1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES
   (a) Minutes of Special Council Meetings of January 10th, 2019, January 16th, 2019, January 21st, 2019 and January 24th, 2019.
   (b) Minutes of Regular Council Meeting of January 14th, 2019
   (c) Minutes of the Family Day Committee Meeting of December 12th, 2018
   (d) Minutes of the Shedden Recreation and Community Centre and Keystone Complex Board Meeting of January 10th, 2019
   (e) Minutes of the Parks Committee Meeting of January 15th, 2019

5. DELEGATION
   (a) 8:00 p.m. – Stephanie Johnson – Road Conditions – Oneida Road and Stafford Line
   (b) 8:15 p.m. - Lorrie/Steve Kope – Road Conditions on Lawrence Road and Second Line

6. DRAINAGE
   (a) Drainage Reapportionment – Consent App E76/18 Goodhue Holdings Inc 36466 Scotch Line
   (b) Turville Drain #2 – Receiving and decision to proceed with report.

7. PLANNING
   (a) 7:15 p.m. – Public Meeting – ZBA 2019-01 Steve Goodhue, 6474 Union Road

8. REPORTS
   (b) Report from the CAO/Clerk RE: Property Standards
   (c) Report from the CAO/Clerk RE: Request for Road Maintenance – Taschereau Road
   (d) Report from the CAO/Clerk RE: Request for Deaf Child Sign
   (e) Report from the CAO/Clerk RE: Bill 66 Information
   (f) Report from the CAO/Clerk RE: Enabling Accessibility Grant for Talbotville
9. **CORRESPONDENCE**
   (a) Correspondence from OWDCP – Andrews – Kill Date October 13, 2018
   (b) Thank you from Parkside Collegiate Institute – Co-operative Education
   (c) St. Thomas & District Chamber of Commerce – State of the Municipalities Luncheon.

10. **BY-LAWS**
    (a) By-law No. 2019-04, being a by-law to amend the assessment schedule of By-law No. 2017-75 based on actual costs incurred for the improvement of the Hutchings-Nimmo Drain 2017.
    (b) By-law No. 2019-05, being a by-law to amend By-law No. 2011-14, Steve Goodhue, 6474 Union Road
    (c) By-law No. 2019-06, being a by-law to appoint a Public Works Superintendent and repeal By-law 2016-31
    (d) By-law No. 2019-07, being a by-law for prescribing standards for the maintenance and occupancy of property.
    (e) By-law No. 2019-08, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 16, 2019, January 21 2019, January 24, 2019 and January 30, 2019

11. **OTHER BUSINESS** *(For Information Only)*
    (a) Notice from Kettle Creek Conservation Authority RE: Meeting for Conservation Authority Levy Approval.
    (b) Ministry of Finance RE: 2019 Ontario Municipal Partnership Fund (OMPF)
    (c) Enbridge Gas Inc. Application for 2019 Rates – Notice of Hearing

12. **CLOSED SESSION**
    (a) 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)) – Talbotville Development

13. **ADJOURNMENT:**
    NEXT REGULAR MEETING OF COUNCIL
    MONDAY FEBRUARY 11, 2019 @ 7:00 P.M.
    Council Chambers, Fingal
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Special Council Meeting
For the purpose of Budget Deliberations
Thursday January 10, 2019
4:00 p.m., Council Chambers, Fingal

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

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Kim Grogan, Treasurer

DISCLOSURES:
There were no disclosures made.

OTHER BUSINESS

(a) 2019 Budget Deliberations
   - Operating Budget

Tab 1 – Summary
Kim Grogan provided Council with a summary of the proposed 2019 budget for Council deliberations. Ms. Grogan noted that the preliminary budget presented for 2019 deliberations includes an 11.25% levy increase, which results in a 6.4% tax rate increase, assuming tax ratios set by the County remain the same.

Tab 2 – Taxation
Ms. Grogan reviewed the taxation data with the Council and reviewed the growth projections included in the 2018 budget and the impact on miscalculations of projected growth in 2018 on the budget.

2019-001 Deputy Mayor Monteith - Councillor Emons
   Inclusion of Growth in Budget

   THAT estimated tax levy growth related to anticipated development be included in the 2019 budget, as presented.

   CARRIED

Tab 3 - Other Revenue
Ms. Grogan outlined other revenues included in the 2019 budget, noting specifically that the OMPF funding allocation may change and that the Township is awaiting information from the Minister of Finance, which may substantially impact the proposed levy change.

Ms. Grogan spoke to the revenues collected as Payments in Lieu (PIL) and noted that there is a projected increase in PIL revenues related to Landfill Assessment changes.
Ms. Grogan noted that revenues were removed from the German Solar project, since the project was cancelled by the province.

Tab 4 – Council

Ms. Grogan noted that the total change in projected Council budget was a total of $7,800, which is largely made up of the elimination of a 1/3 tax free exemption. Ms. Grogan noted that AMO is lobbying to reinstall the 1/3 exemption.

Ms. Higgs provided a brief explanation of the Volunteer Appreciation Night and the recommendation to include funds for 2019.

Tab 5 – Administration

CAO/Clerk Lisa Higgs provided a report to Council on the general administration budget items.

STAFF DIRECTION
Council directed staff to report back the possible savings for grass cutting if staff were to take on more and provide an account of Bears services.

Tab 7 – Police

Council was provided a report from the Treasurer on the impact of OPP police billings. Ms. Grogan explained how OPP billing adjustments are provided based on total residents from previous years.

Council discussed the possible impact on policing costs related to enhanced enforcement related to highway 401 construction and whether there was a way to receive funding from the Province related to the 401 project.

2019-002 Councillor North - Councillor Pennings 2019 Court Costs & Reserve Funded

THAT Council approve funding of 2019 Court Costs from the Policing Reserve.

CARRIED

Tab 8 – Animal Control

Ms. Grogan reviewed the budget for Animal Control in the Township, outlining the various costs for animal control.

Tab 9 – Building

Treasurer Grogan provided Council with information on the building department.

CAO/Clerk Higgs provided a proposed adjustment to the fee schedules. No comments from Council were received.

Tab 12 – Street Lights

Ms. Grogan noted that the balance of the Street Light Reserve approximates $110,000 and can be used for any in-year street light improvements. Staff was directed to survey the residents in the affected areas regarding street lighting needs on Fowler Street & Argyle Street in Fingal. Councillor Emons questioned the difference styles of lighting and directional light. Councillor Pennings commented on the lights for the new subdivisions and questioned if we utilize motion
lights, explaining that these lights may cost more to buy upfront but that the Township can mandate a higher end fixture can maintain them longer.

Tab 14 – Garbage
Ms. Grogan indicated that there have been changing revenues related to post-consumer waste. A more detailed report will to come to Council regarding garbage costs. A report on the cost of Green Bins with an area rate perspective will be provided to Council in the future. Staff have put a request to the City of St. Thomas for 2018 data from the St. Thomas Recycling Centre.

Tab 15 – Medical Centre
Ms. Grogan indicated that the 2019 budget includes a 2% increase in rates for both units, which is not a significant value in the overall budget, but the rates have not been adjusted since 2014. Mayor Jones indicated that he supported a 2% increase.

2019-003 Deputy Mayor Monteith – Councillor Pennings Medical Centre Rent

THAT rent for both units at the Shedden Medical Centre be increased by 2%, effective February 1st, 2019.

CARRIED

Tab 16 – Cemeteries
No grant allocations included for Cemeteries and no communications from Boards in regards to requests for grants.

Tab 18 – Library/Old Library/Plaza/Leased Lands
Treasurer Grogan reported that September 2013 was the last time rent was increased for the Commercial properties in Shedden.

Staff was directed to report back to Council on the cost of installing a new roof on the commercial plaza.

2019-004 Deputy Mayor Monteith – Councillor Emons

THAT rent for both units at the Commercial Plaza be increased by 2%, effective February 1st, 2019.

CARRIED

Tab 20 – Planning and Development

2019-005 Deputy Mayor Monteith – Councillor Pennings History Committee Budget

THAT Council directs staff to request funding from the Green Lane Community Trust Fund in the amount of $2 000.00 for the History Committee Budget.

CARRIED

2019-006 Councillor North – Councillor Emons Senior Committee Budget

THAT Council directs staff to request funding from the Green Lane Community Trust Fund in the amount of $9,150.00 for the Senior Committee budget.

CARRIED
2019-007  **Deputy Mayor Monteith – Councillor Emons**  Greening Communities Initiative

**THAT** Council directs staff to request funding from the Green Lane Community Trust Fund in the amount of $750.00 for the Green Communities Initiative.

**CARRIED**

**ADJOURNMENT**

2019-008  **Councillor Pennings – Councillor North**  Adjournment

**THAT** Council of the Township of Southwold adjourns this Special Budget meeting of Council at **7:15 p.m.**

**CARRIED**

_________________________  ______________________
Clerk  Mayor
Lisa Higgs  Grant Jones
DISCLOSURES:

Councillor Pennings declared a conflict on the VFIS – Insurance line item.

**OTHER BUSINESS**

(a) 2019 Budget Deliberations
- Operating Budget

Tab 1 – Summary

Treasurer Grogan explained that the plan for today’s budget will focus on Fire, Drainage, and Roads. Ms. Grogan highlighted that her report contains updates to Council on discussions from the January 14th meeting.

Tab 6 – Fire Operating

Ms. Grogan highlighted the main elements of the Fire Operating Budget, including a discussion on Fire volunteer honorarium, office supplies, salaries and wages, and Volunteer Firefighter Insurance Service (VFIS).

Councillor Pennings did not participate in the discussion on VFIS.

2019-031 **Councilor North – Councilor Emons**  VFIS

**THAT** Council funds the VFIS 24/7 coverage for Fire Fighters with Fire Fighters contributing $100.00 for each single member coverage and any additional incremental costs for family coverage.

**CARRIED**

Councillor Pennings re-entered the discussion.
Fire Chief Jeff McArthur provided council a summary on the inclusion of a dedicated Fire Prevention Officer, employee training, building repairs, clothing, equipment purchases, and software upgrades.

**Tab 21 – Fire Capital**

Fire Chief Jeff McArthur provided a report to Council on the recommended capital purchases for the Township. Chief McArthur indicated that the Township is the only department in Elgin County that does not have backup power at any of our fire stations. Chief McArthur explained that the Fire Department requires backup generators for overall operations as well as during emergency events. Deputy Mayor Monteith explained that he feels that a portable generator will meet the needs of the Township in the event of a crisis. Chief McArthur confirmed that there are small, portable generators in the Department but that these are used more for on-scene use. Deputy Mayor Monteith suggested that a portable generator could be used instead. Councillor Emons asked the Chief about the impact generators would have on response time and the Chief outlined the ways that response may be impacted.

2019-032 **Councillor Emons – Councillor Pennings**

*That* Council directs staff to request funding from the Green Lane Community Trust Fund in the amount of $20,000.00 for a fire department generator.

CARRIED

Fire Chief McArthur outlined the recommendation to construct a digital sign to replace the sign loaned from Rosy Rhubarb to be used for Fire Safety Messaging and Fire Prevention messaging.

Fire Chief McArthur explained the fire apparatus recommendations, including deferring the Fire Pumper into 2021 and replacing the light rescue in Talbotville in 2020 instead.

Fire Chief McArthur suggested that Station Two land acquisition should possibly be included as part of the 2019 budget. Deputy Mayor Monteith indicated that in 2019, we should proceed with acquiring the land in 2019. Mayor Jones recommended that a new hall may include a meeting hub for the Talbotville Community. Deputy Mayor Monteith requested that the Fire Chief bring forward a report to Council for their first meeting in February on the land acquisition options for the Fire Hall.

Treasurer Grogan included that there are three placeholders for bunker gear, SCBAs, and portable radios and pagers which are funded from the Fire Equipment Reserve and the Fire Communications Reserve, respectively.

**Tab 13 – Drainage Operating**

Drainage Superintendent Brent Clutterbuck and Treasurer Kim Grogan presented the operating budget. He spoke to the share of time between Southwold and Dutton Dunwich and the equal division of costs between the two municipalities.

**Tab 21 – Drainage Capital**

Treasurer Kim Grogan explained that there is an increase in drainage activity in 2019 compared to the average threshold that is used annually. Ms. Grogan explained that staff is recommending establishing a reserve for drains to offset fluctuations in drains in a given year. Superintendent Clutterbuck outlined the capital drainage projects for 2019.
Tab 11 – Road Operations

Treasurer Grogan spoke to the inclusion of a work management software, an increase on the allotment from the County of Elgin, costs for summer students, Phragmites control, and overall staffing.

Tab 21 - Road Capital

Interim Public Works Superintendent Scott Woolley brought a report to Council on the 2001 Tandem Replacement, with a request that 50% be funded from the Green Lane Community Trust.

Mr. Woolley brought a report to Council on the replacement of the Diamond grass cutting mower, to be funded from the Road Equipment Reserve.

Ms. Grogan brought forward a request received from Keith Orchard recommending a repainting of the Teetzel shop roof to prevent rusting and further erosion of the shop’s roof.

Ms. Grogan recommended that Council commit to a $5,000.00 technology update to the 1989 Paint Striper to improve better data collection for billing and operations purposes. Staff suggests that this be funded from the roads operations reserve.

CAO/Clerk Higgs provided a report on a reconstruction of Blind Line. Council directed the Treasurer to remove the Blind Line allocation of $30,300 from the 2019 Capital Budget.

Ms. Grogan noted that the Shedden Streets are proposed to be completed in 2019, pending ECA completion. Ms. Grogan indicated that there is an annual allocation for guardrails, which is proposed to be included in 2019.

Ms. Grogan indicated that the Lynhurst Subdivision reconstruction engineering proposed for 2019. Ms. Grogan reviewed the Talbotville Trunk Sewer Roads and Storm portion of the project, included in the 2019 budget, which were committed to in 2018.

The Township reviewed the budget for 2019 for edge repair and gravel projects. Ms. Grogan recommended that there be an increase in the gravel road budget funded from the Gas Tax with the additional difference funded from the Gas Tax Reserve. Council emphasized that there is a requirement to remove the berms on the side of the road and to resolve crowning issues.

Council took a break at 6:01 pm for dinner.

Council resumed in open session at 6:32 pm.

Treasurer Grogan and Interim PW Superintendent presented a report on micro surfacing of Boxall Road, which helps to improve the longevity of the road. Mr. Woolley noted that this was recommended as part of the original construction of the road.

Mr. Woolley brought a report forward on the remaining Longhurst Line Bridge work to be finished in 2019. Mr. Woolley also spoke to the Second Line culvert replacement. Mr. Woolley noted that there are a few different options for a Second Line culvert.

Administrative Capital

Ms. Grogan noted that there is an increase in computer equipment by $1,000.00. Ms. Higgs provided a report to Council on the wall mount for the TV in the Council Chambers and the inclusion of a projector and automatic screen for the Keystone Complex.
Water and Wastewater

Ms. Grogan reviewed the Capital costs of the Talbotville Trunk Sewer Phase II Sewer portion. CAO/Clerk Higgs provided a report on the Forcemain and Pumping station to service the McBain & Adzija subdivisions.

Ms. Grogan reviewed the major capital works and water distribution maintenance budget recommendations for 2019 provided by OCWA. Ms. Grogan highlighted the SCADA system repair that’s proposed and recommended.

AJOURNMENT:

2019-033 Deputy Mayor Monteith – Councillor Pennings

THAT Council of the Township of Southwold adjourns this Special Budget meeting of Council at 6:59 p.m.

CARRIED

______________________________  _______________________
Clerk                  Mayor
Lisa Higgs             Grant Jones
MINUTES

Special Council Meeting
For the purpose of Budget Deliberations
Monday January 21, 2019
4:00 p.m., Council Chambers, Fingal

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

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Kim Grogan, Treasurer

DISCLOSURES:

There were no disclosures made.

OTHER BUSINESS

(a) 2019 Budget Deliberations

Keystone and Parks Operating Budget:

Treasurer Grogan reviewed the items included in the Township’s Keystone Complex operating budget and capital items. Deputy Mayor Monteith asked about the security camera and one that is located behind a downspout and the CAO/Clerk explained that the By-Law Enforcement Officer (trained in CPTED) has reviewed the location of the existing cameras and is providing recommendations for the placement of cameras.

Councillor North explained that the septic tank at the Keystone requires some concrete posts or barriers to indicate the location of the tank itself to prevent any damage. Treasurer Grogan indicated that this could be funded from the Township Keystone reserves. Staff are to investigate costs and arrange for the construction of the posts.

Treasurer Grogan reviewed the Parks Operating Budget, explaining that previous budgets have been underestimated, so the 2019 budget has been estimated to better capture the actual costs. Ms. Grogan noted that there are no increases included in the draft budget in additional park costs for maintaining new parks constructed in the municipality.

There was a discussion on the grass cutting contract. Staff was directed to complete an assessment of potential grass cutting service levels and to bring a report back to Council on the impact on the overall budget in changes to this service.

Councillor North asked about the inclusion of bases for the ball diamond. CAO/Clerk to speak with Jeff Wilcox about the baseball bases required for the Township, including an estimate on whether there is a need for additional set of bases.
Keystone Capital:

Treasurer Grogan explained that there are a number of plumbing repairs required for the Keystone Complex. The Treasurer suggested that all 9 toilets be replaced and outlined the funds that are included in the 2019 budget for these repairs.

Parks and Recreation Capital:

Treasurer Grogan reviewed the 2019 budget for Parks and Recreation including: the Fingal Heritage Park design and Fingal Heritage Park implementation; an 84" mower for Keith Orchard; a 60" mower and trailer for parks purposes; fencing for the dugout at the Fingal Ball Park; Shedden Soccer Fields; and Talbotville Park. Councillor North brought forward a concern from the Parks Committee requesting that the backstop at the Fingal Heritage report remain. Staff were directed to bring a follow-up report which includes an assessment of the backstop and the preliminary design work.

CAO/Clerk Lisa Higgs brought forward a report to Council on the Township's Capital Parks Project, suggesting that Phase 2 of the Shedden Open Space Park be deferred to a later date until there is greater residential development in Shedden and a greater demonstrated need. CAO/Clerk Higgs suggested that instead of requesting funds from the Green Lane Trust for the Open Space Park, request funds for the Talbotville Fire Hall to be held in a reserve for the building.

Treasurer Grogan brought forward a report on the proposed Parks projects and the different grant opportunities for each project. Councillor North suggested that Shedden Open Space project should include a washroom as part of the first phase of the construction. Councillor North emphasized that he believes that we need to proceed with the Talbotville Fire Hall within a five-year period, so his request for delay is for a short time. Staff were directed to bring forward information on the anticipated date when the province will provide a response on the grant and a timeline from the developer on construction.

Council took a break for dinner at 5:35 pm and reconvened at 6:08 pm

Administrative Operating Update:

CAO/Clerk Higgs brought forward a report summarizing updates on Emergency Management items, grass cutting services and alternatives, roofing for the Shedden Plaza, Recycling Centre Participation Results, street light survey, and waste collection cost updates. Council directed staff to request Household Hazardous Waste information from the St.Thomas Recycling Centre, data on Elgin municipality’s emergency management supplies and use of these items, and on the benefit to Southwold of KCCA’s GIS staff.

Planning Fees Update:

CAO/Clerk Higgs brought forward a report summarizing different options for amending the Township’s planning fees. Council discussed various options for Planning Fees. Council affirmed that agreement fees may still be required, but that these should be set at $500.00, consent fees may be altered to $400.00, site plan approval fees should be raised as presented and the Site Plan Agreement fees remain as originally presented, and that the remainder of the fees be set at the midway point between existing fees and proposed fees. Staff were directed to bring an updated report to Council with these fees and the impact on budget.
THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at 7:21 p.m. in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters:
   a) 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)) – Talbotville Development

CARRIED

AJOURNMENT:

THAT Council of the Township of Southwold adjourns this Special Budget meeting of Council at 7:43 p.m.

CARRIED

__________________  __________________
Clerk                  Mayor
Lisa Higgs             Grant Jones
Special Council Meeting
For the purpose of Budget Deliberations
Thursday January 24, 2019
4:03 p.m., Council Chambers, Fingal

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

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Kim Grogan, Treasurer

DISCLOSURES:
There were no declarations.

OTHER BUSINESS

(a) 2019 Budget Deliberations
- Operating and Capital Budget

Treasurer Grogan provided an update to Council on the status of the budget as it relates to the current budget deliberations.


It was determined that the Township allocate $5,000.00 in the budget for emergency management for cots and blankets with the caveat that no more funds be included in budget discussions for 2020 and 2021.

Council reviewed the grass cutting services provided and suggested that the contractor be contacted to reduce the deck height for cutting at the Township’s parks.

Council discussed the requirement for baseball bases at the Fingal park and it was suggested that this be requested from Green Lane Trust.

Council reviewed the proposed Planning Fees. A slight change was made to the Planning Fees for Combined OP Amendments and Zoning By-Law Amendments to change the fees to $2,000.
Contributions to Reserve:

Treasurer Grogan brought forward a report on the contributions to reserves for the Township. Ms. Grogan also brought forward various recommendations on the draft contributions to reserves and the rationale for increases for each. Ms. Grogan reviewed the contributions to reserves for each of the different Township’s buildings, including the Roads Building, the Administrative Building, the Keystone Complex, the Fire Halls, the Library, and the Medical Centre.

Council discussed the temperature and thermostat issues at the medical centre, and a possible repair of the Public Works building roof.

Council had a discussion on the proposed tax rate increase as it is presented in the budget and expressed their positions as it relates to the impact felt on individual property owners. Council discussed the tax ratios and the impact on proposed alterations to these ratios.

Councillor Pennings asked for clarification from Treasurer Grogan as to the Tax Stabilization Levy. Ms. Grogan explained that changes in assessment cycles and assessment updates from MPAC can have immediate impacts on the ratepayers. Ms. Grogan noted that the rationale in maintaining a tax stabilization reserve is to mitigate against any potential impacts felt by changes in Provincial policy or City of Toronto policy changes. Ms. Grogan explained that this funding guards against not only Green Lane related changes, but also possible OMPF funding changes which are unpredictable at this point.

Councillor Pennings suggested that there could be a decrease in the tax stabilization reserve, suggesting that it could be reduced slightly.

Council discussed the challenges in finishing the budget as there are many unknown elements: OMPF funding announcements, outstanding grant allocations, timing of development, etc.

Council took a break at 5:30 pm and reconvened at 6:00 pm.

2019-033 Deputy Mayor Monteith, 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 6:02 p.m. in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters:

a) Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239 (2) (b)) - Administrative Wages

CARRIED

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

2019-034 Councillor Emons and Deputy Mayor Monteith

THAT Council adjourn from the session;

AND THAT the Special Meeting for Budget Deliberations reconvene.

CARRIED
Budget: Request from Green Lane Trust

Treasurer Grogan reviewed the items in the Green Lane Trust fund. Council discussed the Fire Hall signage request and suggested that this item be removed from the budget.

2019-035  Councillor North, Councillor Emons  Digital Sign

THAT Council directs staff to request funding from the Green Lane Community Trust Fund in the amount of $5,000.00 for providing utility servicing for a future fire department digital sign;

CARRIED

2019-036  Councillor North- Deputy Mayor Monteith  Emergency Management Preparedness

THAT Council directs staff to request funding from the Green Lane Community Trust Fund in the amount of $5,000.00 for emergency management preparedness supplies

AND THAT staff remove 2020 and 2020 amounts.

CARRIED

2019-037  Deputy Mayor Monteith – Councillor Emons  St Thomas Recycling Centre

THAT Council directs staff to request funding from the Green Lane Community Trust Fund in the amount of $15,000.00 for St Thomas Recycling Centre participation.

CARRIED

2019-038  Councillor Emons – Councillor North  Turf Management

THAT Council directs staff to request funding from the Green Lane Community Trust Fund in the amount of $8,000.00 for turf management improvement.

CARRIED

2019-039  Councillor Pennings – Councillor Emons  Communities in Bloom – Flag Program

THAT Council directs staff to request funding from the Green Lane Community Trust Fund in the amount of $8,000.00 for CiB flag program.

CARRIED

2019-040  Deputy Mayor Monteith – Councillor North  2001 Tandem Replacement

THAT Council approve the replacement of the 2001 Tandem;

AND THAT 50% of the purchase, $137,500, be requested to be funded from Green Lane Community Trust Fund;

AND THAT the balance of the purchase be funded from the road equipment reserve.
2019-041 Deputy Mayor Monteith – Councillor Pennings

THAT Council approve the purchase of a new zero turn side discharge mower and trailer for park purposes;

AND THAT $17,000 and $3,500 for the purchases be requested to be funded from Green Lane Community Trust.

CARRIED

2019-042 Councillor North – Deputy Mayor Monteith

THAT Council directs staff to request funding from the Green Lane Community Trust Fund in the amount of $5,000.00 for an 84" mower for the cutting of municipal grass.

CARRIED

2019-043 Councillor Pennings – Councillor Emons

THAT Council approve the purchase of 2 projectors, mounts, motorized screens, installation and wiring at the Keystone Complex;

AND THAT $2,100 be utilized from the 2016 request from Green Lane Community Trust;

AND THAT $4,100 for the purchase be requested to be funded from Green Lane Community Trust.

CARRIED

2019-044 Councillor North – Councillor Pennings

THAT Council request $800.00 from the Green Lane Community Trust to fund new baseball bases at the Fingal Ball Park.

CARRIED

Update on Parks Projects

Treasurer Grogan outlined for Council an updated spreadsheet on the Shedden Open Space Park and the Talbotville Park project. Ms. Grogan updated Council by noting that the project has been successfully awarded the Ontario Trillium Foundation grant for $150,000.00. Ms. Grogan completed an analysis of the park project and the Trillium Grant funding options and the impact it will have on the potential ask to the Green Lane Trust.

Treasurer Grogan requested from Council direction as to which components need to be included in the 2018 & 2019 program. Mayor Jones suggested that for 2018 and 2019, the parking lot be deferred or reduced in size. Council discussed the Talbotville and Shedden Soccer Park projects collectively and suggested that the Township request $400,000 for the Shedden Open Space Park and $100,000 for the Talbotville Park. Council suggested that
funds currently held in the Fingal Park Reserve be allocated for parks projects in the event that project costs run over.

Deputy Mayor Monteith suggested that the Township request include additional funds for land for the Fire Hall from Green Lane Community Trust. He also suggested that the Township request $100,000 for building a Fire Hall Reserve for 2021.

2019-045  Councillor North – Councillor Pennings  Talbotville Fire Hall

THAT Council directs staff to request funding from the Green Lane Community Trust Fund in the amount of $100,000.00 for a new fire hall in Talbotville.

CARRIED

2019-046  Deputy Mayor Monteith – Councillor Emons  Shedden Open Space Park

THAT Council directs staff to request funding from the Green Lane Community Trust Fund in the amount of $400,000.00 for the Shedden Open Space Park.

CARRIED

2019-047  Councillor North – Councillor Emons  Talbotville Park

THAT Council directs staff to request funding from the Green Lane Community Trust Fund in the amount of $100,000.00 for the Talbotville Park.

CARRIED

Tab 25 - Reserves and Reserve Funds

2019-048  Councillor Pennings – Councillor Emons  General Capital Projects

THAT Council approve general capital items as identified in the 2019 budget including computer equipment, wall mount for TV in Council Chambers and fencing on the former Stoss Farm to be funded from the computer reserve, administration reserve and working capital reserve respectively.

CARRIED

2019-049  Councillor North – Councillor Monteith  Fire Capital Projects

THAT Council approve reserve funding of fire capital items as identified in the 2019 budget including bunker gear, self contained breathing apparatus and portable radios and pagers.

CARRIED
THAT Council approve reserve funding of roads capital items as identified in the 2019 budget including a portion of the 2001 tandem replacement, the diamond roadside mower, the public works shop roof, and technology for the paint strip.

CARRIED

THAT Council approve reserve funding of roads capital items as identified in the 2019 budget including guiderails and edge repair.

CARRIED

THAT Council approve engineering costs related to the reconstruction of Lynhurst Subdivision in 2019;

AND THAT the project be funded $17,000 for Roads from the Road Infrastructure Reserve, $17,000 for Storm Sewers from the Road Infrastructure Reserve and $16,000 for water from the Water Reserve.

CARRIED

THAT Council approve micro resurfacing on Boxall Road in 2019;

AND THAT the project be funded from the Road Infrastructure Reserve.

CARRIED

THAT Council approve single surface treatment on Section 47 of Longhurst Line given bridge reconstruction in 2018;

AND THAT the project be funded from the Bridges and Culvert Reserve.

CARRIED

THAT Council approve the replacement of existing 60” multi-plate culvert on Second Line, Section 5;

AND THAT the project be funded from the Bridges and Culvert Reserve.

CARRIED
2019-056 Deputy Mayor Monteith – Councillor North

Gravel Roads

THAT Council approve an increase to the gravel road project budget in 2019 to $175,000 as the result of the deteriorating condition of gravel roads in the Township;

AND THAT the project be funded from current and accumulated gas tax funds in the Gas Tax Reserve.

CARRIED

2019-057 Councillor North – Deputy Mayor Monteith

Drainage Capital Projects

THAT Council approve tax levy funding and reserve funding of Drainage capital projects as identified in the 2019 budget including the Lindsay Drain, the Barber Drain, the Barber Drain Hunter Line culvert portion and the Williams Drain.

CARRIED

2019-058 Deputy Mayor Monteith – Councillor Emons

Keystone Complex
Capital Projects

THAT Council approve reserve funding of Keystone Complex capital projects as identified in the 2019 budget including replacing toilets and appliance replacement, at the discretion of the CAO, if considered necessary.

CARRIED

Tab 26 – Other

2019-059 Deputy Mayor Monteith – Councillor Pennings

2019 Capital/ Major
Maintenance- OCWA

THAT Council approve the recommended listing of 2019 Capital/Major Maintenance listing as prepared by OCWA;

AND THAT staff bring a report back to Council in 2019 on the options for the replacement or upgrades to the SCADA system at the Shedden re-chlorination facility.

CARRIED

2019-060 Councillor North – Councillor Pennings

Tax Increase

THAT Staff be directed to bring back a final budget with a proposed tax rate increase of 6.02%.

CARRIED

AJOURNMENT:

2019-061 Deputy Mayor Monteith – Councillor Pennings

Adjournment

THAT Council of the Township of Southwold adjourns this Special Budget meeting of Council at 8:17 p.m.

CARRIED

Clerk
Lisa Higgs

Mayor
Grant Jones
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday, January 14th, 2019
7:00 p.m. Council Chambers, Fingal

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

ALSO PRESENT: Lisa Higgs, CAO/Clerk
Kim Grogan, Treasurer (7:00 p.m. – 10:10 p.m.)
Brent Clutterbuck, Drainage Superintendent (7:00 p.m. – 8:30 p.m.)
Jeff McArthur, Fire Chief (7:00 p.m. – 9:30 p.m.)
Heather James, Planner (7:00 p.m. – 8:55 p.m.)
June McLarty, Administrative Assistant (7:00 p.m. – 9:37 p.m.)

DISCLOSURES:

ADOPTION OF MINUTES:

2019-009 Councillor Pennings – Deputy Mayor Monteith
Approval of Minutes

THAT the Minutes of the Regular Council meeting of December 10, 2018 are hereby adopted.

CARRIED

2019-010 Councillor Emons – Deputy Mayor Monteith
Southwold Young at Heart Committee Minutes

THAT the Minutes of the Southwold Young at Heart Committee meeting of December 4, 2018 are hereby adopted.

CARRIED

2019-011 Councillor Emons – Councillor Pennings
Health and Safety Committee Minutes

THAT the minutes of the Health and Safety Committee Meeting of December 13, 2018 are hereby adopted.

CARRIED

DRAINAGE:

Drainage Superintendent Brent Clutterbuck reported that the numbered company recommended for approval is part of Cowan Farm Drainage.
THAT Council of the Township of Southwold award the contract for the construction of the Bogart Drain C 2017 to 1319735 Ontario Inc, C/O Cowan Farm Drainage for a total cost of $9,268.00 + HST and instructs the Mayor & Clerk to sign the tender contract and have a copy sent to the successful bidder.

CARRIED

REPORTS:

Activity Report from the Drainage Superintendent - December
Drainage Superintendent Brent Clutterbuck noted an increase in construction costs because of the tariffs on steel as part of his Activity Report.

Activity Report from the Fire Chief- December
Fire Chief Jeff McArthur reported that there are 6 new recruits who have just started.

Activity Report from the Acting Public Works Superintendent -December
Nothing was added to this report and no questions were asked.

Activity Report from the Chief Building Official – December
Nothing was added to this report and no questions were asked.

Tax Adjustments Farm Tax Class Changes – Batch 3
Treasurer Kim Grogan reported that she is seeking approval or denial of the 3rd batch of Farm Tax Class adjustments. The adjustments totaled $7,794.72 and the Township’s portion is $2,926.11.

THAT Council of the Township of Southwold approve the total adjustment of taxes for the 2018 tax years resulting from Farm Tax Class Program changes, as presented, in the amount of $7,794.72.

CARRIED

Activity Report from the CAO/Clerk - December
CAO/Clerk Lisa Higgs reported that at the end of December interviews were held for the Community Services and Communications Clerk and Part-Time Custodian. Both positions have been filled.

Rosy Rhubarb Proposal to Install Electrical Service for Trailers at Keystone Complex
CAO/Clerk Lisa Higgs brought a report seeking authorization for electrical service at Keystone Complex.

Deputy Mayor Monteith questioned about building a gate for the washroom area. This request will be forwarded to the Rosy Rhubarb Committee.
THAT Report CAO 2019-10, Rosy Rhubarb Proposal to Install Electrical Service for Trailers at the Keystone Complex be received as information;

AND THAT Council grant permission to Rosy Rhubarb to complete the installation of Electrical Service for trailers on the Keystone property.

CARRIED

PLANNING:

7:15 p.m. Draft Plan of Subdivision and Zoning By-law Amendment – Pountney/1873828 Ontario Limited – 10117 Talbotville Gore Road


THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider a Plan of Subdivision and an application to amend the zoning on a property owned by John and Susan Pountney/1873828 Ontario Limited.

CARRIED

Planner Heather James presented her report to Council. It was noted that there was a change to the draft plan of subdivision, indicating that Street B, which extended to an adjacent property will now loop and connect to Street A.

S. Pountney asked if the driveway will be used as construction access and if there is any intention of taking trees down.

R. Dyskstra responded that the lane will be used as a construction access and there is no intention of taking the trees down at this point. The houses will be the same as Phase 1 but smaller at the north end of the development.

T. Gill questioned if the stormwater was done in Phase 1.

J. Robbins questioned what will be done to control the dust.

S. Pountney questioned if there any changes to the size of the lots on the plan. R. Dykstra responded that the lots are 15m.

S. Pountney questioned Lot 2. R. Dykstra responded that Lot 2 is a wider lot. It should be 75m. Street A, block 70 is a future road.

R. Deleeuw questioned the sidewalks. R. Dykstra pointed out the red line on the map, which are the sidewalks which will go down the east side.

K. Usher commented that she appreciated the correspondence and she also wanted to know if there were plans for green space. She also express concerns about the construction process. It was reported that the developer has paid into the parkland in lieu fund for a new park in Talbotville and Council noted the concerns for disruption for construction.
J. Robbins questioned the green space fee and wondered if there is anything in place for green space around the stormwater management pond. R. Dykstra responded that the developer is still proposing some ideas.

J. Bedek commented that there will be 100 families and that these needs should be satisfied. He suggested a hiking trail to link up the two subdivisions and maybe a trail around phase 2. He also mentioned that barrier fences around construction areas are required. R. Dykstra responded that CN Rail is working with the municipality and that maybe both developers may be interested in that.

M. White wanted to know what the vision for multi-family residences in the subdivision. R. Dykstra responded maybe row townhouses, a mixture of uses with no set plans. It would have to be something that would be complimentary to the houses that are there. The houses would be in the higher end.

T. Gill commented that maybe Council should look into building more affordable houses. Mr. Gill also questioned if we can put roads under the hydro easement.

J. Roy requested a privacy fence along the 10 neighbouring properties that abut his property. He also commented that he would like to see a drainage clause in the agreement and commented there was no dust control done in Phase 1. He would also like to see a schedule of work that is going to be done. CAO/Clerk Lisa Higgs responded that the privacy fence can be included as a condition to impose on this draft plan of subdivision, if this is Council’s direction. Dust control and working hours can also be a part of the agreement.

T. Gill requested a fence between his property and the subdivision.

B. Awwad commented that there are a lot of house on one street. Why change it when there was a road there already.

J. Roy questioned what side the sidewalks are going on Talbotville Gore. R. Dykstra responded on the east side. This was decided by Dillon Consulting and staff. J. Bedek responded that there would be some costs savings if they were moved to the west side.

R. Fisher commented that the date on the notice and the date on the on the updated plan of subdivision was the same date. A new notice should have been sent out.

2019-016  Councillor North – Deputy Mayor Monteith  Draft Plan of Subdivision 34T -SO1803

THAT Council of the Township of Southwold recommend APPROVAL to the County of Elgin Approval Authority for the proposed Draft Plan of Subdivision 34T-SO1803 with the following Township conditions;

1) That the owner enters into a subdivision agreement, pursuant to the authority of Section 51 (26) of the Planning Act R.S.O 1990, as amended, with the Township of Southwold wherein the owner agrees to satisfy all the requirements, financial and otherwise, of the Township respecting the conditions of approval set out herein, and the laying out and development of the site, the installation of facilities and services including roads, sanitary sewage collection systems, water distribution

Minutes of Council – January 14, 2019  Page 4 of 9
system, utilities, sanitary sewers and landscaping required for the
development of the lands within the Plan;

2) That the agreement between the owner and the Township be registered
against the lands to which it applies once the description has been
registered;

3) That the streets shall be named, and new homes addressed to the
satisfaction of the Township;

4) That the owner shall provide easements as may be required for utility,
servicing, or drainage purposes in a form satisfactory to the Township or
utility;

5) That the Agreement between the Owner and Township shall contain
provisions requiring:
   a) The development shall be serviced with a piped municipal water
      supply and municipal sewage services at the developer’s expense; and,
   b) That the Owner obtain an Environmental Compliance Approval from
      the Ministry of the Environment, Conservation and Parks for storm water
      management prior to any development requiring a building permit. The
      subdivision agreement between the Owner and the Township shall
      contain provisions regarding the development, implementation,
      installation and maintenance of the storm water management facilities;

6) That a lot grading plan for all blocks has been prepared and approved by
the Township; and,

7) That prior to final approval, the Approval Authority is to be advised by the
Township that this proposed draft plan of subdivision conforms to the
Zoning By-Law as amended;

8) That council investigate shared fencing and consider this as part of the
subdivision agreement

CARRIED

2019-017 Councillor Pennings – Deputy Mayor Monteith

THAT the public meeting to consider a Plan of Subdivision and an application to
amend the zoning on a property owned by John and Susan Pountney/1873828
Ontario Limited ends at 8:30 p.m.

DELEGATION:

8:30 p.m. – 8:45 p.m. Valerie Cron – Communities in Bloom Committee
Ms. Cron thanked Council for their support. She outlined the Communities in Bloom Committee
achievements in 2018. Ms. Cron noted that there was a challenge with the flags last year. The
CIB Committee has reached out to another flag provider and are proposing a change in the
location of the flags. The Committee is also seeking support from Council to request funding from Green Lane Community Trust Fund.

**STAFF DIRECTION**
Staff was directed by Council to include the request from the Communities in Bloom as part of the 2019 budget deliberations.

**PLANNING:**

2019-018  **Councillor Emons – Councillor Pennings**  
Con App E101/18  
Ostrander C/O Gunn & Associates

**THAT**  the Council of the Township of Southwold recommend approval to the County of Elgin Land Division Committee of the proposed severance application file no. E 101/18, subject to the following conditions:

i) That a septic system assessment be conducted on the proposed severed and retained parcels to ensure the existing privately owned and operated septic systems are in good working order;

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

iii) That two copies of the registered surveys have been provided to the Township; and,

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

**CARRIED**

**Cannabis in Southwold**
CAO/Clerk Lisa Higgs provided a report on the federal and provincial legislation changes and the legal framework for cannabis in municipalities. Council discussed the requirements for changes to the various Planning apparatus (zoning, OP amendments) required and the implications of opting-in vs. opting out of retail cannabis.

2019-019  **Deputy Mayor Monteith – Councillor Emons**  
Recreational Cannabis Retail Storefronts

**THAT** Report CAO 2019-09 re Cannabis Licence Act, 2018 be received for information;

**AND THAT** Council of the Corporation of the Township of Southwold opt-out of permitting private recreational cannabis retail storefronts in the Township of Southwold.

**CARRIED**

2019-020  **Councillor Pennings – Councillor Emons**  
Cannabis Zoning

**THAT** staff be directed to bring forward a Zoning By-law Amendment to define the terms “Cannabis Cultivation Facility”, “Cannabis Processing Facility”, “Standard-cultivation of Cannabis” and “Microcultivation of Cannabis” and any
additional terms and conditions as required for Council consideration in order to permit the use in certain zones;

**AND THAT** staff be directed to bring forward a Zoning By-law Amendment to:
- permit commercial cannabis cultivation in Agricultural Zones (A1 & A3 zones);
- permit commercial cannabis processing in Commercial Industrial Zones (CM1 zone)

CARRIED

**MTO Security and Privacy at Municipal Office**
CAO/Clerk Lisa Higgs provided a report on MTO security requirements and proposed changes to municipal office security requirements.

**2019-021 Deputy Mayor Monteith – Councillor Emons**

**THAT** Council defer the report on MTO Security and Privacy at Municipal Office until for information can be obtained the costs to put locks on office doors and if this will satisfy MTO’s security request.

CARRIED

**Terms of Reference – Southwold Young at Heart Committee**
CAO/Clerk Lisa Higgs reported that these terms were brought forward from the new Southwold Young at Heart Committee. It was also reported that this group was not successful at obtaining at grant but are still willing to meet monthly and bring events to the Township.

**2019-022 Deputy Mayor Monteith – Councillor Pennings**

**THAT** Council receives the Southwold Young at Heart Committee Terms of Reference as Information;

**AND THAT** Council provides approval to the Terms of Reference.

CARRIED

**CORRESPONDENCE:**

Council reviewed the Drinking Water Quality Management System Operational Plan (Lynhurst Area) which includes the Drinking Water Quality Management System Policy. CAO/Clerk Lisa Higgs reported that there were small changes made to update new board members. This plan is required to be reviewed by Council.

**2019-023 Councillor Emons – Councillor Pennings**

**THAT** Council of the Township of Southwold approves the Drinking Water Quality Management System Operational Plan for the Township of Southwold Water Distribution System (Lynhurst Area)

**AND THAT** the CAO/Clerk endorses the plan on behalf of Council.

CARRIED
CAO/Clerk Lisa Higgs reported that she was notified of the deficiencies and the operators were updated. Mike Taylor from OCWA will speak to Council about this report when he comes to present the 4th quarter report.

**2019-024 Deputy Mayor Monteith – Councillor Emons**

THAT Council of the Township of Southwold accepts the Drinking Water Inspection Report conducted on October 17, 2018.

CARRIED

**BY-LAWS:**

**2019-025 Deputy Mayor Monteith – Councillor Pennings**

THAT By-law Nos. 2019-01, 2019-02 and 2019-03 be taken collectively

CARRIED

**2019-026 Councillor Emons – Deputy Mayor Monteith**

THAT By-law Nos. 2019-01, 2019-02, and 2019-03 be read a first and second time.

CARRIED

**2019-027 Deputy Mayor Monteith – Councillor Pennings**

THAT By-law Nos. 2019-01, 2019-02 and 2019-03 be read a third time and finally passed.

CARRIED

**OTHER BUSINESS:**

**2019-028 Councillor Pennings – Deputy Mayor Monteith**

THAT Council receive and file the items under other business on the agenda.

CARRIED

**CLOSED SESSION:**

**2019-029 Councillor Pennings – Deputy Mayor Monteith**

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **9:37 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters:

- Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239 (2) (b)) (2 items) – Public Works Replacement and Fire Personnel.
- 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)) – Talbotville Development

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

AJOURNMENT:

2019-030 Councillor Pennings – Deputy Mayor Monteith

THAT Council for the Township of Southwold adjourns this Inaugural meeting of
Council at 10:55 p.m.

CARRIED

____________________________  ______________________________
Clerk                  Mayor
Lisa Higgs              Grant Jones
Family Day Committee Meeting Minutes  
December 12th, 2018

Wednesday December 12th, 2018  
Fingal Township Office  
7:00pm

Attendance: Michelle Lackey, Debbie Logghe, Jim Carder, Councillor Peter North, Mayor Grant Jones, Karen Olmstead, Jade Rodgers, Jane Cox (Southwold Community Policing), Darlene Wadsworth, Abi North, Brian Rieger, Lizeanne Kerkvliet, Councillor Justin Pennings, June McLarty, Administrative Assistant

Regrets: John Coleman, Lisa Streib, Keith Orchard, Adrian Neil, Dan Logghe, Lisa Higgs CAO/Clerk

1.0 Call Meeting to Order and Welcome  
Mayor Grant Jones called the meeting to order at 7:00 pm and welcomed all committee members. Mayor Jones advised the Committee that he is no longer as member but he said he would still like to help out that day. He welcomed new committee member Councillor Justin Pennings.

2.0 Approval of the Agenda  
Resolution No. 1  
Moved by: Karen Olmstead  
Seconded by: Jane Cox
RESOLVED that the agenda for the December 12th, 2018 Meeting be approved.

DISPOSITION: Motion Carried

There were no additions made to the agenda.

3.0 Approval of the Minutes of November 14th, 2018 Meeting  
Resolution No. 2  
Moved by: Abi North  
Seconded by: Jim Carder
RESOLVED that the minutes for the November 14th, 2018 Meeting be approved.

DISPOSITION: Motion Carried

4.0 Election of Chair  
Deb Logghe nominated Lizeanne Kerkvliet as chairperson. The nomination was seconded by Karen Olmstead. Mayor Jones asked for any other nominations. Non-
were received. Lizeanne Kerkvliet was elected Chairperson of the Family Day Committee. Jim Carder nominated Peter North as vice chair. The nomination was seconded by Deb Logghe.

Donna VanBeers from Shedden Scouts has requested that her name be added to the email contact list. The Scouts are willing to participate but Wednesday nights are their meeting nights.

5.0 Initial Planning for 2019

5.1 2019 Event Budget
- The Committee reviewed the budget. D. Logghe requested that $400 be used for cookies as that was the actual cost of the cookies in 2018. The Committee will leave the food and supplies at $1200 but it was noted that this amount does not include the money for the midnight lunch. P. North will sponsor the midnight meal. The Committee also decided to keep the cost of $125 for wood chips as they may be needed for 2019.

5.2 2019 Event Activities – Confirmed and Organized
- Ball Hockey/Ice Hockey
  - Rob Monteith donated the large square bales of hay. He will need to be contacted for 2019. A. North will develop a schedule for hockey and skating and post it to social media.
  - It will be noted on the Schedule of Events – weather permitting.
- Hay Rides/People Mover – Richard Andrews
  - The people mover has been confirmed for 2019.
- Obstacle Course
  - J. Rogers will organize an obstacle course of snow activities.
- Fireworks
  - The snow will need to be removed off for the cement pads for the fireworks.

5.3 2019 Event Activities – Updates Required
- Music
  - A. North reported that all bands are confirmed. It was suggested that when the bands are not playing other music should be played. A. North will send out an email for setting up and taking down times. All musical acts are to provide a sound check.
- Bonfire
  - M. Lackey reported that the Collards will provide the straw bales for the bonfire again in 2019.
  - J. McLarty will contact the Public Works Department about wood and wood chips.
  - It was suggested that maybe some marshmallows and hot dogs be set aside to be cooked over the open fire. B. Rieger has some sticks that can be used to cook the marshmallows and hot dogs.
- Colouring and Crafts
  o The Scouts are willing to participate in 2019 and will come up with some indoor events.
  o Rosy Rhubarb will provide large sheets of paper that can be used for colouring. In the event of no snow, snowmen can be drawn on the paper and they can be judged.
- Opening Ceremonies
  o New Warden Duncan McPhail will be added to the list of invitees.
  o It was suggested that Mayor Jones be the MC.
- Mini Tractors
  o B. Rieger will provide the mini peddle tractors to used, if needed.
- Skillet Toss
  o It was suggested that the area service clubs be asked to participate in the skillet toss.
  o A follow up with the Shedden Agricultural Society is needed.
- Pancake Supper/Chili/Mac and Cheese Cook-Off
  o Due to the SW Public Health regulations, unless you use an inspected kitchen, you will not be able to participate in a chili cook-off. It was suggested that in order to feed 400 people chili/mac and cheese we will need 8 -10 groups to make approximately 50 servings. A. North and J. Rogers will contact local restaurants to see if they are interested in participating in a chili/mac and cheese cook-off. J. Cox will contact the Lawrence Station Hall group to see if they maybe interested in supplying food for 200 people. It needs to be known by January 15 if it will be a cook-off or a dinner.
- Photo Booth/Jenga
  o The photo booth and Jenga have been booked. It is scheduled from 2:00 p.m. -4:00 p.m. The Committee agreed that the photos will be post card size and with a winterfest themed background. A consent form for photos will also need to be provided.
- Mascot Update

Resolution No. 3 Moved by: Peter North
  Seconded by: Abi North

RESOLVED that the snowman costume be rented at a cost of $50 plus a $100 deposit.

DISPOSITION: Motion Carried

5.4 Media and Advertising Plan
  5.4.1 Promotional Video & Social Media
  o A. North will update the video and social media with the new date and events. She will also update the sponsors. Mike from Country Grocery will be included in the list of sponsors.
  5.4.2 MyFM on Scene
  o Deferred to the next meeting.
5.4.3 **Press Releases**
- Lisa will do the Press releases.

5.4.4 **School Invitation, Flyer & Contest**
- M. Lackey will deliver the flyers to the schools.
- A list of area schools needs to be provided.
- There will be no contest in 2019.

5.4.5 **Banner**
- The banner will be put up around the Township.

5.5 **Other Business**

5.5.1 **Snowman.**
- J. Cox will contact Gary Clinton about getting a snowman made out of wrapped bales. This snowman will be put up at the Keystone Complex

**Adjournment and Next Meeting**
The Next Meeting was Scheduled for January 16th, 2019 at 7:00 pm.

Resolution No. 4  Moved by: Jane Cox  
Seconded by: Darlene Wadsworth

RESOLVED that the Committee adjourn at 8:50 pm to reconvene on January 16th, 2019 at 7:00 pm.

DISPOSITION: Motion Carried
In Attendance:  Sarah Emons, Councillor/Chair
Robert Monteith, Deputy Mayor/Co Chair
Ron Carmichael
Jim Carder
Lindsay Lackey
Michelle Lackey, Complex Manager
Shirley Longhurst
Lori Redman, Resource

Call to Order 7:31 pm January 10th, 2019

Sign-in sheet circulated.

Introductions

APPROVAL OF AGENDA

2019-01 Ron Carmichael – Jim Carder

THAT the agenda for January 10th, 2019 meeting be approved.  

(carried)

Election of New Chair and Vice Chair

Councillor Sarah Emons was nominated for the position of Chair by Deputy Mayor Robert Monteith. No other nominees for the position of Chair were put forward – Councillor Sarah Emons was named Chair for the Keystone Committee and accepted the position.

Resolution of Committee:

Moved by: Rob Monteith, Deputy Mayor
Seconded by: Shirley Longhurst

THAT Councillor Sarah Emons has been elected to the position of Chair for the Keystone Committee.  

(carried)

Deputy Mayor, Rob Monteith was nominated for the position of Vice Chair by Jim Carder. No other nominees for the position of Vice Chair were put forward – Deputy Mayor, Rob Monteith was named Vice Chair for the Keystone Committee and accepted the position.

Resolution of Committee:

Moved by: Jim Carder
Seconded by: Rob Monteith, Deputy Mayor

THAT Deputy Mayor Rob Monteith has been elected to the position of Vice Chair for the Keystone Committee.
Approval of Minutes – September 13th, 2018

2019-02 Lindsay Lackey – Ron Carmichael

THAT the minutes of the meeting of the Keystone Complex Board be accepted.

(carried)

BUSINESS ARISING FROM PREVIOUS MINUTES – September 13th, 2018

Michelle Lackey is waiting for the bar counter to be installed.

OUTSTANDING BUSINESS ARISING FROM PREVIOUS MINUTES – September 13th, 2018

No outstanding business.

ORGANIZATION REPORTS

Shedden Agricultural Society – Shirley Longhurst

- The general meeting will be held January 19th, 2019 at 1:30pm.
- Shirley Longhurst would like to see the Bronze plaque hung in the inside of the Keystone Complex as there have been problems with plaques being stolen. Lori will talk to Chief Building Official, Corey Pemberton to have plaque hung.
- Deputy Mayor, Rob Monteith spoke to Chris at the Policing Committee, they would like to have the students at Southwold Public School, participate in a poster contest for the up coming Shedden Fair. The Policing Committee is offering 1st, 2nd and 3rd place prizes for each grade starting at Grade 1 thru to Grade 8. The 1st place prize will be $20.00, 2nd place prize $15.00, and 3rd place prize will be $10.00.

Tractor Pullers Association – No Rep

Rosy Rhubarb – Ron Carmichael

- Rosy will be suppling Chili and cookies for the Winterfest event on February 9th, 2019.
- Rosy Rhubarb committee will be putting stone chips down on the walk way around the complex this spring.
- Ron would like to see electricity at the cement pad upgraded. This should be a budgetary item.
- Rosy Rhubarb will be getting a new mascot costume for 2019 and are hoping to finalize new musical entertainment for the June 8th & 9th weekend.
- High end cars will be a feature this year at the festival on Saturday June 8th, 2019.

Adult Soccer/Youth Soccer – Michelle Lackey/Lyndsay Lackey

- General meeting for Shedden soccer will be held in January. The start date and scheduling will be discussed than. Registration will begin the weekend of Winterfest. Lindsay will be posing registration ads on Shedden Soccer’s Facebook page.
- Shedden Soccer will be bartending at Winterfest on February 9th, 2019.
Fingal, Shedden & District Optimist – Jim Carder

- Halloween Party held October 26th, 2018 for ages 10 and under was successful.
- The Optimist ran the bar on November 15th, 2018 for volunteer recognition night.
- Santa Claus Parade held December 2nd, 2018 had a large turn out. 75 Christmas Trees were sold during the parade.
- The Optimist will provide fireworks at Winterfest on February 9th, 2019.
- Members of the Optimist will be running the bar for the upcoming Trivia Night hosted by the Policing Committee in April of 2019.
- The Optimist club was approached by Kim Gough, to help sponsor a “Fun Run” in Fingal at the Wildlife Management Area. They would like to coordinate the morning run with Canada Day celebrations being held June 30th, 2019. Jim would like to see the event take place as it has potential to be an annual event. The run would be open to all ages and all levels of runners. Different distances will be offered.

Shedden Ball – No Representation

Complex Manager Report – Michelle Lackey

- The Keystone Complex was booked every weekend in December and through to January, with Christmas parties and other events. VON has booked the 2nd Tuesday of every month running through to June 2019 for Seniors Luncheon. Eastern Star has booked for 2019 as well.
- February 9th, 2019 is the date for the Winterfest. Looking for free indoor/outdoor activities and volunteers.

New Business

- January 4th, 2019, a vehicle attempted to drive across the green space at the complex and required the use of the Township of Southold’s backhoe to be removed. Michelle would like to see the area repaired in early spring to prevent ruts on the soccer fields. Lori Redman will follow up with CAO, Lisa Higgs, and Road Superintendent, Scott Woolley.

Date of next meeting: May 9th, 2019 @ 7:30 pm at the Keystone Complex.

2019-03

Jim Carder – Lindsay Lackey

That this meeting is hereby adjourned at 8:11pm (carried)

____________________________                                 ____________________________
Chair, Councillor Sarah Emons                                    Resource, Lori Redman
- M I N U T E S -

January 15, 2019
@ 7:00pm
Council Chambers, Fingal

Attendees:  Councillor North (Chair) elected
            Councillor Pennings (Vice Chair) elected
            Janice Fisher (Talbotville Minor Ball)
            Michelle Lackey (Shedden Soccer, Adult)
            Lynda Wray (Talbotville Soccer)
            Steve Bushell (Shedden Soccer, Youth)
            Brad Streib (Talbotville Men’s Ball)
            Carl Jones (Fingal Men’s Ball)
            Jeff Wilcox (Parks & Recreation, Township of Southwold)
            Lori Redman (Resource)

Regrets:    Krista Ferguson
            Matt Carder

1. Meeting called to order at 7:05pm

2. **Approval of Agenda – January 15th, 2019.**

   Resolution of Committee:

   Moved by:  Michelle Lackey
   Seconded by: Brad Streib

   **That** the agenda for the January 15, 2019 Parks Committee be approved.

3. **Election of New Chair and Vice Chair**

   Councillor Peter North was nominated for the position of Chair by committee member Steve Bushell, no other nominees for the position of Chair were put forward – Councillor North was named Chair for the Parks Committee and accepted the position.
Resolution of Committee:

Moved by: Steve Bushell  
Seconded by: Janice Fisher

THAT Councillor Peter North has been elected to the position of Chair for the Parks Committee.

carried

Councillor Justin Pennings was nominated for the position of Vice Chair by committee member Councillor Peter North, no other nominees for the position of Vice Chair were put forward – Councillor Pennings was named Vice Chair for the Parks Committee and accepted the position.

Resolution of Committee:

Moved by: Councillor Peter North  
Seconded by: Brad Streib

THAT Councillor Justin Pennings has been elected to the position of Vice Chair for the Parks Committee.

carried

4. Introductions

New member, Councillor Justin Pennings was introduced to members of the Committee.

5. Adoption of Minutes – September 18th, 2018

Resolution of Committee:

Moved by: Steve Bushell  
Seconded by: Brad Streib

THAT the minutes of the Parks Committee of September 18th, 2018 meeting are hereby approved.

carried

6. Business Arising from Minutes March 28th, 2018

Janice Fisher would like to see the residents of Southwold participate in an online survey which would cover the needs and uses for the Parks in Southwold. An interactive online survey would allow Council to make more informed decisions. Janice Fisher would like to see the results of the October 11th, 2018 public meeting for parks be posted online for all residents to view. Lori Redman will speak to CAO, Lisa Higgs.
7. **Reports:**

a) **Fingal Ball Committee**

Year end Tournament was well attended. The bases that are currently in use at the ball park are in poor repair, Jeff Wilcox suggested that the bases be replaced as they pose a safety issue. Currently there are 3 men’s teams playing out of the Fingal park.

b) **Shedden Ball Committee**

No ball being played in Shedden. Michelle Lackey stated to members of the committee that the Shedden diamond may need to be repaired if the Talbotville ball diamond is closed due to construction. Councillor Peter North will take this to Council for consideration.

c) **Talbotville Men’s Ball Committee**

Nothing to report.

d) **Talbotville Youth Minor Ball Committee**

Six teams are playing in Talbotville, 1 team is playing in St Thomas, and 1 team is playing in Fingal. Talbotville minor ball rep wants a commitment from Council that the Talbotville ball diamond not be moved until the new diamonds are completed. Janice Fisher wants the committee to have a member of the women’s slo pitch teams represented at the Parks meetings. No representative has been put forward to date.

e) **Talbotville Youth Soccer**

Registration for youth soccer is being held Saturday January 19th, 2019 at the Talbotville Church. The storage building door has been badly damaged and has been temporarily secured with tie wraps. Councillor North requested that CBO Corey Pemberton go out to assess the damage to the building.

f) **Talbotville Men’s Soccer** - No Rep.

g) **Shedden Youth Soccer / Adult Soccer**

Michelle Lackey would like to sit down with CAO, Lisa Higgs to go over the wording in the grass cutting tender to ensure all the needs of Shedden Soccer are met. As mentioned in the previous minutes, it was decided by Council that the elevation for the new Shedden park green space will be 0.75. Registration is being held February 9th, 2019 during the Winterfest event. 2018 registration had 230 youth, and 240 adults using the soccer fields.

On January 4th, 2019 a sanitation truck tried to unsuccessfully cross the soccer fields to move the porta potty. Southwold Public Works department were needed to pull the truck out with the backhoe. The damage to the field needs to be repaired immediately. Steve Bushell estimated that at least 3 yards of top soil will need to be brought in to fill the ruts. In addition, the Shedden fair held in August also left several damaged areas that will also require top soil. The minor damage can be held off until spring however the deeper ruts need to be addressed immediately.
The new septic bed lids need to be clearly marked so pedestrians and motorized vehicle do not walk or drive over them. The current contractor cutting the grass has hit the covers and left chips along the edges. Brad Streib suggested bollards be placed on either side of the septic covers.

The trench dug for the Shedden Library has settled and needs to be topped up to prevent tripping hazard.

Shedden Soccer would like to see Phase I of the Shedden Green Space include required ground work, seeding of the fields, hydro and water services made available, and washroom facilities built that can be added onto in future. Fencing will also be needed for safety and the prevention of motorized vehicle driving on the green space. Phase II to be discussed later.

h) Fingal Heritage Park

Ross Burgar was unable to attend the meeting as he is away on holidays. He emailed the heritage committee plans for 2019 to be read by Councillor Peter North. The following is an itemized list;

- Removal of baseball backstop.
- Cleanup of garbage and overgrown weeds along fends adjacent to Bell Canada property.
- Porta Potty concrete pad and privacy enclosure.
- Enlarged parking lot.
- Shade structure for children’s play area.
- First interpretive signage to celebrate local heritage.
- First tree planting.

Committee reviewed the upcoming plans for the heritage park and feel that the backstop should remain at it is part of Fingal heritage. Jeff Wilcox will make sure the area along the Bell Canada property is addressed in the spring.

6. Review Progress Reports from Council – Councillor Peter North

Councillor Peter North spoke to the committee on the current funding that is secured for the Heritage Park, as well as the other Parks and Recreation project items that had been addressed in the budget. A new mower 84” and 60” as well as a trailer are being purchased for parks use. Fingal Ball park will be receiving new fencing for dugouts. Shedden Soccer Fields Phase 1 is awaiting funding, and Talbotville park is not yet completed.

Peter North asked Talbotville Minor Ball, and Talbotville Soccer representatives if they had been approached to fundraise for the Talbotville park and if they would be willing to participate in fund raising.

Janice Fisher and Lynda Wray both agreed that they had not been approached to fund raise. Talbotville Minor ball would like to see a draft plan and the cost of the park to get a better understanding of how much money they would be asked to fund raise before they commit.

Shedden Soccer would like to see Phase I of the Shedden Green Space include required ground work, seeding of the fields, hydro and water services made available, and washroom facilities built that can be added onto in future. Fencing will also be needed for safety and the prevention of motorized vehicle driving on the green space. Phase II to be discussed later.

T:\ADM ASSISTANT\Committees\Parks Committees\2019\Minutes - Parks Committee -January 15, 2019.doc
Currently there is not a Talbotville outdoor rink representative. Janice Fisher spoke to Dave Arnette and was given the following information to pass on to the committee. The rink has been built and water added by the Talbotville fire department. Councillor North advised the committee that adding members needs to be brought before Council and approved. As mentioned at earlier meetings, a representative for the Talbotville outdoor rink and Ferndale park have not been brought forward to the committee to take to council.

7. **Next Meeting:**

**Tuesday, March 26**th, **2019** Council Chambers.

Moved by: Steve Bushell  
Seconded by: Carl Jones

**THAT** this meeting of the Parks Committee be adjourned at 7:58 pm.  

[Signature]

Councillor Peter North, Chair  
Vice Chair, Councillor Justin Pennings
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

DELEGATION REQUEST FORM

This Delegation Request Form, and any written submissions or background information for consideration by either Council or Committees of Council must be submitted to the Clerk’s office by the following deadline:

12:00 NOON ON THE WEDNESDAY PRIOR TO THE REQUESTED MEETING DATE

COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE: Jan 30, 2019

SUBJECT: Deplorable road condition / Conversion to tar + chip from gravel oneida Rd / Stafford Line.

NAME OF SPOKESPERSON: Stephanie Johnson

NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):

__________________________________________________________________________

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

Same as Subject

__________________________________________________________________________

PLEASE COMPLETE THE FOLLOWING:

Have you been in contact with Municipal Staff or a Council Member regarding your matter of interest? Yes [x] No

IF YES, WITH WHOM? Lisa Higgs DATE: Nov 26 118

I acknowledge that the Municipal Procedural By-law permits ten (10) minutes for Delegations.
INFORMATION ON THIS PAGE OF THE FORM WILL BE PRINTED ON A PUBLIC AGENDA

The Clerk's office will confirm your Delegation by telephone and/or e-mail after receiving this form. Due consideration will be given to your request. Accommodating your request for a certain meeting date and time will depend on the length of the agenda in question. You will be advised of the earliest possible date when your delegation may be heard by Council.

CONTACT INFORMATION:

NAME: Stephanie Johnson

ADDRESS: 10590 Oneida Rd

Street Address

Shuben

Town/City

NOLOEO

Postal Code

PHONE: 519-495-8422

FAX: 

E-MAIL: steph+9@hotmail.com

WEBSITE: 

DO YOU REQUIRE ANY ACCESSIBILITY ACCOMMODATION? YES ☐ NO ☐

IF YES, WHAT DO YOU REQUIRE? 


Should you require assistance completing this form, please contact the Municipal Office at (519) 769-2010.

Personal information on this form is collected under the legal authority of the Municipal Act, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public, pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, Chapter M.56. Questions about this collection should be directed to the Municipal Clerk, Township of Southwold, 35663 Fingal Line, Fingal ON N0L 1K0, Telephone (519) 769-2010.

Please review the attached information regarding your Delegation Request and the Township of Southwold's Procedural By-law.
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

DELEGATION REQUEST FORM

This Delegation Request Form, and any written submissions or background information for consideration by either Council or Committees of Council must be submitted to the Clerk's office by the following deadline:

12:00 NOON ON THE WEDNESDAY PRIOR TO THE REQUESTED MEETING DATE

COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE: ____________________________

SUBJECT: Road maintenance / Condition of Lawrence Road

NAME OF SPOKESPERSON: Lorne / Steve Kope

NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):

________________________________________

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

Prepare that a tar and chip surface replace existing sand/mud road between Third Line and Second Line. Issue is severe, poor condition of the road and most times impassable by school bus, cars, trucks, etc.

PLEASE COMPLETE THE FOLLOWING:

Have you been in contact with Municipal Staff or a Council Member regarding your matter of interest? Yes ☐ No ☐

IF YES, WITH WHOM? Lisa Higgs DATE: December 2018

I also sent copies & pics to all council members

☑️ I acknowledge that the Municipal Procedural By-law permits ten (10) minutes for Delegations.
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CONTACT INFORMATION:

NAME: Lonie / Steve Kope

ADDRESS: 3446 E Second Line, Foca Station, N0L 1P0

PHONE: 519-764-9864

E-MAIL: l.kope@hotmail.com

DO YOU REQUIRE ANY ACCESSIBILITY ACCOMMODATION? YES ☐ NO ☑

IF YES, WHAT DO YOU REQUIRE?

Should you require assistance completing this form, please contact the Municipal Office at (519) 769-2010.

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THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

DELEGATION REQUEST FORM

This Delegation Request Form, and any written submissions or background information for consideration by either Council or Committees of Council must be submitted to the Clerk's office by the following deadline:

12:00 NOON ON THE WEDNESDAY PRIOR TO THE REQUESTED MEETING DATE

COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE: ______________

SUBJECT: Dangerous road structure for a hidden driveway + poor road condition on Second Line

NAME OF SPOKESPERSON: Steve/Lorrie Kope

NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):

BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:

Our laneway at 34460 Second Line is hidden from view in both east/west directions due to the hill/grade. Traffic is travelling too fast and this makes for a dangerous safety issue when exiting or entering our laneway. High speeds combined with poor road conditions have already led to multiple collisions with guard rails.

PLEASE COMPLETE THE FOLLOWING:

Have you been in contact with Municipal Staff or a Council Member regarding your matter of interest? Yes ☐ No ☐

IF YES, WITH WHOM? Lisa Higgs DATE: December 2018

☑️ I acknowledge that the Municipal Procedural By-law permits ten (10) minutes for Delegations.
INFORMATION ON THIS PAGE OF THE FORM WILL BE PRINTED
ON A PUBLIC AGENDA

The Clerk’s office will confirm your Delegation by telephone and/or e-mail after receiving this form. Due consideration will be given to your request. Accommodating your request for a certain meeting date and time will depend on the length of the agenda in question. You will be advised of the earliest possible date when your delegation may be heard by Council.

CONTACT INFORMATION:

NAME:

ADDRESS:

34466 Second Line

Street Address

Fonthill Station

Town/City

N0L 1P0

Postal Code

PHONE: 519-764-9864

FAX: ________________

E-MAIL: kope@hotmail.com

WEBSITE: ________________

DO YOU REQUIRE ANY ACCESSIBILITY ACCOMMODATION? YES ☐ NO ☐

IF YES, WHAT DO YOU REQUIRE?

____________________________

____________________________

____________________________

Should you require assistance completing this form, please contact the Municipal Office at (519) 769-2010.

Personal information on this form is collected under the legal authority of the Municipal Act, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public, pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, Chapter M.56. Questions about this collection should be directed to the Municipal Clerk, Township of Southwold, 35663 Fingal Line, Fingal ON N0L 1K0, Telephone (519) 769-2010.

Please review the attached information regarding your Delegation Request and the Township of Southwold’s Procedural By-law.
January 16, 2019
Re: Drainage Re-apportionment Request

Reapportionment of the assessment for municipal drains is a condition of approval for application for Consent number E76/18. The property that is being severed is roll# 34-24-000-008-14800 in the Township of Southwold known locally as 36466 Scotch Line, Part Lots 7, 8, 9 & 10 Concession 3rd Range NLR. You are severing a lot 61.7 acre in size proposed to create one new lot for agricultural purposes. The retained land is 243.5 acres containing one house and one barn/and one garage. Section 65(2) of the Drainage Act, R.S.O. 1990, Chapter D.17 allows the owners of land to mutually agree on how to share assessments on the subdivision of land.

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

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

1) Harding Drain 2015, November 18, 2015, 2014, By Spriet Associates Ltd, By-Law 2016-05
2) J.T. Lethbridge Drain, Sept. 29, 1949, By Wm. D. Colby, By-Law 1190

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 forms and return them to my attention at the Township of Southwold. Once Council sets the apportionment 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

And that all assessments to the

3) Harding Drain 2015, November 18, 2015, 2014, By Spriet Associates Ltd, By-Law
   2016-05
4) J.T. Lethbridge Drain, Sept. 29, 1949, By Wm. D. Colby, By-Law 1190
remains with the retained farmlands

I(we) having authority to bind the
Corporation Goodhue Holdings Ltd., which is the owner of the lands described in
Consent Application E76/18, Part Lots 7, 8, 9 & 10 Concession 3rd Range
NLR. Township of Southwold roll# 34-24-000-008-14800 in the Township of
Southwold known locally as 36466 Scotch Line, 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

JAME W. GOODHUE Name (please print)  
                Signature  Jan 17, 2019  Date

MARTHA GOODHUE Name (please print)  
                Signature  Jan 17, 2019  Date

Consent number E76/18
DATE: January 30th, 2019

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2019-27

SUBJECT MATTER: Filing of the Engineer’s Report for the Turville Drain No. 2 2018

Recommendation:

That Council proceeds with the Turville Drain No. 2 2018 Drainage works and it instruct the Clerk to send notice as required under Section 41(1) of the Drainage Act of its intention to proceed. The meeting to Consider the Report of Turville Drain No. 2 2018 will be held February 11th 2019 at 7:15pm in Township of Southwold Council Chambers

Purpose:

The purpose of this report is to seek Council authorization to proceed with the Consideration meeting for the Turville Drain No. 2 2018.

Background/Comment:

On January 24th, 2019 the Engineer, Mike Devos of Spriet Associates filed his report for the Turville Drain No. 2 2018 with the Clerk of the Township of Southwold.

The Turville Drain No. 2 2018 is a drainage report initiated under Section 4 of the Drainage Act. The proposed works will serve parts of Lots 15 and 16, Concessions Range 1 and 2 S.U.R in the Township of Southwold. The Total watershed contains approximately 14.4 Ha.

The Drainage Report has been circulated to Council with the agenda package for you to review prior to this Council meeting. The report explains in detail the history of the drain, the existing conditions and the recommendations of the Engineer for the reconstruction of this drain.

If Council wishes to proceed with this report it could be considered at the regular meeting of Southwold Council February 11th 2019 at 7:15pm.

Financial Implication:

There are no Township roads assessed on the Drain. County Road 20 (Union Road) is assessed on the drain.

Approved by: Lisa Higgs, CAO/Clerk
TURVILLE DRAIN NO.2 2018

Township of Southwold
TURVILLE DRAIN NO.2 2018

Township of Southwold

To the Mayor and Council of
The Township of Southwold

Mayor and Council:

We are pleased to present our report on the construction of the Turville Municipal Drain No. 2 serving parts of Lots 15 and 16, Concessions Range 1 and 2 S.U.R. in the Township of Southwold.

AUTHORIZATION

This report was prepared pursuant to Section 4 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a petition signed by the owner whose lands contain over 60 percent of the area requiring drainage.

DRAINAGE AREA

The total watershed area as described above contains approximately 14.4 hectares. The area requiring drainage is described as part of the north half of Lot 16, Concession Range 2 S.U.R.

EXISTING DRAINAGE CONDITIONS

At a site meeting held with respect to the project and through later discussions, the owners reported the following:

- that the area under petition is currently served by private tiles and ditch and requires a legal and adequate outlet
- that there are several private tiles from properties to the north and south that will need to be relocated and connected
- that the existing outlet pipes are badly eroded and rusting out
- that the County of Elgin will allow the existing west road ditch to be replaced with a lawn culvert on their right-of-way
- that these tiles have been replaced by a 450mm sewer pipe to accommodate the construction of a residential house
EXISTING DRAINAGE CONDITIONS

- that the existing road culvert is at an adequate depth and size
- that this culvert has some sediment accumulated in it but functions properly and does not require immediate maintenance
- that the existing private ditch downstream of Union Road is in working order and includes a 6 meter length of drop pipe into Kettle Creek
- that it was requested by the landowner that this ditch be kept and incorporated as part of the municipal drain
- that some existing private tiles outleting into the drain require repair and erosion control measures
- that, due to the proposed residential development on the petitioned property, an overflow swale for large rain events will be required
- that the existing tiles are considerably undersized by today's standards and in poor working condition

An informal public meeting was held to review the preliminary design, cost estimate, and assessments. Further input and requests were provided by the affected owners at that time and at later dates.

DESIGN CRITERIA AND CONSIDERATIONS

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

The capacity of the closed system has been designed in accordance with the rational method to a design frequency of a 1 in 2 year storm. Design frequency is the frequency with which a given storm event is equalled on the average, once in a period of years. Thus a 2 year frequency event would be expected to be equalled or exceeded 50 times in 100 years. An overflow swale has been designed to accommodate larger rain events.

RECOMMENDATIONS

We are therefore recommending the following:

MAIN DRAIN - OPEN PORTION:

- that the open ditch downstream of Union Road be incorporated as part of the municipal drain including the headwall and drop pipe at Kettle Creek
- that a working space for future maintenance purposes be established and that future excavated material be hauled away and disposed of
RECOMMENDATIONS

• that the existing open ditch upstream of Union Road be cleaned out for 15 meters with excavated material hauled away and disposed of

• that the existing 48 meter length of CSP road culvert be incorporated as part of the municipal drain for future maintenance purposes

• that if, at some point in the future, the owners raise concern over the performance at this culvert it shall be flushed out with the material hauled away

MAIN DRAIN - CLOSED PORTION:

• that the recently installed 450mm sewer pipe, which replaced older tiles, be incorporated as part of the municipal drain

• that the existing swale be re-graded as specified on the drawing to function as an overflow swale for larger rain events

• that erosion protection consisting of quarry stone rip-rap and plastic turf mat be installed at the new pipe outlet and overflow swale entry into the ditch

• that a new ditch inlet catchbasin be installed at the head of the Main Drain

BRANCH 'A':

• that the new closed drain, to be known as Branch 'A', and consisting of 250mm sewer pipe be incorporated to provide a legal and proper drainage outlet for three residential properties to the south

  It is recommended that basement, cellar, or crawlspace drains be directed to a sump and then discharged onto the ground surface well away from foundations and septic systems or should owners desire to connect these drains to the new outlet drain, then it is suggested that they not be directly connected to the drains. Rather it is suggested that such a connection be made by an indirect method such as by sump pump with an open air connection such as a mini-catchbasin, crushed stone filled excavation connected to a storm P.D.C. and should include a check valve and be piped above foundation level. It is noted that there is still a risk of flooding even with indirect methods of connection and any/all responsibility shall be borne by the owner. Downspouts from eavestroughs should be directed onto the ground surface well away from foundations and septic systems and are not permitted to be connected to the Municipal Drain.

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

Based on the information available, there are no significant wetlands, sensitive areas or endangered species along the route of the drains. The proposed construction of the Turville Drain No. 2 2018 includes quarry stone outlet protection, surface inlets, and grassed overflow swale which greatly reduce any erosion.
SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 15 lineal meters of open ditch cleanout; approximately 97 lineal meters of 450mm and 250mm HDPE sewer pipe including related appurtenances, and the incorporation of 54 lineal meters of 750mm road culvert and drop pipe and 28 meters of open ditch.

SCHEDULES

Three schedules are attached hereto and form part of this report, being Schedule 'A' - Allowances, Schedule 'B' - Cost Estimate, and Schedule 'C' - Assessment for Construction.

Schedule 'A' - Allowances. In accordance with Sections 29 and 31 of the Drainage Act, allowances are provided for right-of-way to lands and crops along the route of the drain and existing drain as defined below.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of $42,600.00. This estimate includes engineering and administrative costs associated with this project.

Schedule 'C' - Assessment for Construction. This schedule outlines the distribution of the total estimated cost of construction over the roads and lands which are involved.

Drawing No.'s 1 and 2, Job No. 215239 and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

ALLOWANCES

RIGHT-OF-WAY: Section 29 of the Drainage Act provides for an allowance to the owners whose land must be used for the construction, repair, or future maintenance of a drainage works.

The allowance provides for the right to enter upon such lands, and at various times for the purpose of inspecting such drain, removing obstructions, and making repairs. Also, the allowance provides for the restrictions imposed on those lands to protect the right-of-way from obstruction or derogation. The amounts granted are based on a percentage of the value of the land designated for future maintenance.

EXISTING DRAIN: Section 31 of the Drainage Act provides for the compensation to landowners for the value of existing private drains which are incorporated through this report as part of these drainage works.

ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These assessments are known as benefit, outlet liability and special benefit as set out under Sections 22 and 23 of the Act.
ASSESSMENT DEFINITIONS (cont'd)

SECTION 22

**Benefit** as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.

SECTION 23

**Outlet** liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek or watercourse.

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

ASSESSMENT

A modified "Todgham Method" was used to calculate the assessments shown on Schedule 'C' - Assessment for Construction. This entailed breaking down the costs of the drain into sections along its route. Special Assessments and Special Benefits were then extracted from each section. Also, special work is assessed to the affected individual landowner.

The remainder is then separated into Benefit and Outlet costs. The Benefit cost is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet Costs are distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section, and relative run-off rates. Due to their different relative run-off rates, forested lands have been assessed for outlet at lower rates than cleared lands. Also, roads and residential properties have been assessed for outlet at higher rates than cleared farm lands.

The actual cost of the work involving this report, with the exception of Special Assessments, is to be assessed on a pro-rata basis against the lands and roads liable for assessment for benefit and outlet as shown in detail on Schedule 'C' - Assessment for Construction. The Special Assessments shall be levied as noted in the Section "Special Assessment".

The cost to restore water supply for any well determined to be impacted by any construction covered under this report shall become part of this report and be pro-rated with the costs provided for in this report.

SPECIAL ASSESSMENT

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the County of Elgin being the increased cost to the drainage work for investigation, review, and flushing of the existing 750mm CSP across their road allowance on the Main Drain due to the construction and operation of Union Road. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:
SPECIAL ASSESSMENT (cont’d)

<table>
<thead>
<tr>
<th>Entire Work</th>
<th>Cost of Work</th>
<th>Plus Administration Cost</th>
<th>Plus Interest &amp; Net H.S.T.</th>
<th>Special Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flushing, hauling</td>
<td>$6,000.00</td>
<td>$2,250.00</td>
<td>$290.00</td>
<td>$8,540.00</td>
</tr>
</tbody>
</table>

The flushing is a Contingency item and shall only be done if deemed necessary by the Drainage Superintendent and/or County of Elgin. If this work is not done prior to the final billing then only the administration cost plus interest and net HST shall apply and the Special Assessment shall not apply for future maintenance purposes.

If any additional work is required to the drainage works due to the existence of buried utilities such as gas pipe lines, communications cables, etc. or if any of the utilities require relocation or repair, then, the extra costs incurred shall be borne by the utility involved in accordance with the provisions of Section 26 of the Drainage Act.

GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant may be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments. It is to be noted that all the additional cost to accommodate a design larger than a 38mm agricultural design has been assessed to the petitioning non-agricultural lands.

MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain.

After completion, the entire Turville Drain No. 2 2018 shall be maintained by the Township of Southwold at the expense of all upstream lands and roads assessed in Schedule ‘C’ - Assessment for Construction and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Repairs or improvements to the road culvert shall be the responsibility of the applicable Road Authority, entirely at their cost.

Respectfully submitted,
SPRIET ASSOCIATES LONDON LIMITED

MPD: bv

M.P.DeVos, P. Eng.
SCHEDULE 'A' - ALLOWANCES

TURVILLE DRAIN No.2 2018

Township of Southwold

In accordance with Sections 29 and 31 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

<table>
<thead>
<tr>
<th>CON.</th>
<th>LOT</th>
<th>ROLL NUMBER (Owner)</th>
<th>Section 29</th>
<th>Section 30</th>
<th>Section 31</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 SUR</td>
<td>Pt. 16</td>
<td>008-170-19 (A. &amp; S. Poels)</td>
<td>$ 140.00</td>
<td>$ 250.00</td>
<td>$ 390.00</td>
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</tr>
<tr>
<td>R1&amp;2SUR</td>
<td>Pt. 16</td>
<td>008-187(R. Tugwood &amp; T. Sharkley)</td>
<td>$ 440.00</td>
<td>$ 250.00</td>
<td>$ 440.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Allowances
$ 580.00 $ 250.00 $ 830.00

TOTAL ALLOWANCES ON THE MAIN DRAIN - OPEN PORTION $ 830.00

MAIN DRAIN - CLOSED PORTION

<table>
<thead>
<tr>
<th>CON.</th>
<th>LOT</th>
<th>ROLL NUMBER (Owner)</th>
<th>Section 29</th>
<th>Section 30</th>
<th>Section 31</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 SUR</td>
<td>Pt. 16</td>
<td>008-170-19 (A. &amp; S. Poels)</td>
<td>$ 410.00</td>
<td>$ 7,620.00</td>
<td>$ 8,030.00</td>
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</table>

Total Allowances
$ 410.00 $ 7,620.00 $ 8,030.00

TOTAL ALLOWANCES ON THE MAIN DRAIN - CLOSED PORTION $ 8,030.00

TOTAL ALLOWANCES ON THE TURVILLE DRAIN No.2 2018 $ 8,860.00
SCHEDULE 'B' - COST ESTIMATE

TURVILLE DRAIN No.2 2018

Township of Southwold

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

MAIN DRAIN - OPEN PORTION

Contingency Allowance
- Video 48 meters of 750mm dia. C.S.P. under Union Road & adjacent lawn
  - Flushing above culvert $1,000.00
  - and restoration of lawn if required $5,000.00

Allowances under Section 31 of the Drainage Act
- Clean out 15.5m of ditch bottom including levelling of excavated material $250.00

Allowances under Section 29 of the Drainage Act $580.00

MAIN DRAIN - CLOSED PORTION

Grade & seed surface swale $700.00

Supply & install quarry stone rip-rap at tile outlet (approx. 8m³) $1,200.00

Supply & install NAG C350 Turf Mat at overflow swale outlet (approx. 25m²) $400.00

Allowances under Section 31 of the Drainage Act
- Supply & install 45.5m of 450mm sewer pipe (with rodent gate at outlet end)
  - Clearing and grubbing
  - Supply & install 600mm x 600mm catchbasin including lead, grate
  - Destroy existing municipal tile
  - Tile connections $7,620.00

Allowances under Section 29 of the Drainage Act $410.00

BRANCH "A"

Allowances under Section 31 of the Drainage Act
- Supply & Install 47m of 250mm sewer pipe (with rodent gate at outlet end) $4,750.00

Allowances under Sections 29 & 30 of the Drainage Act $430.00
SCHEDULE 'B' - COST ESTIMATE (cont'd)

TURVILLE DRAIN No.2 2018
Township of Southwold

ADMINISTRATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Conservation Authority Review Fee</td>
<td>$ 300.00</td>
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<tr>
<td>Interest and Net Harmonized Sales Tax</td>
<td>$ 508.00</td>
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<tr>
<td>Survey, Plan and Final Report</td>
<td>$ 14,738.00</td>
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<tr>
<td>Expenses</td>
<td>$ 1,064.00</td>
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<tr>
<td>Supervision and Final Inspection</td>
<td>$ 3,650.00</td>
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</table>

**TOTAL ESTIMATED COST**

$ 42,600.00
SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

TURVILLE DRAIN No.2 2018

Township of Southold

Job No. 215239

January 10, 2019

* = Non-agricultural

<table>
<thead>
<tr>
<th>CON</th>
<th>LOT</th>
<th>AFFECTED</th>
<th>ROLL No. (OWNER)</th>
<th>BENEFIT</th>
<th>OUTLET</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1&amp;2SUR</td>
<td>EPt. 15</td>
<td>2.7</td>
<td>008-183 (Van De Gevel Farms Inc.)</td>
<td>$</td>
<td>$</td>
<td>164.00</td>
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<tr>
<td>R1&amp;2SUR</td>
<td>WPt. 16</td>
<td>9.4</td>
<td>008-184 (F. Turville)</td>
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<td>668.00</td>
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<tr>
<td>* 2 SUR</td>
<td>Pt. 16</td>
<td>0.5</td>
<td>008-169 (D. Shields)</td>
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<td>42.00</td>
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<td>* 2 SUR</td>
<td>Pt. 16</td>
<td>0.36</td>
<td>008-170-19 (A. &amp; S. Poels)</td>
<td>380.00</td>
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<td>* 2 SUR</td>
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<td>008-170-25 (K. Locke &amp; D. Wood)</td>
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<tr>
<td>* 2 SUR</td>
<td>Pt. 16</td>
<td>0.07</td>
<td>008-170-30 (P. Baker)</td>
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<td>4.00</td>
<td>4.00</td>
</tr>
<tr>
<td>* 2 SUR</td>
<td>Pt. 16</td>
<td>0.07</td>
<td>008-170-35 (R. Swinton)</td>
<td></td>
<td>4.00</td>
<td>4.00</td>
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<tr>
<td>* 2 SUR</td>
<td>Pt. 16</td>
<td>2.3</td>
<td>008-170 (2138140 Ontario Ltd.)</td>
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<td>147.00</td>
<td>147.00</td>
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<tr>
<td>* R1&amp;2SUR</td>
<td>Pt. 16</td>
<td></td>
<td>008-187 (R. Tugwood &amp; T. Sharkley)</td>
<td>440.00</td>
<td>440.00</td>
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TOTAL ASSESSMENT ON LANDS

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<th>UNION ROAD (Cty 20)</th>
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<th>County of Elgin</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>540.00</td>
<td>43.00</td>
<td>583.00</td>
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</table>

TOTAL ASSESSMENT ON ROADS

SPECIAL ASSESSMENT against the County of Elgin for the increased cost of videoing and flushing existing 750mm pipe under Union Road (Contingency)

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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>8,540.00</td>
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TOTAL ASSESSMENT ON THE MAIN DRAIN - OPEN PORTION

<table>
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<tr>
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<tr>
<td></td>
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SCHEDULE ' C ' - ASSESSMENT FOR CONSTRUCTION (Cont'd)

TURVILLE DRAIN No.2 2018
Township of Southwold

* = Non-agricultural

<table>
<thead>
<tr>
<th>HECTARES</th>
<th>CON.</th>
<th>LOT</th>
<th>AFFECTED</th>
<th>ROLL No. (OWNER)</th>
<th>BENEFIT</th>
<th>OUTLET</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>MAIN DRAIN -CLOSED PORTION</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R1&amp;2SUR</td>
<td>Ept. 15</td>
<td>2.7</td>
<td>008-183 (Van De Gevel Farms Inc.)</td>
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<td>$ 343.00</td>
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<tr>
<td>R1&amp;2SUR</td>
<td>WPt. 16</td>
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<td>008-184 (F. Turville)</td>
<td>450.00</td>
<td>1,406.00</td>
<td>1,856.00</td>
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<tr>
<td>* 2 SUR</td>
<td>Pt. 16</td>
<td>0.45</td>
<td>008-169 (D. Shields)</td>
<td>940.00</td>
<td>63.00</td>
<td>1,003.00</td>
<td></td>
</tr>
<tr>
<td>* 2 SUR</td>
<td>Pt. 16</td>
<td>0.25</td>
<td>008-170-19 (A. &amp; S. Poels)</td>
<td>20,050.00</td>
<td>39.00</td>
<td>20,089.00</td>
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</tr>
<tr>
<td>* 2 SUR</td>
<td>Pt. 16</td>
<td>2.30</td>
<td>008-170 (2138140 Ontario Ltd.)</td>
<td>309.00</td>
<td>309.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* R1&amp;2SUR</td>
<td>Pt. 16</td>
<td></td>
<td>008-187 (R. Tugwood &amp; T. Sharkley)</td>
<td>$</td>
<td></td>
<td>$</td>
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</tr>
</tbody>
</table>

TOTAL ASSESSMENT ON LANDS
$ 21,440.00 $ 2,160.00 $ 23,600.00

TOTAL ASSESSMENT ON THE MAIN DRAIN -CLOSED PORTION
$ 23,600.00

BRANCH " A "

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>$</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>* 2 SUR</td>
<td>Pt. 16</td>
<td></td>
<td>008-170-19 (A. &amp; S. Poels)</td>
<td>$ 6,349.00</td>
<td>$</td>
<td>$ 6,349.00</td>
<td></td>
</tr>
<tr>
<td>* 2 SUR</td>
<td>Pt. 16</td>
<td>0.07</td>
<td>008-170-25 (K. Locke &amp; D. Wood)</td>
<td>430.00</td>
<td>267.00</td>
<td>697.00</td>
<td></td>
</tr>
<tr>
<td>* 2 SUR</td>
<td>Pt. 16</td>
<td>0.07</td>
<td>008-170-30 (P. Baker)</td>
<td>200.00</td>
<td>267.00</td>
<td>467.00</td>
<td></td>
</tr>
<tr>
<td>* 2 SUR</td>
<td>Pt. 16</td>
<td>0.07</td>
<td>008-170-35 (R. Swinton)</td>
<td>200.00</td>
<td>267.00</td>
<td>467.00</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL ASSESSMENT ON LANDS
$ 7,179.00 $ 801.00 $ 7,980.00

TOTAL ASSESSMENT ON BRANCH " A "
$ 7,980.00

TOTAL ASSESSMENT ON THE TURVILLE DRAIN No.2 2018
$ 42,600.00
SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (Cont'd)

TURVILLE DRAIN No.2 2018
Township of Southwold

* = Non-agricultural

<table>
<thead>
<tr>
<th>CON.</th>
<th>LOT</th>
<th>AFFECTED</th>
<th>ROLL No. (OWNER)</th>
<th>BENEFIT</th>
<th>OUTLET</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 SUR</td>
<td>Pt. 16</td>
<td></td>
<td>008-170-19 (A. &amp; S. Poels)</td>
<td>$ 6,349.00</td>
<td>$</td>
<td>$ 6,349.00</td>
</tr>
<tr>
<td>2 SUR</td>
<td>Pt. 16</td>
<td>0.07</td>
<td>008-170-25 (K. Locke &amp; D. Wood)</td>
<td>430.00</td>
<td>267.00</td>
<td>697.00</td>
</tr>
<tr>
<td>2 SUR</td>
<td>Pt. 16</td>
<td>0.07</td>
<td>008-170-30 (P. Baker)</td>
<td>200.00</td>
<td>267.00</td>
<td>467.00</td>
</tr>
<tr>
<td>2 SUR</td>
<td>Pt. 16</td>
<td>0.07</td>
<td>008-170-35 (R. Swinton)</td>
<td>200.00</td>
<td>267.00</td>
<td>467.00</td>
</tr>
</tbody>
</table>

TOTAL ASSESSMENT ON LANDS

|                                | $ 7,179.00 | $ 801.00 | $ 7,980.00 |
|                                |            |          |            |

TOTAL ASSESSMENT ON BRANCH "A"

|                                | $ 7,980.00 |          |            |
|                                |            |          |            |

TOTAL ASSESSMENT ON THE TURVILLE DRAIN No.2 2018

|                                | $ 42,600.00 |          |            |
|                                |            |          |            |
**SCHEDULE OF NET ASSESSMENT**

**TURVILLE DRAIN No.2 2018**

Township of Southwold

**(FOR INFORMATION PURPOSES ONLY)**

Job No. 215239

* = Non-agricultural

<table>
<thead>
<tr>
<th>ROLL NUMBER (OWNER)</th>
<th>TOTAL ASSESSMENT</th>
<th>GRANT</th>
<th>ALLOWANCES</th>
<th>APPROX. NET</th>
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</thead>
<tbody>
<tr>
<td>008-183 (Van De Gevel Farms Inc.)</td>
<td>$507.00</td>
<td>$169.00</td>
<td>$</td>
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</tr>
<tr>
<td>008-184 (F. Turville)</td>
<td>2,524.00</td>
<td>841.00</td>
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<td>1,683.00</td>
</tr>
<tr>
<td>* 008-169 (D. Shields)</td>
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<td></td>
<td>1,045.00</td>
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<tr>
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<tr>
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<tr>
<td>* 008-170-30 (P. Baker)</td>
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<td>471.00</td>
</tr>
<tr>
<td>* 008-170-35 (R. Swinton)</td>
<td>471.00</td>
<td></td>
<td></td>
<td>471.00</td>
</tr>
<tr>
<td>* 008-170 (2138140 Ontario Ltd.)</td>
<td>456.00</td>
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<td></td>
<td>456.00</td>
</tr>
<tr>
<td>* 008-187(R. Tugwood &amp; T. Sharkley)</td>
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<td></td>
<td>440.00</td>
<td></td>
</tr>
<tr>
<td>* Union Road (Cty 20)</td>
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<td></td>
<td>$</td>
<td>$583.00</td>
</tr>
<tr>
<td>* Non-Prorated Special Assessment</td>
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<td></td>
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<tr>
<td>* Contingency- Union Road -Video &amp; flush</td>
<td>8,540.00</td>
<td></td>
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</tbody>
</table>

**TOTALS**

| $42,600.00 | $1,010.00 | $14,040.00 | $27,550.00 |
SPECIFICATIONS FOR CONSTRUCTION
OF
MUNICIPAL DRAINAGE WORKS

GENERAL INDEX

SECTION A  General Conditions  Pages 1 to 9
SECTION B  Open Drain  Pages 10 to 12
SECTION C  Tile Drain  Pages 13 to 18

STANDARD DETAILED DRAWINGS  SDD-01 to SDD-05
<table>
<thead>
<tr>
<th>SECTION NUMBER</th>
<th>PAGE NO.</th>
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<tbody>
<tr>
<td>A.1 SCOPE</td>
<td>1</td>
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<tr>
<td>A.2 TENDERS</td>
<td>1</td>
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<tr>
<td>A.3 DRAWINGS AND SPECIFICATIONS</td>
<td>1</td>
</tr>
<tr>
<td>A.4 PAYMENT</td>
<td>1</td>
</tr>
<tr>
<td>A.5 SUPERINTENDENT</td>
<td>1</td>
</tr>
<tr>
<td>A.6 COMMENCEMENT AND COMPLETION OF WORK</td>
<td>2</td>
</tr>
<tr>
<td>A.7 WORKING AREA AND ACCESS</td>
<td>2</td>
</tr>
<tr>
<td>A.8 SUPERVISION</td>
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<td>A.9 INSPECTION</td>
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<tr>
<td>A.10 ALTERATIONS AND ADDITIONS</td>
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</tr>
<tr>
<td>A.11 MAINTENANCE</td>
<td>3</td>
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<tr>
<td>A.12 INSURANCE</td>
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<td>A.13 LIMITATIONS OF OPERATIONS</td>
<td>3</td>
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<tr>
<td>A.14 LOSSES</td>
<td>3</td>
</tr>
<tr>
<td>A.15 SUB-CONTRACTORS</td>
<td>3</td>
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<tr>
<td>A.16 PERMITS, NOTICES, LAWS AND RULES</td>
<td>3</td>
</tr>
<tr>
<td>A.17 ROAD CROSSINGS</td>
<td>4</td>
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<tr>
<td>A.18 FENCES</td>
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<td>A.19 LIVESTOCK</td>
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<td>A.20 STANDING CROPS</td>
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<tr>
<td>A.21 SURPLUS GRAVEL</td>
<td>6</td>
</tr>
<tr>
<td>A.22 RAILWAYS, HIGHWAYS, UTILITIES</td>
<td>6</td>
</tr>
<tr>
<td>A.23 LOCATION OF UTILITIES</td>
<td>7</td>
</tr>
<tr>
<td>A.24 TERMINATION OF CONTRACT BY THE MUNICIPALITY</td>
<td>7</td>
</tr>
<tr>
<td>A.25 ERRORS AND UNUSUAL CONDITIONS</td>
<td>7</td>
</tr>
<tr>
<td>A.26 IRON BARS</td>
<td>7</td>
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<tr>
<td>A.27 STAKES</td>
<td>7</td>
</tr>
<tr>
<td>A.28 RIP-RAP</td>
<td>8</td>
</tr>
<tr>
<td>A.29 GABION BASKETS</td>
<td>8</td>
</tr>
<tr>
<td>A.30 RESTORATION OF LAWNS</td>
<td>8</td>
</tr>
<tr>
<td>A.31 RESTORATION OF ROADS AND LANEWAYS</td>
<td>9</td>
</tr>
</tbody>
</table>
SECTION A

GENERAL CONDITIONS

A.1 SCOPE

The work to be done under this specification consists of supplying all labour, materials and equipment to
construct the work as outlined on the drawing(s). In some Municipalities, the Contractor shall supply all materials
while in other Municipalities, he shall supply only certain materials. The form of Tender and Agreement lists which
materials are to be supplied by the Contractor.

A.2 TENDERS

Tenders are to be submitted on a lump sum basis for the complete works or a portion thereof, as set out in the
Form of Tender and Agreement.

A.3 DRAWINGS AND SPECIFICATIONS

The tenderer must satisfy himself that he understands the meaning and intent of the drawings and
specifications before submission of his tender. The standard specifications have been separated into sections
for reference purpose only. They shall be considered complementary and, where a project is controlled under
one of the sections, the remaining sections will still apply for miscellaneous works. In case of any inconsistency
or conflict in the Tender Documents, the following order of precedence shall apply:

- Contract Drawings
- Form of Tender and Agreement
- General Conditions
- Standard Specifications (Open Drain, Tile Drain, Specifications for Municipal Drain Crossing County Roads)
- Standard Drawings

A.4 PAYMENT

Progress payments equal to 87±% of the value of the work done and materials incorporated in the work will
be made to the Contractor on the written request of the Contractor to the Engineer. An additional 10±% will be
paid 45 days after the final acceptance by the Engineer. Before this payment is released, the Contractor shall
provide the Municipality with a Statutory Declaration that all material and/or labour incorporated in the work has
been fully paid for, along with a Certificate of Clearance from the Workplace Safety and Insurance Board stating
that all compensation has been paid. The Municipality will reserve 3%± of the Contract Price for one year as
warranty. After the completion of the work, any part of this reserve may be used to correct defects which may
develop within that time from faulty workmanship or material or loose backfill, provided that notice shall first be
given to the Contractor and that he may promptly make good such defects, if he desires.

A.5 SUPERINTENDENT

The word "Superintendent", as used hereinafter in these specifications, shall refer to a Drainage
Superintendent, appointed by the Municipality. The Superintendent will act as the Engineer's representative. The
Superintendent shall have the power to direct the execution of the work and to make any necessary minor
adjustments. Adjustments in tile sizes or gradients shall not be made without the approval of the Engineer. Any
instructions given by the Superintendent, which changes considerably the proposed work or with which the
Contractor does not agree, shall be referred to the Engineer for his decision.

SPRIET ASSOCIATES
A.6 COMMENCEMENT AND COMPLETION OF WORK

The work must commence immediately after the Contractor is notified of the acceptance of his tender or at a later date, if set out as a condition of the tender. If weather creates poor ground or working conditions, the Contractor may be required, at the discretion of the Engineer, to postpone or halt work until conditions become acceptable.

The Contractor shall give the Engineer and Superintendent a minimum of forty-eight (48) hours notice before commencement of work on any municipal drain. As noted on the plan, he can then arrange for a meeting to be held on the site with the Contractor and affected owners attending to review in detail the construction scheduling and other details. The Contractor’s costs for attending this meeting shall be included in his lump sum tender price. If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Superintendent a minimum of twenty-four (24) hours notice prior to returning to the project.

The work must be proceeded with in such a manner as to ensure its completion at the earliest possible date and within the time limit set out in the tender or in the contract documents.

A.7 WORKING AREA AND ACCESS

The working area available to the Contractor to construct the drain and related works including an access route to the drain shall be as specified on the drawings.

Should the specified widths become inadequate due to unusual conditions, the Contractor shall notify the Engineer immediately in order that negotiations with the affected owners can take place.

Where a Contractor exceeds the specified widths due to the nature of his operations and without authorization he shall be held responsible for the costs of all additional damages and the amount shall be deducted from his contract price and paid to the affected owners by the Municipality.

A.8 SUPERVISION

The Contractor shall give the work his constant supervision and shall keep a competent foreman in charge at the site.

A.9 INSPECTION

Final inspection by the Engineer will be made within twenty days after he has received notice in writing from the Contractor that the work is complete.

Periodic inspections by the Engineer or Superintendent will be made during the performance of the work. These interim inspections are required to check such items as location of drainage course and structures, tile grades prior to backfilling, backfilling and miscellaneous work items.

A.10 ALTERATIONS AND ADDITIONS

The Engineer shall have the power to make alterations in the work shown or described in the drawings or specifications and the Contractor shall proceed to make such changes without causing delay. In every such case, the price agreed to be paid for the work under the contract shall be increased or decreased as the case may require according to a fair and reasonable valuation of the work added or deleted. The valuation shall be determined as a result of negotiations between the Superintendent, the Contractor, and the Engineer, but in all cases, the Engineer shall maintain the final responsibility for the decision. Such alterations and variations shall in no way render void the contract. No claim for variations or alterations in the increased or decreased price shall be valid unless done in pursuance of an order from the Engineer and/or Superintendent and notice of such claims made in writing before commencement of such work. In no case shall the Contractor commence work which he considers to be extra work before receiving the Engineer’s and/or Superintendent’s approval in writing.
A.11 MAINTENANCE

The Contractor shall repair and make good any damages or faults in the drain that may appear within one year after its completion (as dated on the final completion certificate) as the result of imperfect or defective work done or materials furnished by the Contractor. Nothing herein contained shall be construed as in any way restricting or limiting the liability of the Contractor under the laws of the Country, Province or Locality in which the work is being done.

A.12 INSURANCE

1) Bodily Injury Liability: The Contractor shall effect and maintain, a Comprehensive General Liability Policy or its equivalent, covering claims for bodily injury, including death arising from and during operations under his Contract whether performed by himself, by a sub-contractor or by anyone directly or indirectly employed by either of them in the sum of $2,000,000.00.

2) Property Damage: The Contractor shall effect and maintain Property Damage Liability Insurance to cover his and the sub-contractor's operations in the sum of $1,000,000.00.

3) Fire Insurance: The Contractor shall procure fire and extended coverage insurance on the work to 100% of the Contract Amount.

4) The following are to be named as co-insured: Successful Contractor
   Sub-Contractor
   Municipality
   Spriet Associates London Limited

5) Within 7 days of award of Contract and prior to commencing work, the successful Contractor shall file with the Municipality, a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the work including the making good of faulty work or materials; except that coverage of completed operations liability shall in any event be maintained for twelve (12) months from the date of final completion as certified by the Engineer.

A.13 LIMITATIONS OF OPERATIONS

Except for such work as may be required by the Engineer to maintain the works in a safe and satisfactory condition, the Contractor shall not carry on his operations under the contract on Sundays without permission in writing of the Municipality.

A.14 LOSSES

The Contractor shall take all risks from floods or casualties of any kind.

A.15 SUB-CONTRACTORS

The Contractor shall not sublet the whole or any part of the contract without the approval of the Engineer or Superintendent.

A.16 PERMITS, NOTICES, LAWS AND RULES

The Contractor shall ensure that all necessary permits or licences required for the execution of the work have been obtained (but this shall not include M.T.O. encroachment permits, County Road Permit, permanent easements or rights of servitude). The Contractor shall give all necessary notices and pay all fees required by law and comply with all laws, ordinances, rules and regulations (including the Occupational Health and Safety Act) relating to the work and to the preservation of the public's health and safety and if the specifications and drawings are at variance therewith, any resulting additional expenses incurred by the Contractor shall constitute an addition to the contract price.
A.17 ROAD CROSSINGS

.1 General

.1 Scope: These specifications apply to all road crossings - Municipal, County, Regional, or Highway Roads. Where the word "Authority" is used, it shall be deemed to apply to the appropriate owning authority. These specifications in no way limit the Authority's Specifications and Regulations governing the construction of drains on their Road Allowance. The Authority will supply no labour, equipment or materials for the construction of the road crossing unless otherwise noted on the drawings.

.2 Road Occupancy Permit: Where applicable the Contractor must submit an Application for a Road Occupancy Permit to the Authority and allow a minimum of 5 working days (exclusive of holidays) for its review and issuance.

.3 Road Closure Request and Construction Notification: The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority/Public Works Manager and the Drainage Engineer or Superintendent for review and approval a minimum of five (5) working days (exclusive of holidays) prior to proceeding with any work on road allowance. It shall be the Road Authority's responsibility to notify all the applicable emergency services, schools, etc. of the road closure or construction taking place.

.4 Traffic Control: Where the Contractor is permitted to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route to the satisfaction of the Road Authority. Otherwise, the Contractor shall keep the road open to traffic at all times. The Contractor shall provide, for the supply, erection and maintenance, suitable warning signs and/or flagmen in accordance with the Manual of Uniform Traffic Control Devices and to the satisfaction of the Road Authority to notify the motorists of work on the road ahead.

.5 Site Meeting/Inspection: A site meeting shall be held with the affected parties to review in detail the crossing and/or its related works. The Authority's Inspector and/or the Drainage Engineer will inspect the work while in progress to ensure that the work is done in strict accordance with the specifications.

.6 Weather: No construction shall take place during inclement weather or periods of poor visibility.

.7 Equipment: No construction material and/or equipment is to be left within 3 meters of the edge of pavement overnight or during periods of inclement weather.

.2 Jacking and Boring

.1 Material: The bore pipe shall consist of new, smooth wall steel pipe, meeting the requirements of H20 loading for road crossings and E80 loading for railway crossings. The minimum size, wall thickness and length shall be as shown on the drawings. Where welding is required, the entire circumference of any joint shall be welded using currently accepted welding practices.

.2 Site Preparation and Excavation: Where necessary, fences shall be carefully taken down as specified in the General Conditions. Prior to any excavation taking place, all areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the bore operation, off the line of future tile placement and out of existing water runs or ditches. The bore pit shall be located at the upstream end of the bore unless otherwise specified or approved. Bore pits shall be kept back at least 1 meter from the edge of pavement and where bore pits are made in any portion of the shoulder, the excavated material shall be disposed of off the road allowance and the pit backfilled with thoroughly compacted Granular "A" for its entire depth.

.3 Installation: The pipe shall be installed in specified line and grade by a combination of jacking and boring. Upon completion of the operations, both ends of the bore pipe shall be left uncovered until the elevation has been confirmed by the Engineer or Superintendent. The ends of the bore pipe shall be securely blocked off and the location marked by means of a stake extending from the pipe invert to 300mm above the surrounding ground surface.
2 Jacking and Boring (cont'd)

4 Unstable Soil or Rock: The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered. Any bore pipe partially installed shall be left in place until alternative methods or techniques are determined by the Engineer after consultation with the Contractor, the Superintendent and the owning authority.

5 Tile Connections: Prior to commencement of backfilling, all tile encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for each connection will be made at the rate outlined in the Form of Tender and Agreement.

6 Backfill: Unless otherwise specified, the area below the proposed grade shall be backfilled with a crushed stone bedding. Bore pits and excavations outside of the shoulder area may be backfilled with native material compacted to a density of 95% Standard Proctor. All disturbed areas shall be neatly shaped, have the topsoil replaced and hand seeded. Surplus material from the boring operation shall be removed from the site at the Contractor's expense.

7 Restoration: The entire affected area shall be shaped and graded to original lines and grades, the topsoil replaced, and the area seeded down at the rate of 85 kg/ha, unless otherwise specified or in accordance with the M.T.O. Encroachment Permit. Fences shall be restored to their original condition in accordance with the General Conditions.

8 Acceptance: All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

3 Open Cut

1 Material: The culvert or sub-drain crossing pipe material shall be specified on the drawings.

2 Site Preparation and Excavation: Where necessary, fences shall be carefully taken down as specified in the general conditions. Prior to any excavation taking place, the areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the construction area.

3 Installation: The pipe shall be installed using bedding and cover material in accordance with Standard Detailed Drawing No. 2 or detail provided on drawings.

4 Unstable Soil or Rock: The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered.

5 Tile Connections: Prior to commencement of backfilling, all tiles encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for connections not shown on the drawings shall be an extra to the contract.

6 Backfill: Backfill from the top of the cover material up to the under side of road base shall meet the requirements for M.T.O. Granular "B". The backfill shall be placed in lifts not exceeding 300mm in thickness and each lift shall be thoroughly compacted to produce a density of 98% Standard Proctor. Granular "B" road base for County Roads and Highways shall be placed to a 450mm thickness and Granular "A" shall be placed to a thickness of 200mm, both meeting M.T.O. requirements. Granular road base materials shall be thoroughly compacted to produce a density of 100% Standard Proctor.

Where the road surface is paved, the Contractor shall be responsible for placing an HL-4 Hot Mix Asphalt patch of the same thickness as the existing pavement. The asphalt patch shall be flush with the existing roadway on each side and not overlap. If specified, the asphalt patch shall not be placed immediately over the road base and the Granular "A" shall be brought up flush with the existing asphalt and a liberal amount of calcium chloride shall be spread on the gravel surface. The asphalt patch must be completed within the time period set out on the drawing.

SPRIET ASSOCIATES
3 Open Cut (cont'd)

The excavated material from the trench beyond a point 1.25 meters from the travelled portion or beyond the outside edge of the gravel shoulder, may be used as backfill in the trench in the case of covered drains. This material should be compacted in layers not exceeding 600mm.

A.18 FENCES

No earth shall be placed against fences and all fences removed by the Contractor are to be replaced by him in as good condition as found. In general, the Contractor will not be allowed to cut existing fences but shall disconnect existing fences at the nearest anchor post or other such fixed joint and shall carefully roll it back out of the way. Where the distance to the closest anchor post or fixed joint exceeds 50 meters, the Contractor will be allowed to cut and splice in accordance with accepted methods and to the satisfaction of the owner and the Engineer or Superintendent. Where existing fences are deteriorated to the extent that existing materials are not salvageable for replacement, the Contractor shall notify the Engineer or the Superintendent prior to dismantling. Fences damaged beyond salvaging by the Contractor’s negligence shall be replaced with new materials, similar to those existing, at the Contractor’s expense. The replacement of the fences shall be done to the satisfaction of the owner and the Engineer or Superintendent. The site examination should indicate to the Contractor such work, if any, and an allowance should be made in the tendered price.

The Contractor shall not leave any fence open when he is not at work in the immediate vicinity.

A.19 LIVESTOCK

The Contractor shall provide each property owner with 48 hours notice prior to removing any fences along fields which could possibly contain livestock. Thereafter, the property owner shall be responsible to keep all livestock clear of the construction areas until further notified. Where necessary, the Contractor will be directed to erect temporary fences. The Contractor shall be held responsible for loss or injury to livestock or damage caused by livestock, where the injury or damage is caused by his failure to notify the property owner or through negligence or carelessness on the part of the Contractor.

The Contractor constructing a tile drain shall not be held responsible for damages or injury to livestock occasioned by leaving trenches open for inspection by the Engineer if he notifies the owner at least 48 hours prior to commencement of the work on that portion. The Contractor will be held liable for such damages or injury if the backfilling of such trenches is delayed more than 1 day after acceptance by the Engineer.

A.20 STANDING CROPS

The Contractor shall not be held responsible for damages to standing crops within the working area available and the access route provided if he notifies the owner thereof at least 48 hours prior to commencement of the work on that portion.

A.21 SURPLUS GRAVEL

If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used in the construction of the works, the Contractor shall haul away such surplus gravel or stone unless otherwise approved.

A.22 RAILWAYS, HIGHWAYS, UTILITIES

A minimum of forty-eight (48) hours notice to Railways, Highways and Utilities, exclusive of Saturdays, Sundays and Holidays, shall be required by the Contractor prior to any work being performed and in the case of a pipe being installed by open cutting or boring under a Highway or Railway, a minimum of 72 hours notice is required.

SPRIET ASSOCIATES
A.23 **UTILITIES**

The attention of the Contractor is drawn to the presence of utilities along the course of the drain. The contractor will be responsible for determining the location of all utilities and will be held liable for any damage to all utilities caused by his operations. The Contractor shall co-operate with all authorities to ensure that all utilities are protected from damage during the performance of the work. The cost of any necessary relocation work shall be borne by the utility. No allowance or claims of any nature will be allowed on account for delays or inconveniences due to utilities relocation, or for inconveniences and delays caused by working around or with existing utilities not relocated.

A.24 **TERMINATION OF CONTRACT BY THE MUNICIPALITY**

If the Contractor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should refuse or fail to supply enough properly skilled workmen or proper materials after having received seven (7) days notice in writing from the Engineer to supply additional workmen or materials, or if he should fail to make prompt payment to sub-contractors or for material or labour or persistently disregarding laws, ordinances, or the instruction of the Engineer, or otherwise being guilty of a substantial violation of the provisions of the contract, then the Municipality, upon the certification of the Engineer that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, by giving the contractor written notice, terminate the employment of the contractor and take possession of the premises and of all materials, tools and appliances, thereon, and complete the work by whatever method the Engineer may deem expedient, but without undue delay or expense. In such case, the Contractor shall not be entitled to receive any further payment until the work is completed. If the unpaid balance of the contract price exceeds the expense of completing the work, including compensation to the Engineer for his additional services, such excess shall be paid to the Contractor. If such expense does not exceed such unpaid balance, the Contractor shall pay the difference to the Municipality. The expense incurred by the Municipality, as herein provided, shall be certified by the Engineer. Where a Contractor fails to commence work within seven (7) days of his commencement date as indicated by him on his Tender Form, and such extension of time as allowed due to poor weather or ground conditions, then the Municipality shall have the option, after providing the Contractor with seven (7) days notice of their intention to terminate the contract, award the contract to another Contractor at their discretion by retendering the project, inviting bids or by appointment. The additional costs of the above or retendering, and all other administration costs shall be deducted from the Contractor's bid deposit and the balance, if any, returned to him.

A.25 **ERRORS AND UNUSUAL CONDITIONS**

The Contractor shall notify the Engineer immediately of any error or unusual condition which may be found. Any attempt by the Contractor to make changes because of the error or unusual condition on his own shall be done at his own risk. Any additional cost incurred by the Contractor to remedy a wrong decision on his part shall be borne by the Contractor.

The Engineer shall make the alteration necessary to correct errors or to adjust for unusual conditions during which time it will be the Contractor's responsibility to keep his men and equipment gainfully employed elsewhere on the project. The contract amount shall be adjusted in accordance with a fair evaluation of the work added or deleted.

A.26 **IRON BARS**

The Contractor shall be held liable for the cost of an Ontario Land Surveyor to replace any iron bars destroyed during the course of construction.

A.27 **STAKES**

At the time of the survey, stakes are set along the course of the drain at intervals of 60 meters. The Contractor shall ensure that the stakes are not disturbed unless approval is obtained from the Engineer. Any stakes removed by the Contractor without the authority of the Engineer, shall be replaced at the expense of the Contractor. At the request of the Contractor, any stakes which are removed or disturbed by others or by livestock, shall be replaced at the expense of the drain.
A.28 RIP-RAP

Rip-rap shall be specified on the drawings and shall conform to the following:

.1 Quarry Stone: shall range in size from 150mm to 300mm evenly distributed and shall be placed to a 300mm thickness on a filter blanket at a 1.5:1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.

.2 Broken Concrete: may be used in areas outside of regular flows if first broken in maximum 450mm sized pieces and mixed to blend with quarry stone as above. No exposed reinforcing steel shall be permitted.

.3 Shot Rock: shall range in size from 150mm to 600mm placed to a depth of 450mm thickness on a filter blanket at a 1.5:1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.

A.29 GABION BASKETS

Supply and install gabion basket rip-rap protection as shown on the drawings.

Gabion baskets shall be as manufactured by Maccaferri Gabions of Canada Ltd. or approved equal and shall be assembled and installed in strict accordance with the manufacturer’s recommendations.

The gabion fill material shall consist solely of fractured field stone or gabion stone graded in size from 100mm to 200mm (4” to 8”) and shall be free of undersized fragments and unsuitable material.

A.30 RESTORATION OF LAWNS

.1 General: Areas noted on the drawings to be restored with seeding or sodding shall conform to this specification, and the contractor shall allow for all costs in his lump sum bid for the following works.

.2 Topsill: Prior to excavation, the working area shall be stripped of existing topsoil. The topsoil stockpile shall be located so as to prevent contamination with material excavated from the trench. Upon completion of backfilling operations, topsoil shall be spread over the working area to a depth equal to that which previously existed but not less than the following:

- Seeding and sodding - minimum depth of 100mm
- Gardens - minimum depth of 300mm

In all cases where a shortfall of topsoil occurs, whether due to lack of sufficient original depth or rejection of stockpiled material due to contractors operations, imported topsoil from acceptable sources shall be imported at the contractors expense to provide the specified depths. Topsoil shall be uniformly spread, graded and cultivated prior to seeding or sodding. All clods or lumps shall be pulverized and any roots or foreign matter shall be raked up and removed as directed.

.3 Sodding

.1 Materials: Nursery sod to be supplied by the contractor shall meet the current requirements of the Ontario Sod Growers Association for No. 1 Bluegrass Fescue Sod.

.2 Fertilizer: Prior to sod placement, approved fertilizer shall be spread at the rate of 5kg/100m² of surface area and shall be incorporated into such surfaces by raking, discing or harrowing. All surfaces on which sod is to be placed shall be loose at the time of placing sod to a depth of 25mm.

.3 Placing Sod: Sod shall be laid lengthwise across the face of slopes with ends close together. Sod shall be counter sunk along the joints between the existing grade and the new sodding to allow for the free flow of water across the joint. Joints in adjacent rows shall be staggered and all joints shall be pounded and rolled to a uniform surface.
A.30 **RESTORATION OF LAWNS** (cont’d)

On slopes steeper than 3:1, and in unstable areas, the engineer may direct the contractor to stake sod and/or provide an approved mesh to prevent slippages. In all cases where such additional work is required, it will be deemed an extra to the contract and shall be paid for in accordance with the General Conditions. No sod shall be laid when frozen nor upon frozen ground nor under any other condition not favourable to the growth of the sod. Upon completion of sod laying the contractor shall thoroughly soak the area with water to a depth of 50mm. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

.4 **Seeding:** Seed to be supplied by the contractor shall be “high quality grass seed” harvested during the previous year, and shall be supplied to the project in the suppliers original bags on which a tag setting out the following information is affixed:

- Year or Harvest - recommended rate of application
- Type of Mixture - fertilizer requirements

Placement of seed shall be by means of an approved mechanical spreader. All areas on which seed is to be placed shall be loose at the time of placing seed, to a depth of 25mm. Seed and fertilizer shall be spread in accordance with the suppliers recommendations unless otherwise directed by the Engineer. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

.5 **Settlement:** The contractor shall be responsible during the one year guarantee period for the necessary repair of restored areas due to trench settlement. Areas where settlement does not exceed 50mm may be repaired by top dressing with fine topsoil. In areas where settlement exceeds 50mm, the contractor will be required to backfill the area with topsoil and restore with seeding and/or sodding as originally specified.

A.31 **RESTORATION OF ROADS AND LANEWAYS**

.1 **Gravel:** Restoration shall be in accordance with the applicable standard detailed drawing or as shown on the drawings.

.2 **Asphalt and Tar and Chip:** Prior to restoration all joints shall be neatly sawcut. Restoration shall be as a in gravel above with the addition of the following:

.1 Roads shall have the finished grade of Granular ‘A’, allow two courses of hot-mix asphalt (M.T.O. 310), 80mm HL6 and 40mm HL3 or to such greater thickness as may be required to match the existing.

.2 Laneways shall have the finished grade of Granular ‘A’ allow one 50mm minimum course of hot-mix asphalt (HL3) or greater as may be required to match existing.
# SECTION B - OPEN DRAIN

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SECTION B

OPEN DRAIN

B.1 PROFILE

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the ditch in meters and decimals of a meter and also the approximate depth of cuts from the existing bottom of the ditch to the elevation of the ditch bottom. These cuts are established for the convenience of the Contractor; however, bench marks will govern the final elevation of the drain. Bench marks have been established along the course of the drain and their locations and elevations are noted on the profile drawing. A uniform grade shall be maintained between stakes in accordance with the profile drawing.

B.2 ALIGNMENT

The drain shall be constructed in a straight line and shall follow the course of the present drain or water run unless otherwise noted on the drawings. Where it is necessary to straighten any bends or irregularities in alignment not noted on the drawings, the Contractor shall contact the Engineer or Superintendent before commencing the work.

B.3 CLEARING AND GRUBBING

Prior to commencement of work, all trees, scrub, fallen timber and debris shall be removed from the side slopes of the ditch and for such a distance on the working side so as to eliminate any interference with the construction of the drain or the spreading of the spoil. The side slopes shall be neatly cut and cleared flush with slope whether or not they are affected directly by the excavation. With the exception of large stumps causing damage to the drain, the sideslope shall not be grubbed. All other cleared areas shall be grubbed and the stumps put into piles for disposal by the owner.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

B.4 EXCAVATION

The bottom width and the side slopes of the ditch shall be those shown on the profile drawing.

Unless otherwise specified on the drawings, only the existing ditch bottom is to be cleaned out and the side slopes are not to be disturbed. Where existing side slopes become unstable because of construction, the Contractor shall immediately contact the Engineer or Superintendent. Alternative methods of construction and/or methods of protection will then be determined, prior to continuing the work.

Where an existing drain is being relocated or where a new drain is being constructed, the Contractor shall, unless otherwise specified, strip the topsoil for the full width of the drain, including the location of the spoil pile. Upon completion of levelling, the topsoil shall be spread to an even depth across the full width of the spoil.

SPRIET ASSOCIATES
B.5 **EXCAVATED MATERIAL**

Excavated material shall be deposited on either or both sides of the drain as indicated on the drawings or as directed by the Engineer or Superintendent. A buffer strip of not less than 3 meters in width through farmed lands and 2 meters in width through bush areas shall be left along the top edges of the drain. The buffer strip shall be seeded and/or incorporated as specified on the drawings. The material shall be deposited beyond the specified buffer strip.

No excavated material shall be placed in tributary drains, depressions, or low areas which direct water into the ditch so that water will be trapped behind the spoilbank. The excavated material shall be placed and levelled to a minimum width to depth ratio of 50:1 unless instructed otherwise. The edge of the spoilbank away from the ditch shall be feathered down to the existing ground; the edge of the spoilbank nearest the ditch shall have a maximum slope of 2 to 1. The material shall be levelled such that it may be cultivated with ordinary farm equipment without causing undue hardship on machinery and personnel. No excavated material shall cover any logs, scrub, debris, etc. of any kind.

Where it is necessary to straighten any unnecessary bends or irregularities in the alignment of the ditch, the excavated material from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and the old ditch no extra compensation will be allowed for this work and must be included in the Contractor's lump sum price for the open work.

Any stones 150mm or larger left exposed on top of the levelled excavated material shall be removed and disposed of as an extra to the contract unless otherwise noted on plans.

B.6 **EXCAVATION THROUGH BRIDGES AND CULVERTS**

The Contractor shall excavate the drain to the full specified depth and width under all bridges. Where the bridge or culvert pipe is located within a road allowance, the excavated material shall be levelled within the road allowance. Care shall be taken not to adversely affect existing drainage patterns. Temporary bridges may be carefully removed and left on the bank of the drain but shall be replaced by the Contractor when the excavation is completed unless otherwise specified. Permanent bridges must be left intact. All necessary care and precautions shall be taken to protect the structure. The Contractor shall notify the Engineer or Superintendent if excavation may cause the structure to undermine or collapse.

B.7 **PIPE CULVERTS**

Where specified on the drawings, the existing culvert shall be carefully removed, salvaged and either left at the site for the owner or reinstalled at a new grade or location. The value of any damage caused to the culvert due to the Contractor's negligence in salvage operation will be determined and deducted from the contract price.

All pipe culverts shall be installed in accordance with the standard detail drawings as noted on the drawings. If couplers are required, 5 corrugation couplers shall be used for up to and including 1200mm dia. pipe and 10 corrugation couplers for greater than 1200mm dia.

B.8 **MOVING DRAINS OFF ROADS**

Where an open drain is being removed from a road allowance, it must be reconstructed wholly on the adjacent lands with a minimum distance of 2.0 meters between the property line and the top of the bank, unless otherwise noted on the drawings. The excavated material shall be used to fill the existing open ditch and any excess excavated material shall be placed and levelled on the adjacent lands beyond the buffer strip, unless otherwise noted. Any work done on the road allowance, with respect to excavation, disposal of materials, installation of culverts, cleaning under bridges, etc., shall be to the satisfaction of the Road Authority and the Engineer.

SPRIET ASSOCIATES
B.9 **TRIBUTARY OUTLETS**

The Contractor shall guard against damaging the outlets of tributary drains. Prior to commencement of excavation on each property the Contractor shall contact the owner and request that all known outlet pipes be marked by the owner. All outlets so marked or visible or as noted on the profile, and subsequently damaged by the Contractor's operations will be repaired by the Contractor at his cost. All outlet pipes repaired by the Contractor under direction of the Drainage Superintendent or Engineer which were not part of the Contract shall be considered an extra to the contract price.

B.10 **SEDIMENT BASINS AND TRAPS**

The Contractor shall excavate sediment basins prior to commencement of upstream work as shown on the plan and profile. The dimension of the basin will be in a parabolic shape with a depth of 450mm below the proposed ditch bottom and the basin will extend along the drain for a minimum length of 15 meters.

A sediment trap 300mm deep and 5 meters long with silt fence placed across ditch bottom on the downstream end of the trap shall be constructed prior to and maintained during construction, to prevent silt from flushing downstream. The silt fence shall be removed and disposed of after construction.

B.11 **SEEDING**

.1 **Delivery**: The materials shall be delivered to the site in the original unopened containers which shall bear the vendor's guarantee of analysis and seed will have a tag showing the year of harvest.

.2 **Hydro Seeding**: Areas specified on drawings shall be hydro seeded and mulched upon completion of construction in accordance with O.P.S.S. 572 and with the following application rates:

<table>
<thead>
<tr>
<th>Material</th>
<th>Application Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Seed</strong> (85 kg/ha.)</td>
<td>50% Creeping Red Fescue</td>
</tr>
<tr>
<td></td>
<td>40% Perennial Ryegrass</td>
</tr>
<tr>
<td></td>
<td>5% White Clover</td>
</tr>
<tr>
<td>Nurse Crop</td>
<td>Italian (Annual) Ryegrass at 25% of Total Weight</td>
</tr>
<tr>
<td>Fertilizer (300 kg/ha.)</td>
<td>8-32-16</td>
</tr>
<tr>
<td>Hydraulic Mulch (2000 kg/ha.)</td>
<td>Type &quot;B&quot;</td>
</tr>
<tr>
<td>Water (52,700 litres/ha.)</td>
<td></td>
</tr>
</tbody>
</table>

Seeding shall not be completed after September 30.

.3 **Hand Seeding**: Hand seeding shall be completed daily with the seed mixture and fertilizer and application rate shown under "Hydro Seeding" above. Placement of the seed shall be by means of an approved mechanical spreader. Seeding shall not be completed after September 30.
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<td>18</td>
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</tbody>
</table>
SECTION C

TILE DRAIN

C.1 PIPE MATERIALS

.1 Concrete Tile: All tile installed under these specifications shall be sound and of first quality and shall meet all A.S.T.M. Specifications current at the time of tendering. Concrete tile shall conform to Designation C412 "Extra Quality" except that the minimum compression strengths shall be increased by 25%. Heavy Duty tile shall conform to Designation C412 "Heavy Duty Extra Quality".

.2 Corrugated Steel Pipe: Unless otherwise specified all metal pipe shall be corrugated, riveted steel pipe or helical corrugated steel pipe with a minimum wall thickness of 1.6mm (16 gauge) and shall be fully galvanized.

.3 Plastic Tubing: The plans will specify the type of tubing or pipe, such as non-perforated or perforated (with or without filter material).
   i) Corrugated Plastic Drainage Tubing shall conform to the current O.F.D.A. Standards
   ii) Heavy Duty Corrugated Plastic Pipe shall be "Boss 1000" manufactured by the Big 'O' Drain Tile Co. Ltd. or approved equal

.4 Concrete Sewer Pipe: The Designations for concrete sewer pipe shall be C14 for concrete sewer pipe 450mm (18") diameter or less; and C76 for concrete sewer pipe greater than 450mm (18") diameter. Where closed joints are specified, joints shall conform to the A.S.T.M. Specification C443.
   Where concrete sewer pipe "seconds" are permitted the pipe should exhibit no damages or cracks on the barrel section and shall be capable of satisfying the crushing strength requirements for No. 1, Pipe Specifications (C14 or C76). The pipe may contain cracks or chips in the bell or spigot which could be serious enough to prevent the use of rubber gaskets but which are not so severe that the joint could not be mortared conventionally.

.5 Plastic Sewer Pipe: The plans will specify the type of sewer pipe, such as non-perforated or perforated (with or without filter material). All plastic sewer pipe and fittings shall be "Boss Poly-Tite", ULTRA-RIB", "Challenger 3000" or approved equal with a minimum stiffness of 320 kpa at 5% deflection.

.6 Plastic Fittings: All plastic fittings shall be "Boss 2000" or "Challenger 2000" with split coupler joints or approved equal.

C.2 TESTING

The manufacturer shall provide specimens for testing if required. The random selection and testing procedures would follow the appropriate A.S.T.M. requirements for the material being supplied. The only variation is the number of tile tested: 200mm to 525mm dia. - 5 tile tested, 600mm to 900mm dia. - 3 tile tested. The drain will be responsible for all testing costs for successful test results. Where specimens fail to meet the minimum test requirements, the manufacturer will be responsible for the costs of the unsuccessful tests. Alternately, the Engineer may accept materials on the basis of visual inspections and the receipt in writing from the Manufacturer of the results of daily production testing carried out by the Manufacturer for the types and sizes of the material being supplied.

C.3 LINE

Prior to stringing the tile, the Contractor shall contact the Superintendent or the Engineer in order to establish the course of the drain.

Where an existing drain is to be removed and replaced in the same trench by the new drain or where the new drain is to be installed parallel to an existing drain, the Contractor shall excavate test holes to locate the existing drain (including repairing drainage tile) at intervals along the course of the drain as directed by the Engineer and/or the Superintendent. The costs for this work shall be included in the tender price.
C.3 **LINE** (cont'd)

Where an existing drain is to be removed and replaced in the same trench by the new drain, all existing tiles shall be destroyed and all broken tile shall be disposed of off site.

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other water courses or at sharp corners, it shall run on a curve of at least a 15 meter radius. The new tile drain shall be constructed at an offset from and generally parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water. The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and the existing tile act together to provide the necessary capacity.

C.4 **CLEARING AND GRUBBING**

Prior to commencement of drain construction, all trees, scrub, fallen timber and debris shall be cleared and grubbed from the working area. Unless otherwise specified, the minimum width to be cleared and grubbed shall be 20 meters in all hardwood areas and 30 meters in all softwood areas (willow, poplar, etc.), the width being centred on the line of the drain.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

C.5 **PROFILE**

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the drain in meters and decimals of a meter. These cuts are established for the convenience of the Contractor; however, bench marks will govern the final elevation of the drain. Bench marks have been established along the course of the drain and their locations and elevations are noted on the profile drawing.

C.6 **GRADE**

The Contractor shall provide and maintain in good working condition, an approved system of establishing a grade sight line to ensure the completed works conform to the profile drawing. In order to confirm the condition of his system and to eliminate the possibility of minor errors on the drawings, he shall ensure his grade sight line has been confirmed to be correct between a minimum of two control points (bench marks) and shall spot check the actual cuts and compare with the plan cuts prior to commencement of tile installation. He shall continue this procedure from control point to control point as construction of the drain progresses. When installing a drain towards a fixed point such as a bore pipe, the Contractor shall uncover the pipe and confirm the elevation, using the sight line, a sufficient distance away from the pipe in order to allow for any necessary minor grade adjustments to be made in order to conform to the as built elevation of the bore pipe. All tile improperly installed due to the Contractor not following these procedures shall be removed and replaced entirely at the Contractor's cost.

When following the procedures and a significant variation is found, the Contractor shall immediately cease operations and advise the Engineer.
C.7 **EXCAVATION**

1. **Trench:** Unless otherwise specified, all trenching shall be done with a recognized farm tilling machine approved by the Engineer or Superintendent. The machine shall shape the bottom of the trench to conform to the outside diameter of the pipe for a minimum width of one-half of the outside diameter. The minimum trench width shall be equal to the outside diameter of the tile to be installed plus 100mm (4") on each side unless otherwise approved. The maximum trench width shall be equal to the outside diameter of the tile to be installed plus 250mm (10") on each side unless otherwise approved.

2. **Scalping:** Where the depths of cuts in isolated areas along the course of the drain as shown on the profile exceed the capacity of the Contractor's tilling machine, he shall lower the surface grade in order that the tilling machine may trench to the correct depth. Topsoil is to be stripped over a sufficient width that no subsoil will be deposited on top of topsoil. Subsoil will then be removed to the required depth and piled separately. Upon completion of backfilling, the topsoil will then be replaced to an even depth over the disturbed area. The cost for this work shall be included in his tender price.

3. **Excavator:** Where the Contractor's tilling machine consistently does not have the capacity to dig to the depths required or to excavate the minimum trench width required, he shall indicate in the appropriate place provided on the tender form his proposed methods of excavation. Where the use of an excavator is either specified on the drawings or approved as evidenced by the acceptance of his tender on which he has indicated the proposed use of a backhoe he shall conform to the following requirements:
   a) the topsoil shall be stripped and replaced in accordance with Section .2 "Scalping".
   b) all tile shall be installed on a bed of 19mm crushed stone with a minimum depth of 150mm which has been shaped to conform to the lower segment of the tile.
   c) the Contractor shall allow for the cost of the preceding requirements (including the supply of the crushed stone) in his lump sum tender price unless it is otherwise provided for in the contract documents.

4. **Backfilling Ditch:** Where the contract includes for a closed drain to replace an open drain and the ditch is to be backfilled, the Contractor shall install the tile and backfill the trench prior to backfilling the ditch unless otherwise noted. The distance the trench shall be located away from the ditch shall be as noted on the drawings, (beyond area required for stockpiling topsoil and backfilling). After tile installation is complete topsoil (if present) shall be stripped and stockpiled within the above limits prior to backfilling of ditch. Only tracked equipment shall be permitted to cross backfilled tile trench and must be at 90 degrees to line of tile.

C.8 **INSTALLATION**

The tile is to be laid with close fitting joints and in regular grade and alignment in accordance with the plan and profile drawings. The tiles are to be bevelled, if necessary, to ensure close joints (in particular around curves). Where, in heavy clay soils, the width of a joint exceeds 10mm the joint shall be wrapped with filter cloth as below. Where the width of a joint exceeds 12mm the tile shall first be removed and the joint bevelled to reduce the gap. The maximum deflection of one tile joint shall be 15 degrees. Where a drain connects to standard or ditch inlet catchbasins or junction box structures, the Contractor shall include in his tender price for the supply and installation of compacted Granular 'A' bedding under areas backfilled from the underside of the pipe to undisturbed soil. The connections will then be grouted.

Where a tile drain passes through a bore pit, the Tile Contractor shall include in his tender price for the supply and placement of compacted Granular "A" bedding from the underside of the pipe down to undisturbed soil within the limits of the bore pit.

As above and where soil conditions warrant, the Engineer may require (or as specified on the drawings) that each tile joint be wrapped with synthetic filter cloth. The width of the filter cloth shall be 300mm wide for tile sizes of 150mm to 300mm and 400mm wide for sizes of 350mm to 750mm. The filter cloth shall cover the full perimeter of the tile and overlap a minimum of 100mm or as specified on the drawings. The type of cloth shall be Mirafi 140NL for loam soils and 150N for sandy soil. Any such work not shown on the drawings shall be considered as an addition to the contract price unless specified on the drawings.
C.9 ROAD AND LANEWAY SUB-SURFACE CROSSINGS

All road and laneway crossings may be made with an open cut in accordance with standard detailed drawings in the specifications or on the drawings. The exact location of the crossing shall be verified and approved by the Road Authority and the Engineer and/or superintendent.

C.10 BACKFILLING

As the laying of the tile progresses, blinding up to the springline including compaction by tamping (by hand) is to be made on both sides of the tile. No tile shall be backfilled until inspected by the Engineer or Drainage Superintendent unless otherwise approved by the Engineer.

The remainder of the trench shall be backfilled with special care being taken in backfilling up to a height approximately 150mm above the top of the tile to ensure that no tile breakage occurs. During the backfilling operation no equipment shall be operated in a way that would transfer loads onto the tile trench. Surplus material is to be mounded over the tile trench so that when settlement takes place the natural surface of the ground will be restored. Upon completion, a minimum cover of 600mm is required over all tile. Where stones larger than 150mm are present in the backfill material, they shall be separated from the material and disposed of by the Contractor.

Where a drain crosses a lawn area, the backfilling shall be carried out as above except that, unless otherwise specified, the backfill material shall be mechanically compacted to eliminate settlement.

C.11 UNSTABLE SOIL

The Contractor shall immediately contact the Engineer or Superintendent if quicksand is encountered, such that installation with a tiling machine is not possible. The Engineer shall, after consultation with the Superintendent and Contractor, determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation. Where directed by the Engineer, test holes are to be dug to determine the extent of the affected area. Cost of test holes shall be considered an addition to the contract price.

C.12 ROCKS

The Contractor shall immediately contact the Engineer or Superintendent if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a tiling machine. The Engineer or Superintendent may direct the Contractor to use some other method of excavating to install the drain. The basis of payment for this work shall be determined by the Engineer and Drainage Superintendent.

If only scattered large stones or boulders are removed on any project, the Contractor shall haul same to a nearby bush or fenceline, or such other convenient location as approved by the Landowners(s).

C.13 BROKEN, DAMAGED TILE OR EXCESS TILE

The Contractor shall remove and dispose of off-site all broken (existing or new), damaged or excess tile or tiles. If the tile is supplied by the Municipality, the Contractor shall stockpile all excess tile in readily accessible locations for pickup by the Municipality upon the completion of the job.

C.14 TRIBUTARY DRAINS

Any tributary tile encountered in the course of the drain shall be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary tile drains encountered are clean or reasonably clean, they shall be connected into the new drain. Where existing drains are full of sediment, or contain pollutants, the decision to connect those drains to the new drain shall be left to the Engineer or Superintendent. Each tributary tile connection made by the Contractor shall be located and marked with a stake and no backfilling shall take place until the connection has been approved by the Engineer or Superintendent.
C.14 **TRIBUTARY DRAINS** (cont'd)

For tributary drains 150mm dia. or smaller connected to new tiles 250mm dia. or larger, and for 200mm dia. connected to 350mm dia. or larger, the Contractor shall neatly cut a hole in the middle of a tile length. The connections shall be made using a pre-fabricated adaptor. All other connections shall be made with pre-fabricated wyes or tees conforming to Boss 2000 split coupler or approved equal.

Where an open drain is being replaced by a new tile drain, existing tile outlets entering the ditch from the side opposite the new drain shall be extended to the new drain. All existing metal outlet pipes shall be carefully removed, salvaged, and left for the owner. Where the grade of the connection passes through the newly placed backfill in the ditch, the backfill material below the connection shall be thoroughly compacted and metal pipe of a size compatible with the tile outlet shall be installed so that a minimum length of 2 meters at each end is extending into undisturbed soil.

Where locations of tiles are shown on the drawings the Contractor shall include in his tender price, all costs for connecting those tiles to the new drain regardless of length.

Where tiles not shown on the drawings are encountered in the course of the drain, and are to be connected to the new drain, the Contractor shall be paid for each connection at the rate outlined in the Form of Tender and Agreement.

C.15 **OUTLET PIPES**

Corrugated steel pipe shall be used to protect the tile at its outlet. It shall have a hinged metal grate with a maximum spacing between bars of 40mm. The corrugated steel pipe shall be bevelled at the end to generally conform to the slope of the ditch bank and shall be of sufficient size that the tile can be inserted into it to provide a solid connection. The connection will then be grouted immediately.

The installation of the outlet pipe and the required rip-rap protection shall conform to the standard detailed drawing as noted on the drawing.

C.16 **CATCHBASINS AND JUNCTION BOXES**

1 **Catchbasins**: Unless otherwise noted or approved, catchbasins shall be in accordance with O.P.S.D. 705.010, 705.030. All catchbasins shall include two - 150mm riser sections for future adjustments. All ditch inlet catchbasins shall include one 150mm riser section for future adjustments. The catchbasin top shall be a "Bird Cage" type substantial steel grate, removable for cleaning and shall be inset into a recess provided around the top of the structure. The grate shall be fastened to the catchbasin with bolts into the concrete. Spacing of bars on grates for use on 600mmx600mm structures shall be 65mm centre to centre. Spacing of bars on grates for use on structures larger than 600mmx600mm shall be 90mm with a steel angle frame.

The exact location and elevation of catchbasins shall be approved by the Road Authority or the Engineer/Superintendent. Catchbasins offset from the drain shall have "Boss 2000" 200mm diameter leads or approved equal unless otherwise noted and the leads shall have a minimum of 800mm of cover. The leads shall be securely grouted at the structures and the drain.

2 **Junction Boxes**: Junction boxes shall be the precast type unless otherwise approved. Dimensions for precast junction boxes shall conform to those for catchbasins. The inside dimensions of the box shall be a minimum of 100mm larger than the outside diameter of the largest pipe being connected. The minimum cover over the junction box shall be 600mm. Benching to spring line shall be supplied with all junction boxes.

3 **Connections**: Catchbasins and junction boxes shall not be ordered until elevations of existing pipes being connected have been verified in the field as indicated on the drawings. All connections shall be securely grouted at both the inside and outside walls of the structure.

4 **Installation**: Where the native material is clay, all catchbasins shall be backfilled with an approved granular material placed and compacted to a minimum width of 300mm on all sides with the following exception. Where the native material is sandy or granular in nature it may be used as backfill. Filter cloth shall be placed between the riser sections of all catchbasins.
C.16 **CATCHBASINS AND JUNCTION BOXES** (cont’d)

Where the Contractor has over excavated or where ground conditions warrant, the structure shall be installed on a compacted granular base.

The Contractor shall include in his tender price for the construction of a berm behind all ditch inlet structures. The berm shall be constructed of compacted clay keyed 300mm into undisturbed soil. Topsoil shall be distributed to a 65mm thickness and seeded unless otherwise specified. The Contractor shall also include for regrading, shaping and seeding of road ditches for a maximum of 15 meters each way from all catchbasins.

C.17 **BLIND INLETS**

Where specified, blind inlets shall be installed along the course of the drain. In accordance with details on the drawings.

C.18 **GRASSED WATERWAY**

Topsoil to be stripped from construction area and stockpiled prior to construction of waterway. Waterway to be graded into a parabolic shape to the width shown on the drawings. Topsoil to be relevelled over the waterway and other areas disturbed by construction.

Waterway to be prepared for seeding by harrowing and then seeded by drilling followed by rolling. Seeding rates to be 85 Kg/ha with the following mixture:

- 30% Canon Canada Bluegrass
- 25% Koket Chewings Fescue
- 30% Rebel Tall Fescue
- 15% Diplomat Perennial Rye
- Plus #125 Birdsfoot Trefoil (25% of Total Weight)

C.19 **BACKFILLING EXISTING DITCHES**

The Contractor shall backfill the ditch sufficiently for traversing by farm machinery. If sufficient material is not available from the old spoil banks to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled ditch unless otherwise specified on the contract drawings. The Contractor shall ensure sufficient compaction of the backfill and if required, repair excess settlement up to the end of the warranty period. The final grade of the backfilled ditch shall provide an outlet for surface water.

C.20 **RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM**

Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by other specifications of this contract.

The requirements of licensing of operators, etc. which apply to the installation of closed drains under the Tile Drainage Act shall also be applicable to this contract in full unless approval otherwise is given in advance by the Engineer.
QUARRY STONE SP-RAP PROTECTION AT EACH END

EXISTING DITCH BANK

PROPOSED PIPE CULVERT

EXIST. DITCH BOTTOM

BEDDING TO BE SHAPED TO RECEIVE PIPE FOR A WIDTH OF ONE-HALF DIAMETER OF PIPE

HALF ELEVATION

HALF SECTION

QUARRY STONE SP-RAP

GRANULAR "B" DREDGED MATERIAL TO BE PLACED IN 150mm LAYERS ON EACH SIDE SIMULTANEOUSLY AND COMPACTED TO 85% OF STANDARD PROCTOR DRY DENSITY.

GRANULAR "A" BEDDING MATERIAL TO BE PLACED IN 150mm LAYERS ON EACH SIDE SIMULTANEOUSLY AND COMPACTED TO 85% OF STANDARD PROCTOR DRY DENSITY.

NOTES

1) WHERE THE CULVERT IS TO BE INSTALLED IN POOR SOIL CONDITIONS, THE BEDDING MATERIAL SHALL BE 15mm CRUSHED STONE COMPLETELY WRAPPED IN GEOTEXTILE SUCH AS MIRAFLY 160N OR APPROVED EQUIVALENT.

TYPICAL FARM CULVERT INSTALLATION DETAIL

Scale: N.T.S. Approved by: M.P.D.

Drawn by: M. Date: January 1983

Redundant: November 2000

ELEVATION & SECTION

SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

No. 01
### Typical Outlet Rip-Rap

**Notes**

1. Rip-Rap to extend up the slope 0.5 meter above top of outlet.

2. Where surface run enters ditch at outlet pipe, a rock chute shall be installed (see S.D.D. No. 05) and pipe shall be installed adjacent to rock chute.

3. Hinged rodent gate to be affixed to end of outlet pipe.

### Typical Outlet Rip-Rap Through Side Slope of Ditch

<table>
<thead>
<tr>
<th>Scale: N.T.S.</th>
<th>Approved by: M.P.D.</th>
<th>Date: November 2000</th>
<th>Revised: January 2009</th>
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<tbody>
<tr>
<td>Drawn by: J.K.</td>
<td></td>
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</tbody>
</table>

**Plan & Section**

**Spriet Associates London Limited**

Consulting Engineers Architects

No. 03
TYPICAL DITCH BANK RIP-RAP

NEW OR EXISTING DITCH BOTTOM

GEOTEXTILE (MIRAFI 160N OR APPROVED EQUIVALENT)

300mm

TYPICAL DITCH BANK RIP-RAP

WITH BACKFILLING OF WASHOUT

GEOTEXTILE (MIRAFI 160N OR APPROVED EQUIVALENT)

BACKFILL AND RESHAPE EXISTING DITCH BANK

SUPPLY AND PLACE QUARRY STONE RIP-RAP PROTECTION ON BACKFILLED AND RESHAPED DITCH BANK

NEW OR EXISTING DITCH BOTTOM

300mm

EXIST. DITCH BOTTOM

450mm

300mm

450mm

300mm

TYPICAL DITCH BANK RIP-RAP DETAILS

Scale: N.T.S. Approved by: M.P.D. Date: July 2000
Drawn by: JR Revised: November 2000

SECTIONS

SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

No. 04
TYPICAL DITCH BOTTOM CLEANOUT

NEW DITCH BOTTOM

EXISTING DITCH BANKS

EXISTING DITCH BOTTOM

0.9m PARABOLIC BOTTOM

1.5

NEWWLY EXPOSED DITCH BANKS BELOW EXISTING SODDED BANKS ARE TO BE SEEDED WHERE NOTED ON THE DRAWINGS (TYPICAL)

SECTION A-A

TYPICAL ROCK CHUTE

TYPICAL DITCH BOTTOM CLEANOUT
TYPICAL ROCK CHUTE CONSTRUCTION

Scale: N.T.S.
Approved by: M.P.D.
Date: November 2000
Drawn by: Jk
Revised:

SECTIONS

SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

No. 05
TO: Mayor and Council of the Township of Southwold

FROM: Heather James, Planner

SUBJECT: Amendment to the Agricultural 1 (A1) and Agricultural 3 (A3) Zones of the Township of Southwold Comprehensive Zoning By-law 2011-14 by Steve Goodhue to facilitate the severance of a surplus farm dwelling parcel.

REASONS FOR AND NATURE OF THE APPLICATION:

The property is legally described as East Part of Lot 8, NLRE Range 1, Township of Southwold and described municipally as 6474 Union Road (shown on Figure 1, Location of Subject Lands). The owner is proposing the retained parcel (farm lot) be rezoned from Agricultural 1 (A1) Zone to Agricultural 3 (A3) Zone to prohibit residential use. The severed parcel (residential lot) will also be rezoned from Agricultural 1 (A1) to Special Provision Agricultural 1 (A1-48) to permit an increase in the maximum lot area to 0.61 ha (1.5 ac.). A Zoning By-law Amendment is a condition of severance of a surplus farm dwelling, associated with County of Elgin Land Division Consent File No. E 82/18. Land Division Committee provided provisional consent approval on November 14, 2018 and no appeals were received.

Figure 1: Location of Subject Lands
BACKGROUND INFORMATION:

The lands to be severed and rezoned (residential lot, outlined in red on Figure 1) will have a frontage of 21.3 m (69.88 ft.) with a depth of 161.54 m (2,221.2 ft.) and a lot area of 0.607 ha (1.5 ac.). The severed parcel will be used for residential use and contain a single detached dwelling, a garage and shed. The severed parcel will be serviced with private water and a private septic system.

The lands to be retained and rezoned (farm lot, outlined in yellow on Figure 1), will have a frontage of 287.2 m (942.26 ft.), a depth of 677.2 m (3,706 ft.) and a lot area of 20.85 ha (51.5 ac.). The lands to be rezoned will contain no buildings and/or structures and no services.

Figures 2: Sketch Submitted by Owner and Applicant

CIRCULATION OF THE APPLICATION:

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

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

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

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

Township of Southwold Comprehensive Zoning By-Law 2011-14
The subject lands are zoned Agricultural 1 (A1) in the Township of Southwold Zoning By-Law as shown on Schedule ‘A’ Map 8.

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

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

The proposed severed parcel area of approximately 0.607 ha (6,007.0 m², 1.5 ac.) is slightly larger than the maximum lot area; however, it is still appropriate for the use and servicing on the property. A Special Provision Agricultural 1 (A1-48) Zone is recommended to be applied to the proposed severed parcel to permit the increase in maximum lot area.

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

SUMMARY/CONCLUSION:

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

RECOMMENDATION:

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

That Council of the Township of Southwold APPROVE the proposed Zoning By-law Amendment ZBA 2019-01 in accordance with the site-specific By-law attached

Respectfully submitted by:

Heather James, MCIP, RPP
Planner
Report to Council

Date: January 30, 2019
Prepared By: Corey Pemberton
Report Number: CBO 2019-02
Activity Report From: 2012 to 2018

Background Information:
Below is the total number of permits issued, number of house permits, septic permits, and value of permits to date for the period of 2011-2019.

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

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As the chart above indicates, 2018 saw a slight decrease in permit fee and construction value which largely is attributed to a decrease in farm building construction compared to 2017. With the anticipated proposed subdivision development, it is projected for these numbers to increase and is projected that an increasing permit trend will continue in future years.

Attached also to this report is the annual 2018 summary (Schedule A 2019-01) of permit activity.

Respectively Submitted by: Corey Pemberton CBO
“Submitted electronically”

Approved By: Lisa Higgs
CAO/Clerk
### Permit Comparison Summary

**Issued For Period:** JAN 1, 2018  **To:** DEC 31, 2018

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DATE: January 30th, 2019
PREPARED BY: Lisa Higgs, CAO/Clerk
REPORT NO.: CAO 2019-23
SUBJECT MATTER: Property Standards By-Law

Recommendation:

That Council receive this report as information and give consideration to the Property Standards By-Law included on the January 30th, 2019 agenda.

Purpose:

The purpose of this report is to provide Council with information on the Property Standards By-Law, which is included on the January 30th agenda.

Background:

The Promoting Affordable Housing Act, 2016 (PAHA) received Royal Assent on December 8, 2016. PAHA amends sections of the Residential Tenancies Act to end the province’s role in enforcing residential rental maintenance standards (RRMS) starting July 1, 2018. When the provincial role ends, all municipalities will be required to enforce RRMS. Municipalities that are not currently enforcing the standards are required to do so on July 1, 2018. This will not affect approximately 275 municipalities that already have property standards by-laws covering the interior and exterior of all residential rental units, however the RTA amendments will affect approximately 139 municipalities that do not have “complete” by-laws. Southwold is one of these 139 small municipalities that needs to adopt a mechanism for enforcing the Residential Tenancies Act. In June of 2018, a report was brought before Council recommending that a Property Standards By-Law be presented for Council adoption.

Comments and Analysis:

Most municipalities have passed a property standards by-law (PSB). PSBs set out minimum standards for building occupancy and property maintenance within municipalities. Southwold does not currently have a Property Standards By-Law.

PSBs are enacted by municipalities under section 15.1 of the Building Code Act, 1992 (BCA). The BCA does not require municipalities to adopt PSBs, nor does it prescribe the standards to be contained in PSBs. There is a wide variation on the content of
PSBs, including whether they apply to the interior of properties. PSBs can cover all types of buildings, structures and properties including residential, commercial and industrial.

The province has a current enforcement function for some types of buildings – residential rental buildings and individual residential rental units. Ontario Regulation 517/06 of the Residential Tenancies Act, 2006 (RTA), contains maintenance standards that are enforced in some areas of the province. The provincial enforcement role depended on the location of rental properties.

The Promoting Affordable Housing Act, 2016, in effect, provides municipalities with two local enforcement options:


2) The Residential Tenancies Act Approach: Enforce provincial Maintenance Standards contained in Ontario Regulation 517/06 under the Residential Tenancies Act, 2006 (RTA) (as of July 1, 2018). This becomes the default approach if BCA approach not taken.

Township staff are recommending that Southwold take the BCA Approach since it provides greater flexibility for the municipality, allows the Township to establish its own standards, provides for a local appeal mechanism, and for ease of enforcement. The final version of the Property Standards By-Law is included in the January 30th, 2019 agenda. This By-Law contains provisions on:

- General Standards for All Property
- Residential Standards
- Vacant Lands and Buildings
- Non-Residential Property Standards
- A Property Standards Committee
- Administration and Enforcement
- Emergency Orders & Powers
- Offences

Importantly the Township continues to enforce municipal By-Laws on a complaint related basis only.

**Financial Implications:**

The Township will incur costs to enforce the Property Standards By-Law. It is difficult to predict the potential costs for enforcement since we do not have an expectation on the number of complaints we will receive. This new enforcement regime is mandated by the Province so we are unable to refuse to participate. The Township continues to enforce By-Laws on a complaint basis.

Approved by: Lisa Higgs, CAO/Clerk
DATE: January 30th, 2019

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2019-24

SUBJECT MATTER: Request for Road Maintenance – Unopened Road – Taschereau Road

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Recommendation:

That Council receive this report as information and give direction to staff on the request for additional road maintenance support to service the property addressed 13265 Routh Road.

Purpose:

The purpose of this report is to provide Council with information on the history of the property development at 13265 Routh Road/33500 First Line and facilitate a discussion on the property owner’s request for additional road maintenance to be provided to service the residential property.

Background:

There is a complex history related to the development of a residence at the subject property. For brevity sake, a point form approximate timeline:

- October 31, 2012 – current owner purchases the property

- Shortly after purchase of the property, owner contacts Township office to request that a building permit be issued for the construction of a new home

- September 9, 2013 - the previous CAO/Clerk brought a report to Council with various options to permit a new residence

- September 9, 2013 – Owner appears to Council as a delegation and requests that a building permit be issues. Council advises the property owner that there are currently no municipal services or legal access to the property. Council also requests that the owner provide proof of a registered easement with CN permitting access to the property

- October 7th, 2013 – Township Council received a planner’s report with advice on the property. Council passed a resolution instructing the owner to enter into a development agreement governing the design and maintenance of the driveway and any other liability
issues, municipal services and maintenance issues, and that the Owner obtain a Minor Variance to support the residential use of the subject property and address the general intent of the requirement for frontage on a public road. The Council resolution required that conditions be met prior to a building permit being issued.

- In 2013 and 2014, the intention was to provide access to the property via the unopened Road Allowance known as Taschereau Road, over CN rail property. There was substantial correspondence exchanged between the Township CAO, the property owner, the Township solicitor and the property owner’s solicitor. This proposal is shown as Option 1 on the attached Schedule.

- During this time, the Township confirmed that Taschereau Road had never been opened or maintained. Given that the Township did not desire to formally open the road and maintain it (2013 rough estimates of costs had Township annual costs at $4,620.00), it was proposed that the Township could enter into a development agreement with the property owner for them to use and maintain the unopened road allowance.

- This draft agreement was prepared by the Township solicitor and included provisions that the Owner had to get an easement from CN to cross their lands, was provided permission to use the Township lands, was required to be solely responsible at their own expense to bring the roadway up to the design and construction standards for the Township of Southwold for a ‘minor-local' road, post signage, limit speeds, provide insurance to the Township, and to acknowledge that they understand that the unopened road allowance was to remain unopened, indefinitely.

- There were many drafts of the agreement and significant discussion between all parties. The owner was unable to get access from CN to cross their lands. In September of 2014, the owner decided that instead of accessing the property via Taschereau, they would gain access via easement agreements with neighbouring property owners. This is considered as Option 2 and is shown on Schedule A to this report.

- To facilitate Option 2, the owner applied for a consent to permit two easements across agricultural parcels for driveway access. A minor variance was also required. The Township also declared a portion of Taschereau Road surplus, which was sold to the property owner to allow access to the roads.

- The consents were granted by the Land Division Committee on October 29, 2014, subject to conditions. A minor variance was received by the Township on May 27, 2014 and was eventually approved on December 15, 2014. The variance report explained that access to the property was achieved via 1st Line, crossing over two other properties, related to the consent applications.

- A building permit for a new single family dwelling was issued on February 5, 2016.
In 2017, the previous CAO/Clerk Ken Loveland was contacted by the property owner requesting maintenance of Taschereau Road. A report was brought to Council on August 28, 2017 and staff was directed to get more research and report back to Council. There were no more subsequent reports to Council.

In December of 2018, the property owner met with the current Township CAO/Clerk requesting maintenance of the unopened road allowance. The owner indicated that she is requesting minimal maintenance – summer grading a few times per year and winter maintenance only when the accumulation of snow is significant. The owner affirmed that they would not be interested in cost sharing this service; it is their position that this should be a service provided out of their municipal property taxes.

**Comments and Analysis:**

In reviewing the foregoing, the direction property development of the subject lands was permitted and facilitated via an access off of First Line achieved with the consent application permitting easement agreements and a minor variance. The building permit for the new home was issued assuming an entrance was coming from First Line.

Technically speaking, the property owner’s current use of the unopened municipal road allowance to access the property is unauthorized, as is the crossing over the former CN lands.

Practically speaking, the property owner’s access of the property via the unopened road allowance may be the most convenient for the property owner.

In 2014, Council enacted By-Law No. 2014-39, being a By-Law to establish policies for the use of unopened road allowances for motor vehicle travel. This By-Law is attached as schedule B to this report. The By-Law mandates that using unopened road allowances for motor vehicle purposes is prohibited, unless approved by Council. The By-Law also prescribes various processes that should be undertaken in the event that unauthorized use is to be permitted. The By-Law recommends that the Township enter into an agreement and outlines the required elements of the agreement.

In light of the foregoing, staff would recommend that if Council is desirous in permitting the property owner to access their property via the unopened road allowance, the property owner enter into an agreement, as required under By-Law No. 2014-39. Under the terms of this agreement, the Township may consider completing the road maintenance for the resident, cost sharing the road maintenance with the resident, or permitting the resident to complete her own maintenance on Township property.

**Approved by: Lisa Higgs, CAO/Clerk**
Schedule A:

Option 1: Proposed Access Shown on Dotted Yellow & Red Line

Option 2: Access via Easements in Green and Red Below
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2014- 39

Being a Bylaw to establish policies for the use of unopened road allowances for motor vehicle travel

WHEREAS the Township of Southwold is the owner of all road allowances within its jurisdiction;

AND WHEREAS the Township of Southwold, from time to time, receives applications from ratepayers to use parts of original road allowances for motor vehicle passage purposes;

AND WHEREAS the purpose of this By-law is to establish policies with respect to the requirements of the Township of Southwold, if Council approves of an unopened road allowance being used for vehicle purposes.

BE IT ENACTED as a By-Law of the Township of Southwold as follows:

1. General Policy

   It is general policy of the Township of Southwold that unopened road allowances shall not be used for motor vehicle travel purposes, and that any improvements, cutting down of trees or grading or removing of rocks or fill on unopened road allowances is prohibited with the express approval of Council.

2. Applications

   If Council decides, following due consideration, that an Application to use an unopened road allowance or any portion thereof, to approve the said application for use, the Applicant and the Township shall enter into an agreement satisfactory to the Township setting forth the terms and conditions of such approval, with that agreement to contain, at a minimum, provisions addressing the following:

   2.1 Survey: Applicants are required to survey the road allowance to be sure that the proposed use will not encroach on adjacent lands.

   2.2 Applicant’s Expense: All work shall be done at the Applicant’s expense. The Applicant shall file a cost estimate prior to the work taking place and file security for the value of the work.
2.3 **Outline of Proposed Work:** The Applicant shall prepare, and submit to Council for approval, a summary of the proposed work program including the width of the proposed travelled road, the specifics of the constructions of the road, and the proposed plans to address the impact of the work on any environmentally sensitive areas.

2.4 **Letter of Credit:** The Applicant shall file a Letter of Credit (or cash) with the Township of Southwold for 10% of the value of the estimated cost of the work. This LOC is to protect the Township of Southwold against liens arising in relation to the Applicant’s activities on the unopened road allowance.

2.5 **Inspection:** The Township of Southwold will inspect the work only to the extent to make certain that the Applicant has followed Council’s direction and has completed all work in accordance with the same.

2.6 **No Assumption by the Township of Southwold:** Once the work is completed and motor vehicle access is possible, the resulting road is not a road which is “assumed” by the Township of Southwold for public travel purposes, nor will be Township of Southwold pass a by-law to open the said road.

2.7 **Posting of Sign:** The Applicant shall be required to post signs “PRIVATE ROAD - NOT ASSUMED BY THE TOWNSHIP OF SOUTHWOLD - USE AT OWN RISK” at all entrances and exits to the road allowance. The Applicant shall be responsible to post a safe speed sign – typically the posted speed should be less than the design speed. If these signs are removed, they shall immediately be replaced by the Applicant.

2.8 **Group Application:** If the Application is by a group of people who wish to make a trail along an unopened road allowance, consideration should be given to the forming of a Corporation that would be responsible for the maintenance of the road.

2.9 **Insurance:** The Applicant shall obtain and maintain liability insurance with a minimum coverage of Five Million Dollars ($5,000,000.00) with respect to the Applicant’s constructions, use and maintenance of the road, and shall file a copy of the said policy with the Township of Southwold. The Township of Southwold must be added as a named insured on the policy and the policy shall contain a provision requiring the insurance company to that the policy will not be cancelled or terminated without 30 days’ prior written notice to the Township of Southwold.

2.10 **Waiver of Liability:** The Applicant must enter into an Agreement with the Township of Southwold waiving, releasing and discharging the Township of Southwold of and from all claims, actions, causes of actions and damages for death, personal injury or damage to property arising out of the use of, the unopened road allowance.

2.11 **Removal of Timber:** Timber removed from the road allowance is the property of the Township of Southwold and must be purchased from the Township of Southwold. Tree tops must be removed from site.
2.12 **Standards of Construction:** The roadway is to be built to standards imposed by any Federal or Provincial Ministries and by the Municipality as per the *Designs and Construction Standards for the Township of Southwold 2012*, as prepared by Spriet Associates London Ltd. Consulting Engineers.

Subject to the approval of the Public Works Superintendent, a “Minor-Local Road” at minimum, requires that the road should not exceed 12 feet in width; cleared width is minimum 20 feet. Turn-around to be built sufficient to allow Emergency vehicles to maneuver. All imported material is to be granular. A minimum of 100 to 150 mm (4 to 6 in) of gravel is required.

3. **Private Roads/Driveways Crossing Unopened Township Road Allowances**

3.1 Nothing in this by-law is intended to prevent a private road or driveway from crossing an unopened Township road allowance.

3.2 All private road or driveway crossings of unopened township road allowances shall be at 90 degrees to the road allowance unless extreme mitigating circumstances require otherwise.

3.3 Maintenance of all crossings of unopened township road allowances shall be at the expense and responsibility of the owner of the private road or driveway making the crossing.

4. **Further Conditions**

4.1 Council of the Township of Southwold shall be entitled to add such additional conditions as it deems necessary having regard to the circumstances and area in which the proposed work is located.


Deputy Mayor
Grant Jones

Clerk
Donna Clermont
TOWNSHIP OF SOUTHWOLD
APPLICATION FOR USE/ALTERATION/WORK ON ROAD ALLOWANCE

PROPERTY DESCRIPTION:

DATE OF APPLICATION:

DETAILS OF PROPOSED USE/ALTERATION/WORK ON ROAD ALLOWANCE:
(include costs estimate and engineered drawings, where applicable)

N.B. If a private road is to be constructed on the road allowance, the roadway is to be constructed and maintained to the standards imposed by the Province of Ontario for any road in the same class, and to the following minimum Township requirements as per the Designs and Construction Standards for the Township of Southwold 2012, as prepared by Spriet Associates London Ltd Consulting Engineers:

Applicant Signature: ___________________________ Date: ___________________________
DATE: January 30th, 2019

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2019-25

SUBJECT MATTER: Request for Warning, Information, Non-Legal Signage

Recommendation:
That Council receive this report as information and give direction to staff on the policy for warning, non-legal signage

Purpose:
The purpose of this report is to seek Council’s policy direction as it relates to signage that are not legal road signs, but that are used for information or warning purposes (i.e. Deaf Child, Children at Play, etc).

Background:
Through the Township’s Facebook page, we have recently received a request from a resident, requesting that the Township install a sign warning of a Deaf child at play. Prior to constructing the sign, staff is seeking Council direction to create a policy and waiver form for residents to sign.

Comment:
Staff has conferred with our insurer’s risk management department about the request that we received from a Southwold resident for a sign warning of a deaf child. The insurer has recommended that if we are to proceed with installing signage, we proceed with creating a policy.

There has been media hype about these signs in the past. The insurer has explained that media and the public may accuse a municipality of being insensitive if the Township won’t post signs when requested, but the insurer’s understanding is that road experts are not convinced that they are effective for many reasons. First, drivers don’t pay attention to them. Second, they provide a false sense of security for the parents who may feel that their child is safer and let their guard down. Enforcement of speed limits and stop signs are recommended more than warning signs.
The Township does not have a template for this type of waiver/release but the insurer recommended that if the Township is going to proceed with this type of signage, parents should sign a waiver that include the fact that the parents have requested the sign and acknowledge that these signs have not been proven effective and that they are responsible for supervising their own children. The waiver should also release the Township from liability for any damages, personal injury, death, etc. that occur related to the sign as it relates to their child. The Township should be aware, however, that in the event the child is injured, when they turn 18, the release will not prevent them from commencing legal proceedings on their own behalf.

Staff is seeking Council direction on whether to proceed with drafting a policy and waiver and installing warning signs.

Approved by: Lisa Higgs, CAO/Clerk
DATE: January 30th, 2019
PREPARED BY: Lisa Higgs, CAO/Clerk
REPORT NO.: CAO 2019-26
SUBJECT MATTER: Update on Bill 66

Recommendation:
That Council receive this report as information.

Purpose:
The purpose of this report is to update Council on the Province’s Bill 66, known as the “Open for Business Act”.

Background:
Introduced on December 6th, 2018, Bill 66 forms part of the Government’s “Open-for-business Action Plan to stimulate business investment, create good jobs, and make Ontario more competitive”. The Bill contains 12 separate schedules that propose to amend and/or repeal existing pieces of Provincial legislation. This proposed legislation and related 'open-for-business planning by-law' regulations were recently out for a 45-day comment period ending on January 20th, 2019.

Included as Schedule ‘A’ to this By-Law is an excerpt for the Ministry’s web page summarizing the schedules included in the Act.

Comment:
The proposed bill would add a new section to the Planning Act (Section 34.1), which is called the “open-for-business planning by-law”. This would authorize municipal councils to pass an “open-for-business planning by-law” for major employment uses. The tool would be available to all local municipalities and would assist them in attracting businesses who are seeking development sites. Provided that certain criteria are met, municipalities can request to use an open-for-business planning by-law in situations where there may be major employment or economic growth opportunities.

In order for a municipal council to pass an ‘open-for-business planning by-law’, it is required that a request from local council is made, by resolution, to the Minister of Municipal Affairs and Housing. The prescribed information needed to accompany this
request will be stipulated in forthcoming regulations. A draft of the regulation indicates the request will need to include:

- Description of the subject lands and land use information;
- Confirmation that the proposal will support a new major employment use;
- Evidence that the proposal would meet a minimum job creation threshold (i.e. for municipalities with a population of 250,000 or more, the new use must generate at least 100 jobs);
- Identify the use of land, buildings and structures that may be authorized by the tool, such as manufacturing and research and development. Residential, commercial or retail as the primary use do not qualify.

As per information provided by the Provincial Government, proposals that would be subject to an ‘open-for-business planning by-law’ would see the following:

- a streamlined planning process (an example of this could involve no formal site plan control process);
- the municipality would have no obligation to hold statutory public meetings (but may hold these meetings at council’s discretion);
- no requirements for the provision of public benefits through section 37 of the Planning Act (such as cash contributions, or the provision of public art or child care facilities) in connection with increases in height or density permissions;
- exemption from most Planning Act requirements, including the demonstration of strict conformity and consistency with the Provincial Policy Statement, Provincial Plans (Greenbelt Plan, etc.), drinking source water protection plans and Official Plan policies; and
- proposals would not be subject to appeal to the Local Planning Appeal Tribunal (LPAT).

Currently, the proposed legislation also authorizes local municipalities to impose conditions (that would usually be addressed through the site plan process) on an “open-for-business planning by-law”. These conditions are at the discretion of the local council and can include any requirement deemed necessary for the protection of public health and safety. The Minister may also impose certain conditions during the authorization of this planning tool. In order to ensure that any set conditions and/or development standards are met, this legislation permits local municipalities to enter into agreements with a business and have these agreements registered on title of the land. The establishment of an “open-for-business planning by-law” is limited to the council of a local municipality, meaning Elgin County Council cannot approve such a by-law as per Section 34 of the Planning Act.
An open-for-business planning by-law is somewhat similar to a Minister’s Zoning Order (MZO) pursuant to Section 47 of the Planning Act. Similar to open-for-business planning by-laws, MZOs are not required to conform to certain provincial plans and local official plans. Further, no prior notice or public consultation regarding an MZO is required before it is issued, just as with the enactment of an open-for-business planning by-law. However, there are several differences between the two tools including:

- MZOs can be used to both prohibit and permit new development, open-for-business planning by-laws may only be used to permit new development in the form of major employment uses;

- MZOs are provincially-led, sometimes over the municipality’s objection, an open-for-business planning by-law would be municipally-led and enacted by the municipality, with Provincial approval; and

- Open-for-business planning by-laws would also received greater protection from appeal in comparison to MZOs.

Recently, the Township has received correspondence from numerous municipalities about Bill 66, specifically about the possible negative implications of amendments to Schedule 10, as it relates to environmental protection and source water protection. Many municipalities are passing resolutions committing to open consultations and “proven land use strategies based on science” and environmental protections within existing legislation. Many organizations have expressed their concerns with Bill 66, worried that the weakening of environmental protection may potentially endanger public health. Other resolutions from municipalities cite concerns about the threat to the Green Belt.

Copies of Correspondence from the Township of Wilmot, Town of Georgina, and Town of Orangeville are included as Schedule B for Council review.

Approved by: Lisa Higgs, CAO/Clerk
Bill 66, Restoring Ontario's Competitiveness Act, 2018

Smith, Hon. Todd (www.ola.org/members/all/todd-smith) Minister of Economic Development, Job Creation and Trade

Current status: First Reading Carried

Versions

Original (www.ola.org#nid-5831106)


EXPLANATORY NOTE

SCHEDULE 1

Ministry of Agriculture, Food and Rural Affairs

Agricultural Employees Protection Act, 2002

The Schedule extends the application of the Agricultural Employees Protection Act, 2002 to employees who engage in ornamental horticulture.

Farm Registration and Farm Organizations Funding Act, 1993

The Schedule makes several amendments to the Farm Registration and Farm Organizations Funding Act, 1993. Some of the more significant amendments include:

1. Section 2 of the Act is amended to eliminate the requirement for certain persons carrying on a farming business to file a farming business registration form with the Minister. Instead, the section would include a requirement for these persons to register the farming business by submitting an application for a farming business registration number to the Ministry. Regulations may be made in relation to the applications for farming business registration numbers and to the expiry and renewal of such numbers.

2. Section 21 of the Act is amended to clarify the Ministry’s role in receiving payments from farming businesses along with applications for farming business registration numbers and forwarding those payments to the appropriate accredited farm organization. The Ministry’s authority to recover related administrative costs is also clarified.

3. New sections 31.1 to 31.12 are added to the Act to give the Minister the power to make regulations designating a corporation as a Farm Registration Administrator and delegating to the administrator responsibility for the administration of specified provisions of the Act or of regulations made under subsection 33 (2), or both. The provisions require that the Minister enter into an administrative agreement with a prospective designate. Several provisions relate to the governance, duties, liability and accountability of a Farm Registration Administrator.

4. The regulation-making powers currently held by the Lieutenant Governor in Council under section 33 of the Act are revised and certain regulation-making powers are transferred to the Minister.

Ministry of Agriculture, Food and Rural Affairs Act

The Schedule amends the Ministry of Agriculture, Food and Rural Affairs Act. Section 6.2 of the Act is amended to clarify that the Minister may make orders under that section establishing loan guarantee programs. The loan guarantees themselves continue to be given by the Lieutenant Governor in Council under section 8 of the Act, whether as part of a loan guarantee program or otherwise. Section 8 of the Act is amended to provide that the loan guarantees may be given not only in respect of loans made to farmers but also in respect of loans made to entities that provide loans to farmers.
SCHEDULE 2
Ministry of the Attorney General

Pawnbrokers Act

The Schedule repeals the Pawnbrokers Act and makes a consequential amendment to the Personal Property Security Act.

SCHEDULE 3
Ministry of Education

The Schedule amends the Child Care and Early Years Act, 2014 and the Education Act. Here are highlights of some of those amendments:

Currently, sub-subparagraph 1 iv A of subsection 6 (3) of the Child Care and Early Years Act, 2014 provides that the group of children in the care of one home child care provider may not include more than two children who are younger than two years old. This sub-subparagraph is amended to increase the number to three children who are younger than two years old.

Currently, sub-subparagraph 1 iv B of subsection 6 (3) of the Child Care and Early Years Act, 2014 provides that the group of children in the care of two home child care providers may not include more than four children who are younger than two years old. This sub-subparagraph is amended to increase the number to six children who are younger than two years old.

Currently, subparagraph 2 iii of subsection 6 (3) of the Child Care and Early Years Act, 2014 provides that the group of children in the care of an unlicensed child care provider may not include more than two children who are younger than two years old. This subparagraph is amended to increase the number to three children who are younger than two years old.

Currently, subparagraph 3 iv of subsection 6 (3) of the Child Care and Early Years Act, 2014 provides that, with respect to in-home services, financial assistance must be provided under the Act for child care in order to be excepted from the application of subsection 6 (1). This subparagraph is repealed.

Currently, paragraph 4 of subsection 6 (4) of the Child Care and Early Years Act, 2014 provides that only children who are six years old or older may be registered in an authorized recreational and skill building program. This paragraph is amended to lower the age restriction to children who are four years old or older.

Currently, paragraph 2 of subsection 259 (2) of the Education Act provides that a board must ensure that a third party program operated for the purposes of section 259 of the Act is led by an early childhood educator or another person who meets criteria set out in a regulation made under the Child Care and Early Years Act, 2014. This paragraph is repealed.

Currently, paragraph 1 of subsection 259.1 (2) of the Education Act provides that a board must ensure that a third party program operated for the purposes of section 259.1 of the Act must meet the requirements set out in subsection 259 (1) or (2) or be a program prescribed by the regulations. This paragraph is re-enacted to provide that a board must ensure that a third party program operated for the purposes of section 259.1 of the Act must be a child care centre licensed under the Child Care and Early Years Act, 2014 or another program prescribed by the regulations made under the Education Act.

SCHEDULE 4
Ministry of Energy, Northern Development and Mines

Ontario Energy Board Act, 1998

The Schedule amends section 78 of the Ontario Energy Board Act, 1998 to remove references to unit sub-metering, and to add a reference to unit smart meter providers in subsection 78 (9). A consequential amendment is made to the regulation-making authority in clause 88 (1) (g.6.0.2) of the Act.

SCHEDULE 5
Ministry of the Environment, Conservation and Parks

Toxics Reduction Act, 2009

The Schedule amends the Toxics Reduction Act, 2009 to provide that the Act is repealed on December 31, 2021. The Schedule also revokes the regulations made under the Act as of the same day.
SCHEDULE 6
Ministry of Finance

Pension Benefits Act

Currently, subsection 80.4 (1) of the Pension Benefits Act provides that the conversion of single employer pension plans to jointly sponsored pension plans, implemented through a transfer of assets and liabilities, is only available with respect to plans that are public sector plans and with respect to prescribed pension plans or classes of pension plans. The Schedule repeals subsection 80.4 (1).

SCHEDULE 7
Ministry of Government and Consumer Services

Technical Standards and Safety Act, 2000

The Schedule amends the Technical Standards and Safety Act, 2000 so that it no longer applies to upholstered or stuffed articles. The Schedule also allows alternate rules made by a director and approved by the Minister under the Act to regulate any matter to which the regulations made under the Act apply. If alternate rules exist, they apply to the matter instead of the regulations and Minister’s orders made under the Act, to the extent provided in the alternate rules.

Wireless Services Agreements Act, 2013

The Schedule repeals the Wireless Services Agreements Act, 2013 and revokes the two regulations made under it.

SCHEDULE 8
Ministry of Health and Long-Term Care

Long-Term Care Homes Act, 2007

The Schedule amends subsection 44 (10) of the Long-Term Care Homes Act, 2007 to remove the Director from the list of persons who must be provided a written notice if the licensee withholds approval for admission. Section 106 of the Act is amended to allow the Director to determine how public consultations will be conducted. Under the amended section 106, the Director is required to consult the public for various licensing transactions, unless the Director has determined that a public consultation is not warranted in the circumstances, and the Director may make a policy for this purpose. Section 112 of the Act is amended to allow the Director to issue non-renewable temporary emergency licences for a term of not more than one year to accommodate persons affected by a temporary emergency. Section 113 of the Act is repealed but short-term authorizations given by the Director before the day of the repeal continue to be valid until their authorization period expires.

SCHEDULE 9
Ministry of Labour

Employment Standards Act, 2000

The Schedule amends the Employment Standards Act, 2000. The major elements are described below.

Section 2 of the Act is amended to provide that the Director, and not the Minister, is required to publish a poster providing information about the Act and regulations. Employers are no longer required to post the poster in the workplace.

Part VII of the Act is amended to remove the Director’s approval for employers to make agreements that allow their employees to exceed 48 hours of work in a work week.

Part VIII of the Act is amended to remove the Director’s approval for employers to make agreements that allow them to average their employee’s hours of work for the purpose of determining the employee’s entitlement to overtime pay. The employee’s hours may be averaged in accordance with the terms of an averaging agreement between the employee and the employer over a period that does not exceed four weeks.

Labour Relations Act, 1995

The Schedule amends the Labour Relations Act, 1995 to deem municipalities and certain local boards, school boards, hospitals, colleges,
universities and public bodies to be non-construction employers.

Trade unions that represent employees of these employers who are employed, or who may be employed, in the construction industry no longer represent those employees. Any collective agreement binding the employer and the trade union ceases to apply in so far as it applies to the construction industry.

SCHEDULE 10
Ministry of Municipal Affairs and Housing

Planning Act

The Schedule amends the Planning Act to add a new section 34.1, which allows local municipalities to pass open-for-business planning by-laws. These by-laws involve the exercise of a municipality’s powers under section 34 of the Act and allow municipalities to impose one or more specified conditions. A municipality may pass an open-for-business planning by-law only if it has received approval to do so in writing by the Minister and if criteria as may be prescribed are satisfied. Certain provisions of the Act and other Acts that would ordinarily apply to a by-law passed under section 34 do not apply to an open-for-business planning by-law.

SCHEDULE 11
Ministry of Training, Colleges and Universities

Private Career Colleges Act, 2005

The Private Career Colleges Act, 2005 is amended to provide that the term of a registration or renewal of a registration shall be specified by the Superintendent in accordance with the regulations or, if there are no regulations, shall be one year unless otherwise specified by the Superintendent.

The Act is also amended to provide that the Superintendent may remove or direct the removal of material or information published under section 49, and that such removal shall be done in accordance with the regulations, if any.

Related regulation-making powers are added.

SCHEDULE 12
Ministry of Transportation

Highway Traffic Act

Currently, section 7 of the Highway Traffic Act requires a driver of a vehicle to carry the original permit for the vehicle or a true copy of it, and to surrender the permit to a police officer, upon demand. The Act is amended to provide that where the permit is a permit issued by the Ministry or another jurisdiction pursuant to the International Registration Plan, this requirement may also be satisfied with an electronic version of the permit, provided that the permit complies with the requirements of the International Registration Plan and with any requirements established by the Ministry.

References to permits issued by the Ministry pursuant to the Canadian Agreement on Vehicle Registration are repealed.

Bill 66 2018

An Act to restore Ontario’s competitiveness by amending or repealing certain Acts

CONTENTS

1. (www.ola.org#BK0) Contents of this Act

2. (www.ola.org#BK1) Commencement

3. (www.ola.org#BK2) Short title

Schedule 1 (www.ola.org#BK3) Ministry of Agriculture, Food and Rural Affairs
January 16, 2019

Hon. Doug Ford
Premier’s Office
Room 281
Legislative Building, Queen’s Park
Toronto, ON M7A 1A1

Dear Hon. Doug Ford,

In addition to the staff report and resolution sent to the Ministry of Municipal Affairs and Housing, at its regular meeting on January 14, 2019, the Council of The Corporation of The Township of Wilmot adopted the following additional resolution:

BE IT RESOLVED:

1. Whereas, Report DS2019-01 has given us ample logic and evidence to oppose schedule 10 of Bill 66,

2. Therefore be it resolved that, we send this report along with notification to the provincial government that Wilmot Township opposes this schedule in its entirety and request that the government removes this in its entirety before it passes.

3. Furthermore be it resolved that, a copy of this motion be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs, The Honourable Andrea Horwath, Leader of the Opposition and New Democratic Party and all MPP’s in the Province of Ontario; and

4. Be it resolved that, a copy of this motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration; and

5. Be it resolved that, notwithstanding the future adoption of Bill 66, The Township of Wilmot commits to adhering to continued open consultations and proven land use strategies based on science. And respect for environmental protections within all applicable Planning Land Use and Environmental Acts

6. Be it further resolved that, as input into re-consideration, the Township of Wilmot reaffirms its support for the principles of the Countryside Line and the Protected
Countryside designation to appropriately manage growth through comprehensive planning review, analysis and community consultation.

CARRIED.

Sincerely,

Tracey Murray
Deputy Clerk
Council Resolution
January 16, 2019

Moved by Councillor Neeson, Seconded by Councillor Harding

RESOLUTION NO. C-2019-0021

WHEREAS the Provincial Government introduced Bill 66 entitled “Restoring Ontario’s Competitiveness Act” on the final day of sitting in the 2018 Ontario Legislature, December 6th, 2018 and;

WHEREAS significant concerns have been communicated regarding schedule 10, among other schedules contained therein by residents, community leaders, legal and environmental organizations such as the Canadian Environmental Law Association (CELA), EcoJustice, Environmental Defence Canada, Ontario Nature, South Lake Simcoe Naturalists, The Simcoe County Greenbelt Coalition, The David Suzuki Foundation, AWARE-Simcoe, Lake Simcoe Watch and the North Gwillimbury Forest Alliance that provisions within Bill 66 will weaken environmental protection, undermine democratic processes and potentially endanger public health and;

WHEREAS provisions of Bill 66 allow for an “Open for Business” bylaw, which may be approved without any public consultation of the citizens of the Town of Georgina and;

WHEREAS provisions of Bill 66 allow an “Open for Business Bylaw” which would permit major development in the Town of Georgina which most notably would no longer have to have any legislative regard for certain sections of:

- The Planning Act
- The Provincial Policy Statement
- The Clean Water Act
- The Great Lakes Protection Act
- The Greenbelt Act
- The Lake Simcoe Protection Act
- The Oak Ridges Moraine Conservation Act and;

WHEREAS the Town of Georgina remains committed to source water protection, The Lake Simcoe Protection Act, the integrity of the Greenbelt and it understands the benefits for protecting these features in support of our local economy and quality of life, and

WHEREAS notwithstanding the potential future adoption of Bill 66, that the Town of Georgina will continue to remain committed to making sound decision regarding resource and environmental preservation that remain consistent with the Clean Water Act, 2006, the Provincial Policy Statement and other legislative tools which provide for good planning, while balancing the need for economic development and providing environmental and public health protection;
NOW THEREFORE BE IT RESOLVED THAT the Town of Georgina strongly recommends that schedule 10 of Bill 66 be immediately abandoned or withdrawn by the Ontario Government and;

BE IT FURTHER RESOLVED THAT The Town of Georgina declares that notwithstanding the potential future adoption of Bill 66, the Town of Georgina's Council will not exercise the powers granted to it in schedule 10 or any successor schedules or sections to pass an "open for business planning bylaw" without a minimum of two (02) public meetings which shall be advertised twenty (20) days in advance in the Georgina Advocate or its successor, and also shall be advertised in any other local media resource that is widely available to the public in the Town of Georgina, by way of bylaw and;

BE IT FURTHER RESOLVED THAT staff be directed to draft such a bylaw for Council's consideration should Bill 66 be given royal assent and be given force and effect and;

BE IT FURTHER RESOLVED THAT the Town of Georgina requests the Province of Ontario to release draft criteria and draft regulations, and to provide a commenting period in advance of consideration by the legislature, and;

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs, Andrea Horwath, MPP and Leader of the Official Opposition and the Ontario NDP Party, MPP John Fraser, Interim Leader of the Ontario Liberal Party, MPP and Leader of the Green Party of Ontario, Mike Schreiner, the Honourable Caroline Mulroney, MPP York-Simcoe, Attorney General and Minister Responsible for Francophone Affairs and;

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Association of Municipalities Ontario (AMO), all MPP's in the Province of Ontario and all Municipalities in Ontario for their consideration.

A recorded vote was requested; the Deputy Clerk recorded the vote as follows:

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<td>Mayor Quirk</td>
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<td>Councillor Waddington</td>
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<td>Regional Councillor Grossi</td>
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<td>Councillor Fellini</td>
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Yea – 5  Nay - 2

Carried.
January 17, 2019

Via Email

The Honourable Doug Ford, M.P.P., Premier of Ontario, doug.ford@pc.ola.org
The Honourable Christine Elliott, M.P.P., Deputy Premier of Ontario, Minister of Health and Long Term Care, christine.elliott@pc.ola.org
The Honourable Steve Clark, M.P.P., Minister of Municipal Affairs and Housing, steve.clark@pc.ola.org
The Honourable Sylvia Jones, M.P.P., Minister of Community Safety and Correctional Services, sylvia.jones@pc.ola.org
Andrea Horwath, M.P.P., ahorwath-qp@ndp.on.ca

Dear Sir/Madam:

At the Town of Orangeville Council Meeting on January 14, 2019 Council passed the following resolution:

Whereas the protection of the integrity of the Green Belt is a paramount concern for our residents;

And whereas the continued legislative protection of our water – groundwater, surface water and waterways – is vitally important for the current and future environmental health of our community;

And whereas significant concerns have been raised by residents, community leaders and environmental organizations such as the Canadian Environmental Law Association (CELA), that provisions within Bill 66 will weaken environmental protections as it “…will enable municipalities to pass “open-for business” zoning by-laws that do not have to comply with…” important provincial environmental statutes;

And whereas an “Open for Business” by-law may be approved without public consultation;

And whereas provisions within Bill 66 may allow exemptions from municipal Official Plans;

And whereas the Town of Orangeville’s Official Plan represents not only a significant investment of taxpayer resources but reflects our community’s collective vision for current and future planning;

And whereas our Official Plan clearly designates land that is environmentally protected;

And whereas our Official Plan also provides clearly designated land to meet future employment land needs;
Now therefore be it hereby resolved:

1. That Orangeville Town Council opposes planned changes to the Planning Act in the proposed Bill 66 that may allow for an “open for business” planning by-law.

2. That the Government of Ontario be requested to reconsider the proposed changes to the Planning Act included in Bill 66 which speak to the creation of the open-for-business planning by-law.

3. That notwithstanding the future adoption of Bill 66, the Town of Orangeville will not exercise the powers granted to it in Schedule 10 or any successor sections or schedules to pass open-for-business planning by-laws.

4. That a copy of this resolution be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Christine Elliott, Deputy Premier of Ontario, the Honourable Sylvia Jones, Minister of Community Safety and Correctional Services, MPP Dufferin-Caledon and Andrea Horwath, MPP, Leader of the New Democratic Party.

5. That a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

Yours truly,

Susan Greatrix | Clerk
Town of Orangeville | 87 Broadway | Orangeville, ON  L9W 1K1
519-941-0440 Ext. 2242 | Toll Free 1-866-941-0440 Ext 2242 | Cell 519-278-4948
sgreatrix@orangeville.ca  |  www.orangeville.ca

TM

cc The Honourable François-Philippe Champagne, M.P., Minister of Infrastructure and Communities, François-Philippe.Champagne@parl.gc.ca
The Honourable Patricia A. Hajdu, M.P., Minister of Employment, Workforce Development and Labour, Patty.Hajdu@parl.gc.ca
The Honourable Lawrence MacAulay, M.P., Minister of Agriculture and Agri-Food, lawrence.macaulay@parl.gc.ca
The Honourable Catherine McKenna, M.P., Minister of Environment and Climate Change, Catherine.McKenna@parl.gc.ca
The Honourable Amarjeet Sohi, M.P., Minister of Natural Resources, Amarjeet.Sohi@parl.gc.ca
David Tilson, M.P., Dufferin-Caledon, david.tilson.c1@parl.gc.ca
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
DATE: January 30th, 2019

PREPARED BY: Lisa Higgs, CAO/Clerk

REPORT NO.: CAO 2019-28

SUBJECT MATTER: Results of the Enabling Accessibility Grant – Small Projects

Recommendation:

That Council receive this report as information.

Purpose:

The purpose of this report is to provide Council with information on the status of the Enabling Accessibility Grant Small Projects that was applied for the Talbotville Park project.

Background/Comment:

In 2018, the Township applied for an Enabling Accessibility Grant Small Projects for the new Talbotville Park. The grant application was a request for $50,000.00 for an accessible washroom.

The Township received e-mail correspondence on January 10, 2019 that the project was not recommended for funding by the granting authority.

The Township is still waiting for information on the results of the grant applications under the Enabling Accessibility Grant Mid-Size component application for the Shedden Open Space Park.

Approved by: Lisa Higgs, CAO/Clerk
Ontario Wildlife Damage Compensation Program Application Form

Instructions
Report of damage to livestock/poultry from Wildlife. Submit to OMAFRA within 7 business days of initial investigation.

Step 1 – Owner Identification & Basic Eligibility Requirements (To be completed by Owner)

Owner (Applicant) Business Contact Information
Business / Farm Business Name

Owner Legal Last Name
Andrews

Owner Legal First Name
Richard

Owner Business Address
Unit Number
Street Number
Street Name
41635

Rural Route
6

PO Box

City/Town
St. Thomas

Province
ON

Postal Code
N5P 3T1

Email Address

Telephone Number
519-631-6454

Basic Eligibility Requirements

Business Number (Canada Revenue Agency Client Number)
The Business number is a 9-digit business identifier that the Canada Revenue Agency (CRA) uses to allow businesses to register program accounts with the CRA. The program account number consists of three parts: The Business Number, the two letter program identifier, and the four digit reference number. http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/wrks-eng.html.

**Compensation received under this program is taxable income**

Or, if the business does not have a CRA number:

☐ I confirm I do not have a Business Number (CRA Client Number) and will provide my SIN number to the Municipality and/or OMAFRA when requested

Farm Business Registration Number (FBRN)
Farm Business Registration Number (FBRN) for a qualifying farm business can be received by registering with Agricorp at 1-888-247-4999. This is a six to seven (6-7) digit number. A person that carries on a farming business that has a gross annual income of $7,000 or more is required under the Farm Registration and Farm Organizations Funding Act, 1993, to obtain a FBRN. The FBRN must match the business information on this application form.

603316

Or, if the business does not have an FBRN:

☐ I do not have an FBRN, but have qualified for an exemption

Location of Dead or Injured Livestock/ Poultry
A Premises Identification (PID) Number is a unique identifying number assigned to a parcel of land. A PID for the land associated to the kill/injury location must be included. To obtain a PID visit: www.ontarioppr.com or call 1-866-697-7743.

Premises Identification Number
ON4135624

Municipal or Territorial Investigator Report

Step 2 – Investigator Information

Represented Municipality
Town Southwold

Last Name
Doelman

First Name
Nick

Email Address
ndoelman2@gmail.com

Telephone Number
519-633-2525

Mobile
519-868-0539
Step 3 – Description of Damages Incurred

A. Indicate the type(s) of damage(s) and the date that they occurred

☐ Death of livestock or poultry
☐ Injury of livestock or poultry
☐ Both death and injury of livestock or poultry

Injury or Kill Date (yyyy/mm/dd)

2018/10/13

Note: If this application includes a claim for eligible predation related veterinary costs, provide proof of payment (paw veterinarian invoice / receipt) referencing the specific livestock.

B. Description of injuries and/or wounds sustained, location of incident on the premises and other details deemed relevant. List these details for each carcass. Refer to the “Municipal Investigator Tip Sheet” (www.Ontario.ca/predation) or Program Guidelines for best practices and minimum evidence requirements to substantiate predation. Attach additional sheets if needed.

- pasture field next to barn
- calf was 2 days old was up and staving close to mother
- calf was found in am, dead
- appeared to have bite marks on neck & throat
- belly torn open
- intestines & organs consumed
- no injuries to anus or back
- coyote seen day before across the road
- pack of 6 coyote's seen staking pasture following night
- blood at site

C. Photographic Evidence

The municipal investigator will take 3 to 6 colour photographs per head contained in this application to support the descriptor above. Refer to the “Municipal Investigator Tip Sheet” (www.Ontario.ca/predation) or Program Guidelines for more information on the quality and type of photographs to include with this application.

Step 4 – Description of Predator

Predator Species (See Program Guidelines for eligible predator list)

Coyote

Describe evidence left by the predator (e.g. tracks, droppings etc.)

- droppings close to carcass
- possibility of a dog attack considered but evidence more likely coyote
**Step 5 – Description of Injured or Killed Species**

OMAFRA will assign fair market value to the loss/damages based upon the information reported in the table below. All applicable sections of the table must be completed in order for a value to be assigned. If the row in the table is not complete, the application will be declined.

**Premiums**

Owners may apply for a premium(s). **Applications must be supported with Required Documentation for each head/poultry reported to be considered eligible.** Refer to the Program Guidelines for a complete list of the documentation that will be accepted.

<table>
<thead>
<tr>
<th>Premiums</th>
<th>Required Documentation for each individual head/poultry reported (See the Program Guidelines for details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pregnant cattle/sheep/goats</td>
<td>Breeding records are required</td>
</tr>
<tr>
<td>Registered cattle/sheep/goats</td>
<td>Registration documents must be provided for the animal</td>
</tr>
<tr>
<td>Poultry breeding stock</td>
<td>Sales receipts and proof of pedigree is required</td>
</tr>
<tr>
<td>Other breeding livestock</td>
<td>Sales receipts and breeding records (or equivalent) are required</td>
</tr>
</tbody>
</table>

Report multiple head/poultry in same row if they are the same Sex, Species and Weight.

<table>
<thead>
<tr>
<th>Quantity of Head/ Poultry</th>
<th>Sex</th>
<th>Species Type (one per row) (e.g. lamb, steer)</th>
<th>Live Weight in lbs (one per row)</th>
<th>Age</th>
<th>Premium(s)</th>
<th>Declaration by the Municipal / Territorial Investigator</th>
<th>Evidence of Predation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Calf</td>
<td>125</td>
<td>Years Months Days</td>
<td>Not Applicable</td>
<td>Have found sufficient evidence</td>
<td>Injured animal or carcass is present</td>
</tr>
<tr>
<td></td>
<td>Male (Castrated)</td>
<td>Limosin cross</td>
<td></td>
<td>2016</td>
<td></td>
<td>Evidence that the livestock bled from the attack</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Male(Uncastrated)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Signs of tissue damage under the lacerations and puncture wounds</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Signs of a struggle, drag marks, broken vegetation and/or blood around the site</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|   | Male (Castrated) | | | | | |
|---|------------------|-----|-----|-----|----------|---------------------------|----------------------|
|   | Male(Uncastrated) | | | | | |
|   | Female | | | | | |
|   | Unknown | | | | | |
Step 6 - Reasonable Care

A. Overview

Herd / Flock Size
[81 (65 cows and 26 calves)]

Overall Health Condition
☐ Healthy, no concerns ☐ Diseased ☐ Sick
☐ If other explain ▶

Breeding Season

Is there a set time of year?
☐ Yes ☐ No

Explain (e.g. seasonality, timing)

deadstock disposal

☐ Compost ☐ Incineration ☐ Disposal Vessel ☐ Burial ☐ Off-site disposal (licensed disposal/collector)
☐ If other explain/concerns ▶

B. Predation Prevention

Inspection Frequency
☐ Multiple times daily ☐ At least once daily ☐ Multiple times per week ☐ Weekly
☐ If other explain ▶

Fencing / Containment

Present
☐ Yes ☐ No

Description fencing (e.g. page wire)

woven + electric

Condition of Fencing / Containment
☐ Very Good ☐ Good ☐ Fair ☐ Poor ☐ Very Poor

Guard Animal(s)

Present
☐ Yes ☑ No

Describe type: (e.g. dog, donkey, llama)

Other Management Practices/ Services Retained

If applicable (e.g. hunting, trapping)

hunting

C. Investigator Finding

The Owner
[☑] Has taken Reasonable Care measures to prevent predation
☐ Has Not taken Reasonable Care measures to prevent predation

Comments (if applicable)

D. Reasonable Care Plan

Note that in order to be considered eligible upon submitting five (5) applications in one (1) calendar year (i.e. January 1st to December 31st), an Owner must complete and submit a Reasonable Care Plan in an OMAFRA provided template.

Once a plan has been submitted, the Owner may be required to demonstrate that the plan has been implemented. Failure to submit a Reasonable Care Plan or to demonstrate that a plan has been implemented may result in the Owners application being deemed ineligible.

Please see the following link for a Reasonable Care Plan template: www.omafra.on.ca/predation
Step 7 – Municipal or Territorial Investigator Declaration and Signature

☐ I hereby certify that the information I have provided in this application is true and accurate to the best of my knowledge. I also understand that submitting false or misleading information in this application form could result in the denial of the claim. I further understand that any payment the Municipality I work for receives from OMAFRA under the Ontario Wildlife Damage Compensation Program (OWDCP) as a result of false or misleading information I have submitted may have to be repaid by the municipality I work for to OMAFRA.

Investigator Last Name (print) Deelman
Investigator First Name (print) Nick
Signature

Date (yyyy/mm/dd) 2018 10 16

Step 8 – Owner Declaration and Signature (To be completed by Owner)

The Undersigned Certifies that:

- I have read, understand and agree to abide by all requirements of the Ontario Wildlife Damage Compensation Program (OWDCP).
- I confirm that my farm business is in compliance with all the requirements of law.
- All information submitted in this application form is true and accurate, to the best of my knowledge, information and belief.
- I understand that submitting false or misleading information in this application form could result in the denial of this claim and any potential future claims that could be made by myself, myself on behalf of another person, or another person affiliated with myself in any type of business relationship in which this claim is being made may have under the OWDCP program and/or a require that any compensation received under the OWDCP as a result of the submission of false or misleading information be repaid.

The Undersigned Further Certifies and Acknowledges and Agrees that:

- You must inform us of any other compensation you have received or will receive in respect of the Livestock or Poultry injury or death.
- The OWDCP is a discretionary, non-entitlement program in accordance with OIC 502/2016. Payment is subject to Ontario receiving all the necessary appropriations from the Ontario Legislature, Ontario receiving all the necessary monies from Canada, and the Owners compliance with the terms and conditions of the OWDCP.
- If it is determined that the Owner has received a payment that the Owner was not eligible to receive, through administrative error or otherwise, the Owner will be required to repay any and all monies that the Owner was not eligible to receive, as determined by Ontario.
- She / He will provide accurate, timely and full information, including supporting documentation, to Ontario, and will notify OMAFRA immediately in the event that there are any changes to the information provided.

Additional Evidence

I wish to apply and I have No additional evidence and/or documentation to provide

☐ By checking this box, I as the Owner wish to apply to the OWDCP and agree with the evidence gathered and reported by the Municipal Investigator in this application. (I have no further information to provide)

Or

I wish to apply and I have additional evidence and/or documentation to provide

☐ By checking this box, I as the Owner wish to apply to the OWDCP, and provide additional evidence to support the application and, as reported by the Municipal Investigator, will provide additional evidence (see guidelines) to the Municipality/ Territorial Investigator within seven (7) business days. I further understand that if I do not submit the additional evidence within seven (7) business days, the Program Administrator will not consider it.

Personal Information

Notice of Collection of Personal Information:

Any personal information collected after the approval of the application form, such as the Social Insurance Number of an individual acting as a sole proprietor or as an unincorporated partner in a partnership, is necessary for income tax purposes because a payment is being made as well as for the overall administration of the Ontario Wildlife Damage Compensation Program. More specifically, the Social Insurance Number will also be used for auditing and the collection of any debts incurred under the Ontario Wildlife Damage Compensation Program. The Business Number is being collected pursuant to the Income Tax Act (Canada), as amended and the Order-in-Council that established the Ontario Wildlife Damage Compensation Program.
Questions regarding the collection of this information may be directed to:

OWDCP Program Administrator
Ontario Ministry of Agriculture, Food and Rural Affairs
1 Stone Road West,
4th Flr NW Guelph, Ontario N1G 4Y2
Tel: 519-826-4047 or 1-877-424-1300 (toll free)
Email: wildlife.damage@ontario.ca

By signing below, I certify that I am authorized to sign this application on behalf of the applicant as well as bind the applicant to the terms and conditions of OWDCP, as set out in the OWDCP guidelines.

Owner Last Name (print)           Owner First Name (print)

[Signature]

Date (yyyy/mm/dd) 2018/10/16

Forward this completed application and all supporting documents to your local Municipal Clerk within seven (7) business days of initial investigation. If the damage occurred in an unincorporated township (a territory without Municipal organization as defined in Section 2 of the Northern Services Board Act.), completed applications and all supporting documentation should be submitted to the Ontario Ministry of Agriculture, Food and Rural Affairs at: wildlife.damage@ontario.ca.

Step 9 – Submitting this Program Application (To be completed by Municipal Official)

Before submitting an application, the Municipality must ensure that:

☑ All sections of the application have been completed
☑ The application has been signed by both Municipal Investigator, Municipality and owner
☑ All required supporting documentation, including photographs are included
☑ The additional evidence/documentation indicated in Step 8 was provided by the Owner within seven (7) business days of the investigation.

Step 10 – Municipal Declaration and Signature

☑ I hereby certify that the information I have provided in this application form is true and accurate to the best of my knowledge. I understand that submitting false or misleading information in this application form could result in the denial of claim. I further understand that any payment the Municipality that I work for receives from OMAFRA under the Ontario Wildlife Damage Compensation Program as a result of false or misleading information I have submitted may have to be repaid by the Municipality I work for to OMAFRA. Finally I accept that an administrative allowance per application will be provided by OMAFRA to assist with application processing costs.

Municipality

Township of Southwold

Unit Number 35663 Street Number Street Name Fingal Line

Rural Route PO Box

City Province Postal Code Fingal ON N0L 1K0

Telephone Number 519-769-2010 Email Address cao@southwold.ca.

Municipal Official Last Name (print) Higgs Municipal Official First Name (print) Lisa

Position CAO/Clerk

Signature

Date (yyyy/mm/dd) 2018/10/19
Name of Municipality: Township of Southwold  
Contact: Lisa Higgs, cao@southwold.ca  
Project Number: OWDCP-002867  
Program: Ontario Wildlife Damage Compensation Program  
Injury or Kill Date: October 13, 2018  
Farm Business Name: Richard Andrews  
Investigator Name: Nick Doelman

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Eligible Project Item</th>
<th>Item Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OWDCP-002867-1</td>
<td>Calves</td>
<td>$626.50</td>
</tr>
<tr>
<td>OWDCP-002867-1</td>
<td>Administrative Allowance</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Total Paid: $656.50
January 2019

Lisa Higgs
TOWNSHIP OF SOUTHWOLD - MAINTENANCE
35663 Fingal Line
0, ON
N0L 1K0

Dear Lisa:

We, at Parkside, would like to express our appreciation for your participation in the Co-operative Education Program. This program is a vital part of the educational process as it provides the necessary link to the world of work.

Those students who participated have received many benefits. Some have found a future career and returned to school with a rejuvenated and enthusiastic outlook. Some have found a job or gained a reference. Others have recognized this is a career that they really do not want to pursue and this is equally valuable. Whatever the reaction, all participants have learned what is expected of a successful employee.

We hope that you have benefited as well from the program. Please accept this certificate as an expression of our gratitude. We hope you will display it proudly. You have contributed a great deal to the educational process at Parkside and we thank you for that. Please express our thanks to all staff who have assisted and befriended our Co-op student, Steven Fodor.

Sincerely,

Mark Szusz
Co-operative Education Teacher

Encl.
Join us for a Municipal Lunch featuring our 3 local Mayors. After a buffet lunch, each Mayor will offer comments on plans and activities for the year ahead. An open question-and-answer session will follow.

Thursday February 28, 2019 - 11:30 a.m.-1:30 p.m.
St. Anne's Centre, 20 Morrison Drive

Tickets $45/ea. — Member Price $35/ea.
To order, call 519-631-1981 x526 or visit www.stthomaschamber.on.ca

SPONSORED BY:

City of St. Thomas
Mayor Joe Preston

Township of Southwold
Mayor Grant Jones

Municipality of Central Elgin
Mayor Sally Marty

St. Thomas & District Chamber of Commerce

lepc — Local Employment Planning Council
THE CORPORATION OF TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2019-04

BEING A BY-LAW TO AMEND ASSESSMENT SCHEDULE FOR ACTUAL COSTS INCURRED FOR CONSTRUCTING THE HUTCHINGS-NIMMO DRAIN 2017.

WHEREAS By-law Number 2017-75, enacted the 12th day of February 2018 provided construction of the Hutchings-Nimmo 2017 Drain based on the estimates contained in a drainage report dated 6th day of October 2017 as submitted by Mike DeVos from the firm of Spriet and Associates.

AND WHEREAS the lowest tender received for constructing the said drainage works was $34,925.00 (before HST), being 82% of the Engineer’s estimate of $42,830.00 (before HST).

AND WHEREAS the Drainage Works were completed as per the Engineer’s report and the total actual costs incurred were $78,844.30 (net HST) compared to an original estimated cost of $84,300.00 (net HST). Actual costs for constructing the drain were 93.5% of the Engineer’s estimate.

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

1. Schedule “A” to By-Law No. 2017-75 is hereby repealed and replaced with Schedule “A” attached to and forming part of this by-law.
2. The assessments listed shall be levied and assessed against the appropriate lands.


__________________________________
Mayor
Grant Jones

__________________________________
Clerk
Lisa Higgs

By-Law No. 2019-04
SCHEDULE OF NET FINAL ASSESSMENT

HUTCHINGS - NIMMO DRAIN 2017

Township of Southwold

Job No. 215162
December 18, 2018

<table>
<thead>
<tr>
<th>ROLL NUMBER</th>
<th>TOTAL ESTIMATED (OWNER)</th>
<th>TOTAL ACTUAL ASSESSMENT</th>
<th>GRANT</th>
<th>ALLOW.</th>
<th>TOTAL AMOUNT PAYABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-012-01(Parkona Properties)</td>
<td>$7,600.00</td>
<td>$7,600.00</td>
<td>$2,533.33</td>
<td></td>
<td>$5,066.67</td>
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<tr>
<td>5-012(D. Hutchings)</td>
<td>967.00</td>
<td>967.00</td>
<td>322.33</td>
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<td>644.67</td>
</tr>
<tr>
<td>5-013(Parkona Properties)</td>
<td>167.00</td>
<td>167.00</td>
<td>55.67</td>
<td></td>
<td>111.33</td>
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<tr>
<td>5-013-01(Parkona Properties)</td>
<td>12,886.00</td>
<td>12,886.00</td>
<td>4,295.33</td>
<td></td>
<td>8,590.67</td>
</tr>
<tr>
<td>* 5-015-10 (M. &amp; J. Gardner)</td>
<td>520.00</td>
<td>520.00</td>
<td></td>
<td></td>
<td>520.00</td>
</tr>
<tr>
<td>5-018-05 (B. Beharrell)</td>
<td>28,847.00</td>
<td>28,847.00</td>
<td>9,615.67</td>
<td>1,680.00</td>
<td>17,551.33</td>
</tr>
<tr>
<td>* 5-018-05 (B. Beharrell)</td>
<td>30,560.00</td>
<td>25,104.30</td>
<td>9,880.00</td>
<td></td>
<td>15,224.30</td>
</tr>
<tr>
<td>* Magdala Rd.</td>
<td>$2,753.00</td>
<td>2,753.00</td>
<td></td>
<td></td>
<td>2,753.00</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>$84,300.00</td>
<td>$78,844.30</td>
<td>$16,822.33</td>
<td>$11,560.00</td>
<td>$50,461.97</td>
</tr>
</tbody>
</table>
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2019-05

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

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

1. By-Law No. 2011-14, as amended, is further amended by amending Schedule 'A' to change the zone symbol applying to lands legally described as Part of Lot 8, Concession NLRE Range 1, as shown on Schedule “A-1”, attached hereto and forming part of this By-law, from Agricultural 1 Zone “A1” to Agricultural 3 Zone “A3” and to Special Provision Agricultural 1 Zone “A1-48”.

2. Subsection 5.4 Special Provisions of the By-law is amended by adding the following new Clause as 5.4(ww):

"(ww) A1-48 As Shown on Schedule A, Map 8

(i) Regulation

- Maximum Lot Area 6,100.0 m² (1.5 ac.)."

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

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

READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 30th day of JANUARY, 2019.

Administrator/Clerk
Lisa Higgs

Mayor
Grant Jones
This is Schedule "A" to By-law No. 2019-05 passed on the 30th day of January 2019

MAYOR				CLERK

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

0 60 120
Meters
BY- LAW NO. 2019-06

BEING A BY-LAW TO APPOINT A PUBLIC WORKS SUPERINTENDENT AND REPEAL BY-LAW NO. 2016-31

WHEREAS pursuant to Section 229, Section 228(1) and Section 286(2) of the Municipal Act, S.O. 2001, C.25, the Council of the Township of Southwold is desirous of passing a by-law to appoint a Public Works Superintendent and Public Works Advisor;

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

1. That Paul Van Vaerenbergh be and is hereby appointed as Public Works Superintendent for the Corporation of the Township of Southwold.

2. That this appointment and duties shall be in accordance with the Municipal Act of Ontario and other relevant legislation and they shall perform any other duties that may from time to time be assigned by Council.

3. That the Chief Administrative Officer/Clerk and Mayor are hereby authorized to enter into an employment agreement with Paul Van Vaerenbergh for the appointment above.

4. That this by-law shall come into effect from the date of passage thereof.

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

READ a first and second time, considered read a third time and finally passed this 30th day of January, 2019.

__________________________  __________________________
CAO/Clerk                     Mayor
Lisa Higgs                    Grant Jones

By-law 2019-06
THE CORPORATION OF TOWNSHIP OF SOUTHWOLD

BY-LAW NO.  2019-07

Being a by-law for prescribing standards for the maintenance and occupancy of property within the Township of Southwold

WHEREAS Section 11 (3) of the Municipal Act, S.O. 2001 c.25, states that a lower-tier municipality may pass by-laws respecting matters within the following spheres of jurisdiction: structures, including fences and signs;

AND WHEREAS Section 390 of the Municipal Act, S.O. 2001 c.25 authorizes a municipality to impose fees or charges on persons for services of activities provided or done by or on behalf of the Township of Southwold and for costs payable by the Township of Southwold for services or activities provided or done by or on behalf of any other municipality or any local board;

AND WHEREAS, under Section 15.1(3) of the Building Code Act, S.O. 1992, c.23, a by-law may be passed by the Council of a municipality prescribing the standards for the maintenance and occupancy of property within the municipality provided the Official Plan for the municipality includes provisions relating to property conditions;

AND WHEREAS the Official Plan for the Township of Southwold includes provisions relating to property conditions and authorizes the adoption of a Property Standards By-Law in order to ensure the proper repair and maintenance of buildings in the Township;

AND WHEREAS the Council of the Township of Southwold is desirous of passing a by-law under Section 15.1(3) of the Building Code Act, S.O. 1992, c.23;

AND WHEREAS Section 15.6(1) of the Building Code Act, S.O. 1992, c.23 requires that a by-law passed under Section 15.1(3) of the Building Code Act, S.O. 1992, c.23 shall provide for the establishment of a Property Standards Committee;

NOW THEREFORE the Council of the Township of Southwold hereby enacts the following:

Part I

General

1.01 This By-Law may be cited as the “Property Standards By-Law.”

1.02 In this By-law, the word “shall” is mandatory and not discretionary, words in the plural include the single number and words in the present tense include the future tense.
1.03 The provisions of this By-law shall apply to all properties within the boundaries of the Corporation of the Township of Southwold.

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

1.05 Should any section, clause or provision of this By-law be held by a court of competent jurisdiction to be invalid, the validity of the remainder of the By-law shall not be affected.

1.06 This By-law shall come into full force and effect as of the date of passing hereof.

Part II
DEFINITIONS

In this By-law:

2.01 “Accessory Building” when used to describe a use, a building or structure, means a use, a building or a structure that is customarily incidental, subordinate and exclusively devoted to a main use, building or structure and located on the same lot therewith, and shall not include a residential use unless specifically stated otherwise.

2.02 “Apartment Building” means a building containing more than four dwelling units with individual access from an internal corridor system.

2.03 “Approved” means acceptance by the Property Standards Officer or designate.

2.04 “Basement” means that portion of a building between two floor levels which is partly below finished grade level but which has fifty percent or more of its height from finished floor to finished ceiling above adjacent grade level in which the height from adjacent finished grade level to the ceiling is less than 1.8 meters.

2.05 “Bathroom” means a room containing a bathtub or shower with or without a water closet and basin.

2.06 “Boarder” means a person who is provided with meals, or room and meals, regularly in a boarding, lodging or rooming house in return for compensation.

2.07 “Boarding House” means any house or building or portion thereof in which the proprietor supplies for hire or gain, lodgings with or without meals, for three (3) or more persons.

2.08 “Building” means any structure used or intended to be used for supporting or sheltering any use or occupancy.

2.09 “Cellar” means that portion of a building between two floor levels which has fifty (50) percent of its height form finished floor to finished ceiling below adjacent grade level.
2.10 "Clerk" means the person duly appointed as Clerk for The Corporation of the Township of Southwold.

2.11 “Committee” means the Property Standards Committee herein established pursuant to the authority of Section 15.6 of the Ontario Building Code Act.

2.12 "Corporation" means the Corporation of the Township of Southwold.

2.13 “Crawl Space” means an enclosed space between the underside of the floor assembly and the ground cover directly below, with a clearance less than 1.8m (5’11”) in height.

2.14 “Commercial Property” means a property used for the sale of goods or services and for the purposes of this By-law shall include office buildings, public halls, Licensed premises and private clubs, and any building that is used in conjunction with these uses.

2.15 “Dwelling” means a building or structure or part of a building or structure, occupied or capable of being occupied, in part for human habitation.

2.16 “Dwelling Unit” means a room or a suite of rooms operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and supporting general living conditions usually including cooking, eating sleeping and sanitary facilities.

2.17 "Fence" means any structure, wall or barrier, other than a building, erected at grade for defining boundaries of property, separating open space, restricting ingress to or egress from property, providing security or protection to property or acting as a visual or acoustic screen.

2.18 “Finished Grade Level” means the average elevation of the finished surface of the ground abutting the external walls of a building or structure exclusive of any embankment in lieu of steps.

2.19 “Fire-Resistance Rating” means time in hours or parts thereof that a material, construction or assembly will withstand fire exposure, as determined in a fire test made in conformity with generally accepted standards or as determined by extension or interpolation of information derived therefrom.

2.20 “First Story” means that part of a building having a floor area closest to grade with a ceiling height of more than 1.8m (5’11”) above grade.

2.21 “Guard” means a protective barrier installed around openings in floor areas or on the open sides of a stairway, a landing, a balcony, a mezzanine, a gallery, a raised walkway, and other locations as required to prevent accidental falls from one level to another. Such barriers may or may not have openings through them.

2.22 “Habitable Room” means any room in a dwelling unit used for or capable of being used for living, cooking, sleeping or eating purposes.
2.23 “Industrial Property” means a property for the manufacturing or processing of goods or used for the storage of goods or raw materials and any property that is used in conjunction with these uses.

2.24 “Lot” means a parcel or tract of land in one ownership which is capable of being legally conveyed in accordance with the Planning Act, R.S.O. 1990, c.P.13 as amended from time to time, or is described in accordance with a Registered Plan of Condominium.

2.25 “Lot Line Front” means the lot line that abuts the street but,
(a) in the case of an interior lot, the lot line dividing the lot from the street;

(b) in the case of a corner lot, the shorter lot line abutting the street unless each abutting lot line is of equal length in which case the front lot line shall be the lot line where the principle access to the main building is provided; and

(c) in the case of a through lot, the front lot line shall be the lot line where the principle access to the main building is provided.

2.26 “Lot Line Rear” means the lot line farthest from or opposite to the front lot line, provided that, in the case of a triangular lot, the rear lot line shall be deemed to be the apex of the side lot lines.

2.27 “Lot Line Side” means a lot line which is neither a front lot line nor a rear lot line.

2.28 “Main” when used to describe a use, a building or a structure, means a use or structure which constitutes, or a building in which is conducted, a principal use or the lot on which such use, building or structure is located.

2.29 “Means of Egress” means a continuous, unobstructed path of travel provided by a doorway, corridor, exterior passage way, balcony, lobby, stair, ramp, or other exit facility used for the escape of persons from any point within a building, a floor area, room, or a contained open space to public thoroughfare or an approved area of refuge usually located outside the building.

2.30 “Multiple Dwelling” means a building containing three (3) or more dwelling units.

2.31 “Motor Vehicle” means any form of transportation for humans, designed to be propelled or driven otherwise than by muscular power, but does not include the cars of electric or steam railways or other motor vehicles running upon rails.

2.32 “Non-Habitable Room” means any room in a dwelling or dwelling unit other than a habitable room and includes a bathroom, a toilet room, laundry, pantry, lobby, corridor, stairway, closet, boiler room, or other space for service and maintenance of the dwelling for public use, and for access to and vertical travel between stories, and basement or part thereof which does not comply with the standards of fitness for occupancy set out in this By-law.

2.33 “Non-Residential Property” means a building or structure or part of a building or structure not occupied in whole or in part for human habitation, and includes the lands and premises appurtenant and all the outbuildings, fences or erections thereon or therein.
2.34 “Occupant” means any person or persons over the age of eighteen (18) years in possession of a property.

2.35 “Owner” includes the person managing or receiving the rent of the land or premises in connection with which the word is used whether on his own account or as agent or trustee of any other person or who would so receive the rent if such land and premises were let and shall also include a lessee or occupant of the property who, under the terms of a lease, is required to repair or maintain the property in accordance with the standards for the maintenance and occupancy of property, and includes the assessed owner and, for the purposes of this By-law, all persons shown by the records in the Registry Office or the Land Titles Office, to have an interest in said property.

2.36 "Person" means an individual, firm, corporation, association or partnership.

2.37 “Portable Storage Container” means any on-site container described as a steel portable container, dry van container, warehouse storage unit, semi-trailer cargo container, cargo trailer or any other similarly described unit used for storage.

2.38 "Property Standards Officer" means any Property Standards Officer or Assistant Property Standards Officer who may, from time to time, be appointed by the Council of the Corporation of the Township of Southwold to administer and enforce this By-law.

2.39 "Property" means a building or structure or part of a building or structure and includes the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, outbuildings, fences, retaining walls and erections thereon whether heretofore or hereafter erected and includes vacant property.

2.40 "Repair" includes the provision of such facilities and the making of additions or alterations or the taking of such action as may be required so that the property shall conform to the standard established in this By-law. All new construction or repairs shall conform to the Ontario Building Code, Ontario Fire Code and the Fire Prevention and Protection Act where applicable.

2.41 "Residential Property" means any property that is used or designed for use as a domestic establishment in which one or more persons usually sleep and prepare and serve meals, and includes any lands or buildings that are appurtenant to such establishment and all stairways, walkways, driveways, parking spaces, and fences associated with the dwelling or its yard.

2.42 "Safe condition" means a condition that does not pose or constitute an undue or unreasonable hazard or risk to life, limb or health of any person on or about the property, and includes a structurally sound condition.

2.43 "Sewage System"
   (a) “Sanitary Sewer” means a sewer, the purpose of which is to carry sewage and to which storm and surface water shall not be admitted.

   (b) “Storm Sewer” means a sewer, the purpose of which, as certified by the Township Engineer, is to carry storm and surface water and drainage, but not sewage.
(c) “Sewage” means any one or any combination of sanitary sewage or industrial wastes or both.

(d) “Private Disposal System” means a system designed for the collection and disposal of sanitary sewage on private property and approved by the Chief Building Official.

(e) “Plumbing System” means, severally and individually, the water distribution system, all fixtures and fixture traps, drainage system, the building sewer and private sewage disposal system, all leaders, together with all their devices, appurtenances and connections.

2.44 "Standards" means the standards of the physical condition and of occupancy prescribed for property by this By-Law.

2.45 "Sign" means any device or notice, including its structure and other component parts, which is used or capable of being used to identify, describe, illustrate advertise or direct attention to any person, business, service, commodity or use.

2.46 “Street” means a common and public street, road, lane or highway vested in the Corporation, the County, the Province of Ontario, or any other public road authority having jurisdiction over the same and shall include any bridge or structure forming part of a street or over or across which a street passes, and shall include not only the traveled portion of the street, but also ditches, driveways, sidewalks, and grassed areas forming the boulevard of the road allowance which is vested in the road authority for street purposes; and

(a) “Arterial Road” means provincial Highway No’s 3 and 4, and County Road No’s 3,4,14,16,18,20, and 45;

(b) “County Road” means a street vested in and under the Jurisdiction of the County of Elgin;

(c) “Provincial Highway” means a street under the jurisdiction of the Province of Ontario;

(d) “Township Road” means a street that is vested in and under the jurisdiction of the Corporation of the Township of Southwold.

2.47 "Toilet Room" means a room containing a water closet and a wash basin.

2.48 "Vehicle" includes a motor vehicle, trailer, boat, motorized snow vehicle or other mechanical power-driven equipment.

2.49 "Waste" means any debris, rubbish, refuse, sewage, effluent, discard, or garbage of a type arising from a residence, belonging to or associated with a house or use of a house or residential property and/or from industrial or commercial operations, or belonging to or associated with industry or commerce or industrial or commercial property, which for greater certainty includes all garbage, discarded material or things, broken or dismantled things, and materials or things exposed to the elements, deteriorating or decaying on a property due to exposure or weather.
2.50 "Walk" means a route of access surfaced with gravel, stone, wood, asphalt, cement or other similar material approved by the Property Standards Officer.

2.51 "Wall, Main (Main Wall)" means an outside wall of a building which supports a roof and shall include a wall under a gable end.

2.52 "Yard" means the land other than publicly owned land around or appurtenant to the whole or any part of a residential or non-residential property and used or capable of being used in connection with the property.

PART III
GENERAL STANDARDS FOR ALL PROPERTY

3.01 All repairs and maintenance of property shall be carried out with suitable and sufficient materials and in a manner accepted as good workmanship within the trades concerned. All new construction or repairs shall conform to the Ontario Building Code, Ontario Fire Code and the Fire Prevention and Protection Act where applicable.

YARDS

3.02.1 Every yard, including vacant lots shall be kept clean and free from:

(a) rubbish, garbage, debris, and from objects or conditions that might create a health, fire or accident hazard;

(b) dilapidated, collapsed or partially constructed structures which are not currently under construction;

(c) injurious insects, termites, rodents, vermin or other pests;

(d) dead, decayed or damaged trees in an unsafe condition or other natural growth;

(e) dead, decayed or decaying carrion, fowl or fish etc.

3.02.2 No yard shall be used for the parking or storage of:

(a) a motor vehicle which is not operative, or which is not currently licensed pursuant to the provisions of the Highway Traffic Act or amendments thereto for the Province of Ontario, or

(b) a motor vehicle which has had part, or all its superstructure or source of motor power removed

(c) any vehicle, boat, trailer or part of any vehicle, boat or trailer, which is in a wrecked, discarded, dismantled, partly dismantled, or abandoned condition shall not be stored or left in a yard, but this shall not prevent the occupant of
any premises from repairing a vehicle for his or her own use and not for commercial purposes while such repair is actively carried on.

SEWAGE AND DRAINAGE

3.03 Sewage or organic waste and gray water shall be discharged into a sewage system where such a system exists, where a sewage system does not exist, sewage or organic waste shall be disposed of in a manner acceptable to the Ontario Building Code.

3.04 Sewage of any kind shall not be discharged onto the surface of the ground.

3.05 Roof drainage shall not be discharged onto sidewalks, stairs, or adjacent property whether into a natural or artificial surface drainage system or otherwise.

PARKING AREAS, WALKS AND DRIVEWAYS

3.06 All areas used for vehicular traffic and parking shall have a surface covering of asphalt, concrete, or compacted stone or gravel and shall be kept in good repair, free of dirt and litter.

3.07 Steps, walks, driveways, parking spaces and other similar areas shall be maintained so as to afford safe passage under normal use and weather conditions day or night.

ACCESSORY BUILDINGS, FENCES, AND OTHER STRUCTURES

3.08 Accessory buildings, fences and other structures appurtenant to the property shall be maintained in structurally sound condition and in good repair.

3.09 Storage sheds and other accessory buildings and structures shall be securely anchored to the ground and kept free of rodents, vermin, and injurious insects.

3.10a Storage containers intended for temporary use in residentially zoned areas may be permitted for up to thirty (30) consecutive days for the purpose of storing items being moved from and to a dwelling. The storage container may not be placed on any public street for that purpose.

3.10b Storage containers intended for permanent use must comply with the accessory structure provision of the Township of Southwold Zoning By-law as amended

GARBAGE DISPOSAL

3.11 All garbage, refuse, and ashes shall be promptly placed in a suitable container and made available for removal in accordance with the municipal garbage collection schedule.

3.12 Garbage storage areas shall be screened from public view.

COMPOST HEAPS

3.13 The occupant of a residential property may provide for a compost heap in
accordance with health regulations, provided that the compost pile is no larger than one square meter and 1.8 M (5’ 11”) in height and is enclosed on all sides by concrete block, or lumber, or in a 205-liter (45 gallon) container, a metal frame building with a concrete floor, or a commercial plastic enclosed container designed for composting.

**PART IV**  
**RESIDENTIAL STANDARDS**

**GENERAL CONDITIONS**

4.01 Every tenant, or occupant or lessee of a residential property shall maintain the property or part thereof and the land in which they occupy or control, in a clean, sanitary and safe condition and shall dispose of garbage and debris on a regular basis, in accordance with municipal by-laws.

4.02 Every tenant, or occupant or lessee of a residential property shall maintain every floor, wall, ceiling and fixture, under their control, including hallways, entrances, laundry rooms, utility rooms, and other common areas, in a clean, sanitary and safe condition.

4.03 Accumulations or storage of garbage, refuse, appliances, or furniture in a means of egress shall not be permitted.

**PEST PREVENTION**

4.04 Dwellings shall be kept free of rodents, vermin and insects at all times. Methods used for exterminating such pests shall be in accordance with the provisions of the Pesticides Act.

4.05 Openings, including windows, that might permit the entry of rodents, insects, vermin or other pests shall be appropriately screened or sealed.

**STRUCTURAL SOUNDNESS**

4.06 Every part of a dwelling shall be maintained in a structurally sound condition so as to be capable of safely sustaining its own weight load and any additional load to which it may be subjected through normal use, having a level of safety as required by the Ontario Building Code.

4.07 Walls, roofs, and other exterior parts of a building shall be free from loose or improperly secured objects or materials.
FOUNDATIONS

4.08 Foundation walls of a dwelling shall be maintained so as to prevent the entrance of insects, rodents and excessive moisture. Maintenance includes grouting masonry cracks, damp proofing and waterproofing walls, joints, and floors.

4.09 Every dwelling, except for slab on grade construction, shall be supported by foundation walls or piers which extend below the frost-line, or to solid rock.

EXTERIOR WALLS

4.10 Exterior walls of a dwelling and their components, including soffits, fascia, shall be maintained in good repair free from cracked, broken or loose masonry units, stucco, and other defective cladding, or trim. Paint or some other suitable preservative or coating must be applied and maintained so as to prevent deterioration due to weather conditions, insects or other damage.

WINDOWS AND DOORS

4.11 Windows, doors, skylights, and basement or cellar hatchways shall be maintained in good repair, weather tight and reasonably draught-free, to prevent heat loss and infiltration by the elements. Maintenance includes painting, replacing damaged doors, frames and other components, window frames, sashes and casings, replacement of non-serviceable hardware and re-glazing where necessary. Where screening is provided on windows and doors it shall also be maintained in good repair.

4.12 In a dwelling unit, all windows that are intended to be opened and all exterior doors shall have suitable hardware so as to allow locking or otherwise securing from inside the dwelling unit. All entrance doors to a dwelling unit/habitable space shall have dead bolts so as to permit locking or securing from either inside or outside the dwelling unit.

4.13 Solid core doors shall be provided for all entrances to dwellings and dwelling units.

4.14 In residential buildings where there is a voice communication unit working in conjunction with a security locking and release system controlling an entrance door and installed between individual dwelling units and a secured entrance area, the said system shall be maintained in good working order at all times.

4.15 Every window in a leased dwelling unit that is located above the first story of a multiple dwelling shall be equipped with an approved safety device that would prevent any part of the window from opening greater than would permit the passage of a 100 mm (4”) diameter sphere. Such safety device shall not prevent the window from being fully opened during an emergency situation by an adult without the use of tools.
ROOFS

4.16 Roofs of dwellings and their components shall be maintained in a weather tight condition, free from loose or unsecured objects or materials.

4.17 The roofs of dwellings and accessory buildings shall be kept clear of unsafe accumulations of ice or snow or both.

4.18 Where eavestroughing, roof gutters, are provided they shall be kept in good repair, free from obstructions and properly secured to the building.

WALLS, CEILINGS AND FLOORS

4.19 Every wall, ceiling and floor in a dwelling shall be maintained so as to provide a continuous surface free of holes, cracks, loose coverings or other defects.

4.20 Every floor in a dwelling shall be reasonably smooth and level and maintained so as to be free of all loose, warped, protruding, broken, or rotted boards or other material that might cause an accident or allow the entrance of rodents and other vermin or insects.

4.21 Every floor in a bathroom, toilet room, kitchen, shower room, and laundry room shall be maintained so as to be impervious to water and readily cleaned.

STAIRS, PORCHES AND BALCONIES

4.22 Interior and exterior stairs, porches, balconies and landings shall be maintained so as to be free of holes, cracks, and other defects which may constitute accident hazards. Existing stair treads or risers that show excessive wear or are broken, warped or loose and any supporting structural members that are rotted or deteriorated shall be repaired or replaced.

GUARDRAILS

4.23 A guard shall be installed and maintained in good repair on the open side of any stairway or ramp containing three (3) or more risers including the landing or a height of 600 mm (24") between adjacent levels. A handrail shall be installed and maintained in good repair in all stairwells. Guardrails shall be installed and maintained in good repair around all landings, porches, balconies. Guardrails, balustrades and handrails shall be constructed and maintained rigid in nature.

KITCHENS

4.26 Every dwelling shall contain a kitchen area equipped with:

(a) a sink that is served with hot and cold running water and is surrounded by surfaces impervious to grease and water;

(b) suitable storage area of not less than 0.23 cubic meters (8 cubic feet);
(c) a counter or work area at least 600 mm (24”) in width by 1,200 mm (48”) in length, exclusive of the sink, and covered with a material that is impervious to moisture and grease and is easily cleanable; and

(d) a space provided for cooking and refrigeration appliances including the suitable electrical or gas connections.

TOILET AND BATHROOM FACILITIES

4.27 Every dwelling unit shall contain a bathroom consisting of at least one fully operational water closet, wash-basin, and a bathtub or suitable shower unit. Every wash-basin and bathtub or shower shall have an adequate supply of hot and cold running water. Every water closet shall have a suitable supply of running water.

4.28 Every required bathroom or toilet room shall be accessible from within the dwelling unit and shall be fully enclosed and provided with a door capable of being locked so as to allow privacy for the persons using said room.

4.29 Where toilet or bathroom facilities are shared by occupants of residential accommodation, other than self-contained dwelling units, an appropriate entrance shall be provided from a common passageway, hallway, corridor or other common space to the room or rooms containing the said facilities.

PLUMBING

4.30 Each wash-basin, a bathtub or shower, and one kitchen sink shall be equipped with an adequate supply of hot and cold running water.

4.31 Every dwelling unit shall be provided with an adequate supply of potable running water.

4.32 All plumbing, including drains, water supply pipes, water closets and other plumbing fixtures shall be maintained in good working condition free of leaks and defects and all water pipes and appurtenances thereto shall be protected from freezing.

4.33 All plumbing fixtures shall be connected to the sewage system through water seal traps.

4.34 Every fixture shall be of such materials, construction and design as will ensure that the exposed surface of all parts are hard, smooth, impervious to hot and cold water, readily accessible for cleansing and free from blemishes, cracks, stains, or other defects that may harbor germs or impede thorough cleansing.

ELECTRICAL SERVICE

4.35 Every dwelling and dwelling unit shall be wired for electricity and shall be connected to an approved electrical supply system.

4.36 The electrical wiring, fixtures, switches, receptacles, and appliances located or used in dwellings, dwelling units and accessory buildings shall be installed and maintained in good working order so as not to cause fire or electrical shock hazards. All
electrical services shall conform to the regulations established by the Power Corporations Act, as amended.

4.37 Extension cords shall not be used on a permanent basis.

4.38 Every bathroom, toilet room, kitchen, laundry room, furnace room, basement, cellar and non-habitable work or storage room shall be provided with a permanent light fixture.

4.39 Lighting fixtures and appliances installed throughout a dwelling unit, including hallways, stairways, corridors, passage ways, garages and basements, shall provide sufficient illumination so as to avoid health or accident hazards in normal use.

HEATING, HEATING SYSTEMS, CHIMNEYS AND VENTS

4.40 Every dwelling and building containing a residential dwelling unit or units shall be provided with suitable heating facilities capable of maintaining an indoor ambient temperature of 21 degrees Celsius (70°F.) in the occupied dwelling units. The heating system shall be maintained in good working condition so as to be capable of safely heating the individual dwelling unit to the required standard.

4.41 All fuel burning appliances, equipment, and accessories in a dwelling shall be installed and maintained to the standards provided by the applicable legislation.

4.42 Where a heating system or part thereof that requires solid or liquid fuel to operate, a place or receptacle for such fuel shall be provided and maintained in a safe condition and in a convenient location so as to be free from fire or accident hazard.

4.43 Every dwelling shall be so constructed or otherwise separated to prevent the passage of smoke, fumes, and gases from that part of the dwelling which is not used, designed or intended to be used for human habitation into other parts of the dwelling used for habitation. Such separations shall conform to the Ontario Building Code.

4.44 All fuel burning appliances, equipment, and accessories in a dwelling shall be properly vented to the outside air by means of a smoke-pipe, vent pipe, chimney flue or other approved method.

4.45 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good repair so as to prevent the escape of smoke, fumes or gases from entering a dwelling unit. Maintenance includes the removal of all obstructions, sealing open joints, and the repair of loose or broken masonry units.

4.46 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good condition so as to prevent the heating of adjacent combustible material or structural members to unsafe temperatures.

FIRE ESCAPES, ALARMS AND DETECTORS

4.47 A listed fire alarm and a fire detection system, approved by the Canadian Standards Association or Underwriters Laboratories of Canada, shall be provided by the owners of buildings of residential occupancies where sleeping accommodations are
provided for more than ten (10) persons, except that such systems need not be provided where a public corridor or exit serves not more than four (4) dwelling units or individual leased sleeping rooms.

4.48 In addition to the provisions of Article 4.47 hereof, in every dwelling unit in a building, a listed smoke alarm, approved by the Canadian Standards Association or Underwriters Laboratories of Canada, or detectors of the single station alarm type, audible within bedrooms when intervening doors are closed, shall be installed by the occupant between bedrooms or the sleeping area and the remainder of the dwelling unit, such as in a hallway or corridor serving such bedrooms or sleeping area. The products of combustion detector referred shall be:
(a) equipped with visual or audio indication that they are in operating condition
(b) mounted on the ceiling or on a wall between 152.4 and 304.8 mm (6 to 12”) below the ceiling.

4.49 Buildings using a fire escape as a secondary means of egress shall have the escape in good condition, free from obstructions and easily reached through an operable window or door.

EGRESS

4.50 Every dwelling and each dwelling unit contained therein shall have a safe, continuous and unobstructed passage from the interior of the dwelling and the dwelling unit to the outside at street or grade level.

4.51 Each dwelling containing more than one dwelling unit shall have at least two (2) exits, both of which may be common or the one of which may be common and the other may be an exterior stair or fire escape. Access to the stairs or fire escape shall be from corridors through doors at floor level, except access from a dwelling unit may be through a vertically mounted casement window having an unobstructed opening of not less than 1,067 mm by 559 mm, (42” x 22”) with a sill height of not more that 914 mm, (36”), above the inside floor. A single exit is permitted from a dwelling unit where the path of egress is through an exterior door located at or near ground level and access to such exit is not through a room not under the immediate control of the occupants of the dwelling unit.

NATURAL LIGHT

4.52 Every habitable room except a kitchen, bathroom or toilet room shall have a window or windows, skylights or translucent panels facing directly or indirectly to an outside space and admits as much natural light equal to not less than ten percent of the floor area for living and dining rooms and five percent of the floor area for bedrooms and other finished rooms.

VENTILATION

4.53 Every habitable room in a dwelling unit, including kitchens, bathroom or toilet rooms, shall have openings for ventilation providing an unobstructed free flow of air of at least 0.28 square meters (3 sq. ft.), or an approved system of mechanical ventilation

4.54 All systems of mechanical ventilation shall be maintained in good working order.
4.55 All enclosed areas including basements, cellars, crawl spaces and attics or roof spaces shall be adequately ventilated such that provide hourly air exchanges.

ELEVATING DEVICES

4.56 Elevators and other elevating devices including all mechanical and electrical equipment, lighting fixtures, lamps, control buttons, floor indicators, ventilation fans, and emergency communication systems shall be operational and maintained in good condition.

DISCONNECTED UTILITIES

4.57 Owners of residential buildings or any person or persons acting on behalf of such owner shall not disconnect or cause to be disconnected any service or utility supplying heat, electricity, gas, refrigeration or water to any residential unit or building occupied by a tenant or lessee, except for such reasonable period of time as may be necessary for the purpose of repairing, replacing, or otherwise altering said service or utility.

OCCUPANCY STANDARDS

4.58 No room shall be used for sleeping purposes unless it has a minimum width of 2 meters (6.6 ft.), and a floor area of at least 7 square meters (75 sq. ft.). A room used for sleeping purposes by two or more persons shall have a floor area of at least 4 square meters (43 sq. ft.) per person.

4.59 Any basement, or portion thereof, used as a dwelling unit shall conform to the following requirements:

(a) each habitable room shall comply with all the requirements set out in this By-law;

(b) floors and walls shall be constructed so as to be damp proof and impervious to water leakage;

(c) each habitable room shall be separated from service rooms by a suitable fire separation and approved under the Ontario Building Code;

(d) access to each habitable room shall be gained without passage through a service room.

PART V

VACANT LANDS AND BUILDINGS

5.01 All repairs and maintenance of property shall be carried out with suitable and sufficient materials and in a manner accepted as good workmanship within the trades concerned. All new construction or repairs shall conform to the Ontario Building Code where applicable.
VACANT LANDS

5.02 Vacant land shall be maintained to the standards as described in Part III, Article 3.02, of this By-Law.

5.03 Vacant land shall be graded, filled or otherwise drained so as to prevent recurrent ponding of water.

VACANT BUILDINGS

5.04 Vacant buildings shall be kept cleared of all garbage, rubbish and debris and where a building remains vacant for a period of 90 days, shall have all water, electrical and gas services turned off except for those services that are required for the security and maintenance of the property.

5.05 The owner or agent of a vacant building shall board up the building to the satisfaction of the Property Standards Officer by covering all openings through which entry may be obtained with at least 12.7 mm (0.5 inch) weatherproof sheet plywood securely fastened to the building and painted a color compatible with the surrounding walls.

PART VI

NON-RESIDENTIAL PROPERTY STANDARDS

6.01 All repairs and maintenance of property shall be carried out with suitable and sufficient materials and in a manner accepted as good workmanship within the trades concerned. All new construction or repairs shall conform to the Ontario Building Code where applicable.

YARDS

6.02 The yards of non-residential property shall be maintained to the standards as described in Part III, Article 3.02 of this By-Law.

6.03 The warehousing or storage of material or operative equipment that is required for the continuing operation of the industrial or commercial aspect of the property shall be maintained in a neat and orderly fashion so as not to create a fire or accident hazard or any unsightly condition and shall provide unconstructive access for emergency vehicles. Where conditions are such that a neat and orderly fashion is achieved but is still offensive to view, the offensive area shall be suitably enclosed by a solid wall or a painted board or metal fence not less than 1.8 meters (6 ft.) in height and maintained in good repair. In accordance with 6.03, storage of materials shall include, but not be limited to, dead or decaying animals which must be stored in a suitable receptacle approved by the By-law Enforcement Officer until such material can be disposed of in a sanitary fashion. Such practices shall be limited to agricultural zones only.
PARKING AREAS AND DRIVEWAYS

6.04 All areas used for vehicular traffic and parking shall have a surface covering of asphalt, concrete, or compacted stone or gravel and shall be kept in good repair, free of dirt and litter. Notwithstanding the foregoing, non-residential properties which abut residential properties, all areas used for vehicular traffic and parking shall have a surface covering of gravel, asphalt, or similar hard surface.

6.05 All areas used for vehicular traffic, parking spaces and other similar areas shall be maintained so as to afford safe passage under normal use and weather conditions.

STRUCTURAL SOUNDNESS

6.06 Every part of a building structure shall be maintained in a sound condition so as to be capable of safely sustaining its own weight load and any additional load to which it may be subjected through normal use, having a level of safety required by the Ontario Building Code. Structural members or materials that have been damaged or indicate evidence of deterioration shall be repaired or replaced.

6.07 Walls, roofs, and other exterior parts of a building or structure shall be free from loose or improperly secured objects or materials.

EXTERIOR WALLS

6.08 Exterior walls of a building or a structure and their components, including soffits, fascia, windows and doors, shall be maintained in good repair free from cracked, broken or loose masonry units, stucco, and other defective cladding, or trim. Paint or some other suitable preservative or coating must be applied and maintained so as to prevent deterioration due to weather conditions, insects or other damage.

6.09 Exterior walls of a building or a structure and their components, shall be free of unauthorized signs, painted slogans, graffiti and similar defacements.

GUARDRAILS

6.10 A guard shall be installed and maintained in good repair on the open side of any stairway or ramp containing three (3) or more risers including the landing or a height of 600 mm (24") between adjacent levels. A handrail shall be installed and maintained in good repair in all stairwells. Guardrails shall be installed and maintained in good repair around all landings, porches, balconies. Guardrails, balustrades and handrails shall be constructed and maintained rigid in nature.

LIGHTING

6.11 All non-residential establishments shall install and maintain sufficient windows, skylights and lighting fixtures necessary for the safety of all persons attending the premises or as may be required by the Occupational Health and Safety Act for industrial and commercial properties. However, lighting shall not be positioned so as to cause any impairment of use or enjoyment of neighboring properties.
PART VII
ADMINISTRATION AND ENFORCEMENT

GENERAL

7.01 This By-law shall apply to all property within the limits of the Township of Southwold.

MEASUREMENT

7.02 The imperial measurements contained in this By-law are given for reference only.

ENFORCEMENT

7.03 This by-law shall be enforced by the Chief Building Official or designate.

7.04 A Property Standards Officer is hereby authorized to give immediate effect to any order this is confirmed or modified as final and binding under section 15.3(7) of the Building Code Act, 1992, S.O. 1992, c23, as amended, so as to provide for:
(a) repair of the property; or
(b) clearing of all buildings, structures or debris from the site and the leaving of the site in a graded and levelled condition, where the cost of doing the work does not exceed, $50,000.00.

7.05 Where the cost of doing the work exceeds, $50,000.00 the Chief Building Official shall seek the authorization from Council to carry out the requirements of the order.

7.06 Upon completion of the work, the Township shall have a lien on the land for the amount spent on repair or demolition, plus and amount equivalent to 25% of the amount spent as a reasonable approximation of the Townships administrative costs of the repair or demolition. The total amount shall be deemed to be municipal real property taxes an may be added by the clerk of the Township to the collector's roll and collected in the same manner and with the same priorities as municipal real property taxes.

7.07 Certificate of Compliance- Following the inspection of, property, the Property Standards Officer may, or upon the request of the owner, issue to the owner a certificate of compliance if, in the Property Standards Officer's opinion, the property is in compliance with the standards set out in this by-law. The fee payable for a certificate of compliance issued at the request of the owner shall be as set out in Schedule 'A' to this by-law.

7.08 All repairs and maintenance of property shall be carried out with suitable and sufficient materials in a manner acceptable to the Property Standards Officer, and in a good a workmanlike manner for the trades concerned.

PROPERTY STANDARDS COMMITTEE

7.09 A Property Standards Committee shall be established which shall be composed of three (3) persons appointed from time to time by the council, each of who shall be resident ratepayers of the Township of Southwold.
Each member of the Committee shall hold office for a term of three (3) years, provided that the first appointments shall be for one, two and three years respectively so that the one member’s term shall expire annually.

When a vacancy occurs in the membership of the Committee, the council shall forthwith fill the vacancy.

The members of the Committee shall elect one of themselves as chairman, and when the chairman is absent, the Committee may appoint another member as acting chairman. Any member of the Committee may administer oaths.

The members of the Committee shall be paid such compensation as the council may provide, which shall be recorded by resolution of the council.

Secretarial services for the committee shall be provided through the offices of the Township Clerk.

The secretary shall keep on file minutes and records of all applications and the decisions thereon and of all other official business of the Committee, and sections 253 and 254 of the Municipal Act, 2001 applies with necessary modifications to such documents.

A majority of the Committee constitutes a quorum and the Committee may adopt its own rules of procedure but before hearing an appeal shall give notice or direct that notice be given of such hearing to such persons as the committee considers should receive such notice.

PROPERTY STANDARDS OFFICER - DUTIES

7.10.1 It shall be the duty of every Property Standards Officer to administer and enforce the provisions of this by-law and in the performance of such duty, he/she shall have all the powers and responsibilities set forth in the Ontario Building Code Act and the Regulations made pursuant to the said Act.

7.10.2 Orders - An officer who finds that a property does not conform to any of the standards prescribed in this by-law may make an order.
   a) stating the municipal address or the legal description of such property;

   b) giving reasonable particulars of the repairs to be made or stating that the site is to be cleared of all buildings, structures, debris or refuse and left in a graded and leveled condition;

   c) indicating the time for complying with the terms and conditions of the order and giving notice that, if the repair or clearance is not carried out within that time, the municipality may carry out the repair or clearance at the owner’s expense; and

   d) indicating the final date for giving notice of appeal from the order.

7.10.3 Service and Posting of Order - The order shall be served on the owner of the property and such other persons affected by it as the officer determines and a copy of the order may be posted on the property.
7.10.4 Registration of Order - The order may be registered in the proper land registry office and, upon such registration, any person acquiring any interest in the land subsequent to the registration of the order shall be deemed to have been served with the order on the day on which the order was served under section 7.04(5) and, when the requirements of the order have been satisfied, the clerk of the Township shall forthwith register in the proper land registry office a certificate that such requirements have been satisfied, which shall operate as a discharge of the order.

RECOVERY OF COSTS RELATIVE TO ORDER

7.11 Where an owner or Occupant fails to comply with an Order issued under this by-law within the time stipulated in the Order the Township costs of such further inspections of the Property, and such reports and further notification or registrations as the Officer may deem appropriate shall be payable to the Township by the Property owner including disbursements and the set fees for Officer's services as per Schedule 'A'.

APPEAL TO PROPERTY STANDARDS COMMITTEE

7.12 When the owner or occupant upon whom an order has been served is not satisfied with the terms or conditions of the order, he/she may appeal to the Property Standards Committee by sending notice of appeal, stating the owner's reasons for the appeal, by registered mail to the secretary of the committee within fourteen days after service of the order. The appeal form is hereby attached as Schedule “C.” In the event that no appeal is taken, the order shall be deemed to have been confirmed. The Secretary of the Committee shall, upon receipt of the notice of appeal, fix an appointment for hearing thereof and within seven days of receipt of the notice of appeal give notice in writing of the appointment for hearing at least fourteen days prior to the date fixed therefore to the appellant and to the Officer who issued the order. An owner who appeals an Order shall pay to the Clerk of the Corporation the fee for the appeal as set out in Schedule 'A' at the time the appeal is filed.

PART IX
OFFENCES

FINES

8.01 Any person who fails to comply with an order under the Building Code Act is guilty of an offence and upon conviction shall be liable to a fine of not more than $50,000.00 for a first offence and to a fine of not more than $100,000.00 for a subsequent offence. If a corporation is convicted of an offence, the maximum penalty that may be imposed upon the corporation is $100,000.00 for a first offence and $200,000.00, for a subsequent offence.
PART X
EFFECTIVE DATE

EFFECTIVE DATE

9.01 This By-law comes into force on the date of passing.

PART XI
SCHEDULES

SCHEDULES

10.01 The attached Schedule "A", "B" and "C" form part of this By-law.


__________________________________________________________
MAYOR

__________________________________________________________
CLERK
Fee Schedule for Issuance of Certificate of Compliance

Category Cost:
- Residential $100.00 per unit.
- Commercial $100.00 per unit.
- Industrial/Institutional $25.00 per 92.9 sq. meters (1000 sq.) of building area - $200 minimum.
- Vacant and/or Derelict Property $100.00 ea.

Fee for Appeals:
- Appeals to Order issued under 15.3(1) of the Building Code Act – Property Standards Committee $150.00
- Superior Court Judge $300.00

Officer Fees:
- Chief Building Official $55.00/hr.
- Property Standards Officer $55.00/hr.
Schedule “B”- PROPERTY STANDARDS ORDER - TO BY-LAW NO. 2019-07

PROPERTY STANDARDS ORDER

Building Code Act, 1992, S.O. 1992, c.23, s.15.2(2)
Property Standards By-Law No. 2019-07

Name and Address of Property

Date

This letter is with respect to your property located at ADDRESS

The property described above was inspected by a Property Standards Officer of The Corporation of the Township of Southwold (the "Township") on DATE. The inspection by the Township revealed that the property is not in conformity with the standards for the maintenance and occupancy of property within the Township, as prescribed by the Township's Property Standards By-Law No. 2019-07, as set out in Appendix "A" which is attached and forms part of this order.

It is hereby ordered that the actions required, as set out in Appendix "A", shall be carried out on or before DATE. If not, the Township may carry out the actions required, at the owner's expense, and collect the expenses in the same manner as municipal taxes.

This Order may be appealed to the Property Standards Committee by sending a Notice of Appeal by registered mail to the Secretary of the Committee at 35663 Fingal Line, Ontario, N0L 1K0, within 14 days after being served with this Order dated DATE or it shall be deemed to be confirmed.

____________________________________
Chief Building Official

SERVED BY REGISTERED MAIL ON: DATE
# APPENDIX "A" TO PROPERTY STANDARDS ORDER

THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD
MUNICIPAL LAW ENFORCEMENT DIVISION
PROPERTY STANDARDS BY-LAW NO. 2019-07

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Section of By-Law</th>
<th>Property Standards Violation(s)</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SCHEDULE “C”
Property Standards Appeal Form

c/o Secretary, Property Standards Committee
35663 Fingal Line,
Fingal, Ontario
N0I 1K0

APPEAL NOTICE

RE: ____________________________________________

I hereby appeal the Order issued by the Municipal Law Enforcement Officer of the Township of Southwold with regard to the above noted property.

REASONS FOR APPEAL

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Owner/Agent ___________________________ Phone _____________

Address of Owner/Agent ___________________________ Date _____________
REGISTERED MAIL

January 16, 2019

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

Dear Ms. Higgs:

Re: Notice of Meeting for Conservation Authority Levy Approval

In accordance with provisions of the Conservation Authorities Act and regulations made governing the approval of Conservation Authority levies, notice is hereby given to all member municipalities of a meeting to approve the 2019 budget of the Kettle Creek Conservation Authority.

The meeting will take place at the St. Thomas Public Library, 153 Curtis Street, St. Thomas, on Wednesday, February 20, 2019 beginning at 9:30 a.m. At the meeting, the proposed KCCA budget and enclosed levy apportionment will be subject to resolution according to the provincial regulations governing approval of ‘non-matching’ municipal levies and of Conservation Authority budgets.

In the interim and to reduce our borrowing costs, we would appreciate your provision of one-half of the total levy apportioned to your municipality in 2019, at your earliest opportunity (see attached).

Council is encouraged to communicate their questions and position regarding all levies to their KCCA Board representatives. Questions on any matter are also welcomed by the undersigned.

Yours truly,

[Signature]

Elizabeth VanHooren
General Manager/Secretary Treasurer
Southwold

Increase over 2018: $3,185

2019 Objectives

- 45% of levy increase to support GIS/IT Supervisor position. This position was phased in over four years from being entirely self-funded in 2014. In 2019, the position will be supported by municipal levy plus $25,000 in self-generated funds and $17,000 in reserve funding. The objective is to have the position generating at least $25,000 per year moving forward through fee for service contracts with neighbouring CAs and other partners.

- External funding is secured to continue the Environmental Youth Corps which will provide at least 10 high school students with meaningful volunteer experiences such as tree planting, trail maintenance and invasive species control.

- External funding secured for the implementation of a comprehensive Invasive Species Program including identifying infestations throughout the watershed and prioritizing locations for control efforts.

- Climate change mitigation efforts will include piloting the installation of cameras in key locations throughout the watershed to monitor flood conditions remotely. Staff will be working with member municipalities to choose mutually beneficial sites.

- Trail counters will be purchased to monitor and gauge the use of the Authority's 22 km of hiking trails. This will inform decisions on ongoing maintenance and the possibility of expanding uses (i.e. mountain biking).

- Re-opening the Dalewood Road parking lot to create a designated trail head for the Dalewood Reservoir Trail

Value Adds

- KCCA’s GIS/IT Supervisor is employing detailed mapping exercises to increase knowledge of forest cover change over time, better direct funding dollars and creating databases to better disseminate knowledge to the public and member municipalities.

- Administers the Elgin Clean Water Program that has provided $480,000 to 176 projects totalling $1,960,774 in total project costs that directly benefit local environmental health.

- Reporting back to the public through the Watershed Report Card.

- Planting 50,000 trees per year including 21,150 in Southwold in 2018.

- Over 13,000 trees planted through the Greening Communities program since its inception - a program for Southwold, Central Elgin, Malahide and St. Thomas residents.

- Completed 20 wetland creation/restoration projects totalling 34 wetland cells from 2013-2018 including eight wetlands in Southwold since 2013.

2019 Proposed Revenue Sources

- Levy, 33%
- User Fees, 27%
- Other Fundraising and Grants, 25%
- Reserves, 11%
- MNRF Grant, 4%
### 2019 Budget Summary

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget 2018</th>
<th>Budget 2019</th>
<th>% Change Over 2018</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Levy</td>
<td>913,325.00</td>
<td>977,258.00</td>
<td>7%</td>
<td>7% average levy increase over 2018</td>
</tr>
<tr>
<td>User Fees and Sales</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lake Whitaker</td>
<td>376,104.00</td>
<td>396,638.00</td>
<td>5%</td>
<td>Anticipated increase in usage</td>
</tr>
<tr>
<td>Dalewood</td>
<td>316,668.68</td>
<td>342,792.00</td>
<td>8%</td>
<td>Anticipated increase in usage</td>
</tr>
<tr>
<td>Other</td>
<td>39,658.00</td>
<td>50,758.00</td>
<td>22%</td>
<td>Projected fundraising/grants to date</td>
</tr>
<tr>
<td>Transfer from Reserve (Capital)</td>
<td>233,212.00</td>
<td>181,400.00</td>
<td>-22%</td>
<td>Decreased spending in capital for 2016</td>
</tr>
<tr>
<td>Transfer from Reserve (Operating)</td>
<td>103,060.00</td>
<td>125,737.00</td>
<td>16%</td>
<td>Forest and Lands Technician and tree planting</td>
</tr>
<tr>
<td>Ministry of Natural Resources</td>
<td>119,652.00</td>
<td>119,652.00</td>
<td>0%</td>
<td>COFG, GLAMA and GDA funding ending</td>
</tr>
<tr>
<td>Other Revenue and Grants</td>
<td>502,528.00</td>
<td>421,620.00</td>
<td>-19%</td>
<td>Flow through account</td>
</tr>
<tr>
<td>Interdepartmental Transfers</td>
<td>336,272.00</td>
<td>307,137.00</td>
<td>-9%</td>
<td>None anticipated at this time</td>
</tr>
<tr>
<td>Donations</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>2,940,379.00</strong></td>
<td><strong>2,922,992.00</strong></td>
<td><strong>-1%</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Expenditures

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Budget 2018</th>
<th>Budget 2019</th>
<th>% Change Over 2018</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Operations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flood Forecasting and Warning</td>
<td>194,915.00</td>
<td>210,610.00</td>
<td>7%</td>
<td>Increased monitoring costs previously covered by grant</td>
</tr>
<tr>
<td>Dam Maintenance</td>
<td>84,483.00</td>
<td>87,926.00</td>
<td>4%</td>
<td>Skip, increase in monitoring costs, staff working to contain</td>
</tr>
<tr>
<td>Information and Education</td>
<td>69,205.00</td>
<td>67,199.00</td>
<td>-3%</td>
<td>Forest and Lands Technician position</td>
</tr>
<tr>
<td>Tree and Woodlot Management</td>
<td>55,687.00</td>
<td>58,088.00</td>
<td>5%</td>
<td>No anticipated program grants at this time beyond minimum</td>
</tr>
<tr>
<td>Environmental Planning and Regulation</td>
<td>123,351.00</td>
<td>127,134.00</td>
<td>3%</td>
<td>Fully funded by program grants, no 2019 grants confirmed</td>
</tr>
<tr>
<td>Source Water Protection</td>
<td>114,950.00</td>
<td>130,065.00</td>
<td>12%</td>
<td>Offset with anticipated fees</td>
</tr>
<tr>
<td>Subwatershed Rehabilitation</td>
<td>192,913.00</td>
<td>262,732.00</td>
<td>27%</td>
<td>Offset with anticipated fees</td>
</tr>
<tr>
<td>GIS and Data Management</td>
<td>131,801.00</td>
<td>109,623.00</td>
<td>-20%</td>
<td>Reflects decrease in capital expenditures</td>
</tr>
<tr>
<td>Significant Areas</td>
<td>148,052.00</td>
<td>159,316.00</td>
<td>7%</td>
<td>Decrease due to end of life of some assets</td>
</tr>
<tr>
<td>Administration</td>
<td>138,176.00</td>
<td>144,606.00</td>
<td>4%</td>
<td>Capital expenditure offset through capital reserves</td>
</tr>
<tr>
<td>Stewardship</td>
<td>203,966.00</td>
<td>112,421.00</td>
<td>-46%</td>
<td></td>
</tr>
<tr>
<td>Lake Whitaker Conservation Area</td>
<td>356,826.00</td>
<td>373,100.00</td>
<td>4%</td>
<td></td>
</tr>
<tr>
<td>Dalewood Conservation Area</td>
<td>299,820.00</td>
<td>323,727.00</td>
<td>7%</td>
<td></td>
</tr>
<tr>
<td>Other Conservation Areas</td>
<td>30,284.00</td>
<td>31,594.00</td>
<td>4%</td>
<td></td>
</tr>
<tr>
<td>Children's Water Festival/Carolinian Forest Fest</td>
<td>35,000.00</td>
<td>44,849.00</td>
<td>22%</td>
<td></td>
</tr>
<tr>
<td>Vehicle and Equipment</td>
<td>44,553.00</td>
<td>48,827.00</td>
<td>9%</td>
<td></td>
</tr>
<tr>
<td>Volunteerism and Fundraising</td>
<td>358,553.00</td>
<td>329,378.00</td>
<td>-9%</td>
<td></td>
</tr>
<tr>
<td>Amortization</td>
<td>124,852.00</td>
<td>119,817.00</td>
<td>-4%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>2,707,167.00</strong></td>
<td><strong>2,741,592.00</strong></td>
<td><strong>1%</strong></td>
<td></td>
</tr>
<tr>
<td>Surplus/Deficit</td>
<td>233,212.00</td>
<td>181,400.00</td>
<td>-25%</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------</td>
<td>---------------------------</td>
<td>-------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Central Elgin</td>
<td>$1,713,064,208</td>
<td>60</td>
<td>1,027,838,525</td>
<td>7.6894</td>
</tr>
<tr>
<td>Middlesex Centre</td>
<td>$3,023,808,991</td>
<td>7</td>
<td>211,666,629</td>
<td>1.5835</td>
</tr>
<tr>
<td>London</td>
<td>$51,126,728,752</td>
<td>15</td>
<td>7,669,009,313</td>
<td>57.3729</td>
</tr>
<tr>
<td>Thames Centre</td>
<td>$2,265,665,847</td>
<td>8</td>
<td>181,254,868</td>
<td>1.3560</td>
</tr>
<tr>
<td>Malahide</td>
<td>$1,128,399,907</td>
<td>8</td>
<td>90,271,993</td>
<td>0.6753</td>
</tr>
<tr>
<td>Southwold</td>
<td>$646,107,095</td>
<td>78</td>
<td>503,963,534</td>
<td>3.7702</td>
</tr>
<tr>
<td>St. Thomas</td>
<td>$3,336,406,190</td>
<td>96</td>
<td>3,682,949,943</td>
<td>27.5526</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$63,740,200,990</td>
<td></td>
<td>13,366,954,805</td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Footnote**: Levy partially supports the costs of operating the provincially mandated responsibilities of municipal plan input and review. Province moved to greatly reduce grants in 1995. The levy is calculated based on past, existing and anticipated program activity. The municipality has the option of recovering the levy through application fees.
January 21, 2019

Dear Treasurer/Clerk Treasurer:

As you know, on December 21, 2018 the Minister of Finance wrote to Heads of Council to provide an update on the 2019 Ontario Municipal Partnership Fund (OMPF).

In the letter, the Minister indicated that the government will be consulting with municipalities as part of a review of the OMPF. As the review is currently underway, decisions related to 2019 OMPF allocations have not yet been finalized.

To support municipalities with cash flow administration while the program is under review, a 2019 interim first quarterly payment will be issued during the week of January 21, 2019. This interim payment will be based on an amount equivalent to your 2018 OMPF quarterly payment as identified on Line B of the attached Interim Payment Notice.

This interim payment will be made by electronic funds transfer and is in respect of the period January through March 2019.

This interim payment is being made to support cash flow administration only, and does not reflect your 2019 actual OMPF allocation.

Actual 2019 OMPF allocations will be announced once decision regarding the OMPF have been finalized. At that time, an updated 2019 Payment Notice will be provided, including any applicable adjustments.

If you have any questions regarding the processing of this payment, please contact Alula Yimam at (416) 314-3849 or at alula.yimam@ontario.ca.

Sincerely,

Information Copy
Original Signed By

Allan Doheny
Assistant Deputy Minister
Provincial-Local Finance Division

Enclosure
Enbridge Gas Inc. has applied to raise its natural gas rates effective January 1, 2019.

Learn more. Have your say.

The Ontario Energy Board approved the amalgamation of Enbridge Gas Distribution Inc. and Union Gas Limited in August 2018. The companies have amalgamated to form Enbridge Gas Inc.

Enbridge Gas Inc. has applied to the Ontario Energy Board to raise its natural gas rates effective January 1, 2019. If the application is approved as filed, the yearly bill of a typical residential customer within the former Enbridge Gas Distribution Inc. and Union Gas Limited rate zones will increase by the following amounts:

<table>
<thead>
<tr>
<th>Rate Zones</th>
<th>Residential Annual Bill Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enbridge Gas</td>
<td>$ 5.74</td>
</tr>
<tr>
<td>Union South</td>
<td>$ 9.98</td>
</tr>
<tr>
<td>Union North East</td>
<td>$ 4.88</td>
</tr>
<tr>
<td>Union North West</td>
<td>$ 6.81</td>
</tr>
</tbody>
</table>

The rates are based on a rate-setting framework and other adjustments previously approved by the Ontario Energy Board for the period 2019-2023. The rates are set using a formula that is tied to inflation and other factors intended to promote efficiency.

Enbridge Gas Inc. is also asking the Ontario Energy Board to approve its rate design proposal and the costs of certain capital projects that are not part of their regular capital expenditures.

Other customers of Enbridge Gas Inc. may be affected. It is important to review the application carefully to determine whether you will be affected by the changes.

THE ONTARIO ENERGY BOARD IS HOLDING A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Enbridge Gas Inc. We will question Enbridge Gas Inc. on the case. We will also hear questions and arguments from individual customers and from groups that represent the customers of Enbridge Gas Inc. At the end of this hearing, the OEB will decide whether the rate increase requested in the application will be approved.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review the application filed by Enbridge Gas Inc. on the OEB's website now.
- You can file a letter with your comments, which will be considered during the hearing.
- You can become an active participant (called an intervenor). Apply by February 5, 2019 or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, you can review the OEB's decision and its reasons on our website.

LEARN MORE

Our file number for this case is EB-2018-0305. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case, please enter the file number EB-2018-0305 on the OEB website: www.oeb.ca/participate. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by February 5, 2019.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and e-mail address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This hearing will be held under section 36 of the Ontario Energy Board Act, S.O. 1998 c.15 (Schedule B).
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY- LAW NO. 2019-08

Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 16th, 2019, January 21st, 2019, January 24th, 2019 and January 30th, 2019.

WHEREAS Section 5(3) of the Municipal Act, 2001, Chapter 25, provides that a municipal power, including a municipality’s capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise.

WHEREAS it has been expedient that from time to time, the Council of the Corporation of the Township of Southwold should enact by resolution or motion of Council;

AND WHEREAS it is deemed advisable that all such actions that have been adopted by a resolution or motion of Council only should be authorized by By-law;

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

1. That the actions of the Council of the Township of Southwold at the Special Meetings of Council on January 16th, 2019, January 21st, 2019 and January 24th, 2019 and the Regular Meeting of Council held on January 30th, 2019; in respect to each report, motion, resolution or other action passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.

2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Township of Southwold to all such documents.


Grant Jones
Mayor

Lisa Higgs
Clerk