



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Regular Council Meeting  
Monday April 28, 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  
June McLarty, Deputy Clerk

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

**ADDENDUM TO AGENDA:** None

**DISCLOSURES:** None

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

##### **Council Minutes – Adopt**

##### **2025-130 Councillor Emons – Deputy Mayor Pennings**

**THAT** the Minutes of the Regular Council Meeting of April 14<sup>th</sup>, 2025 are hereby adopted.

**CARRIED**

## **Committee Minutes – Review**

### **2025-131 Councillor Adzija – Councillor Fellows**

**THAT** Council has reviewed the minutes of the Southwold 175 Planning Committee Meeting of April 9, 2025.

**CARRIED**

## **DELEGATION:**

**7:00 p.m. – 7:05 p.m.**

### **Building Code Act – Building Department Fees**

Corey Pemberton, Director of Building & Community Services/Chief Building Official presented the changes to the fees for the Building Department. It was also noted that there was an error in the return policy in the new Building By-law. No refund shall result in the retention by the Township of Southwold of an amount less than the minimum permit value.

## **REPORTS:**

### **CBO 2025-10 Building By-law Report**

#### **2025-132 Councillor Fellows – Councillor Emons**

**THAT** draft By-law 2025-29, The Building Code By-law, be referred to the By- laws section of the Council Agenda for passage at the April 28, 2025 meeting; and,

**THAT** Council repeal By-law 2005-44.

**CARRIED**

### **CBO 2025-09 Mobile Food Vendor Policy**

#### **2025-133 Councillor Adzija – Deputy Mayor Pennings**

**THAT** Council authorizes the operation of mobile food vendors at municipal facilities; and,

**THAT** this report be established as a “Standing Policy” governing Mobile Food Vendors looking to operate at municipal facilities; and,

**THAT** Council instruct staff to prepare and submit a By-law to repeal

**CARRIED**

**IDS 2025-24 County Cycling and Road Rationalization**

**2025-134 Councillor Fellows – Councillor Emons**

**THAT** Council endorse the staff comments outlined in this report and direct the staff to present the Township of Southwold's comments on the County's draft Road Rationalization and Cycling Master Plans to County Council for consideration.

**CARRIED**

**FIN 2025-14 Annual Repayment Limit**

**2025-135 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Council receive Report FIN 2025-14 re: 2025 Annual Repayment Limit for information.

**CARRIED**

**Proposed Comprehensive User Fee Summary**

The new user fees summary was presented to Council.

**Elgin County- From the County Council Chambers – April 8, 2025**

Mayor Jones presented this report to Council.

**Elgin County – From the County Council Chambers – April 22, 2025**

Mayor Jones presented this report to Council.

**CORRESPONDENCE:**

- Elgin Children's Foundation – Proclamation of June 7th, 2025 as LemonAID Day
- Fee Waiver Request Shawn Jackson Memorial Ball Tournament

**June 7<sup>th</sup>, 2025 as LemonAid Day**

**2025-136 Councillor Fellows – Councillor Emons**

**THAT** Council of the Township of Southwold declares June 7<sup>th</sup>, 2025 as LemonAID Day in the Township of Southwold.

**CARRIED**

**Fee Waiver Request Shawn Jackson Memorial Ball Tournament**

**2025-137 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Council waive the fees for the Shawn Jackson Memorial Ball Tournament in the amount of \$550.00 for the use of the Fingal Ball Park diamonds and pavilion on a date to be determined in June or July 2025 subject to no additional staff time.

**CARRIED**

**BY-LAWS:**

- By-law No. 2025-29, being a by-law to respecting Building, Demolition, Change of Use, Conditional Permits, Sewage Systems, Inspections and Fees and Deposits and to repeal By-law No. 2005-44, as amended.
- By-law No. 2025-30, being a by-law to establish User Fees and to repeal By-law No. 2021-73, as amended.
- By-law No. 2025-31, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on April 28, 2025.

**By-laws**

**2025-138 Councillor Emons – Deputy Mayor Pennings**

**THAT** By-law Nos. 2025-29 and 2025-30 be read a first and second time, considered a third time and finally passed this 28<sup>th</sup> day of April, 2025.

**CARRIED**

## **CLOSED SESSION**

### **2025-139 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **7:50 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Section 239(2) (k)) – Township Facility Usage, Talbotville Parkland
- 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

**CARRIED**

### **Adjournment of Closed Session**

### **2025-140 Councillor Emons – Deputy Mayor Pennings**

**THAT** Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:10 p.m.**

**CARRIED**

### **STAFF DIRECTION**

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

### **Confirmation By-law**

### **2025-141 Councillor Fellows – Deputy Mayor Pennings**

**THAT** By-law No. 2025-31 be read a first and second time, considered read a third time and finally passed this 28<sup>th</sup> day of April, 2025.

**CARRIED**

### **ADJOURNMENT:**

### **2025-142 Deputy Mayor Pennings – Councillor Adzija**

**THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **9:11 p.m.**

**CARRIED**

Original signed by

Mayor

Grant Jones

Original signed by:

CAO/Clerk

Jeff Carswell