



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Tuesday October 14, 2025
7:00 p.m. Council Chambers, Fingal, Shedden/Via Video Link

COUNCIL PRESENT: Mayor Grant Jones
Deputy Mayor Justin Pennings
Councillor Sarah Emons

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(virtually) (left at 8:00 p.m.)
Mike Taylor, Manager of Environmental Services
Paul Clarke, Planner (virtually) (left at 7:15 p.m.)
June McLarty, Deputy Clerk

REGRETS: Councillor John Adzija
Councillor Scott Fellows

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

ADDENDUM TO AGENDA:

9. CORRESPONDENCE

(e) Optimist Club of Fingal-Shedden & District RE: Annual Santa Claus Parade

DISCLOSURES: None

ADOPTION OF MINUTES:

Council Minutes – Adopt

2025-278 Deputy Mayor Pennings – Councillor Adzija

RESOLVED THAT the Minutes of the Regular Council Meeting of September 22nd, 2025, the Minutes of the Special Council Meetings of September 29th, 2025 and October 6th, 2025, are hereby adopted.

CARRIED

Committee Minutes – Review

2025-279 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council had reviewed the draft Minutes of the War Memorial Committee Meeting of September 9th, 2025, the draft Minutes of the Young at Heart Committee Meeting of September 23rd, 2025 and the draft Minutes of the Keystone Complex Committee Meeting of September 25th, 2025.

CARRIED

PLANNING:

Zoning By-law Amendment ZBA 2025-11, 10401 Sunset Road, Aulakh Enterprises Ltd. C/O John Horn.

In attendance: J. Horn

Opening of Public Meeting for ZBA 2025-11

2025-280 Deputy Mayor Pennings – Councillor Emons

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 2025-11, 10401 Sunset Road, Aulakh Enterprises Ltd. C/O John Horn at **7:02 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: Part of Lot 8, Concession SENBTR, Part 3 on 11R-11272 and municipally known as 10401 Sunset Road.

The proposed Zoning By-law Amendment (ZBA) application would rezone the subject property from Residential 1- Special Provision 7 (R1-7) to Residential 1 (R1).

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

Chairperson Jones asked the Clerk what method of notice and when was the notice given to the public for this meeting. The Clerk responded that notices were mailed to neighbouring property owners within 120 meters of the subject lands and emailed to commenting agencies prior to the deadline of September 25, 2025. A sign was posted on the subject property before September 25, 2025.

Planner Paul Clark presented his report to Council and the public.

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 the floor is opened to questions from the public, please be advised that if any person from the public wishes 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 the Clerk by October 15th, 2025. Any person that has contacted the Planner to be part of the public meeting on October 14th, 2025 will receive this further information automatically.

Chairperson Jones asked if the owner and/or applicant was in attendance to please identify yourself so that the Township has a record of your attendance at this public meeting with your name and civic address. He also asked if owners/applicants had any additional comments on this application.

J. Horn, agent for the owners of the property, identified himself. He reported that he had no additional comments on the application. Staff were very helpful during the process.

Chairperson Jones asked if any member of Council had any comments or questions on the application. No comments or questions were received.

PLA 2025-28, ZBA 2025-11, 10401 Sunset Road

2025-281 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Council approve Zoning By-law Amendment Application ZBA 2025-11 to rezone the subject property from Residential 1 – Special Provision 7 (R1-7) Zone to Residential 1 (R1) Zone as presented in By-law 2025-56 attached as Appendix 1 to Report PLA 2025-28; and,

THAT subject to no concerns being raised at the public meeting, that By-law 2025-56 to amend Zoning By-law 2011-14, as amended be presented at

the regular meeting of Council on October 14, 2025, for adoption. (PLA 2025-28).

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 2025-11

2025-282 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT the public meeting to consider the applications to amend the zoning on the property owned by Aulakh Enterprises Ltd. C/O John Horn, 10401 Sunset Road closes at **7:09 p.m.**

CARRIED

PLA 2025-29, Consent Application E57-25, Part of Lot 8 Plan 41, Traschere Road

2025-283 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council recommend approval to the Elgin County Land Division Committee for Consent Application E57-25 subject to the recommended conditions included in this report.

CARRIED.

DRAINAGE:

Appointment of Engineer - Gold Seal Drain

2025-284 Deputy Mayor Pennings – Councillor Emons

THAT Council receive the request for a major improvement under Section 78(1) of the Drainage Act for the Gold Seal Drain and has decided to proceed with the project; and,

THAT staff received confirmation from Jennifer Dow, Kettle Creek Conservation Authority on September 30, 2025, that an environmental appraisal under Section 78(2) of the Drainage Act would not be required, if Council decided to proceed with the project; and

THAT Council now appoints the engineering firm Spriet Associates to prepare the necessary reports: and,

THAT notice will be sent to all required to be notified under the Drainage Act of Council's actions.

CARRIED

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

2025-285 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Council receive the request for a major improvement under Section 78(1.1) of the *Drainage Act*, as described in the request submitted by the Corporation of the Township of Southwold for the Fingal Drains 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 Lower Thames Valley 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

REPORT:

IDS 2025-45 Activity Report – September 2025

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

DELEGATION:

7:27 p.m. – 7:34 p.m.

OCWA – Vitally Talashok and Matthew Belding, Robin Trepanier

OCWA 2nd Quarter Reports

2025-286 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council of the Township of Southwold hereby receives the reports from Vitally Talashok and Matthew Belding, OCWA re: The Southwold Water Distribution System 2nd Quarter Operations Report and the Talbotville Wastewater Treatment Plant 2nd Quarter Operations Report for information purposes.

CARRIED

REPORTS:

IDS 2025-46 Thomas Road Reconstruction

2025-287 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Council award tender PW 2025-002 to ASG Excavating Inc. in the amount \$2,359,334.80 plus HST.

CARRIED

IDS 2025-47 Revised Turville Valley Street Names

2025-288 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council approve the revised street names for the Turville Valley development, located at 4431 Union Road, as detailed in Appendix "A" to Report IDS 2025-47.

CARRIED

FIN 2025-20 Accrual Budget

2025-289 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Council approve the 2025 Accrual Budget as presented for Financial Statement purposes.

CARRIED

FIN 2025-21 Auditor Appointment

2025-290 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council appoint Graham Scott Enns, LLP Chartered Professional Accountants to provide audit services for the 2025 Fiscal Year; and,

THAT Council authorize Mayor Jones to sign the Engagement and Audit Planning letters on behalf of the Corporation of the Township of Southwold.

CARRIED

FIN 2025-22 RFP Elgin OPP Detachment Board

2025-291 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Council receive Report No. FIN 2025-22 Request for Proposal – Financial Management Services for the Elgin OPP Detachment Board for information; and

THAT Council advise the Elgin OPP Detachment Board that it does not have the capacity to provide Financial Management Services and will not be submitting a proposal; and

THAT Financial Grant Administration already being completed by the Township of Southwold also be moved to the municipality that takes on Financial Management Services for the Elgin OPP Detachment Board.

CARRIED

CBO 2025-22 Activity Report – September 2025

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

CBO 2025-23 Mobile Health Unit and Fee Waiver

2025-292 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Council authorizes the operation of a Mobile Health Unit at the Keystone Complex for 6 months, and

THAT Council approve the fee waiver for the Mobile Health Unit for that time period.

CARRIED

DPC 2025-04 2026 Conference Attendees

2025-293 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council provided direction to staff regarding which members want to attend conferences in 2026.

CARRIED

CAO 2025-55 Activity Report – September 2025

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

CAO 2025-56 Council Workshop Sessions Required

STAFF DIRECTION

Staff was directed by Council to update the Trails and Parks Master Plan and to set up a meeting for the Asset Management Plan for the end of November or the beginning of December.

Break 8:17 p.m. – 8:21 p.m.

CORRESPONDENCE:

- Ministry of Environment, Conservation and Parks RE: AMO Delegation Environmental Assessment and Environmental Compliance Approvals
- Ministry of Environment, Conservation and Park RE: Blue Box Regulations
- VON Fee Waiver Request – Sing-along Event
- Minutes of the Elgin OPP Detachment Board Meetings of June 25, 2025 and September 16, 2025
- Optimist Club of Fingal-Shedden & District RE: Annual Santa Claus Parade

VON Fee Waiver Request – Sing-along Event

2025-294 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Council waive the fees for the VON Sing-along Event in the amount of \$390.00 for the use of the Southwold Keystone Complex on Monday November 24th, 2025.

CARRIED

Optimist Club of Fingal-Shedden & District – Annual Santa Claus Parade

2025-295 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council of the Township of Southwold grants permission to the Optimist Club of Fingal-Shedden & District to hold the annual Santa Claus parade in the Village of Fingal on Sunday December 7th, 2025 beginning at 2:00 p.m. until approximately 3:00 p.m.; acknowledging that traffic may need to be stopped along Township and County roads as part of the parade route; and

THAT the Clerk be authorized to sign the Road Closure Agreement with Elgin County for the purpose of the parade, if needed.

CARRIED

BY-LAWS:

- By-law No. 2025-56, being a by-law to amend By-law No. 2011-14, 10401 Sunset Road
- By-law No. 2025-57, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on October 14, 2025

By-law

2025-296 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT By-law No. 2025-56 be read a first and second time, considered read a third time and finally passed this 14th day of October, 2025.

CARRIED

OTHER BUSINESS

None on the agenda

CLOSED SESSION:

2025-297 Deputy Mayor Pennings – 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 **8:23 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 – Multiple Properties
- 239(2)(d) labour relations or employee negotiations; (CUPE)

CARRIED

Adjournment of Closed Session

2025-298 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **9:23 p.m.**

CARRIED

STAFF DIRECTION

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

Confirmation By-law

2025-299 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT By-law No. 2025-57 be read a first and second time, considered read a third time and finally passed this 14th day of October, 2025.

CARRIED

ADJOURNMENT:

2025- 300 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **9:24 p.m.**

CARRIED

Original signed by:

Mayor
Grant Jones

Original signed by:

CAO/Clerk
Jeff Carswell