



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday September 8, 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 Van Oorspronk, Director of Infrastructure and Development
Services
Corey Pemberton, Director of Building and Community Services
Jeff McArthur, Director Emergency Services/Fire Chief
Paul Clarke, Planner (7:20 p.m.)
June McLarty, Deputy Clerk

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

ADDENDUM TO AGENDA: 239 (2) (b) Committee Personal Update

DISCLOSURES: None

ADOPTION OF MINUTES:

Council Minutes – Adopt

2025-233 Councillor Emons – Councillor Fellows

RESOLVED THAT the Minutes of the Regular Council Meeting of August 11th, 2025, are hereby adopted.

CARRIED

Committee Minutes – Review

2025-234 Deputy Mayor Pennings – Councillor Adzija

RESOLVED THAT Council had reviewed the Minutes of the Southwold 175 Planning Committee Meeting of August 5, 2025 and the Minutes of the Southwold 175 Planning Committee Meeting of August 21, 2025, the draft Minutes of the Young at Heart Committee Meeting of August 14, 2025 and the draft Minutes of the Keystone Complex Committee Meeting of August 14, 2025.

CARRIED

PLANNING:

Zoning By-law Amendment ZBA 2025-09, 35383 Scotch Line, MGC Farms Ltd, C/O D. Ferguson and ZBA 2025-10, 36427 Talbot Line, B. Fulton and B. Strickland C/O D. Roe, Civic Planning Solutions Inc.

In attendance: B. Fulton, D. Ferguson(virtually), L. Postma

Opening of Public Meeting for ZBA 2025-09 and ZBA 2025-10

2025-235 Deputy Mayor Pennings – Councillor Fellows

RESOLVED THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider Zoning By-law Amendment file nos. ZBA 2025-09, 35383 Scotch Line, MGC Farms Ltd, C/O D. Ferguson and ZBA 2025-10, 36427 Talbot Line, B. Fulton and B. Strickland C/O D. Roe, Civic Planning Solutions Inc. at **7:01 p.m.**

CARRIED

Chairperson Jones called the meeting to order and stated that this is a public meeting as required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed Zoning By-law Amendment to rezone the subject property legally described as: Lot 4, Concession Range 2 North and municipally known as 35383 Scotch Line.

The proposed Zoning By-law Amendment (ZBA) application would rezone the subject property from Agricultural 1 (A1) to Agricultural 3 (A3).

Chairperson Jones asked if any member of Council had a disclosure of interest concerning the proposal. None were declared.

Chairperson Jones asked what method of notice and when was the notice given to the public for this meeting. The Clerk responded that notices were mailed to neighboring

property owners within 120 meters of the subject lands and emailed to commenting agencies prior to the deadline of August 17th, 2025. A sign was posted on the subject property before August 17th, 2025.

Planner Paul Clarke presented his report to Council.

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

Chairperson Jones asked if any written submissions were received on this application. The Clerk responded that no other comments were received.

Chairperson Jones stated that before he opens the floor to questions from the public, please be advised if any person from the public wished to receive further information on the action of Council regarding the decision on the application for the Zoning By-law Amendment, please ensure that they email their name, address, postal code and phone number to the Planner or Clerk by September 9, 2025. Any person that has contacted the Planner to be part of the public meeting will receive this information automatically.

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

Don Ferguson, solicitor for the applicant, identified himself. He reported that he approves of the report and has no additional comments.

Chairperson Jones asked if anyone was here for this public meeting to please identify themselves. No one from the public identified themselves.

Chairperson Jones asked if any members of Council had any comments or questions. No comments were received or questions asked.

PLA 2025-22, ZBA 2025-09, 35383 Scotch Line

2025-236 Councillor Fellows – Councillor Adzija

RESOLVED THAT Council approve Zoning By-law Amendment Application ZBA 2025-09 to rezone the subject property from Agricultural (A1) Zone to Agricultural 3 (A3) Zone as presented in By-law 2025-49 attached as Appendix 1 to Report PLA 2025-22; and,

THAT subject to no concerns being raised at the public meeting, that By-law 2025-49 to amend Zoning By-law 2011-14, as amended be presented at

the regular meeting of Council on September 8, 2025, for adoption. (PLA 2025-22).

CARRIED

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

ZBA 2025-10, 36427 Talbot Line

Chairperson Jones called the meeting to order and made the following statement. This is a public meeting as required by Section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed Zoning By-law Amendment to rezone the subject property legally described as: Part of Lots 18 and 19, Concession South of the North Branch of Talbot Road, municipally known as 36727 Talbot Line.

The proposed Zoning By-law Amendment (ZBA) application would rezone the subject property from Agricultural 1-Special Provision 68 (A1-68) to Residential 1 (R1).

Chairperson Jones asked if any member of Council had a disclosure of interest concerning the proposal. None were declared.

Chairperson Jones asked what method of notice and when was the notice given to the public for this meeting. The Clerk responded that notices were mailed to neighboring

property owners within 120 meters of the subject lands and emailed to commenting agencies prior to the deadline of August 17th, 2025. A sign was posted on the subject property before August 17th, 2025.

Planner Paul Clarke presented his report to Council.

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

Chairperson Jones asked if any written submissions were received on this application. The Clerk responded that no other comments were received.

Chairperson Jones stated that before he opens the floor to questions from the public, please be advised if any person from the public wished to receive further information on the action of Council regarding the decision on the application for the Zoning By-law Amendment, please ensure that they email their name, address, postal code and phone

number to the Planner or Clerk by September 9, 2025. Any person that has contacted the Planner to be part of the public meeting will receive this information automatically.

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

Brent Fulton, owner of the property, identified himself.

Chairperson Jones asked if anyone was here for this public meeting to please identify themselves. No one from the public identified themselves.

Chairperson Jones asked if any members of Council had any comments or questions. No comments were received or questions asked.

Chairperson Jones asked if any member of Council had any comments or questions on the application. Deputy Mayor Pennings inquired about the number lots before a plan of subdivision would have to be applied for. Planner Paul Clarke responded 4 plus the retained parcel.

PLA 2025-23, ZBA 2025-10, 36427 Talbot Line

2025-237 Councillor Fellows – Councillor Emons

RESOLVED THAT Council approve Zoning By-law Amendment Application ZBA 2025-10 to rezone the subject property from Agricultural – Special Provision 68 (A1-68) Zone to Residential 1 (R1) Zone as presented in By-law 2025-50 attached as Appendix 1 to Report PLA 2025-23; and,

THAT subject to no concerns being raised at the public meeting, that By-law 2025-50 to amend Zoning By-law 2011-14, as amended be presented at the regular meeting of Council on September 8, 2025, for adoption. (PLA 2025-23).

CARRIED

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

Closing of Public Meeting ZBA 2025-09 and ZBA 2025-10

2025-238 Councillor Adzija – Councillor Emons

RESOLVED THAT the public meeting to consider the applications to

amend the zoning on the property owned by MGC Farms Ltd, C/O D. Ferguson, 35383 Scotch Line and the property owned by B. Fulton and B.

Strickland C/O D. Roe, Civic Planning Solutions Inc, 36427 Talbot Line closes at **7:14 p.m.**

CARRIED

PLA 2025-24, Consent Application E48-25, 7802 Union Road

2025-239 Councillor Adzija – Deputy Mayor Pennings

RESOLVED THAT Council recommend approval to the Elgin County Land Division Committee for Consent Application E48-25 subject to the recommended conditions included in this report.

CARRIED

PLA 2025-25, Consent Application E49-258, 12305 Wellington Road

2025-240 Councillor Fellows – Councillor Emons

RESOLVED THAT Council recommend approval to the Elgin County Land Division Committee for Consent Application E49-25 subject to the recommended conditions provided in this report.

CARRIED

DELEGATION:

7:20 p.m. – 7:37 p.m.

Jennifer Buchanan, Graham Scott Enns LLP

2024 Financial Statements

2025-241 Deputy Mayor Pennings – Councillor Fellows

RESOLVED THAT the Financial Statements for the Year Ended December 31, 2024 of the Corporation of the Township of Southwold, as prepared and presented by Graham Scott Enns, LLP be approved; and,

THAT the Mayor, CAO/Clerk and/or Treasurer, as required, be authorized to the sign the following documents associated with the 2024 Year End:

1. Financial Statements
2. Management's Responsibility for Financial Reporting
3. Management Representation Letter
4. Audit findings letter

CARRIED

DRAINAGE:

Notice of Request for Major Drain Improvement *Drainage Act* Section 78 (1.1) – Gold Seal Drain

2025-242 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT Council receive the request for a major improvement under Section 78(1.1) of the *Drainage Act*, as described in the petition submitted by David White for the Gold Seal Drain and has decided to proceed with the project; and,

THAT Council instructs the Clerk to send the notice required under Section 5(1)(b) of the *Drainage Act* to the petitioner and OMAFRA and under Section 78(2) of the *Drainage Act* to the Kettle Creek Conservation Authority; and

THAT Council will appoint an engineer under the appropriate section of the *Drainage Act* after the 30-day period specified in Section 6(1) and 7 (1) has passed.

CARRIED

REPORTS:

FIR 2025-09 Activity Report – July and August 2025

Jeff McArthur, Director of Emergency Services/Fire Chief presented this report to Council for information purposes.

IDS 2025-37 Activity Report - August 2025

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

IDS 2025-38 Shedden Sanitary Servicing 2025 Award

2025-243 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Report IDS 2025-38 relating to the Shedden Sanitary Servicing 2025 Award, be received for information; and,

THAT Council award tender ENV 2025-004 to ASG Excavating Inc. in the amount \$4,211,374.92 plus HST; and,

THAT an Allowance and Contingency value of \$650,000 plus HST be approved.

CARRIED

IDS 2025-39 Shedden Meadows Street Names

2025-244 Councillor Emons – Councillor Adzija

RESOLVED THAT the Council of the Township of Southwold approves the proposed street names for the proposed subdivision known as Shedden Meadows located on the lands of 35743 Horton Street.

Street 'A' – Spicer Street

Street 'B' – Stoss Street

Street 'C' – Warwick Grove

Street 'D' – Dunraven Court

Street 'E' – Bluebell Court

CARRIED

CBO 2025-20 Activity Report – August 2025

Corey Pemberton, Director of Building and Community Services presented this report to Council for information purposes.

CBO 2025-21 Demolition and Cleanup of Property at 35639 Fingal Line

2025-245 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT Report CBO 2025-21 relating to the demolition and cleanup of property at 35639 Fingal Line, be received for information; and,

THAT the proposal submitted by Laemers Excavation in the amount of \$13,460.00 plus HST be accepted; and,

THAT Council approves the demolition and cleanup of the property.

CARRIED

Report from the Keystone Complex Committee

2025-246 Deputy Mayor Pennings – Councillor Adzija

RESOLVED THAT Council consider a recommendation from the Keystone Complex Committee to hire a landscape and forestry management company to develop a management plan for the future of the memorial forest.

CARRIED

Report from the Parks Committee

2025-247 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT Charles Annett be appointed to the Parks Committee as representative for the Fingal Ball Park.

CARRIED

CAO 2025-46 Activity Report – August 2025

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

CAO 20258-47 Disposal Surplus Items/Free Gifts

2025-248 Councillor Fellows – Councillor Adzija

RESOLVED THAT Council provide comments and feedback on the disposal of small surplus items to assist with development of a policy and procedure.

CARRIED

CORRESPONDENCE:

- Thank you from the Municipality of Dutton Dunwich
- Keystone Gazebo Vandalism

Council reviewed the items under Correspondence.

BY-LAWS:

- By-law No. 2025-49, being a by-law to amend By-law No. 2011-14, 35383 Scotch Line

- By-law No. 2025-50, being a by-law to amend By-law No. 2011-14, 36427 Talbot Line
- By-law No. 2025-51, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on September 8, 2025

By-laws

2025-249 Councillor Fellows – Councillor Emons

RESOLVED THAT By-law Nos. 2025-49 and 2025-50 be read a first and second time, considered read a third time and finally passed this 8th day of September, 2025.

CARRIED

OTHER BUSINESS

- Elgin County Cultural Heritage Training

Council reviewed the items under Other Business.

CLOSED SESSION:

2025-250 Deputy Mayor Pennings – Councillor Adzija

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 **8:38 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) (b) personal matters about an identifiable individual, including municipal or local board employees – GIS & Asset Management Coordinator, Part-time GIS Assistance , Committee Personal Update
- 239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board – Property Sale/Acquisition Updates

CARRIED

Adjournment of Closed Session

2025-251 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:40 p.m.**

CARRIED

STAFF DIRECTION

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

Confirmation By-law

2025-252 Councillor Adzija – Councillor Emons

RESOLVED THAT By-law No. 2025-51 be read a first and second time, considered read a third time and finally passed this 8th day of September, 2025.

CARRIED

ADJOURNMENT:

2025-253 Deputy Mayor Pennings – Councillor Fellows

RESOLVED THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **9:41 p.m.**

CARRIED

Original signed by:

Mayor
Grant Jones

Original signed by:

CAO/Clerk
Jeff Carswell