to ensure each co-applicant is eligible to apply.

- Are there co-applicants for the project? **☐ No  ☐ Yes (number of co-applicants):**

  If there is more than one co-applicant, please fill out additional co-applicant forms and submit them with your application.

  If yes, describe the relationship between Applicant(s). (Maximum 50 words)

  If a co-applicant(s) is involved on this project, please complete Appendix A (1.2 Co-applicants). Appendix A (1.2 Co-applicants) can be found at [www.ontario.ca/REDprogram](http://www.ontario.ca/REDprogram).
### Step 2 Project Information

#### 2.1 Project Title (10 words maximum)

**Title:** Southwold Branding, Community Profile and Communication Plan Project

#### 2.2 Project Location

**Street Address:**

35663 Fingal Line

<table>
<thead>
<tr>
<th>City/Town</th>
<th>Municipality</th>
<th>Province</th>
<th>Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fingal</td>
<td>Southwold</td>
<td>ON</td>
<td>N0L 1K0</td>
</tr>
</tbody>
</table>

#### 2.3 Project Streams and Types

While the project may fit into more than one of the categories listed below, please choose the type that **best suits** the project. (see RED Program Guidelines for a description of Project Types)

**Economic Diversification and Competitiveness Stream**

- [ ] Entrepreneurship/Business succession
- [ ] Business retention and expansion
- [ ] Downtown revitalization
- [ ] Technology adoption/innovation initiatives
- [ ] Service delivery improvement
- [ ] Attraction and retention of workers / immigrants / youth
- [ ] Skills training and development
- [ ] Collaborative marketing and outreach
- [ ] Sector/Value chain development

**Strategic Economic Infrastructure Stream**

- [ ] Rehabilitation of cultural, heritage or tourism attractions
- [ ] Redevelopment of vacant and/or underutilized buildings
- [ ] Streetscaping and landscaping
2.4 Project Overview

Consult the Appendix - *Application Assessment Criteria* section of the RED Program Guidelines for all assessment criteria and how they may apply to your project.

i) **Project Summary**

State the purpose of the project and provide a brief overview of what the project will achieve. (Maximum 300 words)

The project proposed by the Township has three related elements, each of which have been identified by the Economic Development Strategic Plan which is nearing completion. These elements will be the first steps towards implementation of the Economic Development Strategic Plan and Economic Development Program for the Township.

Branding Exercise - The Township does not have an up-to-date brand for Economic Development or any municipal service at the current time. As the Township develops various services and programs for Economic Development, it will be important that these services and programs be clearly identifiable as Township of Southwold Economic Development initiatives. This will ensure users, businesses and the broader economic development community is aware of Southwold Economic Development and what it does.

Developing a Community Profile - One of the core elements of an Economic Development Program is having a current, up-to-date Community Profile. While the Township does have pieces of the profile and the ability to obtain the information, it is not in a cohesive, readily accessible format that can be easily used or shared. Creating a Community Profile is an important element that urgently needs to be completed. The Township believes that through a consultant and contract staff, this element could be developed such that it can be maintained by staff.

Communication Plan - As various elements of the Township's Economic Development Program are created and utilized to provide information and service to retain existing and attract future businesses, a plan and strategy to communicate what the Township's Economic Development Program does and how to access the programs and services will be needed. Development of a Communications Plan early in the development of an Economic Development Program is necessary so all of the various services, initiatives and programs reach their intended audience.

ii) **Project Benefits**

Describe how this project will directly benefit rural Ontario. Describe any anticipated impacts the project will have across multiple communities, sectors, or across parts of a value chain. (Maximum 100 words)

This project will benefit rural Ontario as the Township of Southwold is predominately rural. As indicated in the Township's 2019 Ontario Municipal Partnership Fund notice, 86.4% of the Township’s population resides in rural areas and/or small communities and 85% of the Township's land area is comprised of farmland. While this project is focused on improving the Township's Economic Development Program, a stronger Township of Southwold will benefit the broader community including the County of Elgin and Southwestern Ontario in general.
iii) Economic Barriers Reduced by Project

Describe how this project will reduce existing barriers to economic development and reference any plans or studies where these have been identified. (Maximum 200 words)

The elements of this project have been identified in the Economic Development Strategic Plan that is nearing completion. This project will reduce barriers to economic development by allowing the Township to provide a clear, consistent brand to local businesses and the broader Economic Development Community. Currently there is a lack of consistency among the few programs and services the Township offers. An updated brand will provide clear guidance and direction as new programs, services and products are developed.

The inclusion of the Communications Plan will provide direction to staff on implementing the Economic Development Strategic Plan and various programs and services that are developed. The communication plan will also ensure staff target the appropriate audiences to ensure businesses know about Southwold Economic Development and the opportunities and programs that are available.

While the Township currently has some elements of a Community Profile, it is not in a format that businesses, site selectors and the Economic Development Community can easily utilize. Having a proper, industry standard community profile will reduce barriers to economic development by providing the information needed to help retain and attract business.

iv) Sustainability

Describe how the project outcomes will continue to contribute to longer-term economic development outcomes after the RED program funding ends. (Maximum 200 words)

The project being proposed by the Township will be utilized long after the RED program funding ends. The branding exercise is anticipated to be utilized until there is a significant need to revisit it, which is not anticipated to be for 10+ years. The Community Profile will be developed in in such a manner that it can be updated on a regular basis by existing Township staff. Likewise for the Communications Plan, it will be reviewed and updated as required by Township staff based on the needs of the Township and business community. The RED funding will be required to complete the initial Brand, Community Profile and Communication Plan as the Township does not currently have any of these items in place or the resources to complete the initial version of these items in-house. Due to the time and skill set required to complete these items for the first time, the Township anticipates engaging the appropriate consultants to provide assistance. With respect to the Community Profile element, it may be beneficial to engage contracted part-time staff for data collection and entry.

v) Project Oversight

Describe the resources and skills the applicant(s) will use to manage and complete the project. Indicate project management experience in implementing similar projects. (Maximum 200 words)

Overall responsibility and oversight of this project will be with the Township of Southwold Chief Administrative Officer. Township staff will provide assistance and manage the various contracts, consultants and part-time contract staff that will be required to successfully implement this project. The Economic Development Committee will also be consulted and provide feedback as work is being completed on the project. The Township will also collaborate with partners such as Elgin County Economic Development to ensure the project is complimentary to other existing programs in the area and to leverage the expertise of our partners. The Township has significant experience managing a wide variety of projects, including large capital infrastructure projects, complicated planning processes (subdivisions, Official Plan updates, facility planning, etc), supervision of consultants and development of strategic plans. Past projects have been completed on time and budget for the benefit of Township residents and businesses.
2.5 Outcomes

Choose all RED program outcomes that the project supports.

i) Jobs created or retained

Indicate the number of total jobs that will be created or retained in rural Ontario, as a result of the project:

<table>
<thead>
<tr>
<th>Temporary Jobs (e.g., seasonal, construction)</th>
<th>Part-time (e.g., approximately 20 hours/week)</th>
<th>Full-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jobs created</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Jobs retained</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provide details to substantiate these job numbers (Maximum 100 words)

Estimating the number of jobs created or retained based on this project is very difficult. There will be the direct jobs created for the consulting and possible engagement of part-time staff that will be completing the project. Overall it is estimated that over the duration of the project which estimated to be 12 months, there would be a 0.5 to 0.75 FTE.

It is anticipated that project will have an impact on future job creation by increasing the likelihood that business will expand and locate in Southwold, creating permanent jobs.

ii) Investment attracted or retained

Describe in detail how the project will lead to the attraction and retention of investments in rural Ontario, and how this will be measured. (Maximum 300 words)

The project will lead to the attraction and retention of investments in rural Ontario by providing a clear indication that the Township of Southwold is "Open for Business". An updated brand and communication plan will ensure the Township of Southwold is on the radar of businesses looking to invest in the area, site selectors and the broader economic development community. It is anticipated an updated brand and communication plan will align with and supplement economic development work already undertaken by partners in the region such as neighbouring municipalities and the County of Elgin.

Development of a Community Profile will provide valuable information to the business community about the Township and why it is a good place to invest.

While it will be difficult to measure precisely how this project will attract and retain investment in rural Ontario, the Township will continue to monitor and record local economic development indicators such as new business starts, planning activity, building permits, inquiries and local business health. With the completion of the Economic Development Strategic Plan and this proposed project, the Township will be able to determine whether there has been any change following the project and will attempt to determine whether this project was directly responsible for any changes.
iii) Businesses attracted, retained and/or expanded

Describe in detail how the project will lead to the attraction, retention and/or expansion of businesses to the area in rural Ontario, and what results will be achieved. (Maximum 300 words)

As with the retention and attraction of investment, this project will clearly indicate the Township of Southwold is "Open for Business". All of the reasons this project will retain and attract investment are also applicable to attracting, retaining and expanding a business. An identifiable brand for the Township’s Economic Development efforts is important so that business owners and decision makers know the Township is there to support and assist businesses, whether they are existing, expanding or looking to locate in the area. The Community Profile will provide the information businesses need when looking to locate or expand in the Township of Southwold.

Due to the limited Economic Development Program currently in place, staff are limited to being reactive to potential development and economic development inquiries. It is anticipated that with a completed Economic Development Strategic Plan and the elements identified in this project, the Township will be able to start moving to a more proactive position for Economic Development. A clear brand, up-to-date Community Profile and Communication Plan will assist the Township to move in this direction and allow it to be more responsive to the business community needs.

iv) Enhanced strategic economic Infrastructure

Describe in detail how the project will advance economic development and investment opportunities in rural Ontario, and what results will be achieved. Provide information on previously completed work (e.g. plans, strategies, research, data) that identifies this project as an economic development priority. (Maximum 300 words)

The Township is in the process of completing its first Economic Development Strategic Plan. While this plan has not been finalized, there are many projects and plans that have been identified that need to be completed. The elements included in this project (Branding, Community Profile and Communication Plan) are items that have been identified that would benefit from completion sooner than later. As the Township’s resources are limited due to its small size and other municipal responsibilities, funding assistance from the RED program will be very beneficial to starting an Economic Development Program.

Having lost the Ford Talbotville Assembly Plant in 2011, it become very apparent the Township needs to put more resources into economic development and develop more formalized programs and services to attract and retain business.

The Township has also invested significantly in positioning the the community of Talbotville for significant residential growth over the coming years. There is also significant investment in parks and recreation in the local communities in recent years. As this growth takes place and these recreational facilities come on-line, there will be more opportunities for business and employment growth, leading to the need for a more robust Economic Development Program. The Township believes this project will be complimentary to the recent studies, growth and infrastructure the Township has recently invested in.
v) Regional partnerships that drive growth

Describe in detail how the project will work with other entities in your region in rural Ontario (e.g., groups, organizations, communities, municipalities) to drive growth. (Maximum 300 words)

This project will be complimentary to other programs and projects in place in the region. The County of Elgin will be partnering on this project and has committed funds to assist with the project. The County’s involvement will help to ensure this project is complimentary with other County and municipal projects that have taken place or will be taking place. The County will also have knowledge of resources and information available for the region that will beneficial for this project. The County also has prior experience with some elements proposed in this project and in addition to providing a financial contribution, will also provide expertise from its economic development professionals.

The Township has an Economic Development Committee which includes local business representatives. This project will work with this committee to ensure local business interests are represented. Some elements of the project, such as the Brand and Communication Plan, will provide the committee tools to promote economic development locally and in the work being completed by the committee.

Having a clear Brand, up-to-date Community Profile and Communication Plan will also allow the Township to more readily participate in regional initiatives. Currently there is very little in the way of information and plans for economic development in the Township. While a complete program will take time to develop to allow the Township to be fully engaged in collaborative projects, completing the Brand, Community Profile and Communication Plan will complete several important first steps in this process.
### Step 3 Project Activity Costs and Work Plan

#### 3.1 Project Timelines

<table>
<thead>
<tr>
<th>Project start date: (YYYY/MM/DD)</th>
<th>Project end date: (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020/01/01</td>
<td>2020/12/31</td>
</tr>
</tbody>
</table>

#### 3.2 Project Work Plan and Eligible Costs

List each activity necessary to successfully complete the project. For each project activity listed, itemize costs to complete the activity (in Canadian dollars; include quotes, estimates, etc.). Attach additional sheets if necessary. (See RED Program Guidelines for eligible costs.)

**Note:** Costs that are incurred prior to effective date are not eligible for cost-share funding or reimbursement.

Consult the RED Program Guidelines for eligible costs under the respective streams.

<table>
<thead>
<tr>
<th>Project Activity</th>
<th>Eligible Cost Item</th>
<th>Eligible Costs Cash ($)</th>
<th>Estimated Start Date (YYYY/MM/DD)</th>
<th>Estimated Completion Date (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branding Exercise</td>
<td>Consultant</td>
<td>$15,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications Plan</td>
<td>Consultant</td>
<td>$15,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Profile Development</td>
<td>Consultant and Contracted Labour</td>
<td>$15,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Eligible Costs:** $45,000.00
3.3 Funding requested

Based on the project stream you selected in step 2.3, complete one of the tables below:

| Economic Diversification and Competitiveness Stream |
|------------------------------------------|------------------|
| Line A | Total Eligible Costs (from table 3.2) | $ 45,000.00 |
| Line B | Funding % Requested (up to 50%) | 50 |
| Line C | Funding Requested ($) (up to $150,000) (Line A x Line B) | $ 22,500.00 |

OR

<table>
<thead>
<tr>
<th>Strategic Economic Infrastructure Stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line A</td>
</tr>
<tr>
<td>Line B</td>
</tr>
<tr>
<td>Line C</td>
</tr>
</tbody>
</table>

Selected Applicant(s) completing minor capital Projects in either stream will be required to install a permanent sign recognizing the support of the Rural Economic Development program, as set out in the Contribution Agreement. Design of the sign will be subject to approval by OMAFRA, prior to fabrication and installation. Costs of the sign will be eligible under the RED program, with the province reimbursing up to $100 of the total costs of design, fabrication, and installation of the sign upon submission of a claim.

3.4 Project Costs by Fiscal Year

Complete the following table indicating when eligible costs will be incurred. Costs should be broken down by quarter for the duration of the proposed project.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Projected Quarterly Eligible Costs by Fiscal Year (April 1 to March 31)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quarter 1 (April – June)</td>
</tr>
<tr>
<td>2019-20</td>
<td>$ 11,250.00</td>
</tr>
<tr>
<td>2020-21</td>
<td>$ 11,250.00</td>
</tr>
<tr>
<td>2021-22</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

Total Eligible Costs (cannot exceed Line A of Step 3.3) $ 45,000.00
### 3.5 Applicant(s) Contribution and Additional Funding Sources

List all sources of funding (see *Program Funding* in the RED Program Guidelines.)

<table>
<thead>
<tr>
<th>Funding Sources for the Project</th>
<th>Eligible Cash ($)</th>
<th>Ineligible Cash / In-kind ($)</th>
<th>Total Project Costs ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED Program Cost Share Requested (Line C from 3.3 above)</td>
<td>$22,500.00</td>
<td>0.00</td>
<td>$22,500.00</td>
</tr>
<tr>
<td>Applicant (Legal Name): Township of Southwold</td>
<td>$20,000.00</td>
<td>0.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Co-applicant (Legal Name):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-applicant (Legal Name):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partners who are not co-applicants (Legal Name): County of Elgin</td>
<td>$2,500.00</td>
<td>0.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Other government funding (please list below*):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals (cannot exceed Line A of Step 3.3)</td>
<td>$45,000.00</td>
<td>0.00</td>
<td>$45,000.00</td>
</tr>
</tbody>
</table>

*List all sources of public funding applications for this project or components of this project. Failure to disclose all public funding or possible public funding sources may result in the termination of the application or Contribution Agreement. (Maximum 100 words)*

In addition to RED Funding, Government funding is limited to the Township of Southwold and County of Elgin.
Step 4 Important Information to Read and Accept Before Submitting an Application

4.1 Application Requirements

1. The applicant(s) has read the Rural Economic Development (RED) Program Guidelines and is aware of the provisions and requirements of the RED program.

2. The RED program is a discretionary non-entitlement program and that even if the application meets all of the RED Program Guidelines, there is no guarantee that such application will be approved under the RED program, or that the total amount of funds requested will be approved.

3. The primary project contact and the primary contact for any co-applicants, if applicable, have obtained all necessary permits and approvals to proceed with this application.

4. Applicant(s) accept the Government of Ontario’s right to obtain, use and disclose information for the purposes of assessing, evaluating, verifying, auditing and enforcing the RED program.

5. Applicant(s) understand and accept that the Minister of Agriculture, Food and Rural Affairs has exclusive discretion to select or reject any application and that applicants, jointly or severally, shall not be eligible for funding under the RED program solely by reason of making this application or have any claim or demand or action against Her Majesty the Queen in Right of Ontario, her ministers, directors, officers, employees, servants, appointees or agents in this regard.

6. The applicant(s) shall provide any additional information that the Province or its authorized agent(s) may reasonably require for the purposes of assessing the application and administering the RED program in a timely manner.

7. Applicant(s) authorize Her Majesty the Queen in Right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs and the ministry’s employees and agents (the “Province”) to contact bankers, accountants, solicitors and insurance agents of the applicant(s); law enforcement agencies; credit bureaus; and other government ministries and agencies to verify the information concerning the affairs of the applicant(s) as described in the application, to obtain such credit and other reports as the Province and/or its authorized agent(s) consider necessary to assess the application. This may include, but is not limited to, the Office of the Superintendent of Financial Institutions and the Financial Transactions and Reports Analysis Centre of Canada.
8. The information provided in the application including, but not limited to, any documentation submitted herewith and any and all information associated with reviews conducted by the Province and its authorized agent(s) may be shared with other ministries of the Ontario government, experts and/or authorized agent(s) for the purposes of assessing the application and administering the program and satisfying any and all Government of Ontario accountability and reporting obligations.

9. Application information and any supporting documentation is true and correct to the best of the applicant’s/co-applicant(s)’ knowledge, information and belief. If a material misrepresentation or change in the circumstance of the application is discovered, the application will be immediately considered withdrawn by the applicant(s).

4.2 Disclosures and Confidentiality

1. Applicant(s) must remain in compliance with all Requirements of Law for the term of their Contribution Agreement with the Province of Ontario. “Requirements of Law” means all applicable requirements of law, as may be set out in statutes, regulations, by-laws, codes, rules, ordinances, official plans, permits, licenses, authorization, decrees, injunctions, orders and declarations, or any other similar requirements of law.

2. The ministry may contact the applicant(s) during or after the term of the Contribution Agreement to request information about the outcomes of the project for purposes of evaluation.

3. Take notice that application forms and supporting material submitted to the Province of Ontario are subject to the Freedom of Information and Protection of Privacy Act (FIPPA). Any information submitted in confidence should be clearly marked “CONFIDENTIAL”. Nevertheless, information supplied to the RED program may be disclosed by OMAFRA where it is obligated to do so under FIPPA or by an order of a court, tribunal or pursuant to a legal proceeding. Information contained in an application to the RED program may also be disclosed by OMAFRA to verify compliance with other provincial and federal funding initiatives administered by OMAFRA, other provincial ministries, federal ministries, or a third-party delivery agent, to ensure that there is no duplication of funding. Inquiries about confidentiality should be directed to the RED program.
4.3 Consent and Certification

Each of the Applicant(s) confirms, accepts, and agrees with section 4.1 and 4.2 of this application and that they:

- are in compliance with all Requirements of Law and will remain in compliance within the term of the Contribution Agreement for the project, should the ministry select the project for funding.
- have not received funding for this project in whole or in part from a provincial funding source to date.
- will not receive funding for this project in whole or in part from a provincial source other than as results from this application, should the ministry select the project for funding.
- have disclosed any qualified opinions received on their audited financial statements within the last three years (as required).

☑️ I confirm the accuracy of the materials submitted, the applicant(s) have read and acknowledge the above and submit this application to the RED program.

I have read and acknowledge the above and submit this application to the RED program. If you are submitting via email:

1. Provide a scanned copy of the signature page along with the saved application.
2. Insert your name, title and date below. Please note that by doing so you are attesting that all applicant(s) including co-applicants have read and acknowledged the information above.

Legal Name of Applicant

Signatory Name (First Name and Last Name)  
Lisa Higgs

Title (if applicable)  
Chief Administrative Officer/Clerk

Signature  

Date (YYYY/MM/DD)  
2019/09/09
DATE: February 10th, 2020
PREPARED BY: Katherine Thompson
REPORT NO.: CAO 2020-09

ACTIVITY REPORT FROM: CAO/Clerk Katherine Thompson – February 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3</td>
<td>Meeting with Ontario Plants and CBO Re: Expansion</td>
</tr>
<tr>
<td>January 6</td>
<td>Internal Budget Review #3</td>
</tr>
<tr>
<td>January 6</td>
<td>Planning Meeting – County Planner, Township Planner, Resident</td>
</tr>
<tr>
<td>January 8</td>
<td>WWTP Walk-through with OCWA, Mayor</td>
</tr>
<tr>
<td>January 9</td>
<td>Budget Meeting</td>
</tr>
<tr>
<td>January 10</td>
<td>Water Shut-off Meeting with St. Thomas, Dutton, OCWA</td>
</tr>
<tr>
<td>January 13</td>
<td>Council Meeting</td>
</tr>
<tr>
<td>January 14</td>
<td>Staff Performance Review</td>
</tr>
<tr>
<td>January 15</td>
<td>Staff Meeting</td>
</tr>
<tr>
<td>January 15</td>
<td>Staff Performance Review</td>
</tr>
<tr>
<td>January 15</td>
<td>Municipal Leaders Round Table with MP Vecchio and Mayor</td>
</tr>
<tr>
<td>January 15</td>
<td>Staff Performance Review</td>
</tr>
<tr>
<td>January 15</td>
<td>Budget Meeting</td>
</tr>
<tr>
<td>January 16</td>
<td>Staff Performance Review</td>
</tr>
<tr>
<td>January 17</td>
<td>Planning Meeting with Township Planner and Resident</td>
</tr>
<tr>
<td>January 19-21</td>
<td>ROMA</td>
</tr>
<tr>
<td>January 20</td>
<td>Delegation with Ministry of Small Business and Red Tape Reduction</td>
</tr>
<tr>
<td>January 20</td>
<td>Delegation with Ministry of Transportation</td>
</tr>
<tr>
<td>January 20</td>
<td>Meeting with OCWA ORO</td>
</tr>
<tr>
<td>January 22</td>
<td>Elgincentives Meeting</td>
</tr>
<tr>
<td>January 22</td>
<td>Meeting with Engineer Re: Subdivision Development</td>
</tr>
<tr>
<td>January 23</td>
<td>Budget Meeting</td>
</tr>
<tr>
<td>January 23</td>
<td>Winterfest/Family Day Committee Meeting</td>
</tr>
<tr>
<td>January 27</td>
<td>Council</td>
</tr>
<tr>
<td>January 28</td>
<td>Economic Development Committee Meeting</td>
</tr>
<tr>
<td>January 28</td>
<td>Tour of MRF</td>
</tr>
<tr>
<td>January 28</td>
<td>Phone Meeting with NewTerra</td>
</tr>
<tr>
<td>January 29</td>
<td>Staff Meeting</td>
</tr>
<tr>
<td>January 29</td>
<td>St. Thomas Chamber Mayors Luncheon</td>
</tr>
<tr>
<td>January 30</td>
<td>Meeting with Newterra (Phone)</td>
</tr>
<tr>
<td>January 30</td>
<td>Water System Resiliency Test</td>
</tr>
<tr>
<td>January 30</td>
<td>Meeting with Consultant Re: DCs</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>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Cameras</td>
<td>Installed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>General</strong></th>
<th><strong>Budget</strong></th>
<th><strong>Status/Comment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recording Equipment – Council Chambers</td>
<td>1,500</td>
<td>Camera is ready for recording.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Parks and Rec</strong></th>
<th><strong>2017</strong></th>
<th><strong>Status/Comment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Talbotville Park Projects 2019, washrooms, ball diamond, parking lot, new electrical service, property leveling and prep work, engineering and contingency</em></td>
<td>706,750.00</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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Keystone Complex</strong></th>
<th><strong>2017</strong></th>
<th><strong>Status/Comment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wireless Microphone</td>
<td>Rosy Rhubarb has acquired microphones.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2019</strong></th>
<th><strong>Status/Comment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Management Preparedness Supplies- determines items to be ordered including cabinet for storage</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Parks</strong></th>
<th><strong>2017</strong></th>
<th><strong>Status/Comment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Shedden Open Space Park – Phase 1</em></td>
<td>325,550.00</td>
<td>Site levelling complete. Sub-drainage work complete. Topsoil &amp; Grass work complete.</td>
</tr>
<tr>
<td><em>Shedden Open Space Park Phase 2, washrooms, pavilion, playground, parking lot</em></td>
<td>550,000.00</td>
<td>Playground work completed. Washrooms &amp; Pavilion construction underway. Parking Lot – pending completion of other elements; deferred to 2020 budget.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Fingal Heritage Park</strong></th>
<th><strong>2017</strong></th>
<th><strong>Status/Comment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$41,000</td>
<td>Gazebo work with manufacturer; aiming for spring installation. Concrete foundation installed.</td>
</tr>
</tbody>
</table>

Respectively Submitted by:

Katherine Thompson
CAO/Clerk
TOWNSHIP OF SOUTHWOLD

Report to Council

DATE: February 10th, 2020

PREPARED BY: Katherine Thompson, CAO/Clerk

REPORT NO.: CAO 2020-10

SUBJECT MATTER: Southwold Water Distribution System Resiliency Test Update

Recommendation:
THAT Council authorize staff to notify the St. Thomas Secondary System and Elgin Primary System that the resiliency test on the Southwold water system was completed successfully and that they may take the next steps to move forward with the valve replacement on the primary system.

Purpose:
To provide Council with the results of a resiliency test on Southwold Township’s water distribution system that occurred on January 30th, 2020.

Background:

Operators of the Elgin Primary System have communicated their desire to replace a valve within the Primary System which requires the isolation and turning off of the supply feeding the Secondary System, with direct implications to the Southwold water distribution. The replacement of the valve, tentatively scheduled for March or April of 2020 requires a possible 16 hour window to complete the work, meaning that the Southwold distribution system could potentially be without its sole water supply for the duration of the repair. Southwold initiated a test of the system on January 30th to monitor pressures at various points to ascertain whether consistent pressure could be maintained across the municipal system, when the supply of water comes from the Dutton/Dunwich interconnect.

Comment:

The January 30th resiliency test was successful, and the results observed were expected. The transition from the St. Thomas supply to the Dutton/Dunwich supply was a very smooth process that took approximately 35 minutes from closing of the valves to opening of the Iona interconnect by-pass. Although pressures did drop at all four test locations they remained stable throughout the test that through the lunch hour and there was no noticeable drop in the peak demand. No resident complaints were received during the test.

In the afternoon, OCWA attempted to flow a fire hydrant to observe the impact to the system that may occur during a fire event. The flowrate observed was not suitable for proper fire flow protection.
Based on observations and data collected, OCWA has provided the following recommendations when back feeding from Tri-County through the Iona interconnect:

1. That a mutual aid agreement be in place from neighbouring municipalities to provide for adequate fire flow protection for any future shutdown.

2. That large water users be notified along with a possible conservation initiative for those large users in Southwold during back-feeding as a large water taking at any given time will impact system pressures.

3. During the Elgin Primary System’s valve replacement isolation test in February that the Township back feed from Dutton/Dunwich and that one hydrant pressure be monitored during this time to ensure pressures remain acceptable.

3. For long duration shutdowns, such as the upcoming valve replacement (March/April), that a water supplier/hauler such as GFS Services be put on stand-by or a contingency plan developed where this supplier can fill water tankers and pump back into the system through a fire hydrant to raise system pressures. This would be a contingency in case of an event (watermain break in Dutton or on the supply line from Tri-County) that would cause feeding from Dutton to be impossible. This service would have financial implications. The CAO has requested a quote from GFS Services and will provide Council with more information as it is received.

In summary, OCWA is satisfied that Southwold’s system can maintain adequate system pressures while back feeding from Tri-County and is confident that St. Thomas and the Elgin Primary System Staff can move forward with their test and ultimately the replacement of the valve at the EMPS.

Respectfully Submitted by:
Katherine Thompson, CAO/Clerk
DEAR VALUED SUPPORTER

Thank you for your pledge to the "Military Service Recognition Book", a project of The Royal Canadian Legion, Ontario Command.

This annual publication helps identify and recognize many of the Veterans of Ontario who served their country. As "Keepers of Remembrance", The Royal Canadian Legion strives to perpetuate the sacrifices that our soldiers and their families made for our freedom. The Military Service Recognition Book serves as a reminder for generations to come, of the contributions our veterans made to the creation of our nation and the continuance of Canada as a protector of freedom.

Our organization is Canada's largest Veterans organization dedicated to serving them through advocacy, emergency assistance and providing free of charge assistance with pension applications. We are not affiliated with any level of government, nor do we receive funding from any level of government. Branches rely on membership dues, fundraising activities and donations. In Ontario we have close to 400 branches with over 200 Ladies' Auxiliaries made up of over 100,000 men and women. Together they support their communities through countless hours of volunteer work to support sponsorships of youth activities such as track and field, soccer, hockey, Cadets, Boy Scouts and Girl Guides. Branches award more than $500,000.00 each year in grants from poppy funds to ex-service and still serving personnel and/or their dependents.

With the support of our Branches and Ladies' Auxiliaries our Command disburses over $450,000.00 each year through our Charitable Foundation to Hospitals, Long Term Care Homes and Volunteer Fire Services for much needed medical equipment and over $200,000 in bursary awards to deserving students.

Your support for this project helps support Veteran Transition Programs of the Royal Canadian Legion, Ontario Command.

There will be over 10,000 hard copies of this book printed and distributed free of charge in our communities throughout Ontario. Copies will be given by branches to public schools and libraries which can be used as a teaching tool. An electronic version of our publication will also be posted on our website www.on.legion.ca.

Again thank you for your sponsorship and support of this very worthwhile project.

Yours sincerely,

Garry Pond
President
Ontario Command
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>Name of Event:</th>
<th>Shedden Soccer Events and Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Group or Organization:</td>
<td>Shedden Soccer Club Inc.</td>
</tr>
<tr>
<td>Primary &amp; Secondary Contact Person:</td>
<td>Michelle Lackey / Sherri Jor</td>
</tr>
<tr>
<td>Purpose of Event:</td>
<td>Community Activities</td>
</tr>
</tbody>
</table>

| Contact Address: |
| Postal Code: |

| Phone # Primary / Secondary: |
| Email / Website: | www.sheddensoccer.ca |
| Not for Profit # or Charitable Organization Registration #: |

**Activity or Event Information**

| Fees to be Waived (ie: facility rental): | facility and pavilion |
| Date and Times: | 2020 schedule supplied by Michelle |
| Number of People expected: | TBD |
| Admission Fee: (If applicable): | N/A |
| Will food be served?: | sometimes |
| 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?

Our club is providing the community of Southwold and surrounding areas an opportunity to get involved with a team sport of soccer. We are encouraging and enhancing our community to get out and stay active. Shedden Soccer promotes why it is great to move and live in Southwold encouraging all ages to try their best and have FUN! We want our community to "stay and play" in Southwold instead of leaving and going to other clubs.
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>Please describe the projected social, cultural, economic and environmental impact that the activity or event will have on the Township and its residents.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer creates a cultural and social team building community event, which all have a positive influence on our Township and its residents. As players, coaches, referees, parents, spectators and volunteers of all ages, we love to stay and play local. Shedden Soccer hires local youth as referees. Our jerseys are sponsored by local businesses / organizations... hopefully they gain with their logos running around the fields.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What will the impact on the activity or event be if the fee is not waived?</th>
</tr>
</thead>
<tbody>
<tr>
<td>We would have no other choice but to increase our registration fees. This could result in less players and ultimately our players will go elsewhere like St. Thomas. Our goal is to keep minimal registration fees so that families from all financial backgrounds can participate in our program and our community. Without the pavilion we would no longer be able to open our Snack Shoppe... decreasing our fundraising efforts and decreasing &quot;social time&quot; as families would leave earlier. The pavilion is also our First Aid Station.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you seeking funding from any other sources (fundraising, grants, sponsorships, etc.)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, we are always thinking of fundraisers. A few in 2019 were: offered bartending services for multiple community events, opened our Snack Shoppe for multiple community events, hosted a yard sale, sold strawberries and popcorn, and assisted Shedden Fair at the gates... all of which we aim to do again this season. All of our team jerseys have sponsors.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What features will you have in place to ensure that your event is accessible to all residents (residents with disabilities)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>We have used a golf cart to assist special needs spectators to and from the soccer fields. A past player with cerebral palsy has traveled the world as an active player for Canada's Para Soccer National Team. We strive to be sure all participants (player, spectator or volunteer) feel welcome and a part of our community.</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>Michelle Lackey</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Michelle Lackey</td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 15/20</td>
</tr>
</tbody>
</table>

Page 3 of 3
# 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>Name of Event:</th>
<th>Sheddler Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Group or Organization:</td>
<td>Sheddler Agricultural Society</td>
</tr>
<tr>
<td>Primary &amp; Secondary Contact Person</td>
<td>Shirley Longmuir</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Address</th>
<th>Postal Code</th>
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<tbody>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone # Primary / Secondary</th>
<th>Email / Website:</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Not for Profit #</th>
<th>Charitable Organization Registration #:</th>
</tr>
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<tbody>
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</table>

## Activity or Event Information

<table>
<thead>
<tr>
<th>Fees to be Waived (ie: facility rental)</th>
<th>Meeting Room + Hall for Quilt Sale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Times:</td>
<td>Feb 10 Apr. 6 May 11 June 8 Aug 19 Sept 19</td>
</tr>
<tr>
<td>Number of People expected:</td>
<td>Admision Fee: (if applicable)</td>
</tr>
<tr>
<td>Will food be served?</td>
<td>Will alcohol be served?</td>
</tr>
</tbody>
</table>

## Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?

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Page 1 of 3
The Township of Southwold
Waiving of Facilities Fees Application Form

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</tbody>
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<table>
<thead>
<tr>
<th>What will the impact on the activity or event be if the fee is <strong>not</strong> waived?</th>
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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

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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.

Name: Shirley Langhurst  Title: Secretary
Signature: Shirley Langhurst  Date: Jul 4, 2020
Rosy Rhubarb Run – First Annual Fingal-Shedden Optimist Club

February 5, 2020

Attention: Township of Southwold
35663 Fingal Line
Fingal, ON  N0L 1K0

RE: Permission for Endorsement of the First Annual Fingal-Shedden Optimist Rosy Rhubarb Run
Sunday, June 14 8:00am to 12:00pm – Run Start at 9:30am

On behalf of the Optimist Club of Fingal-Shedden & District, we are requesting permission of the Southwold Council to host our First Annual Fingal-Shedden Optimist Rosy Rhubarb Run in the villages of Shedden and Fingal, and the in the Conservation Area in Fingal, on Sunday, June 14 from 8:00am to 12:00pm.

Our planned routes are as follows:

5Km Route: To Begin at the Shedden Keystone Complex, turning left at the main intersection of Shedden and up Union Road heading south, and turning into the roads leading into the Fingal Ball Diamond Area.

10km Route: To Begin at the Fingal Ball Diamond Area, heading south to Fingal Line, then West to the Fingal Conservation Area, through the conservation area, heading east back down Fingal Line and then south back to the Fingal Ball Diamond.

We will be requesting assistance from the OPP Detachment if needed to handle overall traffic and crowd control. Volunteers of the Optimist Club and the local volunteer Fire Department and members of the running community will be providing service at the various water stations, along the route on bikes for safety, and as determined.

The total length of time that the Shedden intersection to Union Road may need to be blocked is from 9:30am to 9:45am. If Union Road needs to be closed, the total time would be from 9:30am to 11:00, however this event may not require a full road closure.

The total length of time that Fingal Line to the Conservation area (2.5km) may need to be closed is from 9:30am to 11:00am, however this area may also not require a road closure.

Please let me know if you require any further information. I look forward to hearing from you.

Sincerely,

Kimberly Boughner
Race Director
Fingal-Shedden Optimist Club
Proposed 5 Km Route

- Runners transported via “people mover” from Fingal Ball Park to Keystone Complex
- Run from entrance of Keystone, beside pavilion, down Fairground street, onto Union Road, right on Fingal Line, Right onto Millpark into park = almost exactly 5 kms

Advantage (avoids having to close Talbot Line and Union Road intersection), keeps Talbot Line Open

Estimated time for closure 1.5 hours.
Proposed 10 km Route:
- Participants gather in park. Walk to start line at corner of Millpark Street and Fingal Line; run to Fingal Wildlife Management Area; run around main runway train; run back and finish in the park.

- This is the closest to 10 km that made sense given the setup of the trail system in the Fingal Wildlife Management Area.

- Advantages: Only need to close Fingal Line

Estimated time for closure 3 hours.
Drainage By-law Number 2019-79

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

Whereas the council of the Township of Southwold has procured a report under section 78 of the Drainage Act for the improvement of the South Talbotville Drain 2019 drain;

And whereas the report dated 2019/10/30 has been authored by Mike DeVos, Spriet Associates and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is $3,850.00;

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

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

is being assessed in the of

is being assessed in the of

is being assessed in the of

is being assessed in the of

is being assessed in the of

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

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

1. AUTHORIZATION

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

2. BORROWING

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

This project will NOT be debentured.
6. **CITATION**

This by-law comes into force on the passing thereof and may be cited as the

"South Talbotville Drain 2019 by-law".

First reading 2019/12/09
Second reading 2019/12/09

Provisionally adopted this 9 day of December, 2019

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

Name of Clerk (Last, First Name)  Signature
Thompson, Katherine

Third reading February 10th, 2020

Enacted this 10th day of February, 2020

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

Name of Clerk (Last, First Name)  Signature
Thompson, Katherine

I, Katherine Thompson

clerk of the Corporation of the Township of Southwold

certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

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

BY-LAW NO. 2020-10

BEING A BY-LAW TO AMEND ASSESSMENT SCHEDULE FOR ACTUAL COSTS INCURRED FOR THE IMPROVEMENT OF THE AUCKLAND DRAIN BRANCH F 2019.

WHEREAS By-law Number 2019-11, enacted the 8th day of July, 2019 provided reconstruction of the Auckland Drain Branch F 2019 based on the estimates contained in a drainage report dated 11th, day of January 2019 as submitted by Mike DeVos from the firm of Spriet and Associates.

AND WHEREAS the Drainage Works were completed as per the Engineer’s report and the total actual costs incurred were $122,248.07 (net HST) compared to an original estimated cost of $135,600.00 (net HST). The actual costs for this drainage project was 90.2% of the Engineer’s estimate.

NOW THEREFORE the Council of the Corporation of the Township of Southwold pursuant to the Drainage Act, 1990 and amendments thereto, enacts the following:

1. That Schedule “A” to By-Law No. 2020-10 is attached to and forming part of this by-law.
2. And that the assessments listed in the actual costs column of Schedule “A” shall be levied and assessed against the appropriate lands.


__________________________________________
Mayor
Grant Jones

__________________________________________
Clerk
Katherine Thompson

By-Law No. 2020-10
SCHEDULE OF FINAL NET ASSESSMENT

AUSTRALIA DRAIN BRANCH F 2019

Township of Southwold

Job No. 216272

<table>
<thead>
<tr>
<th>ROLL NUMBER</th>
<th>TOTAL ESTIMATED ASSESSMENT</th>
<th>TOTAL ACTUAL ASSESSMENT</th>
<th>Grant</th>
<th>Allow.</th>
<th>TOTAL AMOUNT PAYABLE</th>
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* = Non-agricultural
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<th>0.00</th>
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</thead>
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| TOTALS             | $135,600.00 | $122,248.07 | $1,713.44 | $130.00 | $120,404.63 |

** = Not Eligible for Grant
By-Law Number 2019-12, enacted the 8th day of July, 2019 provided reconstruction of the Henderson Drain 2019 based on the estimates contained in a drainage report dated 25th, day of January 2019 as submitted by Mike DeVos from the firm of Spriet and Associates.

AND WHEREAS the Drainage Works were completed as per the Engineer’s report and the total actual costs incurred were $244,603.94 (net HST) compared to an original estimated cost of $302,400.00 (net HST). The actual costs for this drainage project was 80.9% of the Engineer’s estimate.

NOW THEREFORE the Council of the Corporation of the Township of Southwold pursuant to the Drainage Act, 1990 and amendments thereto, enacts the following:

1. That Schedule “A” to By-Law No. 2020-11 is attached to and forming part of this by-law.
2. And that the assessments listed in the actual costs column of Schedule “A” shall be levied and assessed against the appropriate lands.


Mayor
Grant Jones

Clerk
Katherine Thompson
**SCHEDULE OF FINAL NET ASSESSMENT**

**HENDERSON DRAIN 2019**

Township of Southwold

Job No. 216270 12/11/2019

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<th>TOTAL ACTUAL ASSESSMENT</th>
<th>GRANT</th>
<th>ALLOW.</th>
<th>TOTAL AMOUNT PAYABLE</th>
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<td>* Special Assessment</td>
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<tr>
<td>* Special Assessment</td>
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<td>13,049.78</td>
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**TOTALS**

$ 302,400.00 $ 244,603.94 $ 18,296.01 $ 23,180.00 $ 203,127.93

**= Not Eligible for Grant**
THE CORPORATION OF TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2020-12

BEING A BY-LAW TO AMEND ASSESSMENT SCHEDULE FOR ACTUAL COSTS INCURRED FOR THE IMPROVEMENT OF THE LINDSAY DRAIN 2019.

WHEREAS By-law Number 2019-13, enacted the 8th day of July 2019 provided reconstruction of portions of the Lindsay Drain 2019 based on the estimates contained in a drainage report dated 25th, day of January 2019 as submitted by Mike DeVos from the firm of Spriet and Associates.

AND WHEREAS the Drainage Works were completed as per the Engineer’s report and the total actual costs incurred were $852 180.53 (net HST) compared to an original estimated cost of $858 600.00 (net HST). The actual costs for this drainage project was 99.3% of the Engineer’s estimate.

NOW THEREFORE the Council of the Corporation of the Township of Southwold pursuant to the Drainage Act, 1990 and amendments thereto, enacts the following:

1. That Schedule “A” to By-Law No. 2020-12 is attached to and forming part of this by-law.
2. And that the assessments listed in the actual costs column of Schedule “A” shall be levied and assessed against the appropriate lands.


__________________________________
Mayor
Grant Jones

__________________________________
Clerk
Katherine Thompson
THE CORPORATION OF TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2020-12

BEING A BY-LAW TO AMEND ASSESSMENT SCHEDULE FOR ACTUAL COSTS INCURRED FOR THE IMPROVEMENT OF THE LINDSAY DRAIN 2019.

WHEREAS By-law Number 2019-13, enacted the 8th day of July 2019 provided reconstruction of portions of the Lindsay Drain 2019 based on the estimates contained in a drainage report dated 25th, day of January 2019 as submitted by Mike DeVos from the firm of Spriet and Associates.

AND WHEREAS the Drainage Works were completed as per the Engineer’s report and the total actual costs incurred were $852,180.53 (net HST) compared to an original estimated cost of $858,600.00 (net HST). The actual costs for this drainage project was 99.3% of the Engineer’s estimate.

NOW THEREFORE the Council of the Corporation of the Township of Southwold pursuant to the Drainage Act, 1990 and amendments thereto, enacts the following:

1. That Schedule “A” to By-Law No. 2020-12 is attached to and forming part of this by-law.
2. And that the assessments listed in the actual costs column of Schedule “A” shall be levied and assessed against the appropriate lands.


__________________________________________
Mayor
Grant Jones

__________________________________________
Clerk
Katherine Thompson
## SCHEDULE OF FINAL NET ASSESSMENT

**LINDSAY DRAIN 2019**

Township of Southwold

Job No. 216271  
12/18/2019

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<th>Special Non Pro-rateable Assessments</th>
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* = Non-agricultural

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<tr>
<th>ROLL NUMBER (OWNER)</th>
<th>TOTAL ESTIMATED ASSESSMENT</th>
<th>TOTAL ACTUAL ASSESSMENT</th>
<th>GRANT</th>
<th>ALLOW.</th>
<th>TOTAL AMOUNT PAYABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Township of Southwold</td>
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<td>Southminster Bourne</td>
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<td>Ferguson Line</td>
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<td>Special Assessment</td>
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**City of London**

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<th>Description</th>
<th>Amount (1)</th>
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<tr>
<td>020-014 (D. &amp; J. Beattie)</td>
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**TOTALS**

$ 858,600.00  $ 852,180.53  $ 60,556.93  $ 28,010.00  $ 763,613.60
** = Not Eligible for Grant
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2020-13

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 30, 2020 and February 10, 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 Meetings held on January 30, 2020 and the Regular Meeting of Council held on February 10, 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