



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday January 13, 2025
7:00 p.m. Council Chambers, Fingal/Via Video Link

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
Jeff McArthur, Director of Emergency Services/Fire Chief
Corey Pemberton, Director of Building and Community Services
Brent Clutterbuck, Drainage Superintendent
June McLarty, Deputy Clerk

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

ADDENDUM TO AGENDA:

DISCLOSURES: None

ADOPTION OF MINUTES:

Council Minutes – Adopt

2025-01 Deputy Mayor Pennings – Councillor Emons

THAT the Minutes of the Regular Council Meeting of December 9, 2024 are hereby adopted.

CARRIED

PLANNING:

Committee of Adjustment

Committee of Adjustment MV 2025-01, 7283 Mellor Road

2025-02 Councillor Adzija – Deputy Mayor Pennings

THAT the regular Council meeting adjourn to sit as a Committee of Adjustment at **7:03 p.m.** to hear application MV 2025-01, R. and J. Lukasik, 7283 Mellor Road

CARRIED

Adjournment of Committee of Adjustment

2025-03 Deputy Mayor Pennings – Councillor Emons

THAT the meeting of the Committee of Adjustment to hear application MV 2025-01, R. and J. Lukasik, 7383 Mellor Road adjourns and the regular meeting of council reconvenes at **7:13 p.m.**

CARRIED

PLA 2025-02, Application for Consent E6-25, D. Faseruk & S. Sem C/O. Bob Pauley and Ed Rickwood, 10420 Talbotville Gore Road

2025-04 Councillor Fellows – Deputy Mayor Pennings

THAT Council recommend approval to the Elgin County Land Division Committee for Consent Application E6-25 subject to the recommended conditions as amended provided in Appendix 2 of Report PLA 2025-02.

CARRIED

Drainage Superintendent Brent Clutterbuck commented that the need for a Mutual Drain Agreement was provided in the staff comments but not included in the list of conditions. Condition #8 will be amended to include this request.

DRAINAGE:

IDS 2025-02 Confirmation of 2024 Drainage Reapportionments

2025-05 Councillor Emons – Councillor Adzija

THAT Council for the Township of Southwold hereby accepts the drainage

reapportionments undertaken for the Consent Applications E23/24, E60/24, E82-85/23, and E67/23; and,

THAT these reapportionments will become effective upon stamping of the applicable deed; and,

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

CARRIED

IDS 2025-03 Filing of the Report – Ryan Drain 2024

2025-06 Councillor Emons – Deputy Mayor Pennings

THAT Council proceeds with the Ryan Drain 2024 and it instructs the Clerk to send notice as required under Section 41(1) of the Drainage Act of its intention to proceed; and,

THAT the meeting to Consider the Report for the Ryan Drain 2024 will be held at the Council meeting on Monday January 27th, 2025 at 7:00 p.m. at the Southwold Keystone Complex.

CARRIED

REPORTS:

FIR 2025-01 Activity Report – December 2024

Director of Emergency Services/Fire Chief Jeff McArthur presented his report to Council.

IDS 2025-01 Activity Report – December 2024

Director of Infrastructure and Development Service Aaron VanOorspronk presented his report to Council.

IDS 2025-04 Southwold Drinking Water System 2024 MECP Inspection Report

2025-07 Councillor Fellows – Deputy Mayor Pennings

THAT Report IDS 2025-04 relating to the 2024 annual Ministry of the Environment, Conservation and Parks (MECP) inspection on the drinking water system, be received for information.

CARRIED

FIN 2025-01 Revised 2025 OPP Estimate

2025-08 Councillor Adzija – Councillor Emons

THAT the Revised 2025 OPP Cost Estimate be received for information.

CARRIED

FIN 2025-02 Insurance Renewal

2025-09 Councillor Fellows – Councillor Emons

THAT Council approve the 2025 Insurance Programs as set out in the renewal documents provided by Intact Public Entity dated January 8, 2025 (Township) and November 18, 2024 (Cemetery Board).

CARRIED

CBO 2025-01 Activity Report – December 2024 and Year End Report 2024

Director of Building and Community Services Corey Pemberton presented his report to Council.

CBO 2025-02 Parks Master Plan Award

2025-10 Councillor Adzija – Councillor Fellows

THAT Report CBO 2025-02 relating to the Parks and Trails Master Plan Award, be received for information; and

THAT the proposal submitted by Pl.ural for the amount of \$46,765.00 plus HST be accepted.

CARRIED

CAO 2025-01 Activity Report – December 2024

CAO/Clerk Lisa Higgs presented her report to Council.

CAO 2025-02 Emergency Management By-law and Plan Update

2025-11 Councillor Fellows – Deputy Mayor Pennings

THAT the report titled "Emergency Management By-Law and Plan Update" from the CAO/Clerk be received as information; and,

THAT Council give consideration to By-Law No. 2025-03, included on the January 13th, 2025 agenda.

CARRIED

CAO 2025-03 Strategic Communications Plan Sanitary Services

2025-12 Councillor Emons – Councillor Adzija

THAT the report titled “Strategic Communications Plan – Shedden & Fingal Sanitary Servicing Project” from the CAO/Clerk be received as information; and,

THAT Council approve the recommended strategic communications approaches suggested for the Shedden and Fingal Sanitary Servicing Project.

CARRIED

County Council Highlights – December 12, 2024

Mayor Jones presented this report to Council.

CORRESPONDENCE:

- Ministry of Municipal Affairs and Housing RE: *Municipal Accountability Act, 2024*
- Thank you, Card, for donation to Fresh Start Support Services
- Fee Waiver Request - VON

Fee Waiver Request – VON

2025-13 Councillor Emons – Councillor Fellows

THAT Council of the Township of Southwold approves the fee waiver request in the amount of \$515.00 that was submitted by the VON for their event on Wednesday January 22nd, 2025 at the Southwold Keystone Complex.

CARRIED

BY-LAWS:

- By-law No. 2025-01, being a by-law authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31st, 2025.
- By-Law No. 2025-02, being a by-law to provide for an interim tax levy, to provide for the payment of taxes and to provide for penalty and interest of 1.25 percent.
- By-law No. 2025-03, being a by-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under

the Emergency Management and Civil Protection Act and repeal by-laws 2023-71, 2023-54 and 2022-100.

- By-law No. 2025-04, being a by-law to execute an agreement with the Office of the Fire Marshal – Fire Protection Grant
- By-law No. 2025-05, being a by-law to amend user fees – Consent/Road User Agreements
- By-law No. 2025-06, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 13, 2025

By-laws:

2025-14 Councillor Fellows – Deputy Mayor Pennings

THAT By-law Nos. 2025-01, 2025-02, 2025-03, 2025-04 and 2025-05 be read a first and second time, considered read a third time and finally passed this 13th day of January, 2025.

CARRIED

CLOSED SESSION:

2025-15 Councillor Adzija – Deputy Mayor Pennings

THAT Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **8:14 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 employees (Section 239 (2)(b)) 2 items – CAO Recruitment and Public Works
- A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2) (c)) – 2 items – Talbotville WWTP Lands and Shedden Commercial Plaza
- 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)) Shared Services with West Elgin and Dutton Dunwich

CARRIED

Adjournment of Closed Session

2025-16 Councillor Fellows – Deputy Mayor Pennings

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:03 p.m.**

CARRIED

STAFF DIRECTION

Staff were directed by Council to the 6 items that were discussed in the Closed Session.

Confirming By-law

- By-law No. 2025-06, being a By-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 13, 2025

Confirming By-law

2025-17 Deputy Mayor Pennings – Councillor Fellows

THAT By-law No. 2025-06 be read a first and second time, considered read a third time and finally passed this 13th day of January, 2025.

CARRIED

ADJOURNMENT:

2025-18 Councillor Adzija – Councillor Emons

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **10:03 p.m.**

CARRIED

Original signed by:
Mayor
Grant Jones

Original signed by:
CAO/Clerk
Lisa Higgs

