



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Regular Council Meeting  
Monday February 24, 2025  
7:00 p.m. Council Chambers, Fingal, Shedden/Via Video Link

COUNCIL PRESENT: Mayor Grant Jones  
Deputy Mayor Justin Pennings  
Councillor John Adzija  
Councillor Sarah Emons (8:17 P.M.)  
Councillor Scott Fellows

ALSO PRESENT: Jeff Carswell, CAO/Clerk  
Michele Lant, Director of Corporate Services/Treasurer  
Aaron VanOorspronk, Director of Infrastructure & Development Services  
Brent Clutterbuck, Drainage Superintendent  
Paul VanVaerenbergh, Public Works Superintendent  
Mike Taylor, Manager of Environmental Services  
Mike Szilagyi, Township Planner  
June McLarty, Deputy Clerk

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Mayor Jones called the meeting to order at 7:01 p.m.

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

**DISCLOSURES:** None

#### **ADOPTION OF MINUTES:**

##### **Council Minutes – Adopt**

##### **2025-54 Deputy Mayor Pennings – Councillor Adzija**

**THAT** the Minutes of the Regular Council Meeting of February 10, 2025 and the Special Council Meeting of February 18<sup>th</sup>, 2025 are hereby adopted.

**CARRIED**

## **Committee Minutes – Review**

### **2025-55 Councillor Fellows – Deputy Mayor Pennings**

**THAT** Council had reviewed the Notes from the Southwold 175 Planning Committee Meeting of February 3<sup>rd</sup>, 2025, the Draft Minutes of the War Memorial Committee Meeting of February 11<sup>th</sup>, 2025 and the Draft Minutes of the Economic Development Committee Meeting of February 13<sup>th</sup>, 2025.

**CARRIED**

## **DRAINAGE:**

### **Appoint Members for Court of Revision**

#### **2025-56 Councillor Adzija – Deputy Mayor Pennings**

**THAT** Council of the Township of Southwold appoints Grant Jones as Chairman, Justin Pennings, John Adzija, as members of the Court of Revision for the Ryan Drain 2024.

**AND THAT** Council adjourn and form the Court of Revision for the Ryan Drain 2024 at **7:02 p.m.**

**CARRIED**

### **Adjournment of Court of Revision**

#### **2025-57 Councillor Adzija – Deputy Mayor Pennings**

**THAT** the Court of Revision for the Ryan Drain 2024 adjourns at **7:05 p.m.;**

**AND THAT** the regular meeting of Council reconvenes.

**CARRIED**

## **REPORTS:**

### **IDS 2025-10 Southwold Distribution System – Clow Smart Hydrants**

#### **2025-58 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Report IDS 2025-10 relating to purchasing and implementing five smart hydrants on the Southwold Distribution System; and

**THAT** the Mayor and Council of the Township of Southwold authorize Township Staff to purchase five (5) new smart hydrants from Emco Waterworks at a cost of \$26,037 excluding applicable taxes.

**CARRIED**

## **IDS 2025-11 Gravel Tender Award**

### **2025-59 Councillor Fellows – Councillor Adzija**

**THAT** Council accept the supply and delivery of granular materials from Jeff Campbell Trucking in the amount of \$678,925.00, excluding HST.

**CARRIED**

### **From the Elgin County Council Chambers – February 11, 2025**

Mayor Jones presented this report to Council.

#### **CORRESPONDENCE:**

- Stantec Consulting Ltd RE: Enbridge Gas Inc. – Southwold Pipeline Project, Notice of Study Commencement and Public Information Sessions
- Town of Lincoln Resolution RE: Request the Redistribution of the Provincial Land Transfer Tax and GST to Respective Municipalities for Sustainable Infrastructure Funding
- Elgin Area Primary Water Supply System Master Plan Notice of Study Commencement
- Fee Waiver Request - L. Cuthbert
- Town of Parry Sound Resolution RE: Call to “buy Canadian”

### **Town of Lincoln Resolution RE: Request the Redistribution of the Provincial Land Transfer Tax and GST to Respective Municipalities for Sustainable Infrastructure Funding**

#### **2025-60 Deputy Mayor Pennings – Mayor Jones**

**BE THAT IT BE RESOLVED** The Council of the Corporation of the Township of Southwold hereby supports the attached resolution 2025-04 from the Town of Lincoln requesting support to the Redistribution of the Provincial Land Transfer Tax and GST to Respective Municipalities for Sustainable Infrastructure Funding; and

**FURTHER THAT** a copy of this resolution be sent to the Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, MP Karen Vecchio, MPP Rob Flack, the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and the Town of Lincoln.

**CARRIED**

## **Request to Waive Fees – Fridge Door Live Theatre Company**

### **2025-61 Councillor Fellows – Deputy Mayor Pennings**

**THAT** Council waive the fees for the Fridge Door Company in the amount of \$330.00 for the use of the Southwold Keystone Complex on June 3<sup>rd</sup>, 2025 to set up for the “Blue Side Up” production on June 4<sup>th</sup> and June 5<sup>th</sup>, 2025.

**CARRIED**

Council reviewed the other items under Correspondence.

### **Break 7:20 p.m. – 7:30 p.m.**

## **PLANNING:**

### **ZBA 2025-02, 39024 Talbot Line**

**In attendance: A. Lepore and V. Lepore**

### **Opening of Public Meeting for ZBA 2025-02**

### **2025-62 Councillor Fellows – Deputy Mayor Pennings**

**THAT** Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider Zoning By-law Amendment file no. ZBA 2025-02, A. and V. Lepore, 39024 Talbot Line opens at **7:30 p.m.**

**CARRIED**

Chairman Jones stated that this is a public meeting as required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed Zoning By-law Amendment to rezone the subject property legally described as: Concession North of the North Branch Talbot Road S Part of Lots 34 and 35, municipally known as 39024 Talbot Line.

The proposed Zoning By-law Amendment (ZBA) application would rezone the subject property from the Residential 1 (R1) Zone to the requested residential 1 Special Provisions 39 (R1-39) Zone. The proposed zoning seeks to permit a home occupation (Dog Groomer) with an accessory structure and occupying an area of approximately 100 m<sup>2</sup> (1080 sq ft).

Chairman Jones ask if any members of Council had a disclosure of interest concerning the proposal. None were declared.

Chairman Jones asked the Clerk what method of notice and when was the notice given to the public for this meeting. The Clerk responded that notices were mailed to neighbouring property owners within 120 meters of the subject lands and emailed to the commenting agencies on January 30<sup>th</sup>, 2025. A sign was posted on the subject property prior to the deadline of February 4<sup>th</sup>, 2025.

Planner Mike Szilagyi presented his report to Council and the public.

Chairman Jones asked the Clerk if any comments were received from staff. The Clerk responded yes. Staff comments were received as detailed in the Planning Staff Report.

Chairman Jones asked if any written submissions were received on this application. The Clerk responded that agency comments were received, as detailed in the Planning Staff Report.

Chairperson Jones stated that before he opened the floor to questions from the public, please be advised if any person from the public wished to receive further information on the action of Council regarding the decision on the application for the Zoning By-law Amendment, please ensure that they email their name, address, postal code and phone number to the Planner or Clerk by February 25, 2025. Any person that has contacted the Planner to be part of the public meeting today will receive this further information automatically.

Chairperson Jones asked if the owner and/or applicant is in attendance to please identify yourself so that the Township has a record of your attendance at this public meeting, with your name and civic address.

V. Lepore and T. Lepore of 39024 Talbot Line, St. Thomas identified themselves.

Chairperson Jones asked if there was anyone here for this public meeting to please identify themselves so that the Township has a record of your attendance at this public meeting with your name and civic address.

Chairman Jones asked if any member of Council had a comments or questions on this application. Deputy Mayor Pennings asked for clarification regarding the grooming of 4 dogs. Mr. Szilagyi responded that the by-law did not include wording for the permitting of grooming 4 dogs but there is the opportunity to do so under this by-law. No dogs will be allowed to board on the property.

Chairman Jones asked there were any further questions on this application. None were asked.

**PLA 2024-06 ZBA 2025-02, 39024 Talbot Line**

**2025-63 Councillor Fellows – Deputy Mayor Pennings**

**THAT** Report PLA2025-06 be received for information;

**THAT** Application for Zoning By-law Amendment No. ZBA 2025-02 to amend the zoning of the property known municipally as 39024 Talbot Line, St. Thomas from Residential 1 (R1) Zone to a Residential 1 Special Provision 39 (R1-39) Zone, be **APPROVED**; and,

**THAT** By-law No. 2025-12 be referred to the By-laws section of the Council Agenda of February 24, 2025 for passage.

**CARRIED**

Chairman Jones advised that the decision may be appealed to the Ontario Land Tribunal by the applicant. This public meeting is now concluded.

**Closing of Public Meeting ZBA 2025-02**

**2025-64 Councillor Adzija – Councillor Fellows**

**THAT** the public meeting to consider the application to amend the zoning on the property owned by A. and V Lepore, 39024 Talbot Line closes at **7:47 p.m.**

**CARRIED**

**PLA 2025-07 Application for Consent E16-25, 33728 Fingal Line**

**2025-65 Councillor Fellows – Councillor Adzija**

**THAT** Council recommend approval to the Elgin County Land Division Committee for Consent Application E16-25 subject to the recommended conditions provided in Appendix 2 of Report PLA 2025-07.

**CARRIED**

**PLA 2025-08 Application for Consent E17-25, 39391 Fingal Line**

**2025-66 Deputy Mayor Pennings – Councillor Fellows**

**THAT** Council recommend approval to the Elgin County Land Division Committee for Consent Application E17-25 subject to the recommended conditions provided in Appendix 2 of Report PLA 2025-08.

**CARRIED**

**Break 7:58 p.m. -8:00 p.m.**

## **DELEGATION:**

### **Water Rate Study**

#### **8:00 p.m. – 9:38 p.m.**

Director of Infrastructure and Development Services Aaron VanOorspronk presented a report on the Township's Water Rate Study. The report included amounts for water purchased, operating costs, revenues and shortfalls. There were also future rates from the Water Rate Study in the report. Mr. VanOorspronk report concluded with the rates for a phase in approach to cover the shortfalls on the Township' water and sewage systems.

Jamie Witherspoon from WT Infrastructure presented an additional report on the Water Rate Study. This report outlined the impacts of the community growth on our water and wastewater systems and the costs that need to be recovered. This report showed how the municipal drains will be affected by a stormwater system. Mr. Witherspoon also reported on the proposed rate structure for water, wastewater and stormwater. Mr. VanOorspronk and Mr. Witherspoon answered questions from Council and provided comparative information from neighbouring municipalities.

#### **Break 9:38 –9:45**

### **IDA 2025-12 One Water Rates Study**

#### **2025-67 Councillor Fellows – Deputy Mayor Pennings**

**THAT** Council receives report IDS 2025-12 as information: and,

**THAT** staff be directed to prepare the necessary by-laws to adopt the 2025 water rates and the 2025 water system operating and capital budgets; and,

**THAT** staff prepare necessary by-laws to adopt the 2025 sewer rates and the 2025 Sanitary Sewer System operating and capital budgets; and,

**THAT** the full rate be applied to water and stormwater with a 3-year phased in rate for sanitary as applied as discussed.

## **BY-LAWS:**

- By-law No. 2025-12, being a by-law to amend By-law No. 2011-14, Lepore, 39024 Talbot Line
- By-law No. 2025-13, being a by-law to appoint Councillors and Ratepayers to various Boards and Committees requiring Council

representation and to repeal By-law No. 2024-13.

### **By-law 2025-12**

#### **2025-68 Councillor Emons – Deputy Mayor Pennings**

**THAT** By-law No. 2025-12 being a by-law to amend By-law No. 2011-14, Lepore, 39024 Talbot Line, be read a first and second time, considered read a third time and finally passed this 24<sup>th</sup> day of February, 2025.

**CARRIED**

### **By-law 2025-13**

#### **2025-69 Councillor Adzija – Councillor Emons**

**THAT** By-law 2025-13, being a by-law to appoint Councillors and Ratepayers to various Boards and Committees requiring Council representation and to repeal By-law No. 2024-13, be read a first and second time, considered read a third time and finally passed this 24<sup>th</sup> day of February, 2025.

**CARRIED.**

### **CLOSED SESSION:**

#### **2025-70 Deputy Mayor Pennings – Councillor Emons**

**THAT** Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **10:29 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)) – HR Matters

**CARRIED**

### **Adjournment of Closed Session**

#### **2025-71 Councillor Emons- Councillor Fellows**

**THAT** Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:59 p.m.**

**CARRIED**

## **STAFF DIRECTION**

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

### **Confirmation By-law:**

- By-law No. 2025-14, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on February 18, 2025 and February 24, 2025

### **Confirmation By-law**

#### **2025-72 Councillor Adzija – Councillor Emons**

**THAT** By-law No. 2025-14 be read a first and second time, considered a third time and finally passed this 24<sup>th</sup> day of February, 2025.

**CARRIED**

### **ADJOURNMENT:**

#### **2025-73 Councillor Fellows – Deputy Mayor Pennings**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **11:00 p.m.**

**CARRIED**

Original signed by:

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Mayor  
Grant Jones

Original signed by  
CAO/Clerk  
Jeff Carswell