



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting

Monday March 24, 2025

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

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

ALSO PRESENT: Jeff Carswell, CAO/Clerk
Michele Lant, Director of Corporate Services/Treasurer
Aaron VanOorspronk, Director of Infrastructure & Development Services
Corey Pemberton, Director of Building & Community Services/
Chief Building Official
Mike Szilagyi, Township Planner
Mike Taylor, Manager of Environmental Services
June McLarty, Deputy Clerk

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

ADDENDUM TO AGENDA: None

DISCLOSURES: None

ADOPTION OF MINUTES:

Council Minutes – Adopt

2025-87 Councillor Adzija – Deputy Mayor Pennings

THAT the Minutes of the Regular Council Meeting of March 10th, 2025 are hereby adopted. **CARRIED**

Committee Minutes – Review

2025-88 Deputy Mayor Pennings – Councillor Emons

THAT Council has reviewed the draft minutes of the Young at Heart Meeting of March 6, 2025 and the draft minutes of the Family Day Committee Meeting of March 12, 2025.

CARRIED

PLANNING:

PLA 2025-10 Part Lot Control PLC 2025-01, Block 183 (13-19 Optimist Drive)

2025-89 Councillor Adzija – Deputy Mayor Pennings

THAT Council exempt the lands associated with a townhouse development of Farhi Holdings Corporation, located on the west side of Optimist Drive in Talbotville, from the part lot control provisions of the Planning Act; and,

THAT Council provide first, second, and third reading of Part Lot Control By-law No. 2025-24 and once adopted, direct administration to forward said by-law to Elgin County for final approval.

CARRIED

REPORTS:

IDS 2025-19 Shedden Sanitary Update March 2025I

2025-90 Deputy Mayor Pennings – Councillor Emons

THAT Report IDS 2025-19, regarding the Shedden Sanitary Project Update – March 2025, be received for information.

CARRIED

IDS 2025-14 Southwold Distribution System (Lynhurst Park Drive) 2024 Section 11 Annual Report

2025-91 Deputy Mayor Pennings – Councillor Emons

THAT Report IDS 2025-14 entitled Southwold Distribution System (Lynhurst Park Drive): 2024 Section 11 Annual Report be received for information.

CARRIED

IDS 2025-15 Watermain Break Summary Report

2025-92 Councillor Emons – Deputy Mayor Pennings

THAT Report IDS 2025-15 relating to the February 19th, 2025, watermain break, be received for information and,

THAT Council send formal correspondence to the Tri-County Waterboard requesting the board engage in a feasibility study and modelling analysis for the permanent supply of drink water to the Southwold Water Distribution System; and,

THAT Council authorize Township Staff to enter discussions with Tri- County Waterboard staff, negotiate cost sharing if required, and participate in the feasibility study.

CARRIED

DELEGATION:

8:09 p.m. – 8:24 p.m.

QCWA 4th Quarter Operations Reports-Southwold Water Distribution System and Talbotville Wastewater Treatment Plant and the Southwold Water Distribution System Section 11 Annual Report and Schedule 22 Summary Report

OCWA – Vitally Talashok, Matthew Belding, Robin Trepanier

OCWA 4th Quarter Reports- Southwold Water Distribution System and Talbotville Wastewater Treat

2025-93 Councillor Fellows – Councillor Adzija

THAT Council of the Township of Southwold hereby receives the reports from Vitally Talashok and Matthew Belding, OCWA re: The Southwold Water Distribution System 2024 4th Quarter Operations Report and the Talbotville Wastewater Treatment Plant 2024 4th Quarter Operations Report for information purposes.

CARRIED

2024 OCWA Annual Report – Southwold Water Distribution System

2025-94 Councillor Adzija – Councillor Emons

THAT Council of the Township of Southwold hereby receives the annual reports from Vitally Talashok and Matthew Belding, OCWA re: Southwold Distribution 2024 Section 11 Annual Report, Southwold Distribution and 2024 Section 22 Annual Summary Report.

CARRIED

BREAK 8:25 p.m. – 8:29 p.m.

REPORTS:

IDS 2025-16 Chemical Storage Updates

2025-95 Councillor Adzija – Deputy Mayor Pennings

THAT Report IDS 2025-16 relating to the chemical storage system at the Talbotville Wastewater Treatment Plant, be received for information; and,

THAT Council accept the quote from Farmington Mechanical at a cost of \$9,231.00 (plus taxes); and,

THAT Staff be authorized to source additional equipment to complete this project for a total upset limit not to exceed \$22,000.00.

CARRIED

IDS 2025-17 Talbotville WWTP Market Sounding

2025-96 Deputy Mayor Pennings – Councillor Emons

THAT Report IDS 2025-17, regarding the Talbotville Wastewater Treatment Facility Project Lead Award, be received for information; and

THAT Council direct staff to proceed with Progressive Design-Build-Finance -Operate-Maintain (PDBFOM) RFP

CARRIED

IDS 2025-18 Asphalt Hot Box Trailer

2025-97 Councillor Adzija – Councillor Emons

THAT Council approve the purchase of a lightly used 2-ton asphalt hot box for \$33,800.00; and,

THAT Council defer the replacement of Truck P-55, for consideration in the 2026 Budget.

CARRIED

FIN 2025-07 Development Charges Summary

2025-98 Deputy Mayor Pennings – Councillor Adzija

THAT Council receive Report No. FIN 2025-07 prepared in accordance with Section 12 of O.Reg.82/98 of the Development Charges Act, 1997.

CARRIED

FIN 2025-08 Council Renumeration

2025-99 Councillor Emons – Deputy Mayor Pennings

THAT Council receive Report No. FIN 2025-08 2024 Council renumeration and expenses for information.

CARRIED

FIN 2025-09 County Roads 2024 Financial Summary

Director of Corporate Services/Treasurer Michele Lant presented this report to Council for information purposes.

CBO 2025-06 Facility Rental Documents

2025-100 Councillor Adzija – Deputy Mayor Pennings

THAT Council approve By-law No. 2025-23, listed under By-laws on the March 24th, 2025 Agenda, being a by-law to adopt the Facility Rental Documents, Policies and Agreements required to provide for the rental of Municipal Facilities.

CARRIED

CBO 2025-07 Building Permit Fees Comparison

2025-101 Deputy Mayor Pennings – Councillor Emons

THAT Report CBO 2025-07 relating to the building permit fees, be received for information; and

THAT Council authorize staff to put forward the Proposed 2025 Fees

contained in Schedule "A" for the Building Fee Public Meeting to be held April 28, 2025.

CARRIED

CAO 2025-17 Strategic Plan Update

CAO/Clerk Jeff Carswell presented this report to Council for information purposes.

CAO 2025-18 Council Composition and Ward Boundaries

2025-102 Deputy Mayor Pennings – Councillor Adzija

THAT Council maintains the current Five Member Council (Mayor, Deputy Mayor and 3 Councillors) with all positions being elected "At-Large" (no Wards).

CARRIED

CAO 2025-19 Planning Services Agreement

2025-103 Councillor Emons – Deputy Mayor Pennings

THAT Council approve the Planning Services Agreement with the County of Elgin, as contained in By-law 2025-25.

CARRIED

From the Elgin County Council Chambers – March 11, 2025

Mayor Jones presented this report to Council.

CORRESPONDENCE:

- St. Thomas Area Secondary Water Supply System 2024 Summary Report
- Elgin Area Primary Water Supply System
- Fee Waiver Request – VON

VON – Fee Waiver Request

2025-104 Deputy Mayor Pennings – Councillor Adzija

THAT Council waive the fees for the VON Diabetes Information Workshop in the amount of \$390.00 for the use of the Southwold Keystone Complex on Monday April 7th, 2025.

Council reviewed the other items under Correspondence.

BY-LAWS:

- By-law No. 2025-21, being a by-law to amend the assessment schedule for the actual costs incurred for the improvement of the Bogart Drain 'C' 2023
- By-law No. 2025-22, being a by-law to amend the assessment schedule for the actual costs incurred for the construction of the Palmer Drain 2023
- By-law No. 2025-23, being a by-law to approve the Facility Rental Documents, Policies and Agreements to provide for the rental of Municipal Facilities
- By-law No. 2025-24, being a by-law to exempt from Part Lot Control, Block 183, Plan 11M-266, Talbotville Meadows Phase 2 Subdivision
- By-law No. 2025-25, being a by-law to enter into an agreement for Planning Services
- By-law No. 2025-26, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on March 24, 2025

By-laws

2025-105 Councillor Emons – Deputy Mayor Pennings

THAT By-law Nos. 2025-21, 2025-22, 2025-23, 2025-24 and 2025-25 be read a first and second time, considered read a third time and finally passed this 24th day of March, 2025.

CARRIED

CLOSED SESSION

2025-106 Councillor Adzija – Councillor Fellows

THAT Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **9:50 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- Personal matters about an identifiable individual, including municipal or local board employees (Section 239(2) (b)) and labour relations or

employee negotiations; (Section 239(2) (d)) – HR and CUPE Matters

- A proposed or pending acquisition or disposition of land by the municipality or local board (Section 239 (2) (c)) – Talbotville Parkland

CARRIED

Adjournment of Closed Session

2025-107 Councillor Emons – Councillor Adzija

THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:48 p.m.**

CARRIED

STAFF DIRECTION

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

Confirmation By-law

2025-108 Deputy Mayor Pennings – Councillor Fellows

THAT By-law No. 2025-26 be read a first and second time, considered read a third time and finally passed this 24th day of March, 2025.

CARRIED

ADJOURNMENT:

2025-109 Deputy Mayor Pennings – Councillor Emons

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **10:49 p.m.**

CARRIED

Original signed by:

Mayor

Grant Jones

Original signed by:

CAO/Clerk

Jeff Carswell