



# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## - A G E N D A -

**Monday February 24, 2025**

### **REGULAR MEETING OF COUNCIL**

7:00 p.m., Council Chambers, Fingal/Via Video Link

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**1. CALL TO ORDER**

**2. ADDENDUM TO AGENDA**

**3. DISCLOSURE OF PECUNIARY INTEREST**

**4. ADOPTION AND REVIEW OF MINUTES**

- (a) Draft Minutes of Regular Council Meeting of February 10, 2025 and the Draft Minutes of the Special Council Meeting of February 18, 2025
- (b) Notes from the Southwold 175 Planning Committee Meeting of February 3, 2025
- (c) Draft minutes of the War Memorial Committee Meeting of February 11, 2025
- (d) Draft Minutes from the Economic Development Committee Meeting of February 13, 2025

**5. DELEGATION**

- (a) **8:00 p.m. IDS 2025-12 One Water Rates Study**

**6. DRAINAGE**

- (a) **7:00 p.m. – Court of Revision – Ryan Drain 2024**

**7. PLANNING**

- (a) **7:30 p.m. Public Meeting Zoning By-law Amendment** PLA 2025-06, ZBA 2025-02, 39024 Talbot Line
- (b) PLA 2025-07 Application for Consent E16-25, 33728 Fingal Line
- (c) PLA 2025-08 Application for Consent E17-25, 39391 Fingal Line

**8. REPORTS**

- (a) IDS 2025-10 Southwold Distribution System – Clow Smart Hydrants

- (b) IDS 2025-11 Gravel Tender Award
- (c) From the Elgin County Council Chambers – February 11, 2025

**9. CORRESPONDENCE**

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

**10. BY-LAWS**

- (a) By-law No. 2025-12, being a by-law to amend By-law No. 2011-14, Lepore, 39024 Talbot Line
- (b) 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.
- (c) 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

**11. OTHER BUSINESS** *(For Information Only)*

**12. CLOSED SESSION**

- (a) Personal Matters about an identifiable individual, including municipal or local board employees (Section 239 (2)(b)) - HR Matters

**13. ADJOURNMENT:           NEXT REGULAR MEETING OF COUNCIL**  
**Monday March 10, 2025 @ 7:00 P.M.**  
**Council Chambers, Fingal/Via Video Link**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Regular Council Meeting  
Monday February 10, 2025  
7:00 p.m. Council Chambers, Fingal, Shedden/Via Video Link

COUNCIL PRESENT: Mayor Grant Jones  
Deputy Mayor Justin Pennings  
Councillor John Adzija

ALSO PRESENT: Michele Lant, Director of Corporate Services/Treasurer  
Aaron VanOorspronk, Director of Infrastructure & Development  
Services  
Jeff Carswell, Special Projects Manager  
Mike Szilagyi, Township Planner  
June McLarty, Deputy Clerk

ABSENT: Councillor Sarah Emons  
Councillor Scott Fellows

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

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

**DISCLOSURES:** None

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

##### **Council Minutes – Adopt**

##### **2025-39 Deputy Mayor Pennings-Councillor Adzija**

**THAT** the Minutes of the Special Council Meeting of January 23<sup>rd</sup>, 2025 and the Minutes of the Regular Council Meeting of January 27<sup>th</sup>, 2025 are hereby adopted.

**CARRIED**

## **Committee Minutes – Review**

### **2025-40 Councillor Adzija – Deputy Mayor Pennings**

**THAT** Council had reviewed the Draft Minutes of the War Memorial Committee Meeting of November 19, 2024 and the Draft Minutes of the Family Day Committee Meeting of January 29, 2025.

**CARRIED**

## **PLANNING:**

### **PLA 2025-04 Application for Consent E11-25, 38068 Munro Line**

#### **2025-41 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Council recommend approval to the Elgin County Land Division Committee for Consent Application E11-25 subject to the recommended conditions provided in Appendix 2 of Report PLA 2025-04.

**CARRIED**

### **PLA 2025-05 Application for Consent E14-25, 10117 Lynhurst Park Drive**

#### **2025-42 Councillor Adzija – Deputy Mayor Pennings**

**THAT** Council recommend approval to the Elgin County Land Division Committee for Consent Application E14-25 subject to the recommended conditions provided in Appendix 2 of Report PLA 2025-05.

**CARRIED**

## **REPORTS:**

### **IDS 20258-07 Activity Report – January 2025**

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

### **IDS 2025-08 CHIF Funding Application**

#### **2025-43 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Report IDS 2025-08 CHIF Funding Application be received for information; and

**THAT** Council direct staff to complete and submit an application for funding through the Canadian Housing Infrastructure Fund for the Talbotville Wastewater Treatment Plant.

**CARRIED**

**DELEGATION:**

**7:30 p.m.- 7:40 p.m.**

**Presentation of the 2025 Budget**

Director of Corporate Services/Treasurer Michele Lant presented the 2025 budget to Council, staff and the public.

**REPORTS:**

**IDS 2025-09 Administration of Sanitary Connections**

**2025-44 Councillor Adzija – Deputy Mayor Pennings**

**THAT** a decision on report IDS 2025-09 be deferred until the next Council meeting.

**CARRIED**

**CAO 2025-12 Former Shedden Fire Hall**

**2025-45 Councillor Adzija – Deputy Mayor Pennings**

**THAT** report CAO 2025-12 Former Shedden Fire Hall be deferred until such time that a Special meeting of Council can be held to accommodate the provisions for Direct Sale in the Township’s Land Sale By-Law; and,

**THAT** all interested parties of this report be notified of this Special Meeting.

**CARRIED**

**8:16 p.m. – 8:55 p.m.**

**Jamie Witherspoon, WI Infrastructure**

Mr. Witherspoon presented the One Water Utility Rate Study to Council, staff and the public.

**One Water Utility Rate Study**

**2025-46 Councillor Adzija – Deputy Mayor Pennings**

**THAT** further deliberations on the One Water Utility Rate Study be deferred until a Special Council Meeting can be held for all members of Council to attend in-person or virtually.

**CARRIED**

### **CBO 2025-03 Activity Report – January 2025**

This report was presented to Council.

### **CAO 2025-11 Activity Report – January 2025**

This report was presented to Council.

### **Elgin County – From Council Chambers – January 28, 2025**

Mayor Jones presented this report to Council.

### **CORRESPONDENCE:**

- Town of Halton Hills Resolution RE: Sovereignty of Canada
- Peterborough County Resolution RE: Regarding Proposed U.S. Tariffs on Canadian Goods.

Council reviewed the items under Correspondence.

### **BY-LAWS:**

- By-law No. 2025-09, being a by-law to appoint a Chief Administrative Officer/Clerk.
- By-Law No. 2025-10, being a by-law being a by-law to adopt the Budget Estimates and Capital Projects for the year 2025
- By-law No. 2025-11, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 23, 2025 and February 10, 2025

### **By-law 2025-09**

#### **2025- 47 Deputy Mayor Pennings – Councillor Adzija**

**THAT** By-law No. 2025-09, being a by-law to appoint a Chief Administrative Officer/Clerk be read a first and second time, considered read a third time and finally passed this 10<sup>th</sup> day of February, 2025.

**CARRIED**

**By-law No. 2025-10**

**2025-48 Councillor Adzija – Deputy Mayor Pennings**

**THAT** By-Law No. 2025-10, being a by-law being a by-law to adopt the Budget Estimates and Capital Projects for the year 2025 be read a first and second time, considered read a third time and finally passed this 10<sup>th</sup> day of February, 2025.

**CARRIED**

**Confirmation By-law**

**2025-49 Deputy Mayor Pennings – Councillor Adzija**

**THAT** By-law No. 2025-11 be read a first and second time, considered read a third time and finally passed this 10<sup>th</sup> day of February, 2025.

**OTHER BUSINESS**

- Ministry of Red Tape Reduction RE: ROMA Delegation Presentation

Council reviewed the item under other business.

**ADJOURNMENT:**

**2025-50 Councillor Adzija – Deputy Mayor Pennings**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **9:08 p.m.**

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Special Council Meeting – Former Shedden Fire Hall and  
Administration of Sanitary Connections  
Tuesday February 18, 2025  
7:00 p.m. Council Chambers, Fingal/Via Video Link

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

ALSO PRESENT: Jeff Carswell, CAO/Clerk  
Aaron VanOorspronk, Director of Infrastructure & Development  
Services  
Michele Lant, Director of Corporate Services/Treasurer

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

**DISCLOSURES:** none

#### REPORTS:

##### **CAO 2025-12 Former Shedden Fire Hall**

CAO/Clerk Jeff Carswell reviewed report CAO 2025-12 recommending that the Former Shedden Firehall be declared surplus and sold by direct sale to DCH Harris Enterprises operating at Evelyn's Sausage Kitchen.

##### **2025-51 Councillor Emons – Councillor Fellows**

**THAT** Council receive the report on the Former Shedden Fire Hall Disposition as information; and,

**THAT** Council declares the property legally described as CON NNBTR PT

LOT 15 and known as 9579 Union Road, surplus to the needs of the municipality; and,

**THAT** Council approves the Direct Sale of the property to DCH Harris Enterprises Operating as Evelyn’s Sausage Kitchen, as permitted under Section 6.3 of By-Law No. 2013-29; and,

**THAT** the proposal submitted by DCH Harris Enterprises Operating as Evelyn’s Sausage Kitchen in the amount of \$300,000 be accepted; and,

**THAT** Council direct staff to negotiate an agreement of purchase and sale with DCH Harris Enterprises Operating as Evelyn’s Sausage Kitchen.

Recorded Vote	Yeas	Nays
J. Adzija		√
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

### **IDS 2025-09 Administration of Sanitary Connections**

Director of Infrastructure & Development Aaron VanOorspronk made a presentation on existing Sanitary Connection policies, areas that should be addressed to help with funding future capital requirements and recommendations for an updated connection policies. Following questions, extensive review and discussion, Council provided direction for provisions to be included in an updated Sanitary Sewer Connection Policy.

### **2025-52 Councillor Fellows – Councillor Adzija**

**THAT** Report IDS 2025-09 Administration of Sanitary Connections be received for information; and

**THAT** Council provide direction to staff regarding the Administration of Sanitary Connections in the Township

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

**ADJOURNMENT:**

**2025-53 Deputy Mayor Pennings – Councillor Emons**

**THAT** Council for the Township of Southwold adjourns this Special meeting of Council at **8:38 p.m.**

Recorded Vote	Yeas	Nays
J. Adzija	√	
S. Emons	√	
S. Fellows	√	
G. Jones – Mayor	√	
J. Pennings	√	

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



## Southwold 175 Planning Committee Meeting Minutes

Monday February 3, 2025

Council Chambers, Fingal

Time meeting started: 3:40 p.m.

**Present:** Mayor Grant Jones  
Councillor Sarah Emons  
Chris Cirella  
June McLarty, Staff Resource

**Regrets:** Bill Aarts, Sofia Sinclair-Jones

### 1. Call Meeting to Order and Welcome

Mayor Jones called the meeting to order at 3:30 p.m.

### 2. Approval of the Agenda

That the agenda was approved.

### 3. Approval of the January 6<sup>th</sup>, 2025 Minutes

The approval of the minutes was deferred until the next meeting.

### 4. Planning for 2025

#### Committee Member Reports on Action Items

##### a. Sponsorship Packages

The sponsorship package is about 90% completed. Waiting for final approval from the committee.

##### b. Entertainment

###### Headliner

No update was provided.

##### c. Inflatable Companies

No updates were provided at this meeting.

**d. DJ**

Agreement signed and deposit has been made

**e. Beer Tent and Liquor Licencing**

Fingal-Shedden & District Optimist Club still considering running the beer tent. They will also do the fireworks.

**f. Merchandise.**

A discussion on pricing for merchandise was held. Suggestions were hoodies \$40, hats \$25, long sleeve t-shirts \$35 and t-shirts \$24. Samples will be dropped off at the office. A link to Union Sports for orders will be on our website page.

**g. Calendar**

The calendars have been ordered and should be delivered in time for distribution at

**5.0 January 25<sup>th</sup> Event Wrap-up**

A lot of positive feedback was received on the event. Everything went well.

**6.0 2025 Event Budget**

Updated

**7.0 Committee Members/Volunteers**

An application for a new member was received and will be invited to the next meeting. A link for the committee members/volunteer application will continue to be available on the Southwold 175 website page.

**8.0 Winterfest Booth**

Grant and Chris will attend Winterfest to man the booth. Chris working on the banners and will send them out for committee approval

**9.0 Other Business**

The Ontario Clean Water Agency (OCWA) has a portable water fill buggy that we can use on August 9<sup>th</sup>, free of charge. Advertising closer to the event will promote this buggy.

**10.0 Adjournment and Next Meeting**

RESOLVED that the meeting be adjourned at **5:00 p.m.** to meet again at **3:30 p.m.** on **February 18, 2025.**



## Southwold War Memorial Committee

February 11, 2025  
Council Chambers, Fingal  
3:30 PM

Attending: Len Lynch, Rev. Diane Macpherson, Rev. John Brown, Karen Lynch, Leah Morise

Staff Resource: Caitlin Wight

Regrets: Gayle Bogart, Bill Aarts, Sarah Emons

Called to order at 3:31 PM

Motion to approve Minutes from November 19, 2024, meeting by Rev. Diane Macpherson, Seconded by Karen Lynch. All in favour. Carried.

Motion to approve the agenda for the February 11, 2025 meeting by Leah Morise, Seconded by Rev. Diane Macpherson All in favour. Carried.

### Business Arising from Minutes

#### Plans for November 9, 2025

- Ted Barris confirmed for Nov. 9, 2025 – Caitlin spoke with him regarding topic for service this year. Theme discussed was PTSD. Caitlin to reconnect with Ted to get a summary of his thoughts on what would be presented for this theme.
- Harvards – Caitlin to email to confirm their attendance.
- Keystone Complex is booked Nov. 7-9, 2025
- Silver Cross Honoree – Dubber
  - Rev. Macpherson to work with Pat Temple
  - There is no particular theme that we are working with this year

- Not enough material available at this time to put together a video for the Silver Cross Honoree – will look to add this portion of the service to the outdoor segment
- Will need a photo to go in the program
- Discussed audio challenges with the live streaming of the service. Will look to just record and have the video posted and available on Remembrance Day.
- Choir – not planned for this upcoming year
- Leah will sing – as she did last year.
- Will continue the coffee/tea, tim bits and cinnamon rolls
- Would like to incorporate the “Welcome Home” photo from the welcome home gathering for the return of the soldiers from WWII

### New Business

### Next Meeting

The next meeting will be Tuesday, September 9, 2025 at 3:30 p.m. in Council Chambers at the Municipal Office in Fingal.

### Adjournment

Motion to adjourn meeting by Karen Lynch, seconded by Leah Morise.

The meeting was adjourned at 4:08 p.m.



## Southwold Economic Development Committee

# Meeting Minutes

**Thursday, February 13<sup>th</sup>, 2025 at 8:00 a.m.  
Council Chambers/Webex Meeting**

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Present: Deputy Mayor Justin Pennings  
Councillor John Adzija  
Steve Bushell  
Michelle Hoffsuemmer

Regrets: Barry Harrison

Staff/Resource: Aaron VanOorspronk, Director of Infrastructure and Development  
Jeff Carswell, CAO/Clerk  
Carolyn Krahn, Manager of Economic Development and Strategic Initiatives  
Tanya Wilson, Elgin Business Resource Centre

### **1. Call to Order**

Deputy Mayor Pennings called the meeting to order at 8:05 am.

### **2. Approval of Agenda**

The Committee approved the agenda for the February 13<sup>th</sup>, 2025 meeting.

### **3. Approval of the December 12<sup>th</sup>, 2024 Minutes**

The Committee approved the minutes as drafted from the December 12<sup>th</sup>, 2024 meeting.

### **4. Development and Infrastructure Updates**

Director of Infrastructure and Development Services, Aaron VanOorspronk

reported on the following matters:

- Shedden Commercial Plaza sale and proposed development
- Former Shedden Firehall – potential sale

With the pending redevelopment of properties in the Shedden downtown, the committee discussed options for streetscape and safety improvements. With funds being available from the property sale, there may be merit to reinvesting the funds back into the downtown area. The committee was supportive of improvements. The committee would also encourage improvements in pedestrian safety, such as traffic lights at the main intersection. Development of renderings of what the downtown could look like would be helpful. Staff will reach out to obtain additional quotes for streetscape renderings.

- Shedden/Fingal Sanitary Servicing Projects
- Wastewater Treatment Plant updates for Shedden

Updates the tenders, construction timing and logistics of getting the sanitary sewer system into operation were highlighted. There will be a Public Information Centre on Wednesday, February 19 to share the project details with the community and gather feedback from property owners. It was also highlighted that Sanitary Sewer Systems are user pay systems and do not utilize tax dollars.

- Talbotville Wastewater Treatment Plant Project

An update was provided on the Talbotville WWTP Market Sounding and RFP work being completed by Colliers.

## **6. Elgin County Economic Development Update**

Carolyn Krahn, Manager of Economic Development and Strategic Initiatives provided updates on the following matters:

- Evelyn's Sausage Kitchen was approved for a Tax Increment Equivalent Grant
- The County completed a survey on Elgin incentives and more information will be coming forward for program updates
- The People in Elgin Series videos are starting to be released. There will be 21 videos highlighting businesses across the County. Hoffsuemmer Grains is one of the videos released.
- There are currently funds in the County Economic Development budget to be more proactive in targeting industries and generating leads for employment lands

Aaron VanOrspronk shared thoughts permitting diversification for on-farm business and streamlining site plan applications through a "3 silo" process. Simple

and minor changes would be reviewed and approved quickly by staff, medium changes would require some elements of the site plan process, and larger developments would continue through the full site plan application process.

## **5. Business Networking Events**

Steve Bushell provided an update on the Business Networking Events subcommittee and plans for future events. The committee is planning two events for 2025 in conjunction with Dutton-Dunwich and West Elgin. The Committee is looking for funding for the events and would be interested in another member from Southwold for the committee. The next meeting is March 3rd, 8 – 9 am. Members will relay this to people that may be interested in assisting.

The Southwold Economic Development Committee committed \$500 per event, to be funded from the Sign Sale proceeds.

## **8. Southwold 175 Update**

The Southwold 175 Launch event was held on January 25, 2025 and was well attended. The Committee continues to develop plans for the event on August 9, 2025.

## **9. New and Other Business**

- St. Thomas Chamber of Commerce Tariff Survey – for information

## **10. Next Meeting date, time and location**

The next meeting was scheduled for April 3<sup>rd</sup>, 2025 at 8:00 am.

## **11. Adjourn**

The meeting adjourned at 9:40 am.

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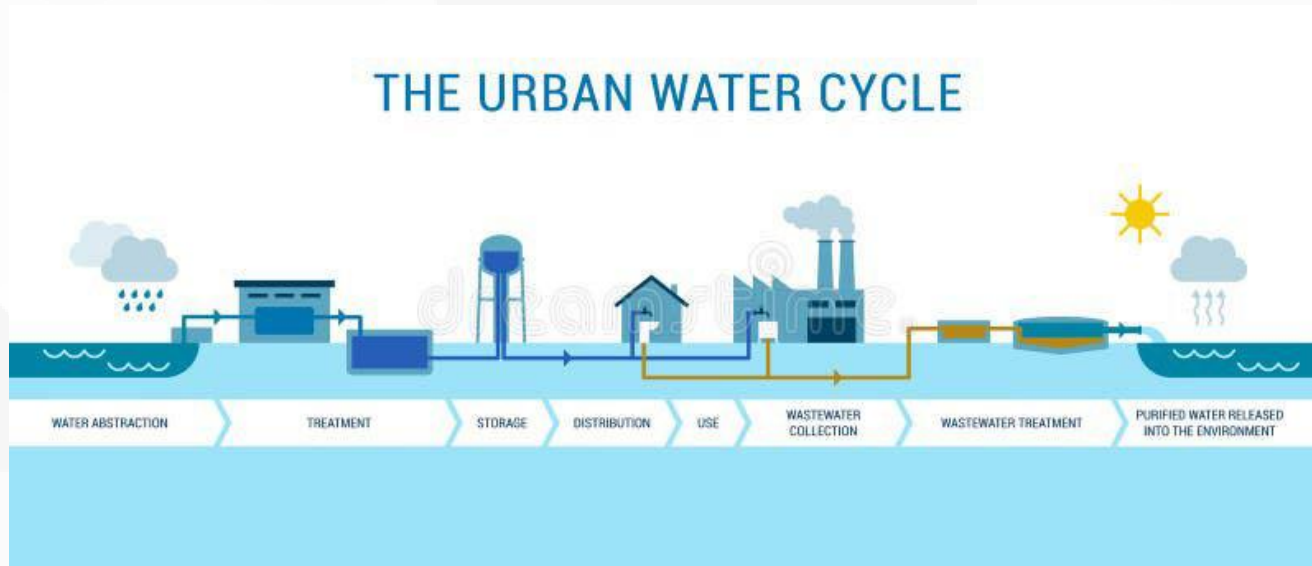
Chairperson, Justin Pennings

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Staff Resource, Jeff Carswell



## One Water Rate Study





## **Existing System Snapshot:**

- Roughly 245 km's of watermains, valves, hydrants, one booster station and pressure regulating valves.
- 2024 Replacement Value of the Water System is estimated at \$72 million dollars +/-
- The system in general is approximately 20 years old
- Bulk of the system constructed from 1998-2010 (2004 midpoint)
- 1806 connections distributing approximately 356,500 cubic metres of water
- Enough water to fill 143 Olympic Swimming Pools



## **Existing System Snapshot:**

- In 2024 Southwold purchased \$1,487,082.86 worth of water from the Secondary Board
- Operating costs of \$594,796.96
- Operating includes Wages, Benefits, Materials, Contractor Costs, Consultant fees, etc.
- Operational Costs are meant to be covered by Consumption Charges, the per cubic metre rate of water through the metre
- 2024 Consumption Revenue was \$1,750,226.17
- Calculated Shortfall of \$331,653.65



## **Existing System Snapshot:**

- 2024 Connection Fee Revenue - \$92,694.00
- 2024 Quarterly Base Charge Revenue - \$302,313.84
- Portion of Connection fee revenue goes to cover connection costs; this is a highly volatile cost depending on circumstance of service install
- The Quarterly Base Charge that should be going to reserves is subsidizing the consumption charge
- Based on Year-to-Date information we estimate a total of \$63,000 will be transferred to reserves, not including interest earned.



## **Future Outlook:**

- Assuming a lifecycle of 75-100 years the reserve should be saving approximately \$750,000 - \$800,000 a year into reserves for future replacement costs
- 2024 Target Reserve Balance based on the above \$15 million
- Actual reserve balance is closer to \$7.4 million (2023)
- Current gap is theoretically \$7 million



## **Future Outlook Using Current Rates:**

- Planned replacements would start in between 2075-2100, this assumes a growth driven improvement isn't required before then.
- 2075 – Projected Reserve Balance is \$62,000,000
- 2075 – Projected Replacement Cost is \$217,000,000
- 2075 – Debt Load of \$31,000 per connection
- Assumes 4% revenue growth 2025-2030, 2% 2030-2075
- Assumes 2% costs escalation 2025-2075
- Assumes 2024 contribution to reserves of \$300,000 escalated at 2% annually



## **Future Outlook Using Study Rates:**

- Planned replacements would start in between 2075-2100, this assumes a growth driven improvement isn't required before then.
- 2075 – Projected Reserve Balance would be \$121,000,000
- 2075 – Projected Replacement Cost is \$217,000,000
- 2075 – Debt Load of \$14,500 per connection
- Assumes 4% revenue growth 2025-2030, 2% 2030-2075
- Assumes 2% costs escalation 2025-2075



### **Bill for an Urban Customer:**

- Average Household Usage 39 cubic metres per quarter (39,000 litres)
- Quarterly Water Bill (AVG): \$329.04
- Consumption Charge Water: \$111.93
- Base Charge Water: \$43.20
- Consumption Charge Sanitary: \$105.69
- Base Charge Sanitary: \$68.22

# One Water Rate Study Proposed User Rate



## **Bill for an Urban Customer:**

- Average Household Usage 39 cubic metres per quarter (39,000 litres)
- Quarterly Water Bill (AVG): \$486.04
- Consumption Charge Water: \$124.8
- Base Charge Water: \$56.54
- Consumption Charge Sanitary: \$187.20
- Base Charge Sanitary: \$69.26
- Stormwater Charge \$ 48.24

# One Water Rate Study Comparison



TOWNSHIP OF  
**Southwold**

Proposed Annual Water Costs (Treatment, Distribute, Collect Convey Treat and Disposal) - \$1,944 (AVG)

Purchase same Water (AVG Usage) in 4L Jugs - \$48,750 (doesn't include disposal)

Fibre Internet Annual Cost - \$1,320 (Fibe 1.5)  
Add 3 popular streaming services - \$1,847.88

5G Phone Plan (New Phone/2 Years) - \$1,284.48

1 x Timmies Coffee and Muffin per Day - \$1,700

Coldcut Footlong Lunch daily (no combo) - \$3,281.35

Energy Drink Daily - \$1,460



## **Phase in Approach Indexed with Construction Index (assumed 2%)**

<b>Average Quarterly Bill with Phase In</b>					
	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
<b>2 years</b>	<b>407.54</b>	<b>495.76</b>			
<b>3 years</b>	<b>381.37</b>	<b>442.38</b>	<b>504.61</b>		
<b>5 years</b>	<b>360.44</b>	<b>399.68</b>	<b>439.70</b>	<b>480.52</b>	<b>522.16</b>

## **Shift Urban Users (most affected) to monthly billing cycle**

**Current Rate Quarterly Bill Average - \$ 329.04**

**Proposed Rate Monthly Bill Average - \$ 135.85 (with 2-year phase in)**



**SPRIET**  
**ASSOCIATES**  
ENGINEERS & ARCHITECTS  
155 York Street  
London, Ontario N6A 1A8  
Tel. (519) 672-4100  
Fax (519) 433-9351  
Email: mail@spriet.on.ca  
www.spriet.on.ca

January 28, 2025

Lisa Higgs  
CAO/Clerk  
Township of Southwold  
35663 Fingal Line  
Fingal, Ontario  
N0L 1K0

Re: Ryan Drain  
Our Job No. 217219

Dear Ms. Higgs:

We wish to clarify that as part of the subdivision's development requirements, the cost of this report is borne entirely by the developing property, P. & D. North (Roll No. 008-165), and is not eligible for grant.

Please contact the undersigned if you have any questions.

It is our pleasure to be of service.

Yours truly,

SPRIET ASSOCIATES LONDON LIMITED

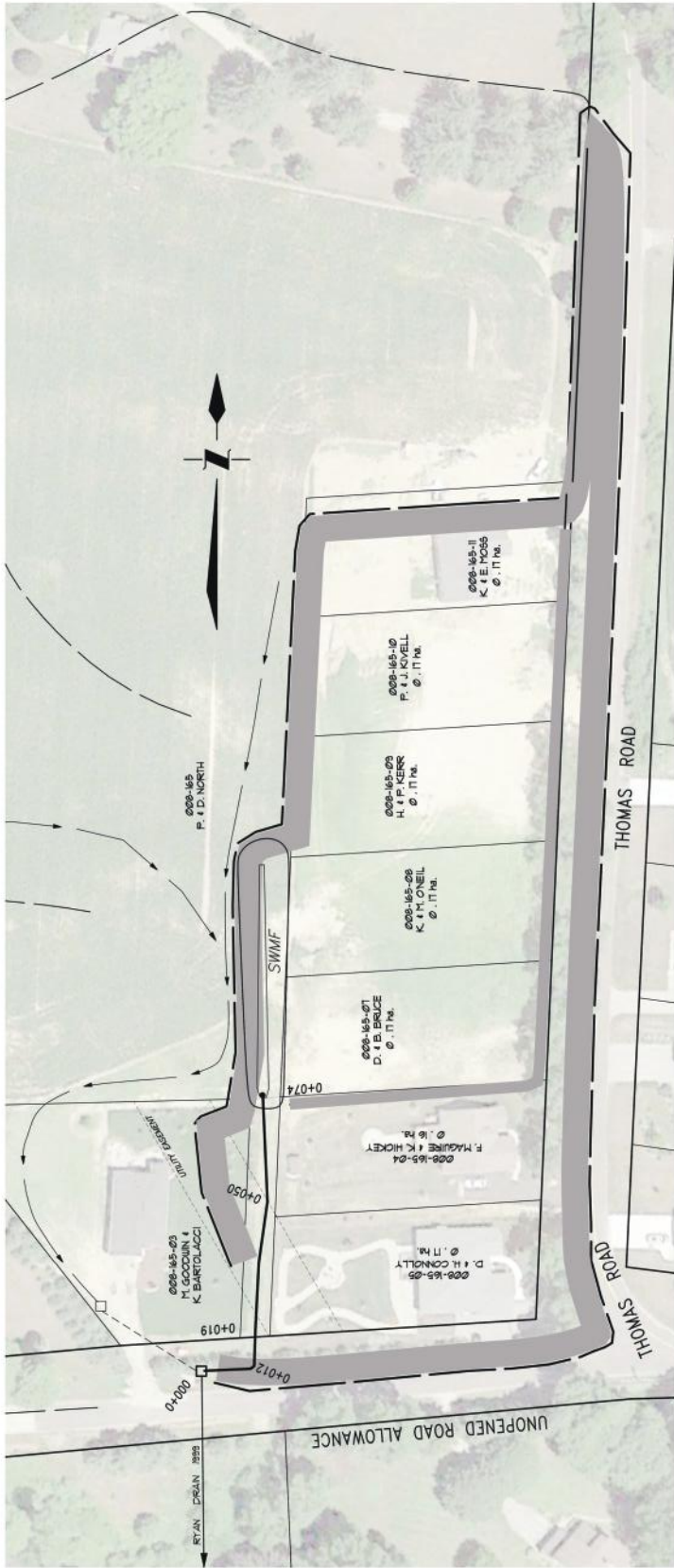


M.P. DeVos, P. Eng.

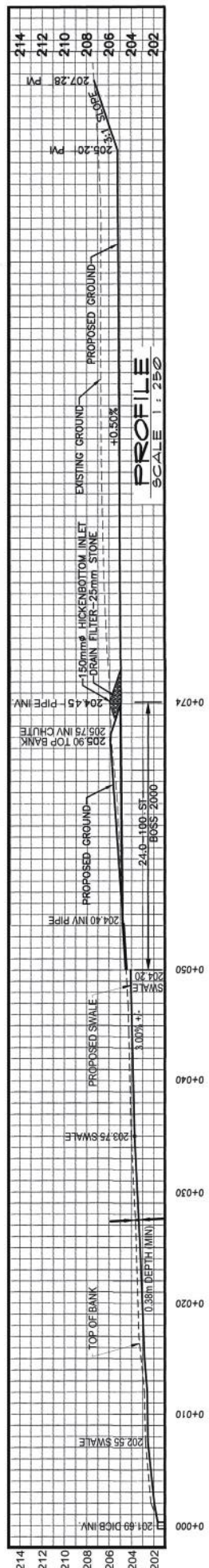
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CC: Brent Clutterbuck  
Drainage Superintendent

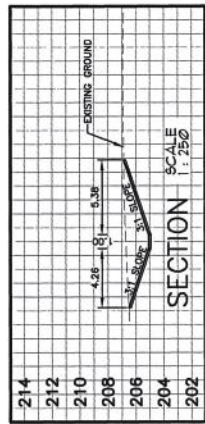
- PLAN LEGEND**
- LIMIT OF WATERED AREA
  - PROPOSED DRAINAGE WORKS
  - EXTERIOR OR INTERIOR WATERSED
  - BOST. MANCPAL DRAIN
  - PRIVATE TILE OR SURFACE WATER RUN
  - EXIST. WATERCOURSE OR PRIVATE DITCH
  - ASSESSMENT ROLL NUMBER
  - 1/100 ACRES
  - 1/100 HECTARES



PLAN SCALE 1:1,000



PROFILE SCALE 1:250



**GENERAL NOTES**

- 1/ OUR SPECIFICATIONS DATED JANUARY 2010 APPLY TO THIS PROJECT.
- 2/ THE ACCESS ROUTE FOR FUTURE MAINTENANCE SHALL BE FROM THE NEAREST ROAD TO THE DRAIN LOCATION THROUGH THE PROPERTY (ROLL NO. 008 - 165). THE AVERAGE WIDTH OF THIS ROUTE SHALL NOT EXCEED 8 METERS
- 3/ THE WORKING WIDTH AVAILABLE FOR PURPOSES OF FUTURE MAINTENANCE SHALL BE 10M.

**RYAN DRAIN 2024**

Township of Southwold

Drainage Superintendent:  
**BRENT CLUTTERBUCK**  
519-769-2010

No. 1  
REVISIONS  
1 MAINTENANCE ACCESS NOTES  
DATE  
JAN. 28. 2015

Drawn By: JF  
Date: Oct. 16, 2014  
Field Book  
G P 5  
JOB No.  
2 1 1 2 1 9

Drawing No.  
1 of 1

PLAN, PROFILE, & DETAIL

PROFESSIONAL ENGINEER  
M. P. DAVIS  
1990

SPRIET ASSOCIATES LIMITED  
LONDON  
CONSULTING ENGINEERS  
135, YORK STREET - LONDON  
0203 632-4109-1864 148



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** February 24, 2025  
**PREPARED BY:** Mike Szilagyi, Planner  
**REPORT NO:** PLA 2025-06  
**SUBJECT MATTER:** **Zoning By-law Amendment Application ZBA 2025-02  
39024 Talbot Line, St. Thomas  
Applicant/Owner: Antonio Lepore/Antonio and  
Victoria Lepore**

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#### **Recommendation(s):**

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 30 (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.

#### **Summary:**

- The Zoning By-law Amendment proposes to amend the zoning of the subject lot from Residential 1 (R1) Zone to Residential 1 Special Provision 39 (R1-39) Zone in order to permit the establishment of a dog groomer as a home-based business.
- A Zoning By-law Amendment is required to address permitting a home occupation in an accessory structure, to a maximum size of 100 m<sup>2</sup> (1,076 ft<sup>2</sup>) and additional parking requirements.
- No concerns or objections have been identified by circulated agencies or the public.

#### **Purpose:**

The purpose of this report is to provide Council with background information to support the recommendation to approve Application for Zoning By-law Amendment ZBA 2025-02 following the Public Meeting scheduled for February 24, 2025.

The subject lands are located at 39024 Talbot Line, St. Thomas and are legally described as Concession NNBTR S Part of Lots 34 and 35. The subject lands are

located within the Hamlet of Paynes Mills in an area characterized by a mix of uses including residential uses immediately east and west of the property, agricultural uses further east and west and north of the property and commercial industrial uses south of the property.

The subject property is highlighted on Figure 1.0 Key Map of Subject Property below.

**Background**

<b>Application No. ZBA 2025-02</b>	
Owner	Antonio and Victoria Lepore
Address	39024 Talbot Line
Water Supply	Private Water
Sewage Supply	Private, On-Site Septic with new septic to be installed for accessory building
Buildings/Structures	Single-detached Dwelling, Two Accessory structures
Elgin County Official Plan	Tier 2 Settlement Area – Paynes Mills
Township of Southwold Official Plan	Hamlet – Paynes Mills (Schedule 4E)

**Figure 1.0 Key Map of Subject Property**



### Policy and Regulation Context

#### Overview of Policy and Regulations

Zoning By-law Amendment Application ZBA 2025-02 was reviewed with consideration to the Provincial Planning Statement (2024), Elgin County Official Plan, Township of Southwold Official Plan, and the Township of Southwold Zoning Bylaw 2011-14. A summary of the applicable planning policies and regulations, as well as the relevancy to the subject application and commentary is provided below.

	<b>Section(s)</b>	<b>Relevance To Application</b>	<b>Comments</b>
<b>Provincial Planning Statement, 2024</b>	PPS 2.1.6 Planning for People and homes  PPS 2.3.1 General	Planning authorities should support the achievement of complete communities by: accommodating an appropriate range and mix of land uses,...	<b>Consistent</b> Proposal would allow for a diversification of uses within a settlement area and contribute to the development of a

	Section(s)	Relevance To Application	Comments
	<p>Policies for Settlement Areas</p> <p>PPS 2.8.1 Supporting a Modern Economy</p>	<p>employment,... and other uses to meet long-term needs;</p> <p>Settlement areas shall be the focus of growth and development.</p> <p>Planning authorities shall promote economic development and competitiveness by: providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs; encouraging intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities;</p>	<p>diversified economy in a more compact form.</p>
<b>Elgin County Official Plan</b>	<p>B1 Settlement Areas</p> <p>A6.1.1. Settlement Areas</p> <p>C1 Settlement Areas</p>	<p>Settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.</p> <p>Tier Two Settlement Area</p> <p>Ensure that residential areas permit a variety of complementary and compatible land uses</p>	<p><b>Conforms</b></p> <p>Small-scale commercial use is permitted within Settlement areas which should be the focus of growth within the County.</p>

	Section(s)	Relevance To Application	Comments
		including...small-scale commercial uses	
<b>Township of Southwold Official Plan</b>	3.2.3 Hamlets	Given the limited availability of full services, future growth will be limited to small scale infilling and redevelopment within the Hamlets	<p><b>Conforms</b></p> <p>A home occupation is permitted within Hamlets and is clearly secondary to the residential use. Policies for home occupations conflict requiring the use to be contained to the home and generally within a dwelling unit. The proposed business isn't expected to generate a high degree of traffic or noise and will have no outdoor storage. A zoning amendment is required to permit the use as proposed.</p>
	5.2.2.3.3 Home Occupations	Within a Residential Area, a home occupation will be clearly secondary to the residential use and must be contained entirely within the residential unit. Home Occupations are occupations or businesses conducted for gain or profit generally within a dwelling unit. The following additional policies shall apply:	
	5.3 Hamlets	a) Home occupations will be clearly subordinate to the residential use, and will not require alterations which interfere with the residential character of the lot and structure; b) Home occupations will not be permitted if they generate uncharacteristic traffic; c) for a residential neighbourhood, or require outdoor storage of goods or materials, or will otherwise disrupt the	

	Section(s)	Relevance To Application	Comments
		<p>peaceful and quiet enjoyment of other residential properties in the neighbourhood; d) Home occupations will be regulated through the Township Zoning Bylaw.</p> <p>Home occupations is a permitted use in Hamlets</p>	

Southwold Zoning Bylaw 2011-14

Section(s)	Provisions
<p><b>General Provisions</b> 3.13 Home Occupation</p>	<p>(a) a home occupation shall be secondary to a dwelling unit occupied by the owner or tenant thereof as the principal residence and located within a Zone in which a home occupation is specifically listed as a permitted use;</p> <p>(b) a home occupation shall not employ more than one person who does not reside in the dwelling unit, being the site of the home occupation;</p> <p>(c) the total floor area of the dwelling unit, including basement area, used for the home occupation shall not exceed twenty-five percent (25%) of the total floor area of the dwelling unit or 40.0 m<sup>2</sup> (430 ft<sup>2</sup>), whichever is the lesser;</p> <p>(d) a home occupation shall not be permitted within an accessory building or structure;</p> <p>(e) open storage of goods, materials and equipment, including the storage of vehicles shall not be permitted;</p> <p>(f) the external character of the dwelling as a residence shall not change or create a nuisance, particularly in regard to noise, odour, dust, parking, traffic and refuse;</p> <p>(g) no parking in addition to the required parking for the dwelling unit shall be created; and</p> <p>(h) there shall be no externally visible indications that a home occupation is being conducted within a dwelling</p>

	unit, except that a sign no larger than 0.4 m <sup>2</sup> (4 ft <sup>2</sup> ) shall be permitted.
<p><b>Existing Zoning</b></p> <p>8.0 Residential 1 (R1)</p>	<p><i>Home Occupation is a permitted use</i></p>
<p><b>Proposed Zoning</b></p> <p>8.4 Special Provisions</p>	<p><i>Notwithstanding the provisions of Section 3.13, A home-occupation relating to a dog grooming business may be permitted in an accessory structure under the following circumstances:</i></p> <ul style="list-style-type: none"> <li>a) The home occupation is limited to a floor area maximum of 100 m<sup>2</sup> (1,076 ft<sup>2</sup>)</li> <li>b) No boarding of animals is permitted on the premises</li> <li>c) The home occupation shall not employ more than two people who do not reside in the dwelling unit located on the same lot as the accessory structure</li> <li>d) A limit of 2 employee parking spaces may be permitted located at minimum 3.0 m setback from the front lot line</li> </ul>

**Consultation**

Statutory Notice Requirements

The Notice of the Public Meeting was provided in accordance with the provisions of the Planning Act. Property owners within 120m of the subject lands were provided notice through regular mail delivery. Applicable persons and public bodies were provided notice of the Public Meeting and a request for comments via email. Signage advising of the date of the Public Meeting, as well as the purpose and effect of the application, was placed on the subject property and details of the application and Public Meeting were also posted publicly on the Township’s website.

Public and Agency Comments

At the time of the writing of the report, comment letters from Canada Post, Elgin County and the Kettle Creek Conservation Authority were received all without concern

for the application. No other comments or concerns have been received from public agencies or surrounding property owners.

### Township Comments

#### Chief Administrative Officer

- Staff would be supportive of an amendment that was structured something like the below:
  - XX) R1-XX, As shown on Schedule A, Map No. X
    - (i) Permitted Uses
      1. A Home Occupation within an accessory structure, permitting the grooming of four or more dogs, but does not include animal boarding;
      2. The home occupation shall not employ more than five people who do not reside in the dwelling unit located on the same lot as the accessory structure, being the site of the home occupation;
      3. All other provisions of s.3.13 would apply
- The employee parking spots located close to Talbot Line may present visibility issues

### **Planning Analysis**

The Application for Zoning By-law Amendment, as submitted by the Applicant, proposes to amend the zoning of the property located at 30924 Talbot Line, St. Thomas from Residential 1 (R1) Zone to Residential 1 Special Provision (R1-39) Zone to permit the establishment of a dog groomer as a home occupation to be located in an accessory structure. Home occupations are permitted within the R1 Zone, however the proposal does not comply with several provisions related to Section 3.13 – Home Occupations of By-law 2011-14. This includes permitting the business to operate in an accessory structure rather than within the home, permitting an increased floor area of 100 m<sup>2</sup> (1,076 ft<sup>2</sup>) where typically this is limited to 40 m<sup>2</sup> (430.6 ft<sup>2</sup>) and permitting to employ 2 people who do not reside in the dwelling that the structure is accessory to, where typically the limit is 1 non-resident. The request has been made in order to permit the move of the owners business from its current location across the street which has become too large for the business and to permit continuing the business in a scaled down manner.

The proposed accessory use of the subject lands is consistent with the policies of the Provincial Planning Statement (2024) which seeks to support the development of complete communities, within Settlement Areas, by accommodating an appropriate

range of land uses including residential and employment uses. The PPS further promotes the development of a modern economy by encouraging a mix of employment uses that are compatible, compact and help to achieve long-term needs. The subject lands are further located within a Tier 2 Settlement Area designated by the County of Elgin Official Plan where policies of the Plan direct Settlement Areas to be the focus of growth in the community. Furthermore, the policies support a variety of complimentary, compatible uses within the residential areas of the County, including but not limited to small-scale commercial uses.

Within the Southwold Official Plan, the subject lands are designated as a Hamlet, in particular the Paynes Mills Hamlet, where limited growth is supported due to the reliance on private servicing being the primary and expected servicing approach moving forward. The policies of the Plan permit home occupations within Hamlets. Policies related to home occupations state that such uses are to be both located within a residential unit and define home occupations as occupations or businesses conducted for gain or profit generally within a dwelling unit. Although it's understood from this policy that home occupations are largely expected to be conducted within the primary residence, there is some contradiction that suggests the use, in certain circumstances, may be conducted outside of the residence. With the recognition of this contradiction, the question becomes whether this is a circumstance that merits an exception to be conducted outside of the primary residence. Further, without clear policy direction on when such an exception may be permitted, we rely on the remaining policies of the Official Plan and an assessment of whether the resulting land use represents good planning.

The remaining policies of the Official Plan with respect to Home Occupations require that the use be clearly subordinate to the primary use and do not alter the residential character of the lot or structure. Furthermore, they must not generate uncharacteristic traffic, must not require outdoor storage of goods or otherwise disrupt the enjoyment of neighbouring residential properties. In speaking with the applicant, the business will be conducted within an approximately 100 m<sup>2</sup> (1,076 ft<sup>2</sup>) area located at the rear of an existing accessory structure. This would ensure no alteration to the residence and it's relatively small floor area and location not visible from the public right of way ensure that it remains subordinate to the primary residential use while the residential character of the lot is maintained. The proposed use is to be carried out entirely within the interior of the accessory structure, with no outdoor storage of goods, and during regular business hours, as such the use is not expected to negatively impact the enjoyment of neighbouring properties. Furthermore, it's understood that the business employs 2 individuals who do not reside on the property and that client drop-off and pick-up of their pets is staggered through the day such that only very minimal traffic is generated from the use. The number of clients is expected to be low and employee parking has

been provided for on site, in a manner that ensures no visual obstruction to passers-by or visitors. Ultimately, there is no expected undue impact from the proposed use.

The home occupation use is already a permitted use on the subject lands where the proposed amendments will permit the continuation of an existing business in a format that is more sustainable to the operators. The amendment will further ensure that the use remains subordinate to the primary function of the lands as a residential lot. In line with the applicable policies, the proposal will continue to help diversify the economic makeup of Southwold in a manner that will not negatively impact the subject lands or surrounding properties and represents good land use planning.

### **Financial Implications:**

Approval of the Zoning By-law Amendment will have no significant financial impact on the Township.

### **Conclusion:**

The Zoning By-law Amendment seeks to rezone the subject property from Residential 1 (R1) Zone to Residential 1 Special Provision 39 (R1-39) Zone to permit the establishment of a home occupation in an accessory structure.

Planning staff support Zoning By-law Amendment ZBA 2025-05 as the proposal is consistent with the Provincial Planning Statement; conforms to the Elgin County and Township Official Plans; and represents good land use planning.

Subject to receiving any additional comments from the public, agencies and Council, Planning staff recommend that Zoning By-law Amendment 2025-02 is approved, and that By-law No. 2025-12 is referred for consideration and passage at the February 24, 2025 Regular Meeting of Council.

### **Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity

Fiscal Responsibility and Accountability

**Respectfully submitted by:**  
**Mike Szilagyi**  
**Planner**  
**"Submitted Electronically"**

**Approved by:**  
**Jeff Carswell**  
**CAO/Clerk**  
**"Approved Electronically"**

**Attachments:**

1. By-law 2025-12



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### BY-LAW NO. 2025-12

#### Being a By-law to Amend By-law No. 2011-14

**WHEREAS** under Section 34 of the Planning Act, R.S.O. 1990, c. P. 13, authorizes municipalities to pass and amend zoning by-laws governing the use of land, buildings and structures;

**AND WHEREAS** the requirements for the giving notice and the holding of a public meeting of a zoning by-law amendment have been met;

**AND WHEREAS** the Council of the Corporation of the Township of Southwold deems it advisable to amend By-law 2011-14, being the Zoning By-law of the Township of Southwold;

#### **THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD HEREBY ENACTS AS FOLLOWS:**

1. **THAT:** Schedule 'A', Map 15 of By-Law No. 2011-14, as amended, is hereby amended by changing from Residential 1 (R1) Zone to Residential 1 Special Provision 39 (R1-39) Zone those lands outlined in heavy solid lines and filled with hatching on Schedule 'A' attached hereto and forming part of this By-law on lands legally described as Concession North of North Branch of Talbot Road (NNBTR) South Part of Lots 34 and 35, Geographic Township of Southwold, Elgin County.
2. **THAT:** Subsection 8.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

**" (am) R1-39 As shown on Schedule A, Map No. 15**

- (i) Permitted Uses

Notwithstanding the provisions of Section 3.13, A home-occupation relating to a dog grooming business may be permitted in an accessory structure.

(ii) Additional Zone Requirements

1. The home occupation (dog grooming business) is limited to a maximum floor area of 100 m<sup>2</sup> (1,076 ft<sup>2</sup>)
  2. No Boarding of animals is permitted on the premises;
  3. The home occupation shall not employ more than two people who do not reside in the dwelling unit located on the same lot as the accessory structure, being the site of the home occupation;
  4. A limit of 2 employee parking spaces may be permitted located at minimum 3.0 m setback from the front lot line;
  5. All other applicable provisions of Section 3.13 continue to apply."
3. **THAT:** this By-law shall come into force pursuant to Section 34(2) of the Planning Act, RSO 1990.

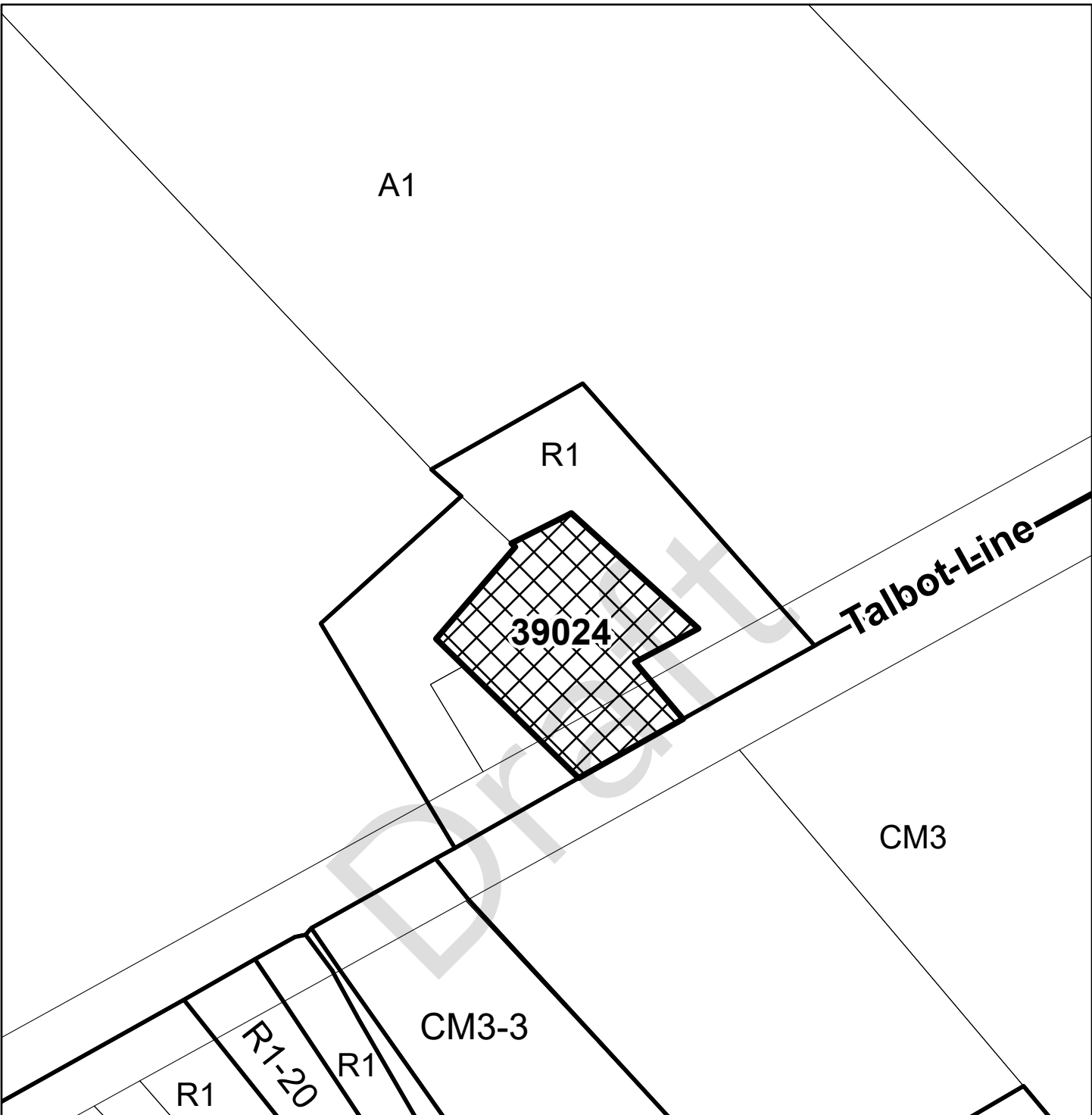
**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 24<sup>th</sup> DAY OF FEBRUARY 2025.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



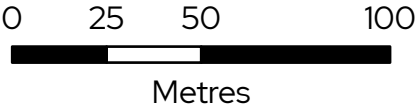
Change from Residential 1 (R1)  
Zone to Residential 1 Special  
Provision-39 (R1-39) Zone

This is Schedule "A" to By-law No. 2025-12  
passed on the 24th day of February, 2025.

**MAYOR**

**C.A.O./CLERK**

TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE 'A' MAP 15





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** February 24, 2025  
**PREPARED BY:** Mike Szilagyi, Planner  
**REPORT NO:** PLA 2025-07  
**SUBJECT MATTER:** **Consent Application E16-25**  
33728 Fingal Line (Candace Watson)  
Township Comments to Elgin County

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#### **Recommendation(s):**

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.

#### **Purpose:**

Consent Application E16-25 proposes to sever a dwelling surplus to a farming operation. The subject parcel of land has a frontage of approximately 201 m (659.45 ft) along Fingal Line with a depth of approximately 1,609.34 m (3,508.33 ft) and a total area of 33.16 ha (81.96 ac). The area of the lands proposed to be retained is 31.46 ha (77.74 ac) with a proposed frontage of 131.07 m (430.02 ft), with a total depth of approximately 1,609.34 m (3,508.33 ft). The retained lands contain 1 accessory structure (a barn) that is intended to be retained. The area of the lands proposed to be severed is 0.92 ha (2.27 ac) with a proposed frontage of 70.1 m (230 ft) and a lot depth of approximately 131.06 m (430 ft). The severed parcel contains a single-detached dwelling and two accessory structures which will all be retained. The severed lot is serviced by a private well and septic system. A severance sketch illustrating the proposed severance is attached to this report as Appendix 1.

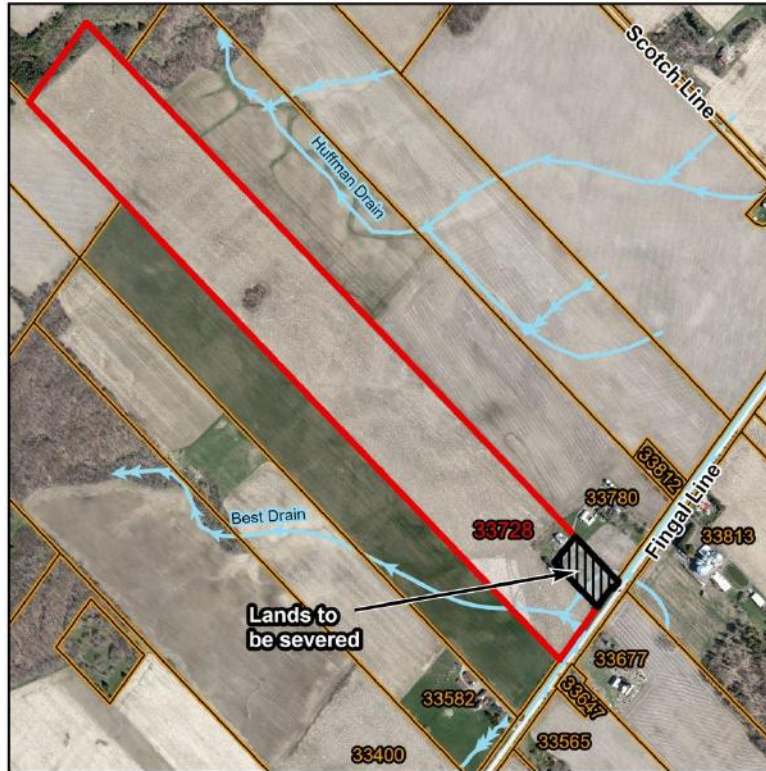
Consent Application E16-25 has been submitted to Elgin County for lands located within the Township of Southwold. The subject property is located at 33728 Fingal Line, St. Thomas and is legally described as Part of Lot 6, Concession North of Talbot Road. The subject property is shown on the Key Map provided below.

#### **Background:**

<b>Application No.</b>	<b>E16-25</b>
Owners:	David Roy House
Agent:	Candace Watson

Address:	33728 Fingal Line, St. Thomas
Water Supply:	Private Water Supply
Sewage Supply:	Private Septic Service
Buildings/Structures	Existing dwelling and 3 accessory structures all to be retained.
Elgin County Official Plan	Agricultural Area
<b>Application No.</b>	<b>E16-25</b>
Settlement Area:	N/A
Official Plan Designation	Agricultural Area
Zoning By-law 2011-14 38068 Munro Line	<p><b>Agricultural 1 (A1) Zone</b></p> <p>Minimum Lot Area – 40.0ha (99ac)                      Minimum Lot Frontage – 200.0m (656ft)                      Minimum Front Yard – 19.0m (62ft)                      Minimum Interior Side Yard – 4.5m (15ft)                      Minimum Rear Yard – 8.0m (26ft)</p> <p>For a single-detached dwelling created by consent:                      Minimum Lot Area – 1,858.0 m<sup>2</sup> (20,000 ft<sup>2</sup>)                      Maximum Lot Area – 6,000.0 m<sup>2</sup> (1.48 ac)                      Minimum Lot Frontage – 30.0m (98ft)</p>

**Key Map of 33728 Fingal Line, St. Thomas**



**Planning Analysis:**

Consent Application E16-25 was submitted to and declared complete by Elgin County. The application will be circulated to the public and prescribed bodies by the Elgin County Land Division Committee in March 2025. Elgin County is the Approval Authority for applications considered under Section 53 of the *Planning Act*. The Township of Southwold is a commenting agency and provides a recommendation to the Land Division Committee, including conditions of approval.

Consent Application E16-25 was reviewed by staff with consideration to the Provincial Planning Statement (2024), Elgin County Official Plan, Township of Southwold Official Plan, and the Township of Southwold Zoning Bylaw 2011-14. A summary of the applicable planning policies and regulations, as well as the relevancy to the subject application and commentary is provided below.

Legislation	Section(s)	Relevance To Application	Comments

Legislation	Section(s)	Relevance To Application	Comments
<b>Provincial Planning Statement, 2024</b>	2.6 Rural Lands in Municipalities  4.3.3 Lot Creation and Lot Adjustments	<ul style="list-style-type: none"> <li>Residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services</li> <li>Residential lot creation for a surplus residence is permitted, based on lot size limits, appropriate servicing</li> </ul>	Residential lot creation is permitted in the rural area when surplus to an agricultural operation, subject to regulations and appropriate servicing
<b>Elgin County Official Plan</b>	A6.1.2. Agricultural Area C2.1 [Agricultural Area] Objectives C2.4 Lot Creation/Consents E1.2.3.4 Lot Creation on Lands in the Agricultural Area	<ul style="list-style-type: none"> <li>Agricultural Area designation</li> <li>Maintain and preserve the agricultural resource base of the County</li> <li>Preserve and promote the agricultural character of the County and its local communities</li> <li>Lot creation permitted for surplus residential dwellings, residential use must be prohibited on any retained farmland parcels</li> </ul>	Residential lot creation is permitted for surplus residential dwellings
<b>Township of Southwold Official Plan</b>	5.1 Agricultural Area 7.23.4 Agricultural Consent Policies	<ul style="list-style-type: none"> <li>Existing single-detached non-farm dwellings are permitted</li> <li>Land severances in the Agricultural Area may be permitted for surplus farm dwellings, subject to conditions</li> </ul>	Residential lot creation for surplus farm dwellings may be permitted subject to conditions
<b>Township of Southwold Zoning Bylaw</b>	8.2 Agricultural 1 Zone Regulations	<ul style="list-style-type: none"> <li>Proposed lands to be retained would comply with the regulations of the A1 Zone</li> <li>Lands to be severed are 0.92ha where the</li> </ul>	Proposed severed lot would require an amendment to permit the increased lot area

Legislation	Section(s)	Relevance To Application	Comments
		maximum permitted area is 0.60ha. • Otherwise, the lands to be retained comply with the regulations of the A1 Zone	The retained lot would require an Amendment to prohibit future residential development on the lands

The Provincial Planning Statement, 2024, the Elgin County Official Plan, and the Township of Southwold Official Plan permit consent applications for residential uses surplus to a farm operation under certain conditions. This includes rezoning the farm parcel to prohibit future dwellings, the retained residential parcel must be zoned to permit residential uses and where Minimum Distance Separation I (MDS I) Provisions can be met. Consent Application E16-25 would facilitate the retention of an existing residential use while the remaining retained lands would remain in use for agricultural purposes.

The subject property is presently serviced with private water and septic system. Staff have raised concerns for the depth of the well and its susceptibility to shallow ground water conditions. As a result, a condition has been included requiring the applicant to connect to available municipal services. The proposed severed residential lot is proposed to have a lot area of 0.92 ha (2.27 ac) where the By-law limits surplus residential parcels to have a maximum lot area of 0.6 ha (1.48 ac). It's recognized that the applicant would like to maintain the associated accessory shop and shed and in doing so, there is a logic to squaring off the parcel and maintaining a regular lot shape which has minimal impact on the severed agricultural lands. The resulting lot area exceeds the maximum limit but it is the opinion of staff that the proposed severance represents the orderly development of the severed residential parcel and is a desirable outcome. This increase, however, will require a Planning Act application to permit the new lot area. This has also been included in the proposed conditions in Appendix 2. In addition, as noted previously, the retained lot includes an accessory barn which given its condition, staff have noted that the applicant will be required to remove the barn as a condition of approval. This has also been included in Appendix 2. Lastly, it is recognized that several barns presently exist on neighbouring properties, as this is a condition that exists prior to the creation of a new residential property, MDS I requirements do not apply and as such, the requirements under the Official Plan are satisfied.

In addition to the aforementioned Planning Act permission for the retained lands, as part of the consent application, a future zoning amendment will be required to rezone the retained agricultural lands to prohibit future residential development. This

requirement has been included within the recommended conditions of approval for Consent Application E16-25.

### **Consultation:**

Comments from external agencies such as the Kettle Creek Conservation Authority and members of the public will be provided directly to the Elgin County Land Division Committee for consideration.

Consent Application E16-25 was circulated internally for review and comment by Township departments. At the time of writing this report, the following comments have been received and where applicable, recommended conditions of approval have been included.

#### Finance

- No concerns.

#### Infrastructure

- Shallow nature of the well and well test results indicate that it is highly susceptible to shallow ground water conditions that change with localized weather, the Township will require a connection to the municipal drinking water system.

#### Chief Administrative Officer

- No comments.

#### Building Department

- Barn and silo to be removed or retained.

#### Drainage

- Reapportionment of the Best Drain and the Huffman Drain.
- Mutual agreement Drain under section 2 of the Drainage Act to provide a legal outlet for the newly created residential lot.
- Also note that the Best Drain is in the hands of an engineer who is looking at possible improvements to this drain under Section 78 of the Drainage Act

#### Planning

- Planning Act application required to permit the increased lot area for the severed residential parcel.
- Planning Act application required to prohibit residential uses on the retained agricultural parcel.

**Conclusion:**

Planning staff recommend support of Consent Application E16-25 for the property known municipally 33728 Fingal Line, St. Thomas, which would facilitate creation of one new residential lot surplus to a farm operation. This recommendation is subject to the conditions listed below and attached as Appendix 2 to Planning Report PLA 2025-07. This report and recommended conditions of approval will be forwarded to the Elgin County Land Division Committee and should be considered in the decision-making process.

It is recommended the standard conditions of consent be applied, as well as those which address site specific matters, including:

**Standard Conditions**

1. Submission of all **financial** and municipal fees, including but not limited to cash in lieu of parkland, development charges and water and sanitary connection fees of the Township, to the satisfaction and clearance of the Township.
2. The provision of registered **reference plan**.
3. The provision of description of the lot to be severed subject to **Section 50(3)** of the Planning Act, including **prepared deeds** for review by Township.
4. **Undertaking** to provide proof of registration of deeds and agreements
5. **Drainage reapportionment** of the Best Drain and the Huffman Drain.
6. Provision of a **lot grading** plan, which include the location(s) of existing septic facilities.
7. Submission of written request to the Township for **clearance of conditions** to County.

**Site Specific Conditions**

1. Connect the severed residential lot to available **municipal water** services.
2. Provide a legal **drainage outlet** for the new residential parcel and enter into a **mutual drain agreement**.
3. The retained agricultural lands must be **rezoned** to prohibit any future dwellings on the lands.
4. The severed residential parcel must be **rezoned** to permit the increased lot area of the lands.
5. The existing barn and silo located on the agricultural parcel is to be **removed**.

**Financial Implications:**

Township application fees were collected in accordance with the Township's Tariff of Fees By-law, as amended from time to time.

Approval of the application will have no significant financial impact on the Township.

**Strategic Plan Goals:**

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

**Respectfully submitted by:**  
**Mike Szilagy**  
**Planner**  
**"Submitted Electronically"**

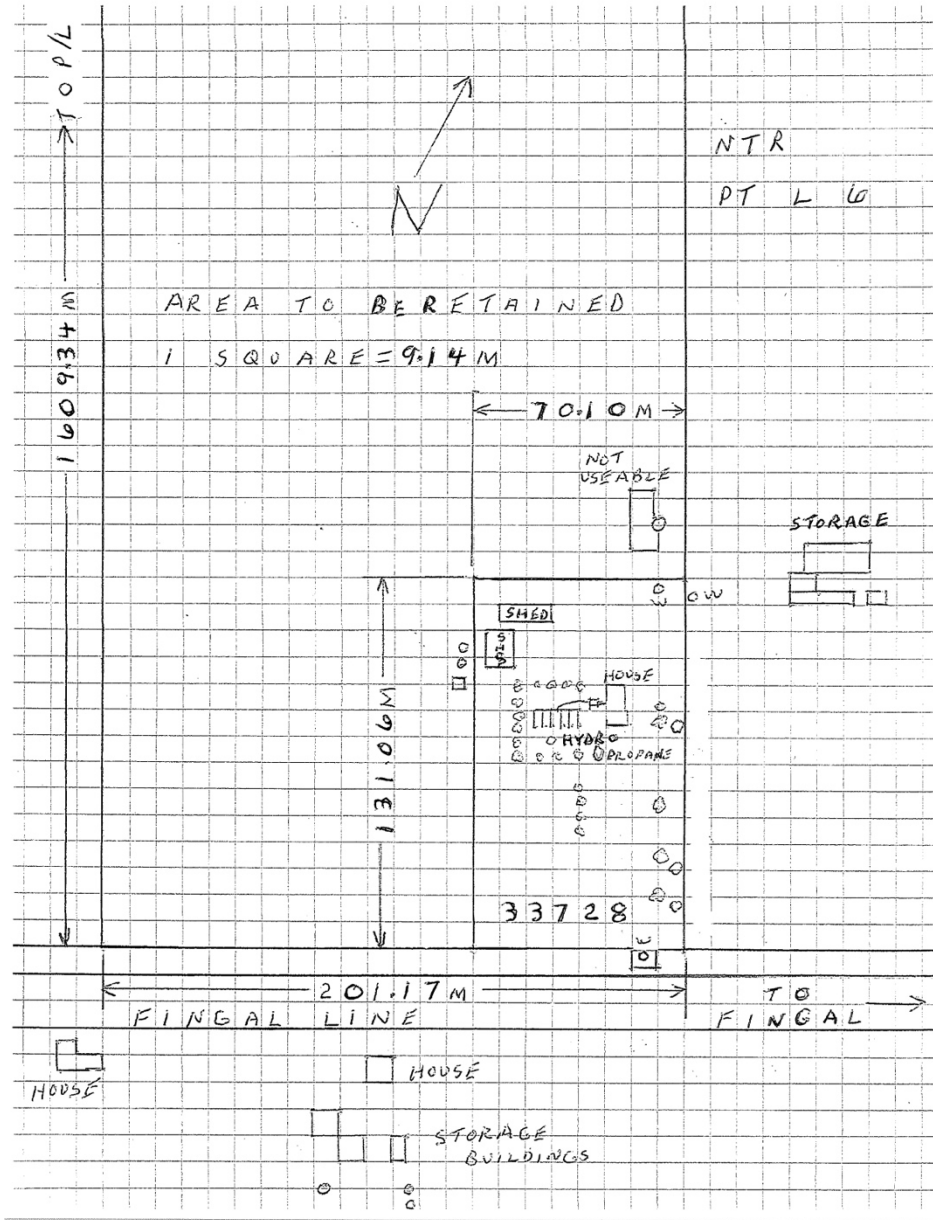
**Approved by:**  
**Jeff Carswell**  
**CAO/Clerk**  
**"Approved Electronically"**

**Appendices**

Appendix 1 – Building Survey and Severance Sketch

Appendix 2 – Township Conditions Consent Application E16-25





**Appendix 2 – Recommended Conditions of Approval (E16-25)****Township of Southwold Conditions:**

1. That the Applicant must pay all fees and satisfy all obligations required pursuant to the duly enacted by-laws of the Township of Southwold, to the satisfaction of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That a digital copy of the draft and final deposited Reference Plan be provided to the Municipality.
5. That the Owner submit a written request and fee for the necessary Drainage Reapportionment of the Best Drain and the Huffman Drain to be completed pursuant to the Drainage Act, to the satisfaction and clearance of the Municipality.
6. That the Owner provide a legal drainage outlet for the severed residential parcel and enter into a mutual drain agreement pursuant to the Drainage Act, to the satisfaction of the Municipality.
7. That the Owner prepare and submit an engineered Lot Grading for the severed and retained parcels to the satisfaction of the Municipality.
8. That the Applicant connect the proposed residential parcel to municipal water services, at their cost, to the satisfaction of the Municipality.
9. That the Owner acquire a permit to demolish and remove the barn and silo located on the retained agricultural parcel, to the satisfaction of the Municipality.

10. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and rezone the retained agricultural parcel to prohibit future residential uses and having such rezoning of the Zoning By-law come into full force and effect pursuant to the *Planning Act*, to the satisfaction of the Municipality.
11. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and rezone the severed residential parcel to permit an increased lot area and having such rezoning of the Zoning By-law come into full force and effect pursuant to the *Planning Act*, to the satisfaction of the Municipality.
12. That the Applicant's Solicitor provide a request for clearance of conditions to the Municipality, demonstrating how all the conditions of consent has been fulfilled, to the satisfaction and clearance of the Municipality.
13. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
14. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** February 24, 2025  
**PREPARED BY:** Mike Szilagyi, Planner  
**REPORT NO:** PLA 2025-08  
**SUBJECT MATTER:** **Consent Application E17-25**  
39391 Fingal Line (Agent: Civic Planning Solutions Inc. –  
David Roe)  
Township Comments to Elgin County

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#### **Recommendation(s):**

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.

#### **Purpose:**

Consent Application E17-25 proposes to sever a dwelling surplus to a farming operation. The subject parcel of land has a frontage of approximately 340 m (1,115.49 ft) along Fingal Line with a depth of approximately 1,090 m (3,576.12 ft) and a total area of 45.2 ha (111.69 ac). The area of the lands proposed to be retained is 44.3 ha (109.47 ac) with a proposed frontage of 326 m (1,069.55 ft) combined, with a total depth of approximately 1090 m (3,576.12 ft). The retained lands are vacant and will be retained for agricultural purposes. The area of the lands proposed to be severed are irregular in shape and measure 0.9 ha (2.23 ac) in area with a proposed frontage of 14 m (45.93 ft) and a lot depth of approximately 218 m (715.22 ft). The reduced frontage and irregular shape is to accommodate the existing driveway access to the single-detached dwelling, which is set back approximately 170 m (557.74 ft) from Fingal Line. The severed parcel contains a single-detached dwelling and two accessory structures where the dwelling and one accessory structure will be retained. The severed parcel is connected to municipal water and has a private septic system that will be replaced. A severance sketch illustrating the proposed severance is attached to this report as Appendix 1.

Consent Application E17-25 has been submitted to Elgin County for lands located within the Township of Southwold. The subject property is located at 39391 Fingal Line, St. Thomas and is legally described as Part of Lot 40, Concession South of Talbot Road East. The subject property is shown on the Key Map provided below.

**Background:**

<b>Application No.</b>	<b>E17-25</b>
Owners:	Estate of Mary DeDeckere (Rosemarie deCorte & Dorothy Whelan – Executors)
Agent:	Civic Planning Solutions Inc. (David Roe)
Address:	39391 Fingal Line, St. Thomas
Water Supply:	Municipal Water Supply
Sewage Supply:	Private Septic Service
Buildings/Structures	Existing dwelling and accessory structure (small barn) to be retained. Second accessory structure (former Pig Barn) to be removed.
Elgin County Official Plan	Agricultural Area
<b>Application No.</b>	<b>E17-25</b>
Settlement Area:	N/A
Official Plan Designation	Agricultural Area
Zoning By-law 2011-14 38068 Munro Line	<p><b>Agricultural 1 (A1) Zone</b></p> <p>Minimum Lot Area – 40.0ha (99ac)                      Minimum Lot Frontage – 200.0m (656ft)                      Minimum Front Yard – 19.0m (62ft)                      Minimum Interior Side Yard – 4.5m (15ft)                      Minimum Rear Yard – 8.0m (26ft)</p> <p>For a single-detached dwelling created by consent:                      Minimum Lot Area – 1,858.0 m<sup>2</sup> (20,000 ft<sup>2</sup>)                      Maximum Lot Area – 6,000.0 m<sup>2</sup> (1.48 ac)                      Minimum Lot Frontage – 30.0m (98ft)</p>

**Key Map of 39391 Fingal Line, St. Thomas**



**Planning Analysis:**

Consent Application E17-25 was submitted to and declared complete by Elgin County. The application will be circulated to the public and prescribed bodies by the Elgin County Land Division Committee in March 2025. Elgin County is the Approval Authority for applications considered under Section 53 of the *Planning Act*. The Township of Southwold is a commenting agency and provides a recommendation to the Land Division Committee, including conditions of approval.

Consent Application E17-25 was reviewed by staff with consideration to the Provincial Planning Statement (2024), Elgin County Official Plan, Township of Southwold Official Plan, and the Township of Southwold Zoning Bylaw 2011-14. A summary of the applicable planning policies and regulations, as well as the relevancy to the subject application and commentary is provided below.

Legislation	Section(s)	Relevance To Application	Comments
<b>Provincial Planning Statement, 2024</b>	2.6 Rural Lands in Municipalities  4.3.3 Lot Creation and Lot Adjustments	<ul style="list-style-type: none"> <li>Residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services</li> </ul>	Residential lot creation is permitted in the rural area when surplus to an agricultural operation, subject

Legislation	Section(s)	Relevance To Application	Comments
		<ul style="list-style-type: none"> <li>Residential lot creation for a surplus residence is permitted, based on lot size limits, appropriate servicing</li> </ul>	to regulations and appropriate servicing
<b>Elgin County Official Plan</b>	A6.1.2. Agricultural Area C2.1 [Agricultural Area] Objectives C2.4 Lot Creation/Consents E1.2.3.4 Lot Creation on Lands in the Agricultural Area	<ul style="list-style-type: none"> <li>Agricultural Area designation</li> <li>Maintain and preserve the agricultural resource base of the County</li> <li>Preserve and promote the agricultural character of the County and its local communities</li> <li>Lot creation permitted for surplus residential dwellings, residential use must be prohibited on any retained farmland parcels</li> </ul>	Residential lot creation is permitted for surplus residential dwellings
<b>Township of Southwold Official Plan</b>	5.1 Agricultural Area 7.23.4 Agricultural Consent Policies	<ul style="list-style-type: none"> <li>Existing single-detached non-farm dwellings are permitted</li> <li>Land severances in the Agricultural Area may be permitted for surplus farm dwellings, subject to conditions</li> </ul>	Residential lot creation for surplus farm dwellings may be permitted subject to conditions
<b>Township of Southwold Zoning Bylaw</b>	8.2 Agricultural 1 Zone Regulations	<ul style="list-style-type: none"> <li>Proposed lands to be retained would comply with the regulations of the A1 Zone</li> <li>Lands to be severed are 0.9ha where the maximum permitted area is 0.60ha.</li> <li>Lands to be severed proposed a lot width of 14 m where the minimum required is 30 m.</li> </ul>	<p>Proposed severed lot would require an amendment to permit the increased lot area and reduced lot width.</p> <p>The retained lot would require an Amendment to prohibit future</p>

Legislation	Section(s)	Relevance To Application	Comments
		<ul style="list-style-type: none"> <li>Otherwise, the lands to be retained comply with the regulations of the A1 Zone</li> </ul>	residential development on the lands

The Provincial Planning Statement, 2024, the Elgin County Official Plan, and the Township of Southwold Official Plan permit consent applications for residential uses surplus to a farm operation under certain conditions. This includes rezoning the farm parcel to prohibit future dwellings, the retained residential parcel must be zoned to permit residential uses and where Minimum Distance Separation I (MDS I) Provisions can be met. Consent Application E17-25 would facilitate the retention of an existing residential use while the remaining retained lands would remain in use for agricultural purposes.

The subject property is presently serviced with municipal water and a septic system. The septic system is slated to be replaced. The proposed severed residential lot is proposed to have a lot frontage of 14 m (45.93 ft) and a lot area of 0.9 ha (2.23 ac) where the By-law requires severed surplus residential parcels to have a minimum lot frontage of 30 m (98 ft) and limits such parcels to an area of 0.6 ha (1.48 ac). It is recognized that these conditions are largely due to existing conditions with a long existing driveway to access the dwelling which is set far back from the roadway. By reducing the frontage, there is a clear attempt to maintain as little a lot area as possible. As a result, however, the Applicant will be required to submit a Planning Act application in order to permit the reduced lot frontage and the increased maximum lot area. This requirement is reflected in the proposed conditions in Appendix 2. As noted previously, the severed lot further includes two accessory structures where the one that was previously used for livestock storage is to be removed and therefore the requirement for MDS I does not apply in this instance.

In addition to the aforementioned Planning Act permission for the severed lands, as part of the consent application, a future zoning amendment will be required to rezone the severed agricultural lands to prohibit future residential development. This requirement has been included within the recommended conditions of approval for Consent Application E17-25.

**Consultation:**

Comments from external agencies such as the Kettle Creek Conservation Authority and members of the public will be provided directly to the Elgin County Land Division Committee for consideration.

Consent Application E17-25 was circulated internally for review and comment by Township departments. At the time of writing this report, the following comments have been received and where applicable, recommended conditions of approval have been included.

#### Finance

- No concerns.

#### Infrastructure

- No comments.

#### Chief Administrative Officer

- No comments.

#### Building Department

- Demolition permit required for removal of barn.
- Septic system permit will be required for new system.
- Minor Variance may be required for Barn 1. The barn must be setback at minimum 1.2 m from the side lot line. It is currently shown as 1.25 m, if this is reduced to less than 1.2 m, the variance will be required.

#### Drainage

- Reapportionment of the following municipal drains:
  1. Treadwell Drain,
  2. Fred Lindsay Drain
  3. Casey Drain 1999,
  4. Casey Drain Ext #2 1971,
  5. Casey Drain Ext #3 1982,
  6. King Drain 1953,
  7. Wardell Drain 1959,
  8. McNiven Drain 1967,
  9. Dubber Drain 1973
- Drains 1 & 2 will need apportionment calculations – others will need a note that all assessments will remain with the retained farmlands.
- The Treadwell Drain crosses the laneway to the residence along Fingal Line so there is a drainage outlet for this property there. Depending on the topography

of the lot a mutual agreement drain under Section 2 of the Drainage Act may be needed to provide a drainage outlet to surrounding field tile in the retained lands.

- Also: the correct roll number for this property that is being severed is 34-24-000-007-13600, not 007-135 which is used on the application. 007-135 is for an existing residential lot that is 0.8 acres in size. Also the concession the severance as described in the property file is S.T.R.E. (South Talbot Road East) not STR (South Talbot Road) There are two Talbot Road concessions in the Township, one is "*South of the North Branch of Talbot Road*" (S.N.B.T.R.) and the other is "*South of the East Branch Talbot Road*" (S.E.B.T.R.)

### Planning

- Planning Act application required to permit the increased lot area and reduced lot frontage for the severed residential parcel.
- Planning Act application required to prohibit residential uses on the retained agricultural parcel.

### **Conclusion:**

Planning staff recommend support of Consent Application E17-25 for the property known municipally 39391 Fingal Line, St. Thomas, which would facilitate creation of one new residential lot surplus to a farm operation. This recommendation is subject to the conditions listed below and attached as Appendix 2 to Planning Report PLA 2025-08. This report and recommended conditions of approval will be forwarded to the Elgin County Land Division Committee and should be considered in the decision-making process.

It is recommended the standard conditions of consent be applied, as well as those which address site specific matters, including:

### **Standard Conditions**

1. Submission of all **financial** and municipal fees, including but not limited to cash in lieu of parkland, development charges and water and sanitary connection fees of the Township, to the satisfaction and clearance of the Township.
2. The provision of registered **reference plan**.
3. The provision of description of the lot to be severed subject to **Section 50(3)** of the Planning Act, including **prepared deeds** for review by Township.
4. **Undertaking** to provide proof of registration of deeds and agreements.
5. **Drainage reapportionment** of the Treadwell Drain and the Fred Lindsay Drain.

6. Provision of a **lot grading** plan, which include the location of future septic facilities.
7. Submission of written request to the Township for **clearance of conditions** to County.

### Site Specific Conditions

1. Confirmation of a legal **Drainage Outlet** and if no outlet is presently available, an outlet must be provided.
2. Obtain **building permits** from the Township to facilitate the new septic system on the lands to be severed;
3. Obtain **building permit** to demolish the existing livestock barn located on the severed parcel;
4. The retained agricultural lands must be **rezoned** to prohibit any future dwellings on the lands.
5. The severed residential parcel must be **rezoned** to permit the reduced lot frontage and increased lot area of the lands.

### Financial Implications:

Township application fees were collected in accordance with the Township's Tariff of Fees By-law, as amended from time to time.

Approval of the application will have no significant financial impact on the Township.

### Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- Managed Growth
- Welcoming and Supportive Neighbourhoods
- Economic Opportunity
- Fiscal Responsibility and Accountability

**Respectfully submitted by:**  
**Mike Szilagyi**  
**Planner**  
**"Submitted Electronically"**

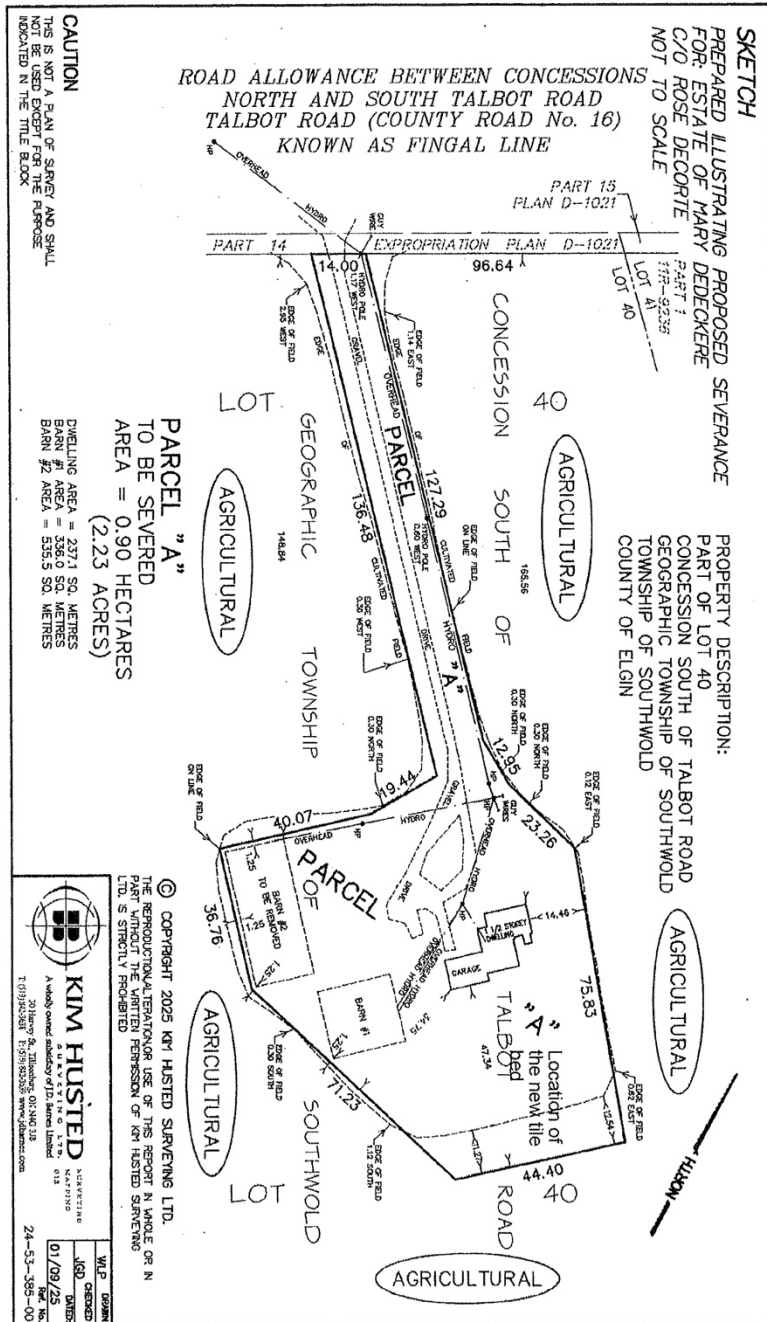
**Approved by:  
Jeff Carswell  
CAO/Clerk  
"Approved Electronically"**

**Appendices**

Appendix 1 – Building Survey and Severance Sketch

Appendix 2 – Township Conditions Consent Application E17-25

Appendix 1 - Severance Sketch (39391 Fingal Line, St. Thomas)



**Appendix 2 – Recommended Conditions of Approval (E17-25)****Township of Southwold Conditions:**

1. That the Applicant must pay all fees and satisfy all obligations required pursuant to the duly enacted by-laws of the Township of Southwold, to the satisfaction of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That a digital copy of the draft and final deposited Reference Plan be provided to the Municipality.
5. That the Owner prepare and submit an engineered Lot Grading for the severed and retained parcels to the satisfaction of the Municipality.
6. That the Owner submit a written request and fee for the necessary Drainage Reapportionment of the Treadwell Drain and the Fred Lindsay Drain to be completed pursuant to the Drainage Act, to the satisfaction and clearance of the Municipality.
7. That the Owner confirm that a legal drainage outlet is available for the severed residential parcel and if not possible to confirm, that they provide a legal drain and enter into a mutual drain agreement pursuant to the Drainage Act, to the satisfaction of the Municipality.
8. That the Owner acquire a permit to demolish and remove the former livestock barn located on the severed residential parcel, to the satisfaction of the Municipality.

9. That the Owner acquire a permit to install a new septic system on the severed residential parcel, to the satisfaction of the Municipality.
10. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and rezone the severed parcel to permit the reduced lot frontage and increased lot area and having such rezoning of the Zoning By-law come into full force and effect pursuant to the *Planning Act*, to the satisfaction of the Municipality.
11. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and rezone the retained agricultural parcel to prohibit future residential uses and having such rezoning of the Zoning By-law come into full force and effect pursuant to the *Planning Act*, to the satisfaction of the Municipality.
12. That the Applicant's Solicitor provide a request for clearance of conditions to the Municipality, demonstrating how all the conditions of consent has been fulfilled, to the satisfaction and clearance of the Municipality.
13. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
14. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** February 24, 2025

**PREPARED BY:** Mike Taylor, Manager of Environmental Services

**REPORT NO:** IDS 2025-10

**SUBJECT MATTER: Southwold Distribution System – Clow Smart Hydrants**

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#### **Recommendation(s):**

THAT Report ENG 2025-10 relating to purchasing and implementing two 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.

#### **Purpose:**

This report seeks Council's approval to authorize Staff to purchase and install five (5) smart hydrants from Emco Waterworks to be placed at pre-determined locations in the Southwold Distribution System.

#### **Background:**

The Southwold Distribution System receives its drinking water from the St. Thomas Area Secondary Water Supply System. Storage of water and pumping are a responsibility of the Secondary System and presently, there is no water storage within the boundaries of the Township. Additionally, the distribution system is not equipped with any form of real-time pressure monitoring. Historically, it is understood that pressures can fluctuate from the secondary system based on operations of the system including pumping and Ford tower operations.

Due to the size and nature of Southwold's Distribution System, and lack of distribution monitoring capabilities, results in a unique and challenging water system, whereby its hard to understand what is hydraulically occurring throughout each day. Many distribution systems across Ontario, are equipped with expensive real-time instrumentation that allows for the ability to see pressure, temperature, flow, transient events, possible leaks.

Presently, the only instrumentation in the distribution system that provides real-time monitoring is chlorine residual which is located at the Shedden re-chlorination facility.

**Comment/Analysis:**

As a result of these limitations, including well known historical challenges from the upstream supply, along with future shutdowns that will be taking place on the St. Thomas Secondary System, Staff engaged Clow Canada to discuss the smart hydrant technology (IHydrant) and its suitability for implementation in the Southwold Distribution System. Five locations were purposefully selected using existing Clow (Brigadier hydrants) being the highest and lowest elevation points in the distribution system, along with Talbotville, Shedden and Fingal. Existing Brigadier hydrants can be retrofitted without the need to replace the hydrant, resulting in lower capital costs with no excavation required.

A cellular connectivity study took place to confirm the ability to have a consistent internet connection which was verified shortly after. Once the Township received confirmation of a good connection, a quotation was requested, (see Financial Implications below). Staff also brought this to the attention of the Fire Department and the Operating Authority being OCWA, to flag any possible concerns with installing this technology, in which no concerns were raised.

The IHydrant has multiple benefits to support water distribution systems. These include:

- Tracking and recording system pressures and temperatures.
- Assists in confirming that the system is maintaining positive pressure.
- Thresholds can be established to trigger alarms to be generated to a phone or email in real-time.
- Pressure data can help with calibrating the hydraulic model on the water system.
- Ability to identify possible transient events and capture significant amounts of data during an event.
- Can help with understanding diurnal flow patterns and water demands on the system which can be used to help with future development in a specific area of the system.
- Water temperatures can also be used to help with dead-end flushing programs.

**Financial Implications:**

There is a provision in the 2025 budget for the capital costs associated with completing this work.

The attached quote was submitted by Emco Waterworks out of London Ontario. Emco is the only supplier of Clow IHydrants in Southwestern Ontario. Presently, there is no other comparable hydrant technology available in the marketplace that provides for real-time alarming, while at the same time maintaining the overall integrity of the fire hydrant, and its warranty.

For five (5) smart hydrants, the total purchase cost is \$26,037 plus applicable taxes. Clow representatives at no charge, will support the Township during the installation and retrofit to the five existing Clow hydrants. There are annual fees of \$408.00 per hydrant plus taxes. The annual fees include the internet connection costs, access to the portal/dashboard and its data, plus real-time alarming. For the first year of operation, the fees are waived on each hydrant.

**Summary:**

This is a proven technology in which many cities across North American have installed. The smart hydrant technology will provide several benefits to the drinking water system. With no pressure alarms currently in the system, this is a cost-effective technology that provides real-time monitoring and response for the Water Authority, which ultimately supports maintaining a steady state system.

**Strategic Plan Goals:**

**The above recommendation helps the Township meet the Strategic Plan Goal of:**

- Managed Growth**
- Welcoming and Supportive Neighbourhoods**
- Economic Opportunity**
- Fiscal Responsibility and Accountability**

**Respectfully Submitted by:**  
**Mike Taylor**  
**Manager of Environmental Services**  
**“Submitted electronically”**

**Approved by:**  
**Jeff Carswell, CAO/Clerk**  
**“Approved electronically”**





## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** February 24, 2025

**PREPARED BY:** Paul Van Vaerenbergh, Public Works Superintendent

**REPORT NO:** IDS 2025-11

**SUBJECT MATTER: Supply and Delivery of Granular Materials Tender Award**

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#### **Recommendation(s):**

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

#### **Purpose:**

The purpose of this report is to seek Council authorization to accept the tender results for the supply and delivery of granular materials.

#### **Background:**

As part of the Township's gravelling program and supply of winter sand, the Township has requested tenders for the works associated with the supply and delivery of requested granular materials. The tenders were advertised on the Township's bids and tenders on January 31, 2025 and closed on February 14, 2025 at 2:00pm.

Two suppliers closed the tender (RFT25-01) for the supply and delivery of the following:

- 31,000 tonne "on the road" A gravel
- 500 tonne stockpile A gravel
- 1,000 tonne stockpile winter sand

	<b>Bidder</b>	<b>Total Contract Price (excluding HST)</b>
1	Jeff Campbell Trucking	\$678,925.00
2	Mackenzie and Henderson	\$ 691,315.00

**Financial Implications:**

As the quoted price is below the \$700,000.00 budget, additional road sections maybe resurfaced. The low bidder is aware of and has agreed to these quantity adjustments as all quantities were stated as "approximate" in the tender documents.

**Strategic Plan Goals:**

**The above recommendation helps the Township meet the Strategic Plan Goal of:**

- Managed Growth**
- Welcoming and Supportive Neighbourhoods**
- Economic Opportunity**
- Fiscal Responsibility and Accountability**

**Respectfully Submitted by:  
Paul Van Vaerenbergh CRSI.  
Public Works Superintendent  
"Submitted electronically"**

**Approved by:  
Jeff Carswell, CAO/Clerk  
"Approved electronically"**



# FROM THE **COUNCIL CHAMBERS**

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FEBRUARY 11, 2025

COUNCIL MEETING





1

# Advocating for Rural Healthcare: WECHC & Elgin County Unite

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The Board Chair and Vice Chair of the West Elgin Community Health Centre (WECHC) presented an overview of the Health Centre's programs and service areas to County Council, emphasizing the challenges faced by rural communities.

In response to these challenges, WECHC is actively advocating for enhanced support and funding for rural healthcare. Consequently, Elgin County Council plans to seek a delegation with the Ministry of Health during the Association of Municipalities of Ontario (AMO) Conference this August, aiming to promote greater access to healthcare in rural areas.



# 2

## Evelyn's Sausage Kitchen Expands with Support from Elgincentives Grant

Elgin County Council has given the green light to Evelyn's Sausage Kitchen's application for the Tax Increment Equivalent Grant (TIEG) under the County's Elgincentives program.

Evelyn's Sausage Kitchen is planning to move to a newly built 2,400 sq. ft. commercial space just east of their current site in the village of Shedden.

The Elgincentives initiative was created to help support business growth. With this grant approval, Evelyn's will have the opportunity to defer a portion of their property tax increase over the next five years as part of their major redevelopment plans.



# 3

## Driving Elgin Forward: Shaping Our Transportation Future

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The County of Elgin is in the process of creating its first comprehensive *Transportation Master Plan* (TMP). The TMP aims to identify challenges and strategies for developing a multi-modal transportation network.

Elgin County Council received the updated TMP Phase 1 Report, which incorporates major changes like the PowerCo. battery plant, updated census data, and new growth forecasts.

This report is available for public review on our [Engage Elgin website](#), while Phases 2 and 3 are in progress, with the final TMP expected by July 2025.



# Next Council Meeting:



FEBRUARY 25, 2025



9:00 AM



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Stantec Consulting Ltd.  
300W-675 Cochrane Drive, Markham ON L3R 0B8

February 10, 2025

Lisa Higgs, CAO/Clerk  
Township of Southwold, Administration  
35663 Fingal Line  
Fingal, Ontario N0L 1K0  
cao@southwold.ca

SENT VIA EMAIL

Dear Lisa Higgs

**Reference: Enbridge Gas Inc. – Southwold Pipeline Project, Notice of Study Commencement and Public Information Sessions**

Enbridge Gas Inc. (Enbridge Gas) is proposing to construct the Southwold Pipeline Project (the Project) to connect Renewable Natural Gas (RNG) produced at the Green Lane Landfill to the Enbridge Gas network in the Township of Southwold, County of Elgin, Municipality of Middlesex Centre and City of London, Ontario. One of the following four route options outlined below is being considered for the Project.

The proposed Preliminary Preferred Route (PPR) will be approximately 8.6 kilometres (km) and start at the Green Lane Landfill. The PPR will travel south to cross Highway 401 at Parson Road, east on Longhurst Line, north on Woodplant Road, east on Clinton Line, south on Wonderland Road, and east on Shorlea Line to tie into the existing local Enbridge Gas system. Three alternate routes are also being considered for the Project. Proposed Alternate Route 1 will be approximately 8.15 km and start at the Green Lane Landfill. The pipeline will travel south to cross Highway 401 at Parson Road, east on Longhurst Line, north on Sunset Drive, east on Clinton Line, south on Wonderland, and east on Shorlea Line to tie into the existing local Enbridge Gas system. Proposed Alternate Route 2 will be approximately 8.6 km and start at the Green Lane Landfill. The pipeline will travel south to cross Highway 401 and east on at Parson Road, east on Southminster Bourne, south on Woodplant Road, east on Clinton Line, south on Wonderland Road and east on Shorlea Line to tie into the existing local Enbridge Gas system. Proposed Alternate Route 3 will be approximately 7.8 km and start at the Green Lane Landfill. The pipeline will travel east on Southminster Bourne, south crossing Highway 401, east on Parson Road, and east on Southminster Bourne to tie into the existing local Enbridge Gas system.

The Project will tentatively be located within the existing municipal road right-of-way, and may also require permanent easements, temporary working space and lay-down areas during construction. The proposed route options have been developed for purposes of an assessment of potential environmental and socio-economic impacts and does not represent the final Project scope/design. For further details, please refer to the attached Figure 1.

As part of the planning process, Enbridge Gas has retained Stantec Consulting Ltd. to undertake an Environmental Study for the Project. The Environmental Study will fulfill the requirements of the Ontario Energy Board's (OEB) "*Environmental Guidelines for the Location, Construction, and Operation of Hydrocarbon Projects and Facilities in Ontario, 8th Edition (2023)*". It is anticipated that an Environmental Report for the study will be completed in Q2 2025, after which Enbridge Gas will file an application to the

February 10, 2025

Lisa Higgs

Page 2 of 3

**Reference: Enbridge Gas Inc. – Southwold Pipeline Project, Notice of Study Commencement and Public Information Sessions**

OEB to request a Leave to Construct (LTC) for the Project. Should the OEB find the Project to be in the public's interest, construction is anticipated to commence as early as Q2 2026.

As a stakeholder with a potential interest in developments in the Study Area defined on the attached Figure 1, you are invited to provide or coordinate comments regarding the proposed Project. Specifically, Stantec is seeking information regarding planning principles or guidelines implemented by your agency that may affect routing, construction, and/or operation of the proposed Project. Stantec is also seeking collection of primary and secondary data to help compile an environmental and socio-economic inventory in the Study Area.

To support the assessment process, we also request you share information regarding other proposed developments in the Study Area. This information will be incorporated into the Environmental Study and related report as a component of the cumulative effects assessment. **Please contact us to discuss the most efficient way to obtain this information.**

Consultation with Indigenous communities and engagement with landowners, government agencies, the general public, and other interested persons is an integral component of the planning process. As such, a virtual information session will be held.

**In-Person Public Information Session**

February 24, 2025  
5:00 PM to 8:00 PM  
Keystone Complex  
35921 Talbot Line  
Shedden, ON

**Virtual Public Information Session**

February 24, 2025 – March 9, 2025

[www.solutions.ca/southwoldEA](http://www.solutions.ca/southwoldEA)

A copy of the Information Session story boards will be available for viewing on the Enbridge Gas Project website provided here: <https://www.enbridgegas.com/Southwold>. A questionnaire will also be available as part of the Public Information Sessions, and you will have the opportunity to provide comments and/or questions about the proposed Project.

Input received during the public information sessions will be used to develop site specific environmental protection or mitigation measures for the Project.

We kindly request that input and comments regarding the Project are provided by **March 26, 2025**.

If you have questions or comments regarding the Southwold Pipeline Project, please email the Project team at [SouthwoldEA@stantec.com](mailto:SouthwoldEA@stantec.com) or contact the undersigned.

February 10, 2025

Lisa Higgs

Page 3 of 3

**Reference: Enbridge Gas Inc. – Southwold Pipeline Project, Notice of Study Commencement and Public Information Sessions**

Regards,

**Michael Candido**

Stantec Consulting Ltd.

Environmental Scientist

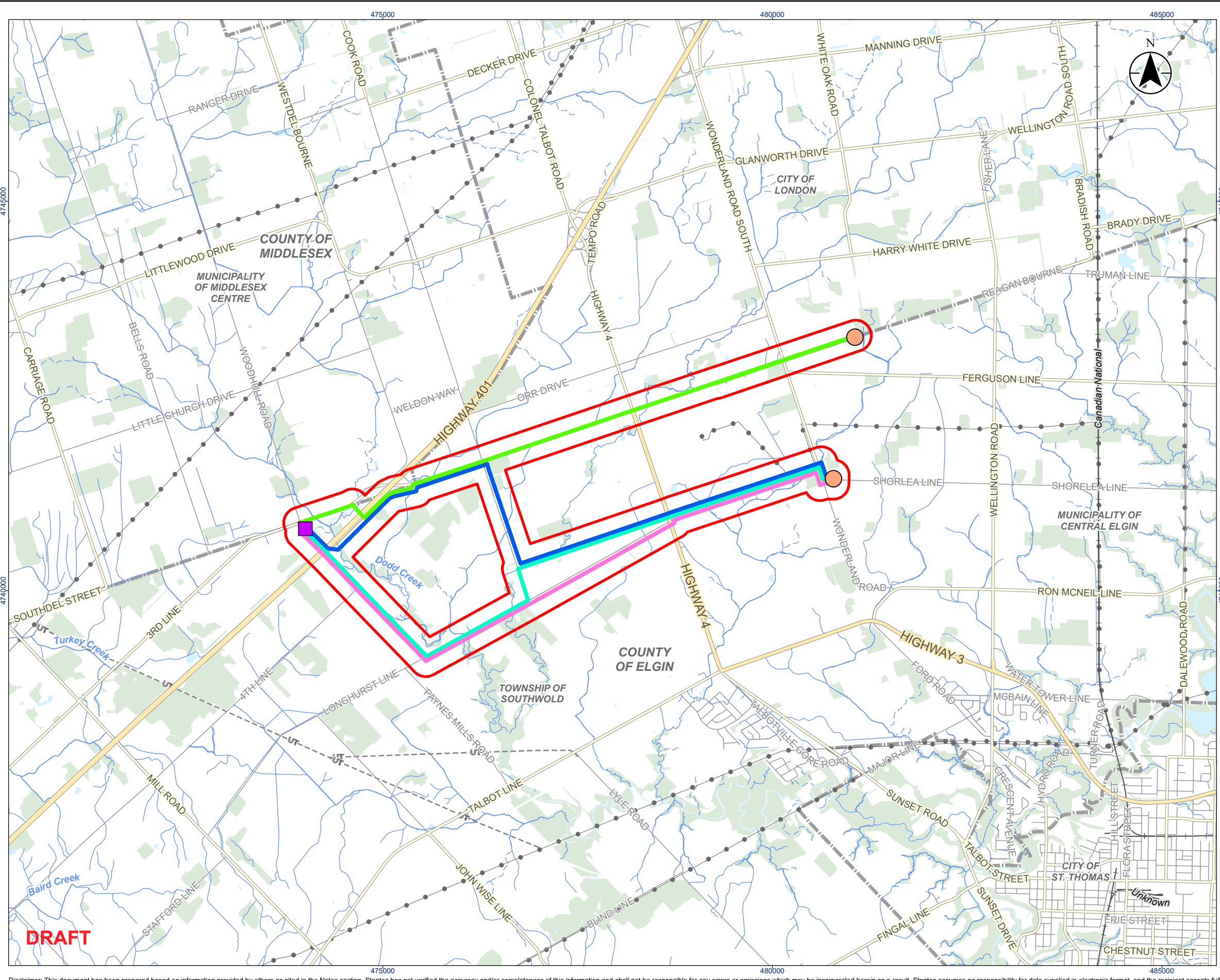
Assessment and Permitting

Direct: 519-585-3439

Attachment: Figure 1 – Study Area

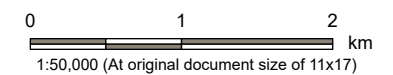
c. Kristin Kimpinski, Enbridge Gas Inc.

\\ca0215-ppt\ss01\work\_group\01609\active\160951588\03\_data\gis\_cad\gis\lax\lax\consultation\news\paper\160951588\_Fig1\_StudyArea\_Rev1242025\_9:55:AM\_by\_imoalemi

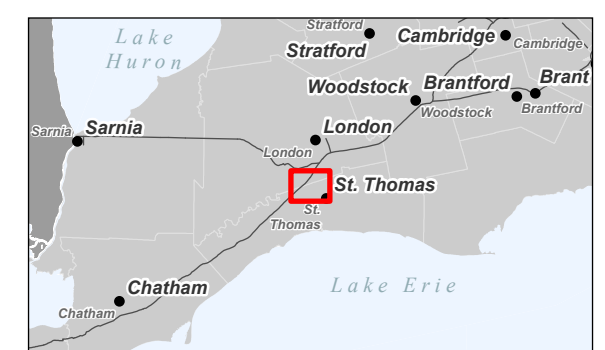


**Legend**

- Study Area
- Start
- End
- Preliminary Preferred Route
- Alternate Route 1
- Alternate Route 2
- Alternate Route 3
- Expressway / Highway
- Major Road
- Minor Road
- Railway
- Hydro Line
- UT- Unknown Transmission Line
- Watercourse (Intermittent)
- Watercourse (Permanent)
- Constructed Drain
- Municipal Boundary - Upper Tier
- Municipal Boundary - Lower Tier
- Waterbody
- Wooded Area



- Notes**
1. Coordinate System: NAD 1983 UTM Zone 17N
  2. Contains information licensed under the Open Government Licence - Canada.



Project Location: COUNTY OF ELGIN  
 Prepared by imoalemi on 2025-01-29  
 Technical Review by SPE on 2025-01-22

Client/Project: ENBRIDGE GAS INC. SOUTHWOLD PIPELINE PROJECT

Figure No. **1**  
 Title **Study Area**

DRAFT

DRAFT



4800 SOUTH SERVICE RD  
BEAMSVILLE, ON L0R 1B1

905-563-8205

February 4, 2025

Director of  
Corporate  
Services/Treasurer  
is asking Council to  
reconsider  
supporting this  
resolution

SENT VIA EMAIL: [clerks@aurora.ca](mailto:clerks@aurora.ca)

Town of Aurora  
Mayor Tom Mrakas  
100 John West Way  
Aurora, ON  
L4G 6J1

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

Please be advised that Council of the Corporation of the Town of Lincoln at its Council Meeting held on February 3, 2025, endorsed correspondence from the Town of Aurora dated November 5, 2024, regarding Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding, with the following motion:

Resolution Number: RC-2025-04

Moved by: Councillor Greg Reimer Seconded by: Councillor J.D. Pachereva

That Council support and endorse the resolution as amended within the correspondence received regarding the request for the redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure funding.

**CARRIED AS AMENDED**

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with **respective** municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to **respective** municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to **respective** municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow **respective** municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents.

1. Now Therefore Be It Hereby Resolved That Town of Lincoln Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to **respective** municipalities; and
2. Be It Further Resolved That Town of Lincoln Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to **respective** municipalities; and
3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to **respective** municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
5. Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

If you require any additional information, please do not hesitate to contact the undersigned.

Regards,

[REDACTED]  
Julie Kirkelos

Town Clerk

[jkirkelos@lincoln.ca](mailto:jkirkelos@lincoln.ca)

JK/dp

- c.c. Prime Minister of Canada
- Premier of Ontario
- Minister of Finance
- Minister of Municipal Affairs and Housing
- Niagara Area MPs and MPPs
- All Ontario municipalities
- Federation of Canadian Municipalities (FCM)
- Association of Municipalities of Ontario (AMO)



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora

## Member Motion

Mayor's Office

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**Re: Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding**

**To:** Members of Council

**From:** Mayor Tom Mrakas

**Date:** November 5, 2024

---

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

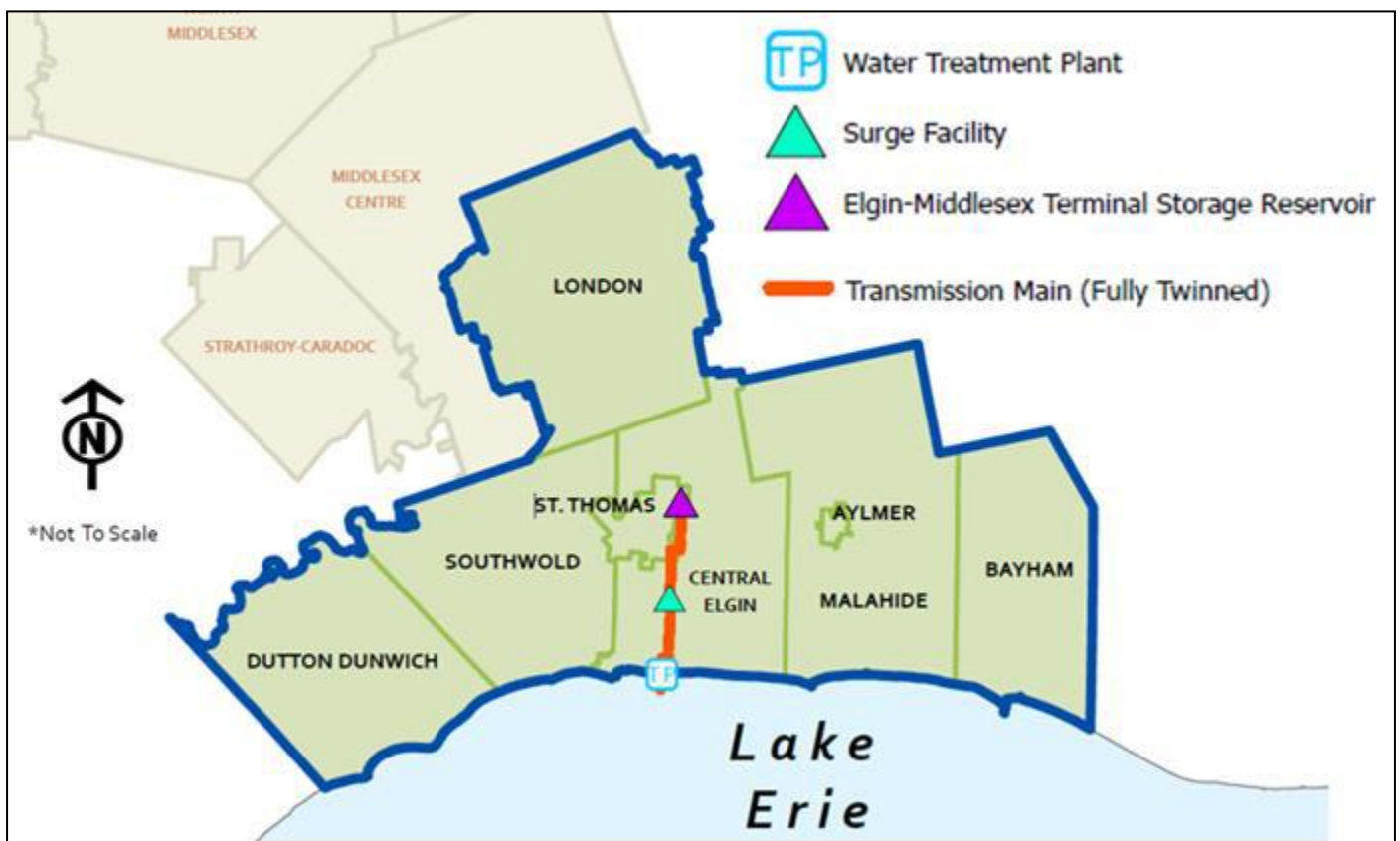
Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

1. Now Therefore Be It Hereby Resolved That Aurora Town Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

2. Be It Further Resolved That Aurora Town Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
5. Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

**Elgin Area Primary Water Supply System  
Master Plan  
Notice of Study Commencement**

The Elgin Area Primary Water Supply System (EAPWSS), through its consultant AECOM has initiated a Municipal Class Environmental Assessment (MCEA) Master Plan study to develop and assess a range of water servicing strategies to accommodate near, mid and long-term future growth, while maintaining the reliability and sustainability of the utility. See Map for existing infrastructure and member municipalities.



This MCEA Master Plan Study will document existing conditions, water demand forecasts, water modelling, and engage key stakeholders, the general public and Indigenous Communities and provide recommendations for the regional water system to address system growth and infrastructure needs to maintain levels of service.

**The Process**

This study will be completed in accordance with the Ontario Environmental Assessment Act and will follow Approach #1 of the Municipal Engineers Association Municipal Class EA (as amended in 2020) Master Planning process. At the conclusion of the study, a suite of recommended water projects will be identified including the MCEA Schedule (Exempt, Schedule B or C) for any regional water supply system project(s). This Master Plan will be completed at a broad level of assessment,

therefore requiring more detailed investigations at project specific level for any recommended Schedule B or C projects.

The EAPWSS invites anyone with an interest in the study to have an opportunity to provide feedback and help inform the decision-making process. A Virtual Public Information Centre (PIC) will be held in June 2025, to introduce the study, present existing conditions, the alternative servicing strategies, evaluation criteria, and the recommended servicing strategies including the associated water projects and schedule. Invitation notices to the PIC will be emailed to those on the mailing list and will be posted on the Project Webpage:

<https://www.huronelginwater.ca/elgin-area-water-supply-system-master-plan/>

For more information or if you want to be placed on our mailing list for updates, please contact us at:

**Marcy McKillop, P.Eng**

Environmental Services Engineer  
Regional Water Supply  
Lake Huron and Elgin Area Primary Water  
Supply Systems  
235 North Centre Road, Suite 200  
London ON, N5X 4E7  
Tel: 519-930-3505 x4976  
Email: [mmckillop@huronelginwater.ca](mailto:mmckillop@huronelginwater.ca)

**Paul Adams, CPT**

Environmental Planner,  
AECOM Canada ULC.  
250 York Street, Suite 410  
London ON, N6A 6K2  
Tel: 519-636-6448  
Email: [paul.adams2@aecom.com](mailto:paul.adams2@aecom.com)

The personal information submitted in relation to this Master Plan is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be reviewed to provide subsequent Master Plan study development, communications and events. With the exception of personal information, all comments will form part of the public record for this Master Plan in accordance with the Municipal Class Environmental Assessment, which is a planning process approved under Ontario's *Environmental Assessment Act*.

Questions about this collection should be addressed to Marcy McKillop, Environmental Services Engineer at 235 North Centre Road, Suite 200, London, ON N5X 4E7. Tel: 519-930-3505 ext. 4976, email: [mmckillop@huronelginwater.ca](mailto:mmckillop@huronelginwater.ca)

# The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**  
**35663 Fingal Line**  
**Fingal, ON N0L 1K0**  
**Phone: 519-769-2010**  
**Fax: 519-769-2837**  
[communications@southwold.ca](mailto:communications@southwold.ca)

Name of Event: <b>PRODUCTION OF Play "BLUE SIDE JP" BY LEN CUTLER</b>	
Name of Group or Organization: <b>FRIDGE DOOR LIVE THEATRE COMPANY</b>	
Primary & Secondary Contact Person: <b>LEN CUTLER</b>	Purpose of Event: <b>LIVE THEATRE FOR COMMUNITY</b>
Contact Address: [REDACTED]	Postal Code: <b>N0L 1W0</b>
Phone # Primary / Secondary: [REDACTED]	Email / Website: [REDACTED]
Not for Profit # or Charitable Organization Registration #: [REDACTED]	<b>85180.8907 NFP BIZ #. UNDER CHARITY STATUS 89656847 RR0001</b>
<b>Activity or Event Information</b>	
Fees to be Waived (ie: facility rental):	<b>KEYSTONE COMPLEX. RENTAL.</b>
Date and Times:	<b>JUNE 3, 2025 IN ADDITION TO JUNE 4, 5 APPROVED.</b>
Number of People expected:	<b>FOR SET UP USE.</b>
Admission Fee: (if applicable):	<b>—</b>
Will food be served?	<b>—</b>
Will alcohol be served?	<b>—</b>

## Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?	<p> <b>Fridge Door Live Theatre Company will bring a live professional level theatre production to the Township of Southwold for a third year in a row to bring people together to share an experience through a performance about culturally relevant themes and issues. FDLTC's mission is to influence, inform and inspire.</b> </p>
---	---

# The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**  
35663 Fingal Line  
Fingal, ON NOL 1K0  
Phone: 519-769-2010  
Fax: 519-769-2837  
[communications@southwold.ca](mailto:communications@southwold.ca)

Please describe the projected social, cultural, economic and environmental impact that the activity or event will have on the Township and its residents.

The Live Theatre production will contribute to the performing arts opportunities available to the community. It will draw audience members from surrounding communities providing awareness of the growing community of Southwold. It provides thought provoking conversation and creates volunteer opportunities in the arts.

What will the impact on the activity or event be if the fee is **not** waived?

The sustainability of producing new work and investing into performing artists requires the support of communities. Future productions are affected, limited or unattainable without the kind support of local organizations. Waiving facility fees keeps expenses manageable.

Are you seeking funding from any other sources (fundraising, grants, sponsorships, etc.)?

Grants have been provided for the Strathroy event. Trillium Insurance has provided some funding towards the production.

What features will you have in place to ensure that your event is accessible to all residents (residents with disabilities)?

Providing designated space for wheelchair seating.

**Deadline for submission is November 15, for events being held the following year.**

## The Township of Southwold Waiving of Facilities Fees Application Form



**Township of Southwold**  
**35663 Fingal Line**  
**Fingal, ON NOL 1K0**  
**Phone: 519-769-2010**  
**Fax: 519-769-2837**  
[communications@southwold.ca](mailto:communications@southwold.ca)

The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged by the Township related to the delivery or presentation of festivals or events which offers an inclusive experience to a wide range of participants.

An approval of waived fees by Council, does not guarantee the availability of a reservation.

Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

### Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

### Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,  
 Attention: Community Services & Communications Clerk  
 35663 Fingal Line  
 Fingal, ON NOL 1K0  
 Fax: 519-769-2837

or by email: [communications@southwold.ca](mailto:communications@southwold.ca)

### Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

<b>Name:</b>	<i>Ken Curran</i>	<b>Title:</b>	<i>DIRECTOR</i>
<b>Signature:</b>		<b>Date:</b>	<i>FEB. 19/25</i>

9/5.2



THE CORPORATION OF THE TOWN OF PARRY SOUND  
RESOLUTION IN COUNCIL

NO. 2025 - 018

DIVISION LIST

YES NO

DATE: February 18, 2025

- Councillor **G. ASHFORD**
- Councillor **J. BELESKEY**
- Councillor **P. BORNEMAN**
- Councillor **B. KEITH**
- Councillor **D. McCANN**
- Councillor **C. McDONALD**
- Mayor **J. McGARVEY**

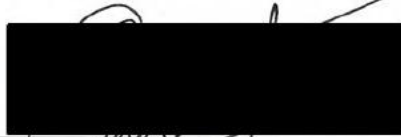
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____

MOVED BY:

SECONDED BY:

CARRIED:        DEFEATED:        Postponed to:       

Whereas United States President Donald Trump, issued executive orders to impose tariffs on imports from Canada effective March 12, 2025; and  
 Whereas these tariffs will have a significant detrimental impact on the economic stability in both countries; and  
 Whereas federal and provincial leaders are encouraging Canadians to buy Canadian; and  
 Whereas municipalities have significant purchasing power through capital and infrastructure programs; and  
 Whereas according to data from the Association of Municipalities of Ontario, Ontario municipalities are expected to spend \$250 to \$290 billion on infrastructure in the next 10 years; and  
 Whereas municipalities have traditionally been prevented by trade agreements and legislation from giving preference to the purchase of Canadian products and services; and  
 Whereas municipalities can assist in the effort to combat tariffs and support businesses in the procurement for capital and infrastructure programs;  
 Now therefore be it resolved that the Council of the Town of Parry Sound endorse the federal and provincial call to action to buy Canadian where and when possible; and  
 That the federal and provincial governments work with municipalities on measures to protect Canadian consumers and businesses; and  
 That Council call on the federal and provincial government to remove any impediments to municipalities preferring to engage Canadian companies for capital projects and supplies when appropriate and feasible; and  
 That this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities and all Ontario municipalities.

  
 \_\_\_\_\_  
 Mayor **Jamie McGarvey**



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

### **BY-LAW NO. 2025-12**

#### **Being a By-law to Amend By-law No. 2011-14**

**WHEREAS** under Section 34 of the Planning Act, R.S.O. 1990, c. P. 13, authorizes municipalities to pass and amend zoning by-laws governing the use of land, buildings and structures;

**AND WHEREAS** the requirements for the giving notice and the holding of a public meeting of a zoning by-law amendment have been met;

**AND WHEREAS** the Council of the Corporation of the Township of Southwold deems it advisable to amend By-law 2011-14, being the Zoning By-law of the Township of Southwold;

#### **THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD HEREBY ENACTS AS FOLLOWS:**

1. **THAT:** Schedule 'A', Map 15 of By-Law No. 2011-14, as amended, is hereby amended by changing from Residential 1 (R1) Zone to Residential 1 Special Provision 39 (R1-39) Zone those lands outlined in heavy solid lines and filled with hatching on Schedule 'A' attached hereto and forming part of this By-law on lands legally described as Concession North of North Branch of Talbot Road (NNBTR) South Part of Lots 34 and 35, Geographic Township of Southwold, Elgin County.
2. **THAT:** Subsection 8.4 of By-law 2011-14, as amended, is hereby amended by adding the following Special Provision:

**" (am) R1-39 As shown on Schedule A, Map No. 15**

- (i) Permitted Uses

Notwithstanding the provisions of Section 3.13, A home-occupation relating to a dog grooming business may be permitted in an accessory structure.

(ii) Additional Zone Requirements

1. The home occupation (dog grooming business) is limited to a maximum floor area of 100 m<sup>2</sup> (1,076 ft<sup>2</sup>)
  2. No Boarding of animals is permitted on the premises;
  3. The home occupation shall not employ more than two people who do not reside in the dwelling unit located on the same lot as the accessory structure, being the site of the home occupation;
  4. A limit of 2 employee parking spaces may be permitted located at minimum 3.0 m setback from the front lot line;
  5. All other applicable provisions of Section 3.13 continue to apply."
3. **THAT:** this By-law shall come into force pursuant to Section 34(2) of the Planning Act, RSO 1990.

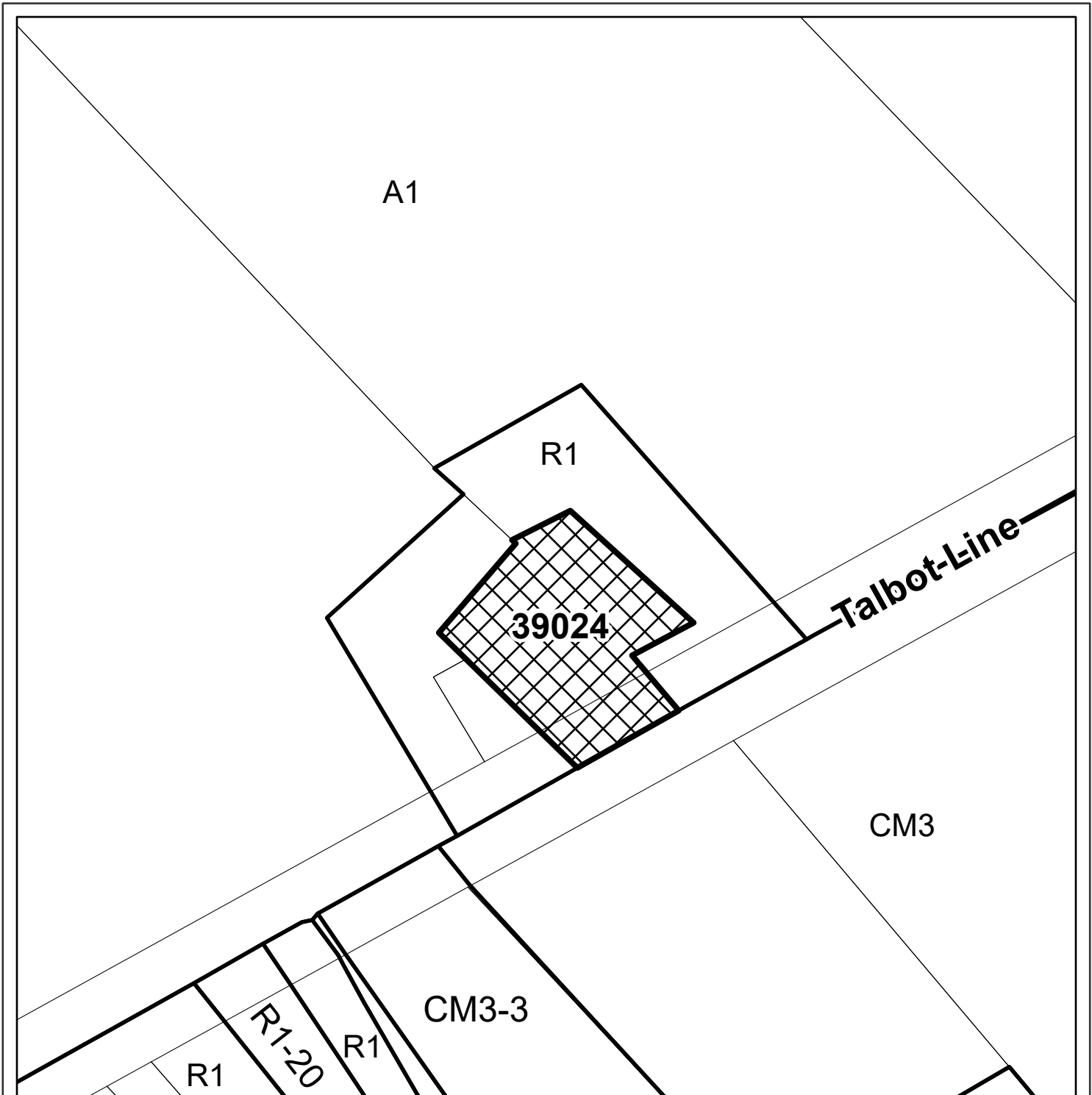
**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 24<sup>th</sup> DAY OF FEBRUARY 2025.**

---

Mayor  
Grant Jones

---

CAO/Clerk  
Jeff Carswell



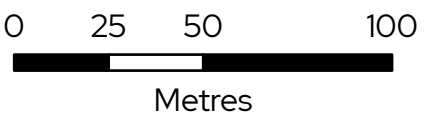
Change from Residential 1 (R1)  
Zone to Residential 1 Special  
Provision-39 (R1-39) Zone

This is Schedule "A" to By-law No. 2025-12  
passed on the 24th day of February, 2025.

**MAYOR**

**C.A.O./CLERK**

TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE 'A' MAP 15





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

### **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.**

**WHEREAS** the Line Fences Act, .S.O 1990, c. 17, s. 2, as amended, requires that the Council of every local municipality shall by by-law appoint such number of fence-viewers as are required to carry out the provisions of this Act and the by-law shall fix the remuneration to be paid to the fence-viewers and the remuneration may be fixed on an hourly or daily rate or a rate for each attendance or re-attendance by the fence-viewers;

**AND WHEREAS** the Protection of Livestock and Poultry Act, R.S.O. 1990, c. L.24, s. 4 (1), as amended, requires that the council of every local municipality shall appoint one or more persons as valuers of livestock and poultry for the purposes of this Act;

**AND WHEREAS** the Municipal Act, S.O. 2001, Chapter 25, S.11(1), as amended, confers broad authority to municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

**AND WHEREAS** the Township of Southwold is a member of various bodies and organizations to which it appoints members;

**AND WHEREAS** the Township of Southwold has established a variety of Committees to carry out programs and make recommendations to Council;

#### **NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD HEREBY ENACTS AS FOLLOWS:**

1. THAT the following persons are hereby appointed as Fence Viewers for the Township of Southwold;

Roger McMullen, Ryan McLeod, Andy Davie

2. THAT the remuneration for Fence Viewers be set at a rate of \$60 for each attendance up to a maximum of two hours, and then \$60 for each hour thereafter, plus mileage:
3. THAT the fee to the applicant is set at \$180 (which represents \$60/fence viewer x 3) for each authorized attendance up to a maximum of 2 hrs + mileage, and then \$180 for every hour thereafter plus all administrative costs associated with the request.
4. THAT the following person are hereby appointed as Livestock Evaluator for the Township of Southwold;

Julian Brown

5. THAT the remuneration be set at a rate of \$50 per attendance plus mileage;
6. THAT the Members of Council for the Township of Southwold are hereby appointed to the following Boards and Committees:
  - a. Elgin Area Primary Water Supply System Joint Board of Management  
Councillor John Adzija
  - b. St. Thomas Area Secondary Water Supply System Joint Board of Management  
Deputy Mayor Justin Pennings                      Alternate: Councillor John Adzija
  - c. Kettle Creek Conservation Authority  
Mayor Grant Jones
  - d. Green Lane Landfill Public Liaison Committee  
Councillor Scott Fellows
  - e. Lower Thames Valley Conservation Authority  
Councillor Sarah Emons
  - f. Southwold Community Policing Association  
Councillor Scott Fellows
  - g. Green Lane Community Trust Fund – Board of Directors  
Mayor Grant Jones    Deputy Mayor Justin Pennings  
Councillor Sarah Emons

7. THAT the following members of Council, ratepayers and staff are hereby appointed to Township Committees as follows:

a. Canada Day Committee

Councillor John Adzija	Lizeanne Kerkvliet
Melissa Day	Stacy Danielson
Severn Day	

b. Parks Committee

Deputy Mayor Justin Pennings	Councillor Scott Fellows
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Janice Fisher, Talbotville Member- at- Large  
Ruth Quenville, Talbotville Optimist Club  
Krista Ferguson, Talbotville Ladies Soccer  
Michelle Lackey, Shedden Adult Soccer  
Steve Bushell, Shedden Youth Soccer  
Ross Burgar, Fingal Heritage Park  
Lisa Bradish, Alternate Talbotville Ladies Soccer  
Jesse Walker, Alternate Shedden Soccer  
\*Staff Resources – Community Services and Communication Clerk, Parks and Facilities Operator

c. Shedden Recreation & Keystone Complex Committee

Councillor John Adzija	Councillor Scott Fellows
Shirley Longhurst - Fair Board	Don Miller - Fair Board
John Coleman – Ice Pad	
Jim Carder – Optimist Club of Fingal-Shedden & District (Alt. Bill Carder)	
Sandy Annett – Rosy Rhubarb (Alt. Keith Orchard)	
Brian Rieger - Shedden Tractor Pull (Alt. Bob Cummings)	
Lindsay Lackey – Shedden Soccer (Alt. Jesse Walker)	
Tiffany Duskocy – Triple C Saddle Club (Alt. Joanne Fisher)	

\*Staff Resource - Community Services & Communications Clerk

d. Southwold War Memorial Committee

Councillor Sarah Emons	Rev. John Brown
Bill Aarts	Len Lynch
Rev. Diane Macpherson	Gayle Bogart
Karen Lynch	Leah Morise

\* Staff Resource – Deputy Treasurer

- e. Southwold Economic Development Committee  
Deputy Mayor Justin Pennings                      Councillor John Adzija  
Barry Harrison    Michele Hoffsuemmer  
Steve Bushell  
\*Representative from Elgin Business Resource Centre  
\*Representative from County of Elgin Economic Development  
\* Staff-Resources – CAO/Clerk and Director of Infrastructure and  
Development Services
  
- f. Communities in Bloom  
Mayor Grant Jones    Karen Graff  
Shelley Smith    Christine McArthur  
Cathy Koyle    Jo-Anne Cummings-Stinson  
Dave Nichols    Harvey Graff  
Shannan Worotny     Shirley Lorch  
\*Staff Resource – Deputy Clerk
  
- g. History Committee  
Deputy Mayor Pennings                                      Councillor Scott Fellows  
Ross Burgar    Pat Temple  
Mary Clutterbuck    Perry Clutterbuck  
Karen Collard    Janice Fisher  
Luella Monteith  
\*Staff Resource – Director of Infrastructure and Development Services
  
- h. Family Day Committee  
Councillor John Adzija                                        Councillor Scott Fellows  
Abi Drewitt    Joe McKinnon  
Jane Cox     Darlene Wadsworth  
Lizeanne Kerkvliet    Darryl Adams  
Scott Young  
\*Staff Resource – Accounting Clerk
  
- i. Southwold Young at Heart Committee  
Councillor Sarah Emons  
Deb Logghe     Karen Olmstead  
Mary-Lou Jones     Trudy Kanellis  
Karen Auckland     Alan Bogart  
Ida Martin    Sharon Hinz  
\*Staff Resource – Deputy Clerk

j. Zero Waste Committee

Councillor Sarah Emons

Shannon Lynch

Niki Pennings

Andrea Kerkvliet

Richard Andrews

Jess Andrews

\*Staff Resource - Community Services & Communications Clerk

k. Talbotville Station Technical Advisory Committee

Mayor Grant Jones

Jeff McArthur

Rene Coenen

Deputy Mayor Justin Pennings

Barry Smith

Steve Van Maanen

\*Staff Resource - Fire Services Coordinator

Director of Infrastructure and Development Services  
CAO/Clerk

l. Southwold 175 Planning Committee

Mayor Grant Jones

Bill Aarts

Chris Cirella

Councillor Sarah Emons

Sofia Sinclair-Jones

\*Staff Resource - Deputy Clerk

\* denotes Non-Voting Members

m. In order to qualify as an appointed member of a Committee of Council, applicants shall;

i. Be a Canadian citizen

ii. Be at least 18 years old

iii. Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law

n. In the event of a vacancy, the Committee of Council will recruit replacement members and recommend appointments to be made by Council.

o. Upon acceptance of an application the Municipal Clerk shall notify the applicant(s) and Committee or Board that the position has been filled. The Committee Appointment by-law shall be updated accordingly.

8. The term of office for all volunteer appointments shall be for the term of Council unless terminated sooner by a resolution of Council and unless otherwise prohibited. Volunteer members may be reappointed by resolution of Council to

the following term. All members including volunteer and Council members will remain in office until their respective successors are appointed by Council. Council member appointments shall be reviewed at the end of two (2) years.

9. The Council Appointee or Chair of each Committee shall ensure that minutes of each meeting are provided to the Clerk to be circulated to Council.
  
10. Committee Terms of Reference
  - a. That the "Township of Southwold Committee Structure - Terms of Reference - General" shall form Schedule "A" to this by-law.
  - b. That Schedule "B", Terms of Reference, Southwold Economic Development Committee, shall form part of this by-law.
  - c. That Schedule "C", Terms of Reference, Southwold Young at Heart Committee, shall form part of this by-law.
  - d. That Schedule "D", Terms of Reference, Southwold Zero Waste Committee, shall form part of this by-law.
  - e. That Schedule "E", Terms of Reference, Talbotville Station Technical Advisory Committee, shall form part of this by-law.
  - f. That Schedule "F", Terms of Reference, Southwold 175 Planning Committee, shall form part of this by-law
  
11. That by-law 2024-13 is hereby repealed in its entirety and any Bylaws that are inconsistent with the provisions found in this By-Law be and are hereby repealed.
  
12. That Council may make additional appointments to the committees by resolution.
  
13. This by-law shall come into force and take effect upon the final reading thereof.
  
14. If mileage for attending a meeting outside of Elgin County or City of London is not paid for by the associated organization, then mileage would be reimbursed in accordance with the Township of Southwold current policy.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 24<sup>th</sup> DAY OF FEBRUARY , 2025.**

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Mayor  
Grant Jones

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CAO/Clerk

Jeff Carswell



**Schedule "A" to By-Law No. 2025-13**

**TOWNSHIP OF SOUTHWOLD  
COMMITTEE STRUCTURE**

TERMS OF REFERENCE - GENERAL

**1. NAME**

The Committees of Council shall be established and named as follows:

- (a) Canada Day Committee
- (b) Parks Committee
- (c) Shedden Recreation & Keystone Complex Committee
- (d) Southwold War Memorial Committee
- (e) Communities in Bloom
- (f) Southwold History Committee
- (g) Family Day Committee
- (h) Other Committees and Sub-committees appointed from time to time by recommendation of Council.

The Terms of Reference shall apply to all Committees of Council where applicable.

**2. STATEMENT OF PURPOSE**

To make recommendations to Council for the operation of the Township.

To make recommendations to Council for the operation of the appropriate department.

### 3. OBJECTIVES

The Committee should be established to recommend to Council regarding the operation of the area of responsibility for which the Committee has responsibility. This will help to ensure an efficient operation of the department.

### 4. ROLE OF THE COMMITTEE

To make recommendations to Administrative Staff and Council for the operation of the various departments of the Township.

- i) Parks Committee and Shedden Recreation and Keystone Complex Committee shall be responsible for the following:
  - (a) To assist Council with identifying recreational needs with the community and recommending programs to fulfill these needs;
  - (b) Monitor recreational activities and report on all activities through the minutes of their meeting;
  - (c) The Committee with the assistance of members and volunteer will undertake and promote fundraising and donation programs to the best of their ability. Such programs may be for general operating assistance or special programs /capital projects approved by Council;
  - (d) Prepare and submit a recommended proposed annual operating and capital budget;
  - (e) Recommend to Council the appointments of Committee Members and the formation and make up of any Sub Committee;
  - (f) Provide minutes of the Committee meetings to be circulated to Council for their review in a timely manner.
  
- ii) Canada Day Committee
  - (a) To organize on behalf of Council the annual Canada Day celebrations;
  - (b) To work with other groups and volunteers to organize the Canada Day activities;
  - (c) To provide Council with the minutes of the Committee meetings to be circulated and review by Council in a timely manner.
  
- iii) Southwold War Memorial Committee
  - (a) To organize on behalf of Council the annual Remembrance Day Ceremony;
  - (b) To provide Council with the minutes of the Committee meetings to be circulated and reviewed by Council in a timely manner.

- iv) Communities in Bloom
  - (a) To maintain the sign flower and step boxes around the Township
  - (b) Annual plant sale
  - (c) To provide Council with the minutes of the Committee meetings to be circulated and reviewed by Council in a timely manner
  
- v) Southwold History Committee
  - (a) To document, preserve and promote the history of the Township of Southwold
  - (b) To provide Council with the minutes of the Committee meetings to be circulated and reviewed by Council in a timely manner
  
- vi) Family Day Committee
  - (a) Plan the annual Southwold Winterfest event
  - (b) Prepare and submit a proposal for the annual operating budget requirements for the Winterfest Event
  - (c) To provide Council with the minutes of the Committee meetings to be circulated and reviewed by Council in a timely manner

## **5. MEETING FREQUENCY AND LOCATION OF MEETINGS**

Meetings will be held on a monthly basis and/or as needed basis, or as called by the Chair of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairman or at the request of two Committee members.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

## **6. VOTING**

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairman. A majority vote of the members present will be used to reach a decision.

**7. MEMBERSHIP**

The Committees of Council shall be comprised of the following members appointed by Council:

(a) **Voting Members appointed for the term of Council:**

- Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);
- Minimum of four (4) to a maximum of ten (10) volunteer members from the Township of Southwold at large, representing interest in recreational activities and facility management.

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council.

(b) **Non-Voting members:**

- The Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

**8. QUALIFICATIONS**

In order to qualify as an appointed member of Committee applicants shall;

- Be a Canadian citizen
- Be at least 18 years old
- Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law

**9. VACANCIES**

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

**10. ESTABLISHMENT OF SUB-COMMITTEES**

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council*. Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

**11. HIRING OF EMPLOYEES/CONTRACTORS**

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

**12. QUORUM**

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within thirty (30) minutes of the scheduled time for the meeting, the Chairman will re-schedule the meeting date. Members are urged to call the Chairperson and advise of any regrets.

**13. OFFICERS**

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairman (2) Vice-Chairman and (3) Secretary, if required.

**14. DUTIES OF OFFICERS****Chairman**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

**Vice Chairman**

- ✓ Act in the capacity of the Chairman in his/her absence

**Secretary, if required**

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairman
- ✓ Keep a current list of members and an attendance record

- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairman prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

**Members**

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to call the Chairman or Secretary and advise of any regrets

**Absentee Members**

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended replacement for the remainder of the term.

**Alternates**

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by Council for that meeting.

**New Members**

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

**Volunteers**

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for

general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

## **15. AUTHORITY**

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.



**Schedule "B" to By-Law No. 2025-13**

**TOWNSHIP OF SOUTHWOLD**

TERMS OF REFERENCE

Southwold Economic Development Committee

---

**1. NAME**

The following Committee of Council shall be established and named as follows:

- (a) Southwold Economic Development Committee

**2. STATEMENT OF PURPOSE**

To identify, develop and evaluate potential economic development opportunities that will ultimately improve the stability of the Township's tax base and bring jobs to this Township.

**3. OBJECTIVES**

To identify new industrial and residential housing development possibilities, promote tourism, large and small business opportunities, agricultural businesses, and other appropriate economic development opportunities. To evaluate these opportunities and bring them to Council for consideration.

**4. ROLE OF THE COMMITTEE**

- (a) Development and implementation of an appropriate action plan;
- (b) Development of a cost effective marketing program to promote Southwold Township;
- (c) Monitor all economic development activities within Southwold Township;
- (d) Prepare and submit a proposal for annual operating budget requirements including long term capital projects for Councils' consideration and approval annually as required. The Committee will monitor the budget throughout the year;
- (e) Identify all potential funding sources;

- (f) Identify any potential for shared responsibilities/cost/revenue with our municipal neighbours;
- (h) Develop effectiveness measurement plan;
- (i) Oversee development and implementation of the Township's Sustainability Plan;
- (j) Identify projects that will help diversify our economic base and explore new projects that will support and lead to new economic growth;
- (k) Work in conjunction on joint initiatives when possible with representatives from the Elgin County Economic Development Department;
- (i) To recommend the formation of Subcommittee to Council.



**Schedule "C" to By-Law No. 2025-13**

**TOWNSHIP OF SOUTHWOLD**

TERMS OF REFERENCE

Southwold Young at Heart Committee

---

**1. NAME**

The Committee of Council shall be established and named as follows:

(a) Southwold Young at Heart Committee

The Terms of Reference shall apply to the Southwold Young at Heart Committee, as applicable.

**2. STATEMENT OF PURPOSE**

To make recommendations to Council for the engagement of all Township seniors as it relates to all matter of interest to this age group.

To make recommendations to Council in meeting the Strategic Plan Goal of promotion and supporting participation in cultural, recreational, social and good health activities for seniors in the Township.

**3. OBJECTIVES**

The Committee should be established to recommend senior's engagement in recreation, social and cultural activities and promoting senior's activities in the community.

#### **4. ROLE OF THE COMMITTEE**

To make recommendations to Administrative Staff and Council on the following for the Township:

Southwold Young at Heart Committee shall be responsible for the following:

- (a) Creation of strategies to support senior's Active Living engagement throughout the entire municipality.
- (b) Recommend the types of activities, the frequency, and the location of these activities.
- (c) Recommend operational and financing responsibilities for senior's activity programs.
- (d) Recommend participation requirements/membership structures for activities designed for seniors.
- (e) Provide input and suggestions on special guest speakers and topics for education.
- (f) Act as a hub/centralized source for dissemination of information on issues (i.e. use of social media, home security, affordable housing, etc.) pertinent to seniors in the municipality.
- (g) Providing Council with the minutes of the Committee meetings to be approved by Council in a timely manner.

#### **5. MEETING FREQUENCY AND LOCATION OF MEETINGS**

Meetings will be held on a monthly basis and/or as needed basis at the Township of Southwold Fingal Office's Council Chambers, or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

**6. VOTING**

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson. A majority vote of the members present will be used to reach a decision.

**7. MEMBERSHIP**

The Committees of Council shall be comprised of the following members appointed by Council:

- (a) **Voting Members appointed for the term of Council:**
  - (c) Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);
  - (d) Minimum of four (4) to a maximum of 8 (8) volunteer members from the community consisting of the following regional community representation, if available:
    - a. Member from Shedden Area
    - b. Member from Fingal Area
    - c. Member from Talbotville Area
    - d. Member from Boxall Area
    - e. Member from Frome Area
    - f. Member from Ferndale Area
    - g. Member from Lawrence Station Area
    - h. Member from Paynes Mills Area

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee.

(b) **Non-Voting members:**

- The Deputy Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

**8. QUALIFICATIONS**

In order to qualify as an appointed volunteer Community member, Committee applicants shall;

- Be a Canadian citizen
- Be at least 55 years old
- Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law
- Reside or own property within the Township of Southwold.

**i. VACANCIES**

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

**10. ESTABLISHMENT OF SUB-COMMITTEES**

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council.*

Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

**11. HIRING OF EMPLOYEES/CONTRACTORS**

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

**12. QUORUM**

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within twenty (20) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to call the Chairperson and advise of any regrets.

**13. OFFICERS**

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairperson (2) Vice-Chairperson and (3) Directors, if required.

**14. DUTIES OF OFFICERS****Chairperson**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

**Vice Chairperson**

- ✓ Act in the capacity of the Chairperson in his/her absence

**Secretary (Staff Resource)**

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up

- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

**Directors**

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to call the Chairperson or Secretary and advise of any regrets

**Absentee Members**

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended replacement for the remainder of the term.

**Alternates**

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by Council for that meeting.

**New Members**

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

**Volunteers**

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of

participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

## **15. AUTHORITY**

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

## **16. DISSOLUTION**

The dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate
- c) Resolution of issues
- d) Legislative requirement no longer exists
- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report
- i) Recommendation by Council

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
- b) Thank you letters on behalf of Council will be sent to committee members
- c) Relevant staff members will be informed;
- d) Council will be informed via correspondence from the Committee Chairperson



**Schedule "D" to By-Law No. 2025-13**

**TOWNSHIP OF SOUTHWOLD**

TERMS OF REFERENCE

Southwold Zero Waste Committee

---

**1. NAME**

The Committee of Council shall be established and named as follows:

(a) Southwold Zero Waste Committee

The Terms of Reference shall apply to the Southwold Zero Waste Committee, as applicable.

**2. STATEMENT OF PURPOSE**

To make recommendations to Council to maximize diversion from landfill facilities and actively promote waste prevention and reduction in the Township of Southwold.

To make recommendations to Council on resolutions, policies, and action items to reduce waste and increase diversion.

To make recommendations to Council on policies aimed at meeting the Strategic Plan Goal of investigating progressive waste management solutions and cost evaluations of diverse programs and service levels.

To support education and public awareness campaigns within the municipality that support the overall broader goal achieving zero waste in the community.

### 3. **OBJECTIVES**

The Committee should be established to recommend strategies of improved waste reduction in the municipality.

### 4. **ROLE OF THE COMMITTEE**

To make recommendations to Administrative Staff and Council on the following for the Township:

Southwold Zero Waste Committee shall be responsible for the following:

1. Drafting different strategies to support sustainable community events.
- (b) Supporting community outreach efforts including public education and social media campaigns to promote waste reduction and waste diversion.
- (c) Encouraging collaboration between community groups and consultation on waste/recycling/organics and different service level options for waste collection and disposal. Supporting providing comment on Township waste collections and disposal contracts.
- (d) Making suggestions on ways to support municipal transition to less waste.
- (e) Researching and identifying infrastructure needs in the municipality to support waste reduction goals.
- (f) Providing support to community groups and committees to encourage waste reduction.
- (g) Developing policies for administration and council consideration for:
  - a. Green Meetings
  - b. Single Use Plastic Use at Municipal Facilities
  - c. Recycling at Municipal Facilities and in Municipal Parks
  - d. Waste Reduction at Municipal Facilities and Municipal Parks
  - e. Greening Community Events
- (h) Working to fundraise and provide budget advice for waste reduction initiatives.
- (i) Providing Council with the minutes of the Committee meetings to be approved by Council in a timely manner.

**5. MEETING FREQUENCY AND LOCATION OF MEETINGS**

Meetings may be held on a monthly basis and/or as needed basis at the Township Municipal Office (35663 Fingal Line), or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

**6. VOTING**

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson, or as requested by a Committee member. A majority vote of the members present will be used to reach a decision.

**7. MEMBERSHIP**

The Committees of Council shall be comprised of the following members appointed by Council:

(a) **Voting Members appointed for the term of Council:**

Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);

Minimum of four (4) to a maximum of six (6) volunteer members from the general Southwold community, consisting of the following community representation, if available:

- Up to two (2) members of the general Southwold Community (preference for geographic balance on the Committee (i.e. one member each from Shedden, Talbotville, Fingal, North Port Stanley, Lawrence Station, etc.)
- Southwold Business Owner
- A member representing Southwold Youth (Southwold resident aged 13-25)
- A member representing Southwold Seniors (Southwold resident aged 65+)
- A standing member of a Township service club or community organization (i.e. Shedden Agricultural Society, Optimist Club, Minor Sports Organization, Rosy Rhubarb, etc.)

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee. Voting members means the same as directors in these Terms of Reference.

(a) **Non-Voting members:**

- The Community Services and Communication Clerk (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

## **8. QUALIFICATIONS**

In order to qualify as an appointed volunteer Community member, Committee applicants shall;

- Be a Canadian citizen
- Be at least 18 years old (except for the youth appointee)
- Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law
- Reside in, rent, or own property within the Township of Southwold.

a. **VACANCIES**

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

**10. ESTABLISHMENT OF SUB-COMMITTEES**

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council.* Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

**11. HIRING OF EMPLOYEES/CONTRACTORS**

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

**12. QUORUM**

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within twenty (20) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to contact the Chairperson and advise of any regrets.

**13. OFFICERS**

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairperson (2) Vice-Chairperson and (3) Directors, if required.

**14. DUTIES OF OFFICERS**

**Chairperson**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner

- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

**Vice Chairperson**

- ✓ Act in the capacity of the Chairperson in his/her absence

**Secretary (Staff Resource)**

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

**Directors**

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to contact the Chairperson or Secretary and advise of any regrets

**Absentee Members**

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended

replacement for the remainder of the term.

**Alternates**

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by the committee for that meeting.

**New Members**

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

**Volunteers**

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

**15. AUTHORITY**

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

**16. DISSOLUTION**

The dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate
- c) Resolution of issues
- d) Legislative requirement no longer exists
- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report
- i) Recommendation by Council

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
- b) Thank you letters on behalf of Council will be sent to committee members
- c) Relevant staff members will be informed;
- d) Council will be informed via correspondence from the Committee Chairperson



**Schedule "E" to By-Law No. 2025-13**

**TOWNSHIP OF SOUTHWOLD**

TERMS OF REFERENCE

Talbotville Station Technical Advisory Committee

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**1. NAME**

The Committee of Council shall be established and named as follows:

(a) Talbotville Station Technical Advisory Committee

The Terms of Reference shall apply to the Talbotville Station Technical Advisory Committee, as applicable.

**2. STATEMENT OF PURPOSE**

To ensure the Township receives a properly located, appropriately designed, and financially suitable building, that will serve the Fire Department for several decades.

**3. OBJECTIVES**

To ensure the Township receives a properly located, appropriately designed, and financially suitable building, that will serve the Fire Department for several decades.

**4. ROLE OF THE COMMITTEE**

To make recommendations to Council on the properly located, appropriately designed and financially suitable building, that will serve the Fire Department.

## **5. MEETING FREQUENCY AND LOCATION OF MEETINGS**

Meetings may be held on a monthly basis and/or as needed basis at the Shedden Fire Hall, or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

## **6. VOTING**

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson, or as requested by a Committee member. A majority vote of the members present will be used to reach a decision. In the event of a tied vote, the motion fails to pass.

## **7. MEMBERSHIP**

The Committees of Council shall be comprised of the following members appointed by Council:

### **a. Voting Members appointed for the term of Council:**

- (e) Fire Chief (Chair)
- (f) Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);
- (g) Minimum of (2) Talbotville Station Representatives
- (h) Member of the public from the Talbotville Settlement Area

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee. Voting members means the same as directors in these Terms of Reference.

**b. Non-Voting members:**

- The Fire Services Coordinator (or designate) of the Township may serve as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

**8. QUALIFICATIONS**

In order to qualify as an appointed member of the public, Committee applicants shall;

- Have Committee experience
- Reside or own property within the Talbotville Settlement Area, as defined in the Township of Southwold Official Plan, as amended.
- Has education in the following fields: engineering, architecture, construction technology, building design and/or equivalent.
- Has experience in large building construction, building design, municipal design and contracting, engineering etc.

**a. VACANCIES**

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

**10. ESTABLISHMENT OF SUB-COMMITTEES**

No anticipation of the establishment of sub-committees.

**11. HIRING OF EMPLOYEES/CONTRACTORS**

Hiring of all employees and/or contractors shall be the responsibility of the

Township of Southwold.

## 12. **QUORUM**

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within ten (10) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to contact the Chairperson and advise of any regrets.

## 13. **OFFICERS**

Council has established the committee with the following positions of (1) Chairperson and (5) Committee Members.

## 14. **DUTIES OF OFFICERS**

### **Chairperson**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

### **Secretary (Staff Resource)**

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
- ✓ Forward any invoices and receipts promptly to the Municipal Office as required

- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

**Committee Members**

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to contact the Chairperson or Secretary and advise of any regrets

**Absentee Members**

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended replacement for the remainder of the term.

**15. AUTHORITY**

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

**16. DISSOLUTION**

The dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate

- c) Resolution of issues
- d) Legislative requirement no longer exists
- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report
- i) Recommendation by Council

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
- b) Thank you letters on behalf of Council will be sent to committee members
- c) Relevant staff members will be informed;
- d) Council will be informed via correspondence from the Committee Chairperson



**Schedule "F" to By-Law No. 2025-13**

**TOWNSHIP OF SOUTHWOLD**

TERMS OF REFERENCE

Southwold 175 Planning Committee

**1. NAME**

The Committee of Council shall be established and named as follows:

(a) Southwold 175 Planning Committee

The Terms of Reference shall apply to the Southwold 175 Planning Committee, as applicable.

**2. STATEMENT OF PURPOSE**

To ensure the Township celebrates 175 years as a municipality.

**3. OBJECTIVES**

To plan and organize event (s) to celebrate the 175<sup>th</sup> anniversary of the Township of Southwold.

**4. ROLE OF THE COMMITTEE**

To make recommendations to Council on planned event(s) to commemorate the 175<sup>th</sup> anniversary of the Township of Southwold.

## 5. MEETING FREQUENCY AND LOCATION OF MEETINGS

Meetings may be held on a monthly basis and/or as needed basis at Council Chambers, Fingal, or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

## 6. VOTING

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson, or as requested by a Committee member. A majority vote of the members present will be used to reach a decision. In the event of a tied vote, the motion fails to pass.

## 7. MEMBERSHIP

The Committees of Council shall be comprised of the following members appointed by Council:

### a. **Voting Members appointed until December 31, 2025:**

- Mayor (Chair)
- One (1) additional member of Council
- Member of the Southwold History\*
- Member of the Southwold War Memorial Committee\*
- Community Member from Talbotville/Ferndale/Lynhurst area

- Community Member from Fingal/Shedden Area
- Rural Community Member
- \* If a member is elected who can mutually represent the History and War Memorial Committee, and additional community member representing Southwold at large can be appointed, so long as total voting membership does not exceed 7 members.

Unless otherwise prohibited, membership on the Committees shall be until December 31, 2025 unless terminated sooner by a resolution of Council. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee. Voting members means the same as directors in these Terms of Reference.

**b. Non-Voting members:**

- The Deputy Clerk (or designate) of the Township will serve as the primary Staff Resource person for this Committee, with the CAO/Clerk providing support as needed.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

**8. QUALIFICATIONS**

In order to qualify as an appointed member of the public, Committee applicants shall;

- Preferably, have previous Committee or local volunteer experience
- Reside or own property within the Township of Southwold
- Preferably have experience in large event planning

**9. VACANCIES**

In the event of a vacancy, either as a result of a resignation, the Committee will recruit replacement members and recommend appointments to be made by

Council.

**10. ESTABLISHMENT OF SUB-COMMITTEES**

No anticipation of the establishment of sub-committees.

**12. HIRING OF EMPLOYEES/CONTRACTORS**

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

**12. QUORUM**

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within ten (10) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to contact the Chairperson and advise of any regrets.

**13. OFFICERS**

Council has established the committee with the following positions of (1) Chairperson and (6) Committee Members.

**14. DUTIES OF OFFICERS**

**Chairperson**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

**Secretary (Staff Resource)**

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

### **Committee Members**

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to contact the Chairperson or Secretary and advise of any regrets

### **Absentee Members**

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended replacement for the remainder of the term.

**15. AUTHORITY**

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

**16. DISSOLUTION**

The dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate
- c) Resolution of issues
- d) Legislative requirement no longer exists
- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report
- i) Recommendation by Council

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
- b) Thank you letters on behalf of Council will be sent to committee members;
- c) Relevant staff members will be informed;
- d) Council will be informed via correspondence from the Committee Chairperson



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

### **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.**

**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;

**AND 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 Meeting of Council held on February 18, 2025 and the Regular Meeting of Council held on February 24, 2025; 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.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND FINALLY PASSED THIS 24<sup>th</sup> DAY OF FEBRUARY, 2025.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell