



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting

Monday July 14, 2025

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

COUNCIL PRESENT: Mayor Grant Jones
Deputy Mayor Justin Pennings (virtually)
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
Mike Szilagyi, Planner
Paul Clarke, Planner
June McLarty, Deputy Clerk

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

ADDENDUM TO AGENDA:

12. Closed Session

(a) 239 (2) (c) Disposal of Property Matter

DISCLOSURES: None

ADOPTION OF MINUTES:

Council Minutes – Adopt

2025-203 Councillor Fellows – Councillor Emons

RESOLVED THAT the Minutes of the Regular Council Meeting of June 23rd, 2025, are hereby adopted.

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

CARRIED

Committee Minutes – Review

2025-204 Councillor Adzija – Councillor Emons

RESOLVED THAT Council had reviewed the draft minutes of the Communities in Bloom Committee Meeting of June 18, 2025, the minutes of the Southwold 175 Planning Committee Meeting of June 23, 2025 and the draft minutes of the Southwold 175 Planning Committee Meeting of July 8, 2025.

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

CARRIED

DRAINAGE:

IDS 2025-35 Horton Drain Request

2025-205 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Council instructs the Mayor to sign a Section 78(1) request to incorporate the as constructed improvement of the 1954 Horton Drain within the Union Road allowance.

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

CARRIED**PLANNING:****Committee of Adjustment****In attendance: E. and J. Nichols****Committee of Adjustment MV 2025-02, 7951 Church Street****2025-206 Councillor Emons – Deputy Mayor Pennings**

RESOLVED THAT the regular Council meeting adjourn to sit as a Committee of Adjustment at **7:02 p.m.** to hear application MV 2025-02, E. and J. Nichols, 7951 Church Street

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

CARRIED**Adjournment of Committee of Adjustment****2025-207 Councillor Adzija – Councillor Fellows**

RESOLVED THAT the meeting of the Committee of Adjustment to hear application MV 2025-02 E. and J. Nichols, 7951 Church Street adjourns and the regular meeting of council reconvenes at **7:11 p.m.**

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

CARRIED

PLA 2025-21 E37-25, 36427 Talbot Line

2025-208 Deputy Mayor Pennings – Councillor Adzija

RESOLVED THAT Council recommend approval to the Elgin County Land Division Committee for Consent Application E37-25 subject to the recommended conditions included in this report.

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

CARRIED

REPORTS:

FIR 2025-08 Activity Report – June 2025

This report was presented to Council for information purposes.

CBO 2025-16 Activity Report – June 2025

This report was presented to Council for information

CBO 2025-17 Limited Distance Agreement

2025-209 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT Council delegate authority to the Chief Building Official to enter into a Limiting Distance Agreement between the Township of Southwold, the owners of 36454 Fingal Line, and the owners of 36440 Fingal Line, to facilitate an addition to the existing agricultural storage building located on 36454 Fingal Line.

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

CARRIED

FIN 2025-16 Section 357 & Tax Incentive Approval Application

2025-210 Councillor Emons – Councillor Fellows

RESOLVED THAT Council approves the total adjustment of taxes for the 2022 tax year resulting from Municipal Act, Section 357 adjustments as presented, in the amount of \$104.18; and,

THAT Council approves the total adjustment of taxes for the 2023 tax year resulting from Municipal Act, Section 357 adjustments as presented, in the amount of \$453.89; and,

THAT Council approves the total adjustment of taxes for the 2024 tax year resulting from Municipal Act, Section 357 adjustments as presented, in the amount of \$2,411.25; and,

THAT Council approves the total adjustment of taxes for the 2025 tax year resulting from Municipal Act, Section 357 and Tax Incentive Approval adjustments as presented, in the amount of \$13,251.58.

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

CARRIED

FIN 2025-17 Strategic Asset Management Policy Update

2025-211 Councillor Fellows – Councillor Adzija

RESOLVED THAT Council adopt GP-02-001 Strategic Asset Management Policy Update.

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

CARRIED

FIN 2025-18 Asset Management Update RFP

2025-212 Councillor Fellows – Councillor Emons

RESOLVED THAT Council award the Asset Management Plan (AMP) update proposal to Watson & Associates Economists Ltd. in the amount of \$45,512.00 plus HST.

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

CARRIED

IDS 2025-32 Activity Report – June 2025

Aaron Van Oorspronk, Director of Infrastructure and Development Services presented this report to Council for information purposes.

IDS 2025-33 Design Guideline Update

2025-213 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council approve and adopt the updated Design Guidelines Manual 2025 Edition, as attached as Appendix “A”.

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

CARRIED

IDS 2025-34 Fingal Stormwater Facility Design Award

2025-214 Councillor Fellows – Councillor Emons

RESOLVED THAT Council Award engineering services for the Regional Stormwater Facility in Fingal to AECOM in the estimated amount of \$177, 150.33 – \$219, 556.98 plus HST; and,

THAT Council direct staff to prepare requests to the Green Lane Trust Fund as outlined in the report.

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

CARRIED

CAO 2025-40 Activity Report – June 2025

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

CAO 2025-41 Health and Safety Policy Statements

2025-215 Councillor Fellows – Councillor Adzija

RESOLVED THAT The Council adopt the following policies:

- a. HS-01-001 Health and Safety Policy
- b. HS-02-001 Workplace Harassment Policy
- c. HS-03-001 Workplace Violence Policy

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

CARRIED

CORRESPONDENCE:

- Elgin County Joint Annual Accessibility Status Report 2023/2024
- Kettle Creek Conservation Authority RE: Bill 5 and Bill 17
- Honourable Senator Robert Black RE: Soil Health support
- 2024 Elgin OPP Detachment Board Annual Report
- Fireworks By-law

Support Township of Amaranth Resolution RE: Critical Ground: Why Soil is Essential to Canada's Economic Environmental, Human and Social Health Report

2025-216 Councillor Emons – Councillor Fellows

RESOLVED THAT Council of the Township of Southwold hereby supports the attached resolution that was passed by Township of Amaranth regarding the Critical Ground: Why Soil is Essential to Canada's Economic Environmental, Human and Social Health Report; and

THAT a copy of this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, the Minister of Environment, Conservation and Parks, the Minister of Agriculture, Food and Agribusiness, the Minister of Rural Affairs, Rural Ontario Municipal Association, Federation of Canadian Municipalities, Ontario Federation of Agriculture, Elgin Federation of Agriculture, Senate Standing Committee on Agriculture and Forestry, the local MPP, the local MP and the Township of Amaranth.

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

CARRIED

Council reviewed the other items under Correspondence.

BY-LAWS:

- By-law No. 2025-46, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on July 14, 2025.

OTHER BUSINESS

- Ministry of Municipal Affairs and Housing RE: *Protect Ontario by Building Faster and Smarter Act, 2025* (Bill 17)
- Ministry of Environment, Conservation and Parks RE: Blue Box Producers

Council reviewed the items under Other Business.

CLOSED SESSION:

2025-217 Councillor Adzija – Councillor Emons

RESOLVED THAT Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **8:40 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- 239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board – Property Acquisition; property update
- 239(2) (k) 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 – Agreement Revenue Interpretation

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

CARRIED

Adjournment of Closed Session

2025-218 Councillor Adzija – Councillor Emons

RESOLVED THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:16 p.m.**

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

CARRIED

STAFF DIRECTION

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

Confirmation By-law

2025-219 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT By-law No. 2025-46 be read a first and second time, considered read a third time and finally passed this 14th day of July, 2025.

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

CARRIED

ADJOURNMENT:

2025-220 Deputy Mayor Pennings – Councillor Adzija

RESOLVED THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **9:17 p.m.**

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

CARRIED

Original signed by:

Mayor
Grant Jones

Original signed by:

CAO/Clerk
Jeff Carswell