



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **MINUTES**

Regular Council Meeting  
Monday March 25, 2024  
7:00 p.m. Council Chambers, Fingal/Via Video Link

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COUNCIL PRESENT: Mayor Grant Jones  
Deputy Mayor Justin Pennings  
Councillor John Adzija  
Councillor Sarah Emons  
Councillor Scott Fellows

ALSO PRESENT: Lisa Higgs, CAO/Clerk  
Michele Lant, Director of Corporate Services/Treasurer  
Aaron VanOorspronk, Director of Infrastructure & Development  
Services  
June McLarty, Deputy Clerk

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

#### **ADDENDUM TO AGENDA:**

##### **Correspondence**

9(f) – Fee Waiver Request from Optimist Club of Talbotville

**DISCLOSURES:** None

## **ADOPTION AND REVIEW OF MINUTES:**

### **Council Minutes – Adopt March 11<sup>th</sup> Minutes**

The fee waiver request amount for Shedden Soccer should have been \$980.00 not \$165.00, as originally noted in the Minutes.

### **2024-084 Deputy Mayor Pennings – Councillor Fellows**

**THAT** the Minutes of the Regular Council Meeting of March 11, 2024 are hereby adopted as amended.

**CARRIED**

### **Committee Minutes – Review**

#### **2024-085 Councillor Fellows – Councillor Adzija**

**THAT** Council has reviewed the draft minutes of the Communities in Bloom Meeting of March 6, 2024, the draft Minutes of the Young at Heart Committee Meeting of March 6, 2024 and the draft Minutes of the Family Day /Winterfest Committee Meeting of March 18, 2024.

**CARRIED**

## **DELEGATION:**

**7:04 p.m. – 7:24 p.m.**

**OCWA – Vitally Talashok, Matthew Belding,**

**OCWA 4<sup>th</sup> Quarter Reports**

#### **2024-086 Councillor Adzija – Councillor Emons**

**THAT** Council of the Township of Southwold hereby receives the reports from Vitally Talashok and Matthew Belding, OCWA re: The Southwold Water Distribution System 4<sup>th</sup> Quarter Operations Report and the Talbotville Wastewater Treatment Plant 4<sup>th</sup> Quarter Operations Report for information purposes.

**CARRIED**

**OCWA Annual Reports**

#### **2024-087 Councillor Emons – Deputy Mayor Pennings**

**THAT** Council of the Township of Southwold hereby receives the annual reports from Vitally Talashok and Matthew Belding, OCWA re: Southwold

**CARRIED**

**DRAINAGE:**

**Section 78 (1.1) Petition - Edison Drain**

**2024-088 Deputy Mayor Pennings – Councillor Fellows**

**THAT** Council of the Township of Southwold receives and decides to proceed with the petition under Section 78 (1.1) of the Drainage Act that was received from J & G Luyks Farms Limited;

**AND THAT** Council instruct the Clerk to send required notice under Section 5(1)(b) of the Drainage Act to the Lower Thames Valley Conservation Authority, OMAFRA and the requesters notifying them that they intend to appoint an Engineer to prepare the necessary reports under the appropriate section of the Drainage Act upon the passing of the 30 days notification specified in sections 6(1) and 7(1) of the Drainage Act.

**CARRIED**

**REPORTS:**

**ENG 2024-19 Annual Water and Wastewater Report**

**2024-089 Councillor Emons – Deputy Mayor Pennings**

**THAT** Report ENG 2024-19 titled Annual Water Reports be received for information.

**CARRIED**

**ENG 2024-20 Bridge and Culvert Engineering**

**2024-090 Councillor Adzija – Councillor Emons**

**THAT** Report ENG 2024-20 titled Bridge and Culvert Engineering be received for information; and,

**THAT** Council award engineering design for the rehabilitation of Lyle Bridge to Spriet Associates for the quoted amount of \$24,900.00; and,

**THAT** Council authorize Staff to solicit quotations for design services to replace the Iona Road Culvert.

**CARRIED**

## **ENG 2024-21 Burwell Bridge Replacement Award**

### **2024-091 Councillor Emons – Councillor Fellows**

**THAT** Report ENG 2024-21 relating to Burwell Bridge Replacement Award, be received for information; and

**THAT** the tender submitted by 519 London Excavating Inc. in the amount \$156,000 plus HST be accepted, and

**THAT** an allowance of \$10,000 be approved for engineering and inspection services.

**CARRIED**

## **ENG 2024-22 Roads Needs Study Report**

### **2024-092 Councillor Adzija – Deputy Mayor Pennings**

**THAT** Report ENG 2024-22 relating to the Roads Needs Study Award, be received for information; and

**THAT** the proposal submitted by CD Watters Engineering Ltd. in the amount \$20,875 plus HST be accepted.

**CARRIED**

## **ENG 2024-23 Sewage Allocation Policy**

### **2024-093 Councillor Emons – Deputy Mayor Pennings**

**THAT** Report ENG 2024-23 relating to Township Sewage Allocation Policy, be received for information; and

**THAT** Council approve By-Law 2024-21 being a By-law to establish a Sewage Allocation Policy.

**CARRIED**

## **FIN 2024-07 County Roads 2023 Financial Summary**

Michele Lant presented her report to Council for information purposes.

## **FIN 2024-08 2023 Investment Summary**

### **2024-094 Councillor Fellows – Councillor Adzija**

**THAT** Council receive Report FIN 2024-08 Investment Summary as of December 31, 2023 for information.

**CARRIED**

## **FIN 2024-09 Asset Retirement Obligations Policy**

### **2024-095 Deputy Mayor Pennings – Councillor Emons**

**THAT** Report FIN 2024-09 relating to the Township Asset Retirement Obligations (ARO) Policy be received for information.

**CARRIED**

## **CAO 2024-13 Sharing Fire Administration Services with Dutton Dunwich and West Elgin**

### **2024-096 Councillor Fellows – Councillor Adzija**

**THAT** Council approve the request from Dutton Dunwich for permanent Fire Services support; and,

**THAT** the Fire Coordinator position be transitioned from part-time to full-time, subject to Dutton Dunwich agreeing to permanent shared services; and,

**THAT** Council receives the report on Permanent Sharing of Fire Administration Services with Dutton Dunwich and West Elgin as information and that Council gives consideration to By-Law number 2024-20.

**CARRIED**

## **CAO 2024-14 OPP Detachment Board Update**

### **2024-097 Councillor Fellows – Councillor Emons**

**THAT** the Council of the Township of Southwold receives the report of the CAO/Clerk titled Community Safety and Policing Act Update dated March 25, 2024, for information; and,

**THAT** Council approve the current community representative (Ida MacCallum) until the end of the current Council term; and,

**THAT** before the end of the current council term Southwold, West Elgin and Dutton Dunwich will work together to develop a new application/appointment process for the community representative position; and,

**THAT** Council approve no change in current community representative remuneration (remuneration for Board members is \$1,500/year, with the Chair receiving \$2,000/year); and,

**THAT** Council approve that all operation costs be allocated equally between participating municipalities; and,

**THAT** correspondence on this matter be provided to the OPP Detachment Board Lead under the CAO's signature: and,

**THAT** Detachment board meeting minutes be requested and included in Council Meeting agendas; and,

**THAT** the appointed Detachment Board Community representative from Southwold, Dutton Dunwich and West Elgin be requested to provide a delegation to Council on an at least annual basis; and,

**THAT** comments with respect to the board composition be forwarded to the OPP and Ministry.

**CARRIED**

### **CAO 2024-15 Keystone Complex Replacement Sign**

#### **2024-098 Councillor Emons – Deputy Mayor Pennings**

**THAT** the Council of the Township of Southwold receives the report of the CAO/Clerk titled Rosy Rhubarb Keystone Sign Project as information; and,

**THAT** Council provides direction to staff to communicate with Rosy Rhubarb and Elgin County with respect to their request to fund a new digital pylon sign at the Keystone Complex and with respect to their intention to provide funds to repair the entrance stones gates.

**CARRIED**

### **STAFF DIRECTION**

Staff was also directed by Council to contact Rosy Rhubarb to provide more details on their plan for an electronic sign

Staff was directed by Council to speak to Elgin County regarding the possibility of sharing an electronic sign with Rosy Rhubarb.

### **CORRESPONDENCE:**

- Town of Quinte West Resolution for Housing Funding
- Chatham-Kent Resolution to Amend Blue Box Regulations for "Ineligible" Sources
- Municipality of Brighton Resolution for Ride-Sharing Services

- Township of Limerick Resolution for National Fire Fighting Strategy
- Lower Thames Valley Conservation Authority – Legislative and Regulatory Changes Affecting Conservation Authority Development Permitting (Effective April 1, 2024)
- Fee Waiver Request from Optimist Club of Talbotville

### **Support for Municipality of Chatham-Kent Resolution to Amend Blue Box Regulations for “Ineligible” Sources**

#### **2024-099 Councillor Emons – Councillor Fellows**

**BE IT RESOLVED THAT** the Council of the Township of Southwold supports the attached resolution that was passed by the Municipality of Chatham- Kent regarding amending blue box regulation for ineligible sources; and,

**THAT** a copy of this resolution be sent to Honourable Premier Doug Ford, the Honourable Andrea Khanjin, Minister of Environment, Conservation and Parks, the Honourable Rob Flack, Member of Provincial Parliament for Elgin-Middlesex-London and the Municipality of Chatham-Kent.

**CARRIED**

### **Fee Waiver Request – Optimist Club of Talbotville**

#### **2024-100 Councillor Emons – Councillor Adzija**

**THAT** Council of the Township of Southwold approves the \$80.00 fee waiver request from the Optimist Club of Talbotville for their event that is to be held on Saturday March 30, 2024 at the Talbotville Optimist Heritage Park Pavilion.

**CARRIED**

### **BY-LAWS:**

- By-law No. 2024-03, being a by-law to provide for drainage works – Palmer Drain 2023, third and final reading.
- By-law No. 2024-20, being a by-law to enter into an agreement for shared Fire Department Administration Services with Dutton Dunwich and West Elgin
- By-law No. 2024-21, being a by-law to adopt a Sewage Allocation Policy
- By-law No. 2024-22, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 25, 2024

## **By-laws**

### **2024-101 Deputy Mayor Pennings – Councillors Fellows**

**THAT** By-law No. 2024-03 be read a third time and finally passed this 25<sup>th</sup> day of March, 2024.

**CARRIED**

### **2024-102 Councillor Emons – Councillor Fellows**

**THAT** By-law Nos. 2024-20 and 2024-21 be read a first and second time, considered read a third time and finally passed this 25<sup>th</sup> day of March, 2024.

**CARRIED**

## **CLOSED SESSION:**

### **2024-103 Deputy Mayor Pennings – Councillor Fellows**

**THAT** Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **8:39 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, including municipal or local board employee (Section 239 (2)(b)) – Development Staffing
- Advice that is subject to solicitor-client privilege, including communications necessary to that purpose (Section 239 (2)(f)) – CN Rail Matters
- A position, plan, procedure, criteria or instructions 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)) – Shedden/Fingal Development.
- A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2)(c)) – Talbotville WWTP Lands

**CARRIED**

## **Adjournment of Closed Session**

### **2024-104 Councillor Emons – Councillor Adzija**

**THAT** Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:35 p.m.**

**CARRIED**



## **STAFF DIRECTION**

Staff were directed by Council to the 4 items that were discussed in the Closed Session.

### **Confirming By-law**

- By-law No. 2024-22, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 25<sup>th</sup>, 2024

### **Confirming By-law**

#### **2024-105 Councillor Fellows – Deputy Mayor Pennings**

**THAT** By-law No. 2024-22 be read a first and second time, considered read a third time and finally passed this 25<sup>th</sup> day of March, 2024.

**CARRIED**

## **ADJOURNMENT:**

#### **2024-106 Councillor Emons – Councillor Adzija**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **10:36 p.m.**

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Lisa Higgs