



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

- A G E N D A -

Tuesday October 14, 2025

REGULAR MEETING OF COUNCIL

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

1. CALL TO ORDER

2. ADDENDUM TO AGENDA

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION AND REVIEW OF MINUTES

- (a) Draft Minutes of Regular Council Meeting of September 22, 2025
- (b) Draft Minutes of the Special Council Meeting of September 29, 2025
- (c) Draft Minutes of the Special Council Meeting of October 6, 2025
- (d) Draft Minutes of the War Memorial Committee Meeting of September 9, 2025
- (e) Draft Minutes of the Young at Heart Committee Meeting of September 23, 2025
- (f) Draft Minutes of the Keystone Complex Committee Meeting of September 25, 2025

5. DELEGATION

- (a) **7:30 p.m.– Vitaliy Talashok and Matthew Belding – QCWA 2nd Quarter Operations Reports-Southwold Water Distribution System and Talbotville Wastewater Treatment Plant.**

6. DRAINAGE

- (a) Appointment of Engineer – Gold Seal Drain
- (b) Notice of Request for Major Drain Improvement *Drainage Act* Section 78(1.1) – Fingal Drains

7. PLANNING

- (a) **7:00 p.m. Public Meeting Zoning By-law Amendment** PLA 2025-28, ZBA 2025-11, 10401 Sunset Road

- (b) PLA 2025-29 Consent Application E57-25, Part of Lot 8 Plan 41 – Treschere Road

8. REPORTS

- (a) IDS 2025-45 Activity Report – September 2025
- (b) IDS 2025-46 Thomas Road Reconstruction
- (c) IDS 2025-47 Turville Valley Street Names
- (d) FIN 2025-20 Accrual Budget
- (e) FIN 2025-21 Auditor Appointment
- (f) FIN 2025-22 RFP Elgin OPP Detachment Board
- (g) CBO 2025-22 Activity Report – September 2025
- (h) CBO 2025-23 Mobile Health Unit and Fee Waiver
- (i) DPC 2025-04 2026 Conference Attendees
- (j) CAO 2025-55 Activity Report – September 2025
- (k) CAO 2025-56 Council Workshop Sessions Required

9. CORRESPONDENCE

- (a) Ministry of Environment, Conservation and Parks RE: AMO Delegation Environmental Assessment and Environmental Compliance Approvals
- (b) Ministry of Environment, Conservation and Park RE: Blue Box Regulations
- (c) VON Fee Waiver Request – Sing-along Event
- (d) Minutes of the Elgin OPP Detachment Board Meetings of June 25, 2025 and September 16, 2025

10. BY-LAWS

- (a) By-law No. 2025-56, being a by-law to amend By-law No. 2011-14, 10401 Sunset Road
- (b) 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

11. OTHER BUSINESS *(For Information Only)*

12. CLOSED SESSION

- (a) 239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board; (Multiple properties)
- (b) 239(2) (d) labour relations or employee negotiations; (CUPE)

13. ADJOURNMENT:

NEXT REGULAR MEETING OF COUNCIL

Monday October 27, 2025 @ 7:00 P.M.

Council Chambers, Fingal/Via Video Link

**BUDGET MEETING – Roads/Infrastructure
Capital Improvements, Parks Capital,
Administrative Capital**

Tuesday November 4, 2025 @7:00 P.M.
Council Chambers, Fingal/Via Video Link

**BUDGET MEETING – Roads Fleet and Roads
Building Capital, Fire Capital**
Thursday November 6, 2025 @7:00 P.M.
Council Chambers, Fingal/Via Video Link



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Regular Council Meeting
Monday September 22, 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 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
Paul Clarke, Planner (7:35 p.m.)
June McLarty, Deputy Clerk

REGRETS: Councillor Sarah Emons

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

ADDENDUM TO AGENDA: None

DISCLOSURES: None

ADOPTION OF MINUTES:

Council Minutes – Adopt

2025-254 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT the Minutes of the Regular Council Meeting of September 8th, 2025, are hereby adopted.

CARRIED

Committee Minutes – Review

2025-255 Deputy Mayor Pennings – Councillor Fellows

RESOLVED THAT Council had reviewed the draft Minutes of the Family Day Committee Meeting of September 10, 2025 and the draft Minutes of the Economic Development Committee Meeting of September 11, 2025.

CARRIED

PLANNING:

Committee of Adjustment

In attendance: C. Knapp, J. Knapp, D. Siddall, R. Battley, T. Uffen, S. Sipkens

Committee of Adjustment MV 2024-06, 6383 Coon Road and MV 2025-06, 10117 Lynhurst Park Drive

Committee of Adjustment Public Hearing

2025-256 Councillor Adzija – Councillor Fellows

RESOLVED THAT the regular Council meeting adjourn to sit as a Committee of Adjustment at **7:01 p.m.** to hear applications MV 2024-06, S. and G. Flanagan, 6383 Coon Road and MV 2025-03, S. and E. Sipkens, C/K. Vanderveen, 10117 Lynhurst Park Drive.

CARRIED

Adjournment of Committee of Adjustment

2025-257 Councillor Adzija – Deputy Mayor Pennings

RESOLVED THAT the meeting of the Committee of Adjustment to hear applications MV 2024-06, S. and G. Flanagan, 6383 Coon Road and MV 2025-03, S. and E. Sipkens, C/K. Vanderveen, 10117 Lynhurst Park Drive adjourns and the regular meeting of council reconvenes at **7:35 p.m.**

CARRIED

REPORTS:

IDS 2025-41 Turville Valley Street Names

2025-258 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT the decision on the Turville Valley Streets names be deferred until September 29th or at a time after a consultation with the Southwold History Committee.

CARRIED

DELEGATION:

8:00 p.m. - 8:26 p.m.

Sean Kelly, PL.URAL

Draft Parks and Recreational Trails Master Plan

Mr. Kelly presented the draft Parks and Recreational Trails Master Plan to Council and staff.

REPORTS:

IDS 2025-42 Fingal Pump Station and Forcemain Award

2025-259 Deputy Mayor Pennings – Councillor Fellows

RESOLVED THAT Council award tender ENV 2025-003 to Bre-Ex Construction Inc in the amount \$3,598,989.54 plus HST; and.

THAT Dillon Consulting Ltd. Be awarded Contract Administration and Inspection Services for an upset limit of \$150,000 plus HST.

CARRIED

IDS 2025-43 Fingal Reconstruction Award

2025-260 Deputy Mayor Pennings – Councillor Fellows

RESOLVED THAT Council award the joint tender with the County of Elgin 2025-T32 to Bre-Ex Construction Inc. for \$18,985,580.29 plus HST; and,

THAT the Township of Southwold enter into a contract with Bre-Ex Construction Inc. for its share of the project, budgeted at \$9,760,204.00 plus HST; and,

THAT Council award Contract Administration and Inspection Services to AECOM in the amount of \$1,804,215.00 to be shared equally with the County of Elgin; and,

THAT Council direct the Mayor to sign a Section 78(1.1) request for improvement to incorporate the proposed drainage improvements.

CARRIED

FIN 2025-19 Q2 Financial Report

2025-261 Councillor Fellows – Councillor Adzija

RESOLVED THAT Report FIN 2025-19 Q2 Financial Report – January to June 2025 be received and filed for information.

CARRIED

DPC 2025-03 Southwold 175 Financial Report

Deputy Clerk June McLarty presented this report to Council for information purposes.

CAO 2025-49 Emergency Management By-law and Emergency Response Plan Updates

2025-262 Councillor Fellows – Councillor Adzija

RESOLVED THAT Council pass draft By-law 2025-52 being the Emergency Management Program and Emergency Response Plan By-law.

CARRIED

CAO 2025-50 Disposal of Small Surplus Items/Free "Gifts" with Purchase

2025-263 Councillor Adzija – Councillor Fellows

RESOLVED THAT Council adopt the "Surplus Item Disposal Policy" as amended contained in Report CAO 2025-50, dated September 22, 2025.

CARRIED

CORRESPONDENCE:

- Thank you from Shedden Fair
- Enbridge RE: Consultation on the Futures of Natural Gas Expansion in Ontario
- Elgin 4-H Fee Waiver Request
- Elgin ATV Club Request

2025-Support for NGEP Phase 3

2025-264 Deputy Mayor Pennings – Councillor Adzija

WHEREAS the Province has posted ERO 025-0923, *Consultation on the Future of Community Natural Gas Expansion*, seeking feedback from municipalities, Indigenous communities, and other stakeholders on how Phase Three (3) could best support access to natural gas for community development;

AND WHEREAS expanding access to natural gas is identified as a tool to support affordability and economic growth in Ontario communities, with Phases One (1) and Two (2) estimated to enable connections for approximately 17,000 buildings across 59 communities, and 16 projects completed to date;

AND WHEREAS the Township of Southwold is working toward its housing and employment land goals that contribute to Ontario's broader objective to build at least 1.5 million homes by 2031 and recognizes that timely servicing solutions (including natural gas where appropriate) can help enable these targets.

AND WHEREAS Ontario's energy future relies on a balance of affordability, reliability, and sustainability by leveraging a mix of energy solutions – including natural gas, electricity, and emerging energy technologies, to meet growing community needs;

AND WHEREAS natural gas continues to play a critical role in supporting energy affordability, economic competitiveness, and enabling housing and employment growth across the province.

NOW THEREFORE BE IT RESOLVED THAT Council:

Supports the Ministry's consultation on the Future of Community Natural Gas Expansion (NGEP Phase 3) and endorses access to natural gas as an

option to other energy solutions to advance the Township of Southwold's housing, employment lands, commercial and industrial investments, agriculture production, and economic development objectives;

1. Directs staff to submit comments to ERO 025-0923 reflecting the Township of Southwold's priorities, including: priority application types, alignment with Official Plan/Secondary Plans, sites and corridors where gas access would enable development (housing/employment lands), any Phase 1 and 2 learnings (if applicable) and practical barriers (e.g., timing, permitting, costs, land access); and

2. Forwards this resolution to Rob Flack, MPP Elgin-Middlesex-London, the Minister of Energy and Mines, the Ontario Energy Board, AMO, and neighbouring municipalities.

CARRIED

Elgin 4-H Association Fee Waiver Request

2025-265 Councillor Fellows – Councillor Adzija

RESOLVED THAT Council waive the fees for the Elgin 4-H Association Awards night in the amount of \$390.00 for the use of the Southwold Keystone Complex on Wednesday November 26, 2025.

CARRIED

Council reviewed the items under Correspondence.

BY-LAWS:

- By-law No. 2025-52, being a by-law to adopt an Emergency Management Program and Emergency Response Plan for the Township of Southwold and to meet other Requirements under the Emergency Management and Civil Protection Act.
- By-law No. 2025-53, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on September 22, 2025

By-law 2025-53

2025-266 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT By-law No. 2025-53 be read a first and second time, considered read a third time and finally passed this 22nd day of September, 2025.

CARRIED

OTHER BUSINESS

- Village of Fingal Reconstruction Public Information Centre Notice

Council reviewed the item under Other Business.

CLOSED SESSION:

2025-267 Councillor Fellows – 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 **9:21 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) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Burwell Road

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

239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board – Property Sale and Acquisition Updates

CARRIED

Adjournment of Closed Session

2025-268 Councillor Fellows – Deputy Mayor Pennings

RESOLVED THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **10:45 p.m.**

CARRIED

STAFF DIRECTION

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

Confirmation By-law

2025-269 Councillor Adzija – Deputy Mayor Pennings

RESOLVED THAT By-law No. 2025-53 be read a first and second time, considered read a third time and finally passed this 22nd day of September, 2025.

CARRIED

ADJOURNMENT:

2025-270 Deputy Mayor Pennings – Councillor Adzija

RESOLVED THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **10:46 p.m.**

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Special Council Meeting
Monday September 29, 2025
7:00 p.m. Council Chambers, Fingal, Shedden/Via Video Link

COUNCIL PRESENT: Mayor Grant Jones
Deputy Mayor Justin Pennings
Councillor John Adzija (virtually)
Councillor Sarah Emons (virtually @ 7:19 p.m.)

ALSO PRESENT: Jeff Carswell, CAO/Clerk
Michele Lant, Director of Corporate Services/Treasurer
Aaron Van Oorspronk, Director of Infrastructure and Development
Services

REGRETS: Councillor Scott Fellows

Mayor Jones called the meeting to order at 7:11 p.m.

ADDENDUM TO AGENDA: None

DISCLOSURES: None

REPORT:

IDS 2025-44 Shedden Wastewater Treatment Plant Award

2025-271 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Report IDS 2025-44 relating to the construction of the Shedden Wastewater Treatment Plant be received for information; and
THAT Council accept the tender of Hayman Construction Inc. in the amount of \$22,173,100 (plus HST) for the Shedden Wastewater Treatment

Plant; and

THAT Council authorize the Mayor and CAO/Clerk to sign the construction contract and other documents to implement this decision; and

THAT Council award Contract Administration and Inspection Services to WT Infrastructure in the amount of \$1,746,669.70 (plus HST).

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

CARRIED

CONFIRMING BY-LAW

2025-272 Councillor Adzija – Deputy Mayor Pennings

RESOLVED THAT By-law No. 2025-54 be read a first and second time, considered read a third time and finally passed this 29th day of September, 2025.

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

CARRIED

ADJOURNMENT:

2025-273 Deputy Mayor Pennings – Councillor Emons

RESOLVED THAT Council for the Township of Southwold adjourns this Special meeting of Council at **7:50 p.m.**

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

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Special Council Meeting
Monday October 6, 2025
4:00 p.m. Council Chambers, Fingal, Shedden/Via Video Link

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

ALSO PRESENT: Jeff Carswell, CAO/Clerk
Michele Lant, Director of Corporate Services/Treasurer (virtually)
Aaron Van Oorspronk, Director of Infrastructure and Development
Services

Mayor Jones called the meeting to order at 4:02 p.m.

ADDENDUM TO AGENDA: None

DISCLOSURES: None

CLOSED SESSION:

2025-274 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 **4:03 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

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

CARRIED

Adjournment of Closed Session

2025-275 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **4:47 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 item that was discussed in the Closed Session.

Confirmation By-law

2025-276 Councillor Fellows – Councillor Adzija

RESOLVED THAT By-law No. 2025-55 be read a first and second time, considered read a third time and finally passed this 6th day of October, 2025.

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

CARRIED

ADJOURNMENT:

2025-277 Councillor Emons – Deputy Mayor Pennings

RESOLVED THAT Council for the Township of Southwold adjourns this Special meeting of Council at **4:48 p.m.**

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

CARRIED

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



Southwold War Memorial Committee

September 9, 2025
Council Chambers, Fingal
3:30 PM

Attending: Len Lynch, Rev. Diane Macpherson, Karen Lynch, Leah Morise, Bill Aarts, Councillor Emons

Staff Resource: Caitlin Wight

Regrets: Rev. John Brown, Gayle Bogart

Called to order at 3:30 PM

Motion to approve Minutes from February 11, 2025, meeting by Karen Lynch, Seconded by Rev. Diane Macpherson. All in favour. Carried.

Motion to approve the agenda for the September 9, 2025, meeting by Leah Morise, Seconded by Bill Aarts. All in favour. Carried.

Business Arising from Minutes

Plans for November 9, 2025

- Harvards are confirmed for November 9, 2025
- COPA – Bill Aarts to confirm their attendance
- Looking to get a group photo of each of the Harvard Pilots and the COPA Pilots
- Dubber's – we do not have an update from the sisters of the family. Rev. Macpherson to go to Elgin Military Museum to see if there is anything there that we might be able to use. Also to try and connect with the Middlemarch Women's Institute.
- Live Streaming from 2024 Service

- Was a problem with the audio of the live stream last year. Councillor Emons to confirm with Grayden – Establish Media on if the live stream issues are resolved and can proceed. Or if the recorded service is then only posted in its final edited version on YouTube and website for Remembrance Day.
- There will be no Southwold Public School Choir again this year. Leah is confirmed to sing.
- Welcome Home photo – to include on front page of program this year, with names on the inside cover, as well as during the PowerPoint presentation.

New Business

- Curtains for a backdrop behind the stage – Looking for them to be side to side behind the stage (from the exit doorframe on the east side of the building toward where the projector screen comes down to the left of the door.
- Councillor Emons to talk to Jeff Carswell (CAO/Clerk) to see if she can have Corey Pemberton meet Len and herself at the Complex to discuss.
- Committee passes motion to recommend looking into black floor length curtains for the service, and to use funds from the Harvard's not in attendance in 2024 for this, by Leah Morise, Seconded by Rev. Macpherson.
 - Note: Corey Pemberton met with Sarah and Len on September 18th at the complex. Corey gave permission to purchase curtains for Remembrance Day, from the funds saved from the Havard's not being in attendance in 2024.
- Discussion that on the invitations to the wreath presenters, that they need to check in at the front of the complex prior to seating. So that we are better able to confirm that who has confirmed attendance have arrived. Cadets to arrive at 8:30 AM and go to Memorial Site to meet with Len for direction.
- Committee to determine who should be asked to participate for the Southwold Youth.
- Letters need to be sent to Oneida Nation of the Thames, Chippewa of the Thames First Nation and the Muncey-Delaware Nation to invite their Nations to the service. Currently have a wreath for Indigenous Veterans.
- Invitations need to be extended to local media: Jeff Wray, Ian McCallum, Eric Bunnell, Aylmer Express.
- Caitlin to place ads in Elgin County Market, St Thomas Times Journal, Aylmer Express.
- In Memorial – to recognize Perry Clutterbuck – former Reeve and Warden of Elgin County.

- Bill Aarts is stepping down from his role of M.C. of the service. Mike Vecchio is to take over. The committee would like to personally thank Bill for his 21 years as the M.C. for the Remembrance Day service.

Next Meeting

The next meeting will be Tuesday, October 21 at 3:30 p.m. in Council Chambers at the Municipal Office in Fingal.

Adjournment

Motion to adjourn meeting by Bill Aarts, seconded by Leah Morise.

The meeting was adjourned at 4:18 p.m.



4. October 23rd, lunch

Meat Loaf will be the feature meat for the October 23rd lunch with an apple dessert.

The Committee members and caterer will arrive around 11 am.

5. Complimentary Items

A plant will be the complimentary favour for the October lunch and there will be 80 ordered. There will be 90 poinsettias ordered for the Christmas lunch. Any left-over poinsettias will be taken to Elgin Manor or Royal Oak Senior Living.

6. Future Events

The Christmas lunch will be a drive-thru lunch. February 12th will be the date for a Valentine's lunch. A suggestion of stew with red velvet cake was made. April 16 will be the date for an Easter lunch. Menu will need to be determined. A date in May will need to be determined for a spring walk through the memorial garden in Shedden. It was suggested that the June picnic be held in Shedden and the August picnic at the Talbotville Optimist Sports Park. The dates for the picnics will be decided later.

7. Other Business

The Committee requested that a financial statement be presented at the next meeting.

8. Adjournment and Next Meeting

The meeting was adjourned at 2:23 p.m. to meet again on November 18th, at 1:30 p.m. in Council Chambers, Fingal.



Keystone Complex Committee

September 25, 2025

**Southwold Keystone Complex / Teams Meeting
35921 Talbot Line, Shedden
7:00 PM**

Present:

Councillor Scott Fellows
Councillor John Adzija (Virtual)
Sandy Annett – Rosy Rhubarb
Jim Carder – Fingal-Shedden and District Optimist Club
Don Miller – Fair Board (Virtual)
Shirley Longhurst – Fair Board
Tiffany Duskocy – Triple C Saddle Club
Brian Rieger – Shedden Tractor Pull
Allison Duncan- *Staff Resource
June McLarty - *Staff Resource

Regrets:

John Price - *Staff, Parks and Facilities Operator
John Coleman – Ice Pad
Joanne Fisher – Triple C Saddle Club Alternate

1. Call to Order

Chair Scott Fellows called the meeting to order at 7:04 PM.

2. Approval of Agenda

MOVED: JIM CARTER

SECONDED: SANDY ANNETT

That the Keystone Complex Committee hereby adopts the Agenda as presented.

DISPOSITION: CARRIED

3. Adoption of Minutes from August 14, 2025 Meeting

MOVED: SANDY ANNETT

SECONDED: JIM CARTER

That the Keystone Complex Committee hereby adopt the minutes of August 14, 2025, as amended.

DISPOSITION: CARRIED

4. Organization Reports

Shedden Agriculture Society Board – Shirley Longhurst

The Annual Shedden Fair went well; the weather was good. They are having a Quilt Show in April.

Shedden Truck and Tractor Pull – Brian Rieger

Good weather. Attendance was down.

The Truck and Tractor Pull is set for June 19th, 2026.

Rosy Rhubarb – Sandy Annett

It was a full festival. It felt good and easy. New people had some new ideas.

A focus this year was to make the complex grounds safer. The main entrance into the complex was designated for accessibility parking only. The main entrance for everyone became Fairground Road, and people parked in the grassy spot. There was no vehicle traffic allowed on the grounds.

There was room for more vendors. Another row was added. 94 vendors and 11 food trucks. It was a sectioned layout. A social tent provided space to sit and talk with friends. They were able to sell wine and beer in the tent. The kids' zone was all together to the side, to not compete with the rest.

Portable electrical panels were added to outlets to the east side. They were able to hook on and be removed. The addition added 24-30 electrical outlets.

Around 8,000 people passed through the gates over 2 days. Gate donations increased 10-15%. 8,000 'Save the Date' cards were distributed. Successful car show. The number of participants in the run was down from last year. Sales included: 400lbs of rhubarb sauce, 200 ice cream and pie, 275 tubs of sauce and salsa, and 300 lbs of fresh rhubarb.

Rosy Rhubarb is set for June 13th and 14th of 2026.

Jim Carter – Fingal-Shedden & District Optimist Club

Car show and Rhubarb Run went well. Canada Day celebration June 30th, 2025, was good but it did rain. \$175, did the bar and fireworks. The Ball tournament was a success. Kids Halloween Party is coming up on October 24th, 2025. Fingal Christmas Parade is December 7th, 2025. The theme for the 2025 parade is Colours of Christmas. The Optimist Club is also doing the Angel Tree again this year.

Optimist is now involved with Jackpot City, and able to make some money.

Tiffany Duskocy – Triple C Saddle Club

Successful season with 5 shows. Saw an increase, now with 90 members. 75 members qualified for their final show. They held a fundraiser for club equipment and raised funds to \$4500. They have not had issues with water as the Fire Department helped.

5. Business Arising from Minutes

a. Memorial Forest Direction

Recommendation went to Council and was approved. Sandy did not talk to Second Nature but Rosy Rhubarb is in support of them being involved.

b. Shedden Ball Diamond Restoration

Councillor Fellows reported that he has a discussion with Keith regarding the Shedden ball diamond and the possibility of removing the outfield chips, doing some grass seeding and the lifting of the drain. The chips can be recycled and added to the trails.

MOVED: JIM CARTER

SECONDED: SANDY ANNETT

6. New Business

a. Smoking By-law

Sandy inquiring about smoking by-law, if it applies to the entire fairgrounds. Brian explained that there are some stipulations. It applies to the whole grounds, but you can have designated areas. Anywhere you have residence, including a trailer, they can not regulate them.

In the future, Rosy Rhubarb can get signs and add to the website that it is a "No Smoking Area". Brian mentioned that because you are renting, you can do so.

b. Electronic Sign

Everything is ready to go with the electronic sign. A day for installation needs to be determined. The location had to be moved because of the base. Sandy would like to ensure it will not impede with the garden beds as that is where the rhubarb plants are.

c. Triple C – Equipment

Triple-C has been asked to host a co-sanctioned event in 2026. The event would take place over a three-day period. The event would be in addition to the 5 season shows. Other committee members did not see an issue with the event nor the increase in trailers. Tiffany stated that this event would have more trailers in addition to pens for the horses.

Tiffany will be looking into bringing in porta potties for the shows next year. The addition of porta potties at the horse ring, will be a discussion for the future. Committee raised concerns about the possibility of them being vandalized being in the back.

Triple C is looking to purchase a tractor and groomer to work up the corral during events. They are also looking for possible storage facilities. If they do find a groomer, they will need to find a float big enough to transport. If someone were to volunteer to groom, it is not just one groom. The ring requires grooming after every 5 riders, therefore, would be an all-day task. Councillor Fellows to talk to Corey about possible storage for Triple C equipment.

Triple C is looking into getting a water tank in the future.

If Rosy Rhubarb's tractor is big enough for Triple C, further discussion about Triple C will take place. In the event the tractor is available for use, Triple C will be looking into finding groomer.

Sandy to talk to Keith. Arrange to look at the tractor.

7. Next Meeting and Adjournment

That the Keystone Complex Committee hereby adjourn at 8:17 pm, to meet again on March 26, 2026, at 7: 00 pm.

DISPOSITION: CARRIED

DRAFT



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Southwold Water Distribution System Operations Report Second Quarter 2025

Ontario Clean Water Agency, Southwest Region
Vitaliy Talashok, Sr. Operations Manager, Aylmer Cluster
Date: July 15, 2025

Facility Description

Facility Name:	Southwold Water Distribution System
Regional Manager:	Sam Sianas - (519) 319-2233
Senior Operations Manager:	Vitaliy Talashok - (226) 378-8986
Business Development Manager:	Robin Trepanier - (519) 791-2922
Facility Type:	Municipal
Classification:	Class 2
Drinking Water System Category:	Large Municipal Residential
Title Holder:	Municipality

Service Information

The Southwold Distribution System services approximately 1310 service connections throughout the Township of Southwold in rural areas, Shedden and Fingal. The system supplies water to the Dutton Dunwich Distribution System, St. Thomas Distribution System and Middlesex Centre. At the Iona Interconnect, the Dutton-Dunwich Distribution System can also back feed into the Southwold system in case of emergency. The Lynhurst area (in Southwold) is supplied by the St. Thomas Area Secondary Water Supply System and the Central Elgin Distribution System, this area is operated by the City of St. Thomas.

Operational Description

A re-chlorination facility is located on Talbot Line. The Shedden Re-Chlorination Facility boosts the free chlorine residual from the supply from the St. Thomas Area Secondary Water Supply System. Water quality is monitored at this location through online chlorine analyzers as well as sampling locations located throughout the distribution system. Auto flushers are installed in problem/low usage areas in the distribution system in order to maintain adequate residuals. There are three pressure reducing valves located in the distribution system to control high pressure areas. Chambers for draining, isolating and air relief are located throughout the distribution system as well.

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Southwold Distribution System
ORG#: 5071

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

On February 19th a watermain break was reported as an AWQI to the MECP's Spills Action Centre and Southwestern Public Health. A Boil Water Advisory (BWA) was issued due to system wide pressure loss as a result of the watermain break. The BWA was rescinded after the watermain was repaired and satisfactory sample results were received.

SECOND QUARTER:

There were no compliance issues to report during the second quarter.

SECTION 2: INSPECTIONS

FIRST QUARTER:

There were no MECP or MOL inspections conducted during the first quarter.

SECOND QUARTER:

There were no MECP or MOL inspections conducted during the second quarter.

SECTION 3: QEMS UPDATE

FIRST QUARTER:

On February 11th, the Essential/Emergency Service and Supply Contact List was updated to include changes to OCWA staff contacts as well as client contacts. The contact list is currently in its 38th revision and is reviewed annually.

SECOND QUARTER:

On June 12th, an internal audit was completed. One OFI was found that will be considered at the management review in August.

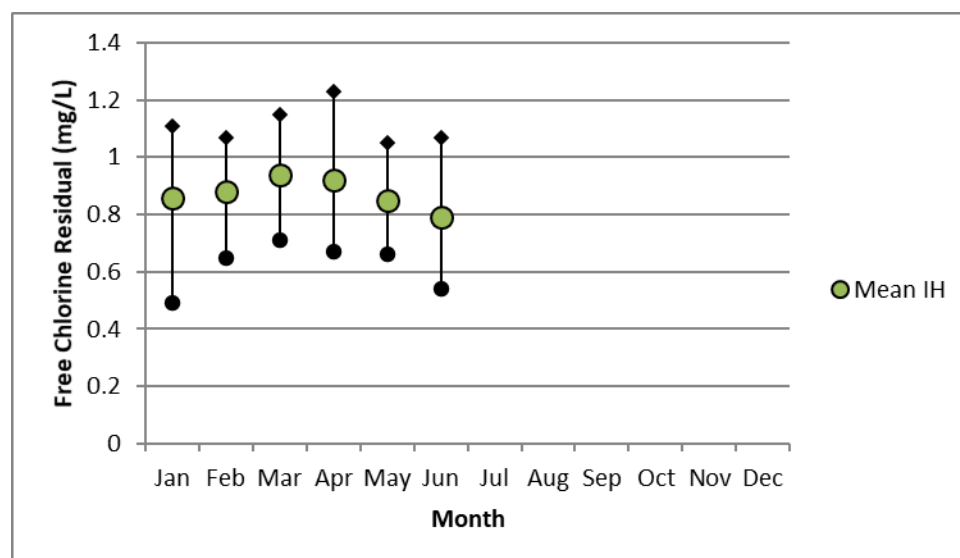
SECTION 4: PERFORMANCE ASSESSMENT REPORT

Auto Flushers are tested twice per week; the current settings are:

#	Location	Frequency	Duration
1	Iona Road	7 days	15min
2	Lake Line	5 days	15min
3	Thomas Road	7 days	15min
4	Bush Road	7 days	7min

All residuals were adequate at the current flushing durations. Chlorine residuals are taken throughout the system to monitor the auto flusher effectiveness as well as to meet regulatory requirements. O. Reg. 170/03 requires that residuals are taken 2 times per week at least 48 hours apart with a minimum of 4 residuals on the first day and 3 residuals on the second. Chart 1 below shows the residuals for 2025 obtained throughout the distribution system.

Chart 1. Free chlorine residuals in the distribution system in 2025.



All sampling and testing in the distribution system met requirements with the current Municipal Drinking Water License and regulations during this quarter. Microbiological samples are taken at five locations throughout the distribution system each week (it is required to take 8 samples per month plus one sample for every 1000 people, therefore a minimum of 11 samples per month). E. coli and total coliform have a regulatory limit of 0 cfu/100mL and there is no regulatory limit for HPC. HPC concentrations are used to indicate a potential problem area; if results from a particular sample location are consistently showing elevated levels then flushing or other action is required to reduce the value. Table 1 shows the distribution system sampling results for 2025.

Table 1: Distribution system sampling results for 2025.

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	20	0 – 0	0 – 0	8	<10 - <10
February	36*	0 – 0	0 – 0	18	<10 - <10
March	25	0 – 0	0 – 0	10	<10 - 10
April	20	0 – 0	0 – 0	8	<10 - <10
May	21	0 – 0	0 – 0	9	<10 - <10
June	25	0 – 0	0 – 0	10	<10 - 10
July	-	-	-	-	-
August	-	-	-	-	-
September	-	-	-	-	-
October	-	-	-	-	-
November	-	-	-	-	-
December	-	-	-	-	-

*additional samples collected as a result of the watermain break

Trihalomethanes are sampled on a quarterly basis. Table 2 below shows the current running average of the 2025 results. The current running average is below the regulated limit of 100µg/L. When compared to the running average from Q2 of 2024, this is a decrease of 0.6%.

Table 2: Trihalomethane sample results.

	Limit (µg/L)	THM Result (µg/L)
January 2025		37
April 2025		29
July 2024		45
October 2024		53
Running Average	100	41.00

Haloacetic Acids (HAAs) are sampled on a quarterly basis. Table 3 below shows the running average of the 2025 results. The current running average is below the regulated limit of 80µg/L. When compared to the running average from Q2 of 2024, this is an increase of 8.4%.

Table 3: Haloacetic acid sample results.

	Limit (µg/L)	HAA Result (µg/L)
January 2025		20.90
April 2025		24.5
July 2024		16.8
October 2024		18.9
Running Average	80	20.28

Schedule 15.1 in O. Reg. 170/03 requires sampling for lead, alkalinity and pH. This is required twice per year. The Southwold Distribution System is currently in reduced sampling which requires distribution sampling only and lead sampling only every third year. Table 5 shows the results for 2025. Lead is required in 2026.

Table 4: Schedule 15.1 sampling results.

	# Samples	pH	Alkalinity (mg/L)	Lead (µg/L)
February 2025	3	7.14 – 7.17	107 - 111	-
July 2025	-	-	-	-

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

On March 11th, the annual Health & Safety Inspection was completed. No issues were identified. There were no additional Health & Safety issues identified in the first quarter.

SECOND QUARTER:

There were no additional Health & Safety issues identified during the second quarter.

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

Completed all scheduled readings, checks, maintenance requirements, and work orders.

FEBRUARY

Completed all scheduled readings, checks, maintenance requirements, and work orders.

19: Farmington Mechanical onsite at John Wise and Fingal PRV with Kevin from Southwold, PRV was isolated and bypassed, work was performed and then PRV was put back into service

MARCH

Completed all scheduled readings, checks, maintenance requirements, and work orders.

12: SCG Flowmetrix on-site for annual flow meter calibrations

SECOND QUARTER:

APRIL:

Completed all scheduled readings, checks, maintenance requirements and work orders.

Completed monthly chamber inspections

09: completed quarterly ph and cl probe inspection and calibration.

25: On-site with PVEX at laneway of Southwold public school to hydro vac down to main to investigate possible leak

30: Completed installation of I-hydrants with Southwold township and Clow Canada, at hydrants on Talbot/Mill and Lake/Grand canyon, refer to appurtenance repair forms

MAY:

Monthly chamber inspections were completed and all auto flusher rounds and samples were completed.

1: On-site on Union road at 9210 to witness live tap, refer to live tapping forum for details

3: Oversaw water main repair done by PV-X, valve at Fingal and Lyle was isolated, hydrants 134 and 135 were opened to relieve pressure. Sample was collected from 39757 Fingal line sample station and dropped at the lab.

6: On-site with Farmington Mechanical for new John Wise and Fingal PRV install. Existing 12" PRV has been removed, new 8" PRV is installed, flushed out repair area, refer to appurtenance repair form

27: Arrived onsite on Union between Coon and Boxal for water main work Started opening valve on union and boxall Valve at Union and Coon and Union and Boxall open and service returned to as normal.

JUNE:

Monthly chamber inspections were completed and all auto flusher rounds and samples were completed.

Completed monthly work orders.

04: Inspected chlorine board with ORO, replaced very top black connection piece to fix leak. Monitored pressure

06: Water trailer was delivered to Rosey rhubarb in Shedden and maintained over the weekend.

10: Completed the install of three new I-hydrants with K Goodhue and Clow Canada, refer to appurtenance repair forms

23: Performed emergency water shut off at 35904 Talbot line as directed by OIC, turned water back on 2 hours later

25: On-site on Talbot line for todays watermain work, will begin shutting down valves to isolate area. Disabled Dialer at rechlore for planned water main shut down, station will be losing water supply. Valves are isolated, watermain is exposed with air gap, contractor to begin relief cuts to drain remaining water in main. Farmington mechanical removed and installed new drain valve in drain chamber on HWY 4 chamber, refer to appurtenance repair form. New section of main is installed with appurtenances, waiting for backfill and will re pressurize main, refer to appurtenance repair form. Isolated line now back to operating pressure, flushed hydrant for 40 mins residual 0.85.

SECTION 7: ALARM SUMMARY

FIRST QUARTER:

JANUARY

09: Completed emergency water shut off as requested by Mike Taylor at 37389 Southdel drive, confirmed with homeowner

FEBRUARY

16: Received a call from property owner on Mcdiarmid line saying they have no water, will go to site and investigate. spoke with property owner, property is just a barn with yard hydrant, inspected area found no signs of main break, spoke with neighbours and confirmed they still had water

19: low pressure complaint call which lead to the discovery of a main break.

20: Received emergency locate call, completed emergency locate at 37989 Longhurst line.

MARCH

16: Received call for an emergency locate 36752 fignal line for hydro pole replacement, completed locate.

21: Received call from spectrum for an emergency water shut off, arrived at 35847 Waugh street in Shedden, spoke with homeowners, found curb stop and shut water off, confirmed with homeowners.

SECOND QUARTER:

APRIL:

12: received call from home owner at 6323 union that he had dug up his curb stop and turned the water off due to a break in his basement. Arrived onsite and found curb stop pulled out with the bottom housing part missing and just the stainless steel curb stop rod sticking out of the ground which the homeowner used to shut his water off. After attempting to get the bottom housing of the curb stop out of the ground and replace curb stop without success i discussed with ORO and it was decided to leave it for the weekend and we will continue work on it during the week.

20: Received call from Ontario One Call for an emergency locate request on Southdel drive, called and spoke with Hydro one who requested locate and confirmed location of work, outside of water boundary

MAY:

N/A

JUNE:

01: Completed emergency locate, nearest address 8115 Burwell road.

27: Received call for air bubbles in home owners water, directed by ORO to go flush hydrant near address, headed out. Flushed hydrant 130 on the corner of Oneida and fignal line, free residual is 1.08. Flushed hydrant 129 at 35895 fignal line, free chlorine residual is 1.00.

SECTION 8: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

FEBRUARY

19: Calls began coming in through multiple channels from multiple residents in the system that had no water. Watermain break discovered on the 14 inch main that supplies most of the system.

27: Received a call for cloudy water with an unusual taste at 8470 Lyle Road. Flushed the hydrant everything looks good, free chlorine residual of 1.33mg/L. Southwold confirmed with homeowner that it had cleared up on their end too.

MARCH

25: Received a call from the landowner at 37538 Lake Line complaining of lots of air coming into their internal plumbing. The hydrant on lake line and scotch was flushed and obtained a free chlorine residual of 1.12mg/L. The hydrant on union road and lake line was flushed and got a free chlorine residual of 0.83mg/L. Both hydrants operated normally with no air visible.

SECOND QUARTER:

JUNE

27: Complaint of air bubbles in water at the corner of Oneida and Fingal line. The operator flushed the hydrant upstream and downstream and collected a residual. Air was suspected from a repair in the area recently.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Talbotville Wastewater Treatment Plant

Operations Report

Second Quarter 2025

Ontario Clean Water Agency, Southwest Region
Vitaliy Talashok, Sr. Operations Manager, Aylmer Cluster
Date: July 15, 2025

Facility Description

Facility Name: Talbotville Wastewater Treatment Plant
Regional Manager: Sam Sianas - (519) 319-2233
Senior Operations Manager: Vitaliy Talashok - (226) 378-8986
Business Development Manager: Robin Trepanier - (519) 791-2922
Facility Type: Municipal
Classification: Class 3

Service Information

Population Served: 125

Capacity Information

Total Design Capacity: 500 m³/day

	Design Values	2021 Flow Data	2022 Flow Data	2023 Flow Data	2024 Flow Data	2025 Flow Data
Average Daily Flow (m³/d)	500	84.6	152.1	209.9	223.1	242.6
% of Average Daily Design Flow	-	16.9	30.4	42.0	44.6	48.5
Peak Flow (m³/d)	1000	319.0	432.4	360.0	441.0	370.4
% of Peak Design Flow	-	31.9	43.2	36.0	44.1	37.0

	Design Flow (m ³ /d)	2025 Average Daily Flow (m ³ /d)	2025 % Capacity	Design Peak Flow (m ³ /d)	2025 Maximum Daily Flow (m ³ /d)	2025 % Peak Flow
January	500	243.8	48.8	1000	370.4	37.0
February	500	199.3	39.9	1000	263.0	26.3
March	500	295.1	59.0	1000	347.0	34.7
April	500	282.35	56.5	1000	361.0	36.1
May	500	233.12	46.6	1000	283.0	28.3
June	500	201.81	40.4	1000	211.7	21.2
July	500	-	-	1000	-	-
August	500	-	-	1000	-	-
September	500	-	-	1000	-	-
October	500	-	-	1000	-	-
November	500	-	-	1000	-	-
December	500	-	-	1000	-	-
Annual Average	-	242.6	48.5	-	-	-

Operational Description:

The wastewater is screened through a mechanically cleaned fine screen and discharged to the aeration tanks which operate in series. From the aeration tanks, the wastewater flows to the MBR tank(s) which operate in parallel. MBR Tank#2 has been upgraded to Zeeweed Membrane technology in 2023. Supplementary treatment is provided for phosphorus removal and pH adjustment. Alum is utilized for phosphorus removal and Sodium Hydroxide is used for pH adjustment. The final effluent from the MBR tanks is discharged to the ultraviolet (UV) disinfection system. The final effluent flows from the UV disinfection system

to Dodds Creek. Waste activate sludge is processed through the sludge press with excess water from the dewatering process being returned to the head of the plant. Dewatered sludge is transported offsite for disposal.

CLIENT CONNECTION MONTHLY CLIENT REPORT

Facility Name: Talbotville Wastewater Treatment Plant

ORG#: 1536

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no compliance issues to report for the first quarter.

SECOND QUARTER:

The effluent limit for phosphorous was exceeded in the month of May. The effluent phosphorous in May was 0.45mg/L exceeding the limit of 0.30mg/L. This exceedance was reported to the MECP on June 3rd. It was found that the alum line had plugged up over the weekend before the final sample of the month. One high result caused this exceedance.

SECTION 2: INSPECTIONS

FIRST QUARTER:

There were no MECP or MOL inspections conducted during the first quarter.

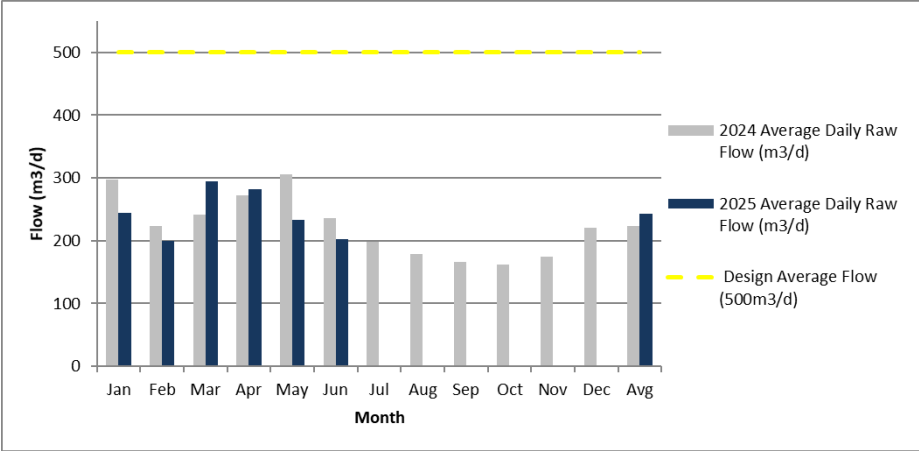
SECOND QUARTER:

There were no MECP or MOL inspections conducted during the second quarter.

SECTION 3: PERFORMANCE ASSESSMENT REPORT

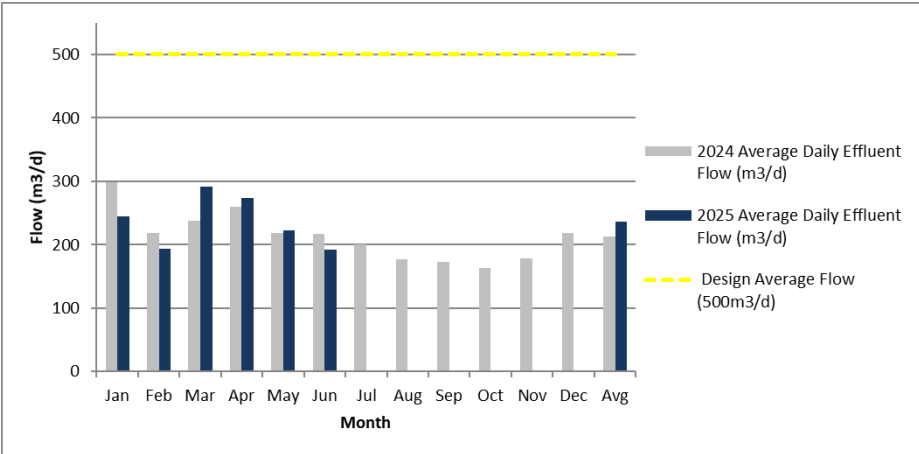
The average daily raw flow so far in 2025 is 242.6 m³/d. This is a 8.7% increase when compared to the average daily flow in 2024. The chart below shows the average daily flows for 2025, compared to the 2024 average daily flows (Chart 1).

Chart 1. Raw flows for 2025 compared to 2024.



The average daily effluent flow so far in 2025 is 236.6m³/d. This is a 10.9% increase when compared to the average daily flow in 2024. The chart below shows the average daily flows for 2025 compared to average daily flows in 2024 (Chart 2).

Chart 2. Effluent flows for 2025 compared to 2024.



Raw samples are taken on a monthly basis following the ECA requirements. The table (Table 1) below shows the raw sample results compared to the design objectives. Design objective exceedances are highlighted red in the table below (Table 1). Since August, 2024 there has been an increase in the strength of influent entering the plant. This has not had an impact on the effluent quality at this time.

Table 1. Raw water sample results for 2025.

	BOD5	TKN	TP	TSS
	(mg/L)	(mg/L)	(mg/L)	(mg/L)
January Results	280	52.2	5.47	172
February Results	284	57.9	6.65	112
March Results	263	50.6	5.49	97
April Results	197	30.4	3.43	89
May Results	755	90	14	620
June Results	263	64.9	7.72	119
July Results	-	-	-	-
August Results	-	-	-	-
September Results	-	-	-	-
October Results	-	-	-	-
November Results	-	-	-	-
December Results	-	-	-	-
Design Objective	250	40	7	250
# Months Above Design	5/12	5/12	2/12	1/12

The effluent is sampled on a weekly basis following the requirements of the ECA. The table (Table 2) below summarizes the monthly average results compared against the objectives and limits identified in the ECA.

Table 2. Effluent average sample results.

	cBOD5	TSS	TP	TAN (mg/L)	E. coli	pH
	(mg/L)	(mg/L)	(mg/L)		(cfu/100mL)*	
January	2.00	2.00	0.16	0.13	1.00	7.20 - 7.78
February	2.00	2.00	0.15	0.10	1.00	7.36 - 7.92
March	2.00	4.40	0.23	0.10	2.00	7.53 - 8.33
April	2.00	2.00	0.25	0.13	2.95	7.04 - 8.40
May	2.00	4.50	0.45	0.10	3.44	7.17 - 8.07
June	2.00	2.75	0.16	0.10	1.00	6.58 - 8.07
July	-	-	-	-	-	-
August	-	-	-	-	-	-
September	-	-	-	-	-	-
October	-	-	-	-	-	-

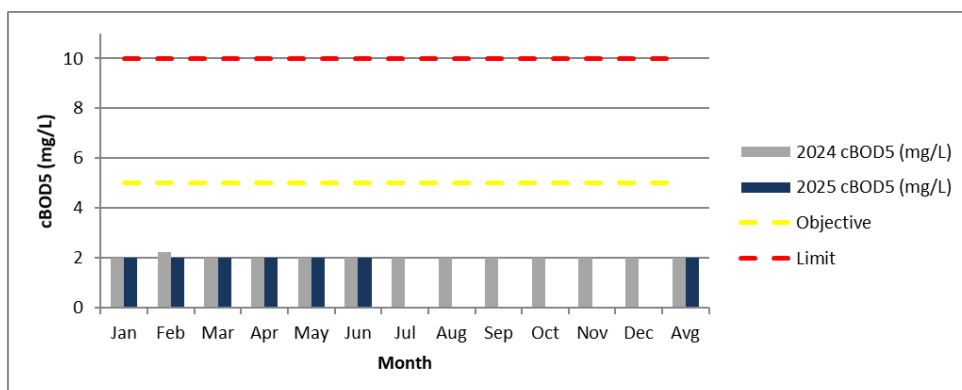
November	-	-	-	-	-	-
December	-	-	-	-	-	-
Annual Average	2.00	2.94	0.23	0.11	1.65	6.58 - 8.40
ECA Objective	5	5	0.2	1.0** 3.0	100	6.5-8.5
ECA Limit	10	10	0.3	1.5** 4.0	150	6.0-9.5

*expressed as geometric mean

**based on May 1 to November 30 and December 1 to April 30

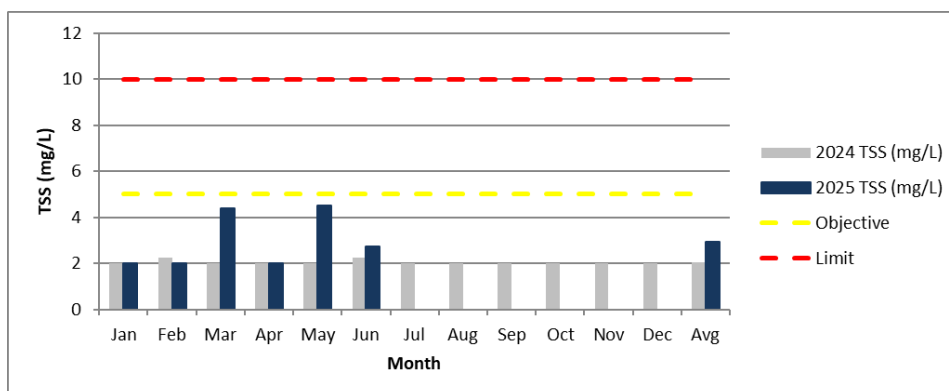
Effluent average cBOD5 so far in 2025 is 2.00mg/L. This is a decrease of 1.0% when compared to the 2024 annual average. All results have met the effluent objectives and limits identified in the ECA. Refer to Chart 3 for the average monthly effluent cBOD5 results.

Chart 3. Average Monthly Effluent cBOD5 results for 2025 compared to 2024.



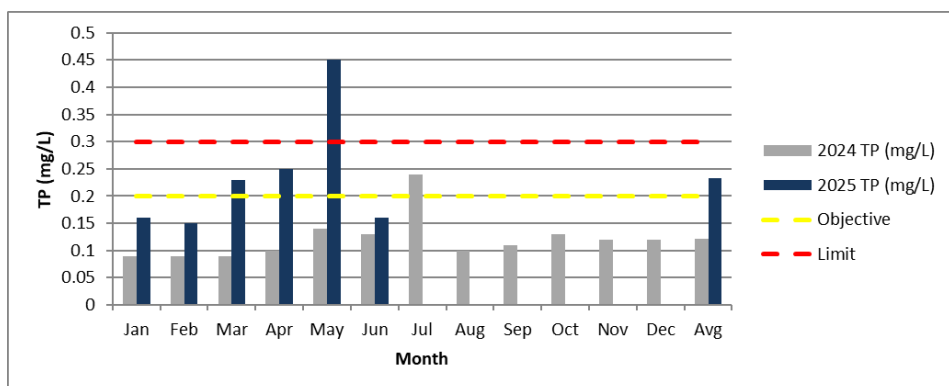
Effluent average TSS so far in 2025 is 2.94mg/L. This is an increase of 44.1% when compared to the 2024 annual average. All results have met the effluent objective and limit identified in the ECA. Refer to Chart 4 for the average monthly effluent TSS results.

Chart 4. Average monthly effluent total suspended solids for 2025 compared to 2024.



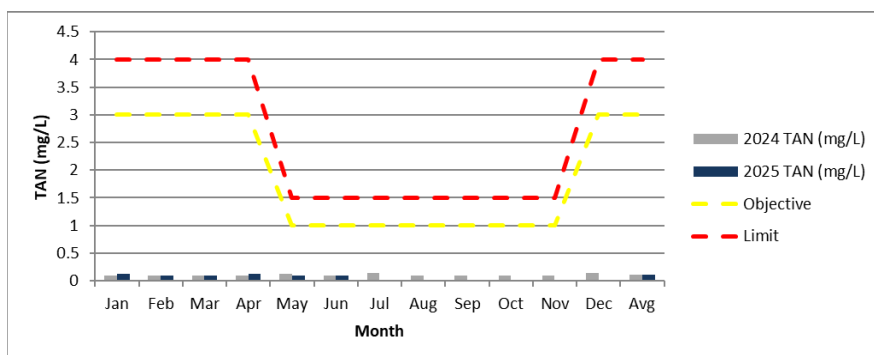
Effluent average TP so far in 2025 is 0.23mg/L. This is a 91.8% increase when compared to the 2024 annual average. All results have met the effluent limit identified in the ECA however, there was one objective exceedance in March and April which was caused by high flows due to rain and snow melt. Higher flows due to infiltration to the collection system have put pressure on the membranes and caused this increase. The limit exceedance in May was due to the alum line plugging up. Refer to Chart 5 for the average monthly effluent total phosphorous results.

Chart 5. Average monthly effluent total phosphorus results for 2025 compared to 2024.



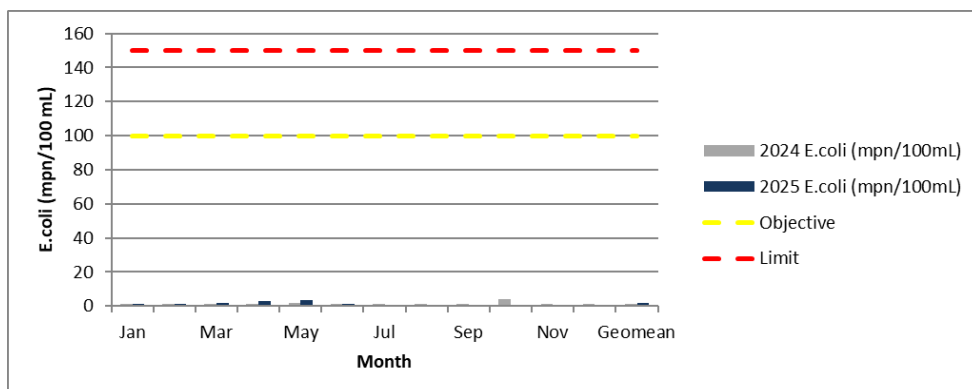
Effluent average TAN so far in 2025 is 0.11mg/L. This is a 1.5% increase when compared to the 2024 annual average. All results have met the effluent objective and limit identified in the ECA. Refer to Chart 6 for the average monthly TAN results.

Chart 6. Average monthly effluent total ammonia nitrogen results for 2025 compared to 2024.



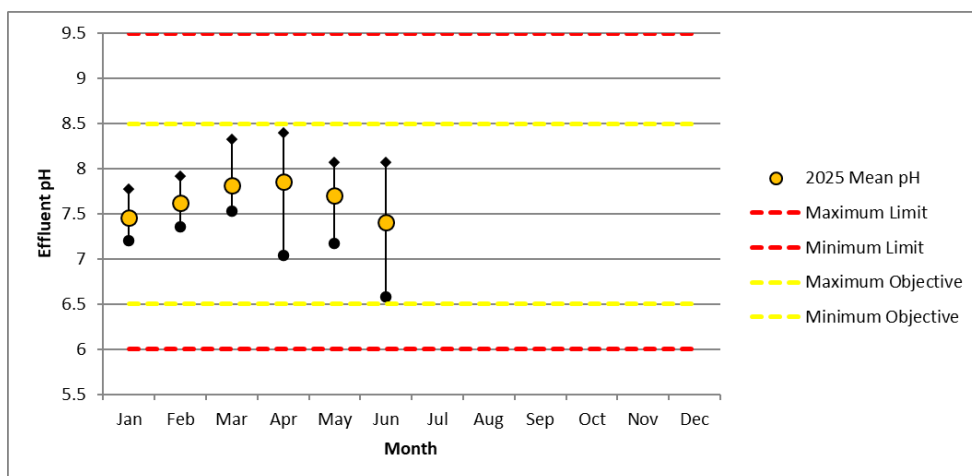
The average effluent geometric mean for E. coli so far in 2025 is 1.65mpn/100mL. This is a 16.4% increase when compared to the 2024 annual average. All results have met the effluent objective and limit identified in the ECA. Refer to Chart 7 for the monthly geometric mean results for E.coli.

Chart 7. Geometric mean effluent E. coli results for 2025 compared to 2024.



The effluent pH is monitored twice weekly, at a minimum, at the Talbotville WWTP in accordance with the ECA. The pH is required to be maintained between 6.0-9.5 at all times. Refer to Chart 8 for the monthly minimum, maximum, average pH readings in 2025.

Chart 8. Effluent pH readings for 2024.



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

On March 11th, the annual occupational health and safety inspection was completed. There were no issues identified. There were no additional Health & Safety issues identified during the first quarter.

SECOND QUARTER:

There were no additional Health & Safety issues identified during the second quarter.

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

Routine checks, readings and sampling were all conducted as required during the first quarter of 2025.

JANUARY

02: Received chemical delivery from Jutzi

09: Hawkins electric on-site to look at heater in screener room

23: Received chemical delivery from Jutzi

FEBRUARY

Monthly work orders were completed

12: ABC sanitation on-site for haul out of aeration tank

20: Received chemical order from Jutz

MARCH

12: SCG Flowmetrix on-site for annual flow meter calibrations

13: Accepted chemical delivery from Jutzi

18: ABC sanitation onsite to take multiple sludge hauls

19: ABC on-site for haul from EQ, Elvis from Hawkins electric on-site to install new actuator for AV 701

SECOND QUARTER:

APRIL:

02: Continued MBR1 cleaning, ABC onsite for two hauls from aeration and one from MBR2

03: Received chemical delivery from Jutzi, ABC onsite for more hauls due to EQ level being at 100%

04: ABC onsite for hauls from EQ due to level being at 100%

06: ABC onsite for more hauls due to EQ being at 100%

08: Completed MBR2 hypo backwashing

09: Completed MBR1 chemical soak

17: K & K locksmith onsite to look at middle door

23: Hetek on-site for semi annual H2S sensor inspection/ calibration, pulled apart and cleaned screener.

24: Pulled rack from MBR1, found split on green suction hose, cut out and replaced, placed back into service. Received chemical delivery from Jutzi

29: Completed carbon filter inspection, cleaned off suction filter

MAY:

All samples were completed as per schedule, chemical orders were received and lines were cleaned, screen in screening room was pressure washed.

7: WESSUC onsite for EQ clean out. Starting with tank 301, it was isolated and pumped down in preparation. WESSUC cleaned EQ tank 301. EQ tank 302 has not been cleaned, so it's been taken offline. Influent has been directed solely to EQ 301. The inlet screener was pressure washed.

26: cleaned alum line to ensure proper dosing after high phosphorus results.

JUNE:

All weekly rounds and readings were performed, weekly samples were taken and chemical orders were received. Monthly work orders were completed

04: lower Alum uptake than normal was observed, alum line was cleaned and any blockages were flushed.

05: Cleaned and cycled warm water through alum pumps with OIC , trouble shoot why alum was not being dosed, switched to using the pump on the left hand side, alum is now dosing again, a Chlorine maintenance clean was also performed on MBR2

10: HawkinsElectric Contractors arrived on site for electrical work in and behind the blower room for ongoing chemical storage upgrade. Contractors left site with intent of returning tomorrow morning to complete their pump and switch installations.

11: HawkinsElectric contractors arrived back on site to continue work, HawkinsElectric Contractors completed work: installed chemical pumps for chemical storage upgrade project and two switches for their operation in the blower room by the chemical totes.

12: Received chemical delivery from Jutzi

19: performed citric maintenance clean on MBR2

SECTION 6: ALARMS

FIRST QUARTER:

JANUARY

06: Received alarm text for low flow 702, reset alarms, MBR2 now running again, EQ at 38%, increased MBR2 flow from 200-225LPS

12: Received alarm text for low flow 702, MBR is running and alarm is cleared, actuator valve doesn't appeared to have faulted

FEBRUARY

N/A

MARCH

- 09: Received alarm text for UV light 752 fault, found UV 752 faulted with multiple red lights, attempted to reset it and cycle power but was not successful. Replaced bulb
- 15: Arrived onsite for AV 701 fail to open or close, manually exercised AV 701, now its operating normaly
- 23: Received alarm texts for 702 high vac, Arrived on-site, EQ tank at 50% running MBR's in high flow mode, turned MBR2 high flow setpoint from 250-220

SECOND QUARTER:

APRIL:

- 06: Received alarm texts for 701 high vac headed to site, Lowered high flow speeds by 5 LPM as previously instructed by OIC JC. EQ level up to 74%
- 08: Received alarm text for high level 302 and 702 high vac, heading to site. Arrived on-site, MBR2 has been going into high vac, turned flow down to 175, will monitor tank level to see if it starts to drop.
- 10: Received alarm text for high vac MBR 1 heading to site. Arrived onsite, reduced MBR 1 flow from 150 to 145 after discussing with ORO. Watched MBR run and appears to be running normally.

MAY:

- 14: Received text alarm for high level tank 601, arrived onsite and found no issues but the float had slid down. Re adjusted float and left site.

JUNE:

- 15: Saw alarm text for blower 601 fault, heading to site. Arrived on-site, saw alarm was still present for blower 601 alarm, duty had switched to blower 602, plant still operating fine, inspected belts and oil on blower 601 didn't see any issues, close to due date for oil change will change now. After changing oil brought plant and blower 601 back online, alarm is cleared, looks and sounds to be operating correctly will continue to monitor.
- 19: Received text alarm for P-903 fault, Arrived onsite pump appeared normal and reset on HMI.

SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

There were no complaints or concerns reported during the first quarter.

SECOND QUARTER:

There were no complaints or concerns reported during the second quarter.

RECEIVED

AUG 28 2025

**Notice of Request for Drain
Major Improvement**
Drainage Act, R.S.O.
1990, c. D.17, subs. 78 (1.1)

To: The Council of the Corporation of the Township of Southwold

Re: Goldseal Drain

(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☐ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☒ Constructing, reconstructing or extending bridges or culverts;
- ☐ Extending the drainage works to an outlet;
- ☐ Improving or altering the drainage works if the drainage works is located on more than one property;
- ☐ Covering all or part of the drainage works;
- ☐ Consolidating two or more drainage works; and/or
- ☐ Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting:

*need a culvert put in drain to replace cement spill way
crossing that is cracked and drain underneath is plugged.*

Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

39353 Longhurst Line, Concession 4, part lot 26

Ward or Geographic Township

Southwold

Parcel Roll Number

34 24 000 006 23100

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

Ownership

Sole Ownership

If you need to provide additional information, please attach along with this form.

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
[REDACTED]	[REDACTED]	2025/08/28

Enter the mailing address and primary contact information of property owner below:

Last Name	First Name	Middle Initial
[REDACTED]	[REDACTED]	[REDACTED]

Mailing Address

Unit Number	Street/Road Number	Street/Road Name	PO Box
	[REDACTED]	[REDACTED]	[REDACTED]
City/Town	Province	Postal Code	
Shedden	Ontario	N0L 2E0	
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	
[REDACTED]			

To be completed by recipient municipality:

Notice filed this 28th day of August 2025

Name of Clerk (Last, First Name)	Signature of Clerk
Carswell, Jeff	[REDACTED]

**Notice of Request for Drain
Major Improvement
Drainage Act, R.S.O.
1990, c. D.17, subs. 78 (1.1)**

To: The Council of the Corporation of the Township of Southwold

Re: Fingal Drains

(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☐ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Extending the drainage works to an outlet;
- ☒ Improving or altering the drainage works if the drainage works is located on more than one property;
- ☒ Covering all or part of the drainage works;
- ☒ Consolidating two or more drainage works; and/or
- ☐ Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting:

prepare a drainage report for the incorporation of the drainage infrastructure that is being constructed for the improvement of drainage for the Village of Fingal as well as Union Road, Fingal Line and the village streets and part of the road and sewer construction project

Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Con STRE Pt Lot 18

Ward or Geographic Township

Southwold

Parcel Roll Number

34 24 000 001 09700

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

Ownership

Corporation

If you need to provide additional information, please attach along with this form.

Corporation (The individual with authority to bind the corporation must sign the form)

Name of Signing Officer (Last, First Name) (Type/Print)

Jones, Grant

Position Title

Mayor

Name of Corporation

Township of Southwold

I have the authority to bind the Corporation.

Signature

Date (yyyy/mm/dd)

2025/09/23

Enter the mailing address and primary contact information of property owner below:

Last Name

VanOorspronk

First Name

Aaron

Middle Initial

Mailing Address

Unit Number

Street/Road Number

35663

Street/Road Name

Fingal Line

PO Box

City/Town

Fingal

Province

Ontario

Postal Code

Telephone Number

519-769-2010

Cell Phone Number (Optional)

Email Address (Optional)

development@southwold.ca

To be completed by recipient municipality:

Notice filed this 23rd day of September 20 25

Name of Clerk (Last, First Name)

Carswell, Jeff

Signature of Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: October 14, 2025

PREPARED BY: Paul Clarke, Planner

REPORT NO: PLA 2025-28

**SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2025-11,
10401 Sunset Road, Owner: Aulakh Enterprises Ltd.**

Recommendations:

1. 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 2025-55 attached as Appendix 1 to Report PLA 2025-28.
2. That subject to no concerns being raised at the public meeting, that By-law 2025-55 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).

Summary:

- The purpose of this application is to rezone the subject property from Residential 1 – Special Provision 7 (R1-7) Zone to Residential 1 (R1) Zone to consolidate the zoning following a consent application for a lot addition.
- The lands affected by this proposed Zoning By-law Amendment are also the subject of consent (severance) application E 29-24
- No concerns or objections have been identified by circulated agencies or the public.

Purpose:

To rezone the severed lands subject to consent (severance) application E 29-24 from Residential 1 – Special Provision 7 (R1-7) to Residential 1 (R1) to reflect the existing zoning of the parcel receiving the lot addition.

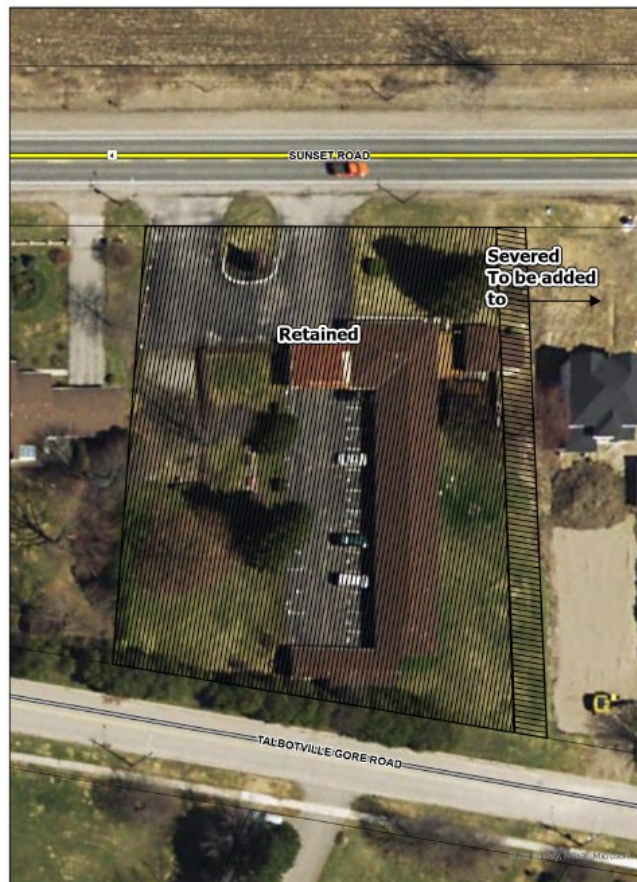
Background:

The applicant has applied for a Zoning By-law Amendment to satisfy a condition that is required as a result of severance application E 29-24. The severance application was

approved by the Elgin County Land Division Committee at its May 22nd, 2024 meeting, and no appeals were received.

Application No. ZBA 2025-11	
Owner	Aulkah Enterprises Ltd.
Address	10401 Sunset Road
Water Supply	Municipal Water
Sewage Supply	Sanitary Sewers
Buildings/Structures	Motel / Single-detached Dwelling
Elgin County Official Plan	Tier 2 Settlement Area
Township of Southwold Official Plan	Residential

Figure 1.0 Key Map of Subject Area



Proposal:

The applicant proposes to rezone the subject lands from R1-7 to R1. The subject land is also the subject of a severance application which proposes to sever a strip of land from the existing motel property at 10401 Sunset Road and add it to the adjacent residential lot. The existing motel property is zoned R1-7, which enables to use of the lot as a motel, and the parcel receiving the lot addition is zoned R1. This zoning by-law amendment was a condition of consent.

	Section(s)	Relevance To Application	Comments
Provincial Planning Statement, 2024	Section 2.3.2 Section 2.3.1	Permits a variety of land uses and densities within settlement areas.	Consistent The proposed Zoning By-law Amendment will not change the use of the land, and will permit both existing uses to continue.
Elgin County Official Plan	Section 6.3 Section 6.9	The County of Elgin Official Plan permits the use of land in settlement areas for a variety of uses, including residential, and commercial uses and a mix of densities.	Conforms The proposed Zoning By-law Amendment conforms to the policies for settlement areas and residential uses.
Township of Southwold Official Plan	5.2.2.2 - Permitted Uses in Settlement Areas	Residential uses, including single-detached dwellings are permitted in settlement areas. The use of both parcels will not change as a result of this Zoning By-law Amendment or consent application.	Conforms The proposed Zoning By-law Amendment conforms to the Settlement Area policies of the Southwold Official Plan.

Southwold Zoning Bylaw 2011-14

Section(s)	Provisions
Existing Zoning Residential 1 – Special Provision 7 (R1-7)	Additional permitted uses: 1. Motel, hotel, tourist cabin, restaurant, refreshment stand, fruit or vegetable retail stand.
Proposed Zoning Residential 1 (R1)	The severed lands will be rezoned to the R1 Zone to better reflect the current use of the land.

Analysis and Comments:

Planning Policy Review

When considering applications under the provisions of the Planning Act, Planning authorities shall ensure that decisions are consistent with the direction and policies within the Provincial Planning Statement (PPS 2024), do not conflict with Provincial Plans and are based on sound planning principles. Decisions shall also conform to the policies County of Elgin Official Plan (CEOP) and Township of Southwold Official Plan (OP).

Circulation:

Lower Thames Valley Conservation Authority/Kettle Creek Conservation Authority –
No comments.

Building and Community Services: No comments.

Water: No comments

Drainage: No comments

Infrastructure and Development: No comments

Chief Administrative Officer: No comments

Public: No comments have been received from the public at the time of the report.

Planning Analysis:

The application has been reviewed with respect to the relevant policies of the Provincial Planning Statement (2024) and the Elgin County Official Plan.

Provincial Planning Statement (2024):

Section 2.3.1 – Settlement Areas

1. Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.

2. Land use patterns within settlement areas should be based on densities and a mix of land uses which:

a) efficiently use land and resources;

b) optimize existing and planned infrastructure and public service facilities;

c) support active transportation;

d) are transit-supportive, as appropriate; and e) are freight-supportive.

Comments: The proposed Zoning By-law Amendment will rezone lands within an existing settlement area to Residential 1 (R1) to reflect the existing use of the parcel receiving the lot addition.

Elgin County Official Plan (2024):

6.3 Permitted Uses – Within the County's Settlement Areas the primary use of land shall be for the widest possible range of urban uses. Secondary uses within the County's Settlement Areas include existing or interim Rural Area uses, and existing or interim Natural Resource uses. To that end, it will be at the discretion of local municipalities to establish the scope of land uses permitted in settlement areas within their local official plans and zoning by-laws, subject to the other policies of this Plan.

6.9 Development in Tier II Settlement Areas – In addition to the protection of urban character, in cases where new development is proposed within a Tier II Settlement Area it shall be demonstrated that new development will: a) comprehensively develop the land in question, serve as a logical extension to the existing built-up area and minimize the consumption of land to the extent possible; b) confirm that there is sufficient reserve capacity in the municipal water and sanitary sewage systems, to accommodate the development, if a connection to either system is proposed; c) be sized appropriately to accommodate either an on-site drinking water system or sanitary sewage system, as the case may be, if proposed; d) where feasible, retain and integrate, mature trees into the development through the preparation of tree preservation plan and/or landscape

plan, regardless of whether the trees form part of the designated Natural System; e) front onto, and be directly accessed, by a public road that is maintained year-round by a public authority; f) conform to the access policies of the relevant road authority; and, g) make any required improvements to public roads, including any required road dedications, needed to facilitate safe ingress and egress and to meet the standards and requirements of the appropriate road authority.

Comments: The proposed Zoning By-law Amendment is a required condition of consent application E 29-24 and will enable the proposed lot addition.

Township of Southwold Official Plan:

5.2.2.2 - Permitted Uses

- *Single-detached dwellings*

- *Semi-detached dwellings*

Comments: Rezoning the lands to Residential 1 (R1) will enable the proposed lot addition to occur, and consolidate the zoning of the residential parcel to ensure the entire property is in the same zone post-severance.

Statutory Notice Requirements:

The Notice of the Public Meeting was provided in accordance with the provisions of the Planning Act. Property owners within 120m of the subject lands were provided notice through regular mail delivery. Applicable persons and public bodies were provided notice of the Public Meeting and a request for comments via email. Signage advising of the date of the Public Meeting, as well as the purpose and effect of the application, was placed on the subject property and details of the application and Public Meeting were also posted publicly on the Township's website.

Conclusion: Subject to receiving additional comments from the public and Council, staff is in a position to state that the proposed zoning by-law amendment as proposed in By-law 2025-XX are i) is consistent with the direction of the Provincial Planning Statement 2024, including but not limited to Section 2.3.1;

ii) Conforms to the relevant policies of Township of Southwold Official Plan, including but not limited to Section 5.2.2.2;

iii) Satisfies the criteria of Section 7.15 when amending Zoning By-law 2011-14, as amended.

Upon Council making a decision regarding ZBA 2025-55, the required notice of decision will be circulated as prescribed under the regulations of the Planning Act. There is a 20-day appeal period where objections may be submitted to the Ontario Land Tribunal (OLT). To ensure that the OLT has regard to Council's decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council.

Financial and Resource Implications:

Township application fees were collected in accordance with the Township's Tariff of Fees By-law, as amended from time to time.

There are no significant financial implications related to the consideration of Zoning By-law Amendment Application ZBA 2025-11.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☒ Managed Growth
- ☐ Welcoming and Supportive Neighbourhoods
- ☐ Economic Opportunity
- ☐ Fiscal Responsibility and Accountability

Respectfully submitted by:

Paul Clarke
Planner

Reviewed by:

Aaron Van Oorspronk, L.E.T.
Director of Infrastructure and Development

Approved by:

Jeff Carswell
CAO/Clerk

Attachments:

Appendix 1 – Draft By-law 2025-55



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2025-56

Being a By-law to Amend By-law No. 2011-14

WHEREAS under Section 34 of the Planning Act, R.S.O. 1990, c.P. 13, authorizes municipalities to pass and amend zoning by-laws governing the use of land, buildings and structures;

AND WHEREAS the requirements for the giving notice and the holding of a public meeting of a zoning by-law amendment have been met;

AND WHEREAS the Council of the Corporation of the Township of Southwold deems it advisable to amend By-law 2011-14, being the Zoning By-law of the Township of Southwold;

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD HEREBY ENACTS AS FOLLOWS:

1. **THAT** Schedule 'A', Map 6 of By-Law No. 2011-14, as amended, are hereby amended by changing from Residential – Special Provision 7 (R1-7) Zone to Residential 1 (R1) Zone, those lands outlined in heavy solid lines on Schedule 'A' attached hereto and forming part of this By-law.
2. **THAT** this By-law shall come into force pursuant to Section 34(2) of the Planning Act, RSO 1990.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 14th DAY OF OCTOBER, 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

CM1

Sunset Road

R1

10401

Talbotville Gore
Road

Optimist Drive

R1

R1



Severed Lands to change from
Residential 1 - Special Provision 7
(R1-7) Zone to Residential 1 (R1) Zone



Retained Lands to remain
Residential 1 - Special
Provision 7 (R1-7) Zone

This is Schedule "A" to By-law No. 2025-56
passed on the 14th day of October, 2025.

MAYOR

C.A.O./CLERK

TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE 'A' MAP 12



0 15 30 60
Metres





TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: October 14, 2025

PREPARED BY: Paul Clarke, Planner

REPORT NO: PLA 2025-29

SUBJECT MATTER: Consent Application E57-25, Part of Lot 8, Plan 41

Recommendation:

1. That Council recommend approval to the Elgin County Land Division Committee for Consent Application E57-25 subject to the recommended conditions provided in this report.

Purpose:

The applicant proposes to sever a parcel with a frontage that is not applicable, a depth that is not applicable (curved), and an area of 0.4913 acre to create an easement/ROW in favour of the applicant.

A severance sketch illustrating the proposed easement is attached to this report as Appendix 1.

Consent Application E57-25 has been submitted to Elgin County for lands located within the Township of Southwold. The subject property is legally described as Part of Lot 8, Plan 41. The subject property is shown on the Key Map provided below.

Background:

Application No.	E57-25
Owners:	GSC Real Estate 1 GP Corp.
Owners Agent:	Farah Rohoman
Owner Address:	No civic address
Applicants:	Tyler & Julia Stiller
Applicants Address:	13265 Routh Road
Water Supply:	N/A
Sewage Supply:	N/A
Buildings/Structures	None.
Elgin County Official Plan	Agricultural Area
Settlement Area:	N/A
Township Official Plan Designation	Agricultural Area

Zoning By-law 2011-14	Agricultural 1 (A1) Zone Minimum Lot Area – 40.0ha (99ac) Minimum Lot Frontage – 200.0m (656ft) Minimum Front Yard – 19.0m (62ft) Minimum Interior Side Yard – 4.5m (15ft) Minimum Rear Yard – 8.0m (26ft)
-----------------------	--

Key Map



Planning Analysis:

Consent Application E57-25 was submitted to and declared complete by Elgin County. The application will be circulated to the public and prescribed bodies by the Elgin County Land Division Committee in October 2025. Elgin County is the Approval Authority for applications considered under Section 53 of the *Planning Act*. The Township of Southwold is a commenting agency and provides a recommendation to the Land Division Committee, including conditions of approval.

Consent Application E57-25 was reviewed by staff with consideration to the Provincial Planning Statement (2024), Elgin County Official Plan, Township of Southwold Official Plan, and the Township of Southwold Zoning Bylaw 2011-14. A summary of the applicable planning policies and regulations, as well as the relevancy to the subject application and commentary are provided below.

Legislation	Section(s)	Relevance To Application	Comments
Provincial Planning Statement, 2024	4.3.3 Lot Creation and Lot Adjustments	Lot adjustments and the creations of easements and R.O.W are permitted in the prime agricultural area	No new lots are being created.
Elgin County Official Plan	12.4 - Technical Consents, No New Lots Created	- Agricultural Area designation - Maintain and preserve the agricultural resource base of the County - Technical severances for easements are permitted, provided no new lots are being created	Application is for an access ROW, no new lots are proposed.
Township of Southwold Official Plan	5.1 Agricultural Area 7.23.4 Agricultural Consent Policies	Land severances in the Agricultural Area may be permitted for technical purposes	Easements and ROWs are technical severances permitted in all land used
Township of Southwold Zoning Bylaw	8.2 Agricultural 1 Zone Regulations	Proposal is for a ROW/Easement for access purposes, zoning is unaffected by proposal	No changes in land use or zone provisions.

The Provincial Planning Statement, 2024, the Elgin County Official Plan, and the Township of Southwold Official Plan permit consent applications for the creation of easements and ROWs.

Consultation:

Consent Application E57-25 was circulated internally for review and comment by Township departments. At the time of writing this report, the following comments have been received and where applicable, recommended conditions of approval have been included.

Finance	No comments
Infrastructure	Requires copies of easement agreement and entering into a road allowance agreement.
Chief Administrative Officer	There was previous easement granted in 2014 (E72/14 and E73/14) for creation of a driveway access to the south to 1 st Line. This was never developed into a driveway and with the proposed easement, this easement may no longer be required.
Building Department	No comments
Drainage	No drains in the area
Environmental Services	No comments
Planning	No planning act applications required as a result of this application

Conclusion:

Planning staff recommend support of Consent Application E57-25 for the property legally described as Part of Lot 8, Plan 41, which would facilitate the creation of an easement. This recommendation is subject to the conditions listed below to Planning Report PLA 2025-29. This report and recommended conditions of approval will be forwarded to the Elgin County Land Division Committee and should be considered in the decision-making process.

It is recommended the standard conditions of consent be applied, as well as those which address site specific matters, including:

1. That the applicant must pay all fees and satisfy all obligations required pursuant to the duly enacted by-laws of the Township of Southwold, to the satisfaction of the Municipality.
2. That the applicant complete an unopened road allowance user agreement with the Terms of Service
3. That the applicant provides a copy of the easement schedule, which includes language protecting the use of that path for the owner and Township, to the Township.
4. If possible, removal of the existing easement granted through Consent Applications E72/14 and E73/14.

Financial and Resource Implications:

Township application fees were collected in accordance with the Township's Tariff of Fees By-law, as amended from time to time. Approval of the application will have no significant financial impact on the Township.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☒ Managed Growth
- ☒ Welcoming and Supportive Neighbourhoods
- ☐ Economic Opportunity
- ☒ Fiscal Responsibility and Accountability

Respectfully submitted by:

Paul Clarke
Planner

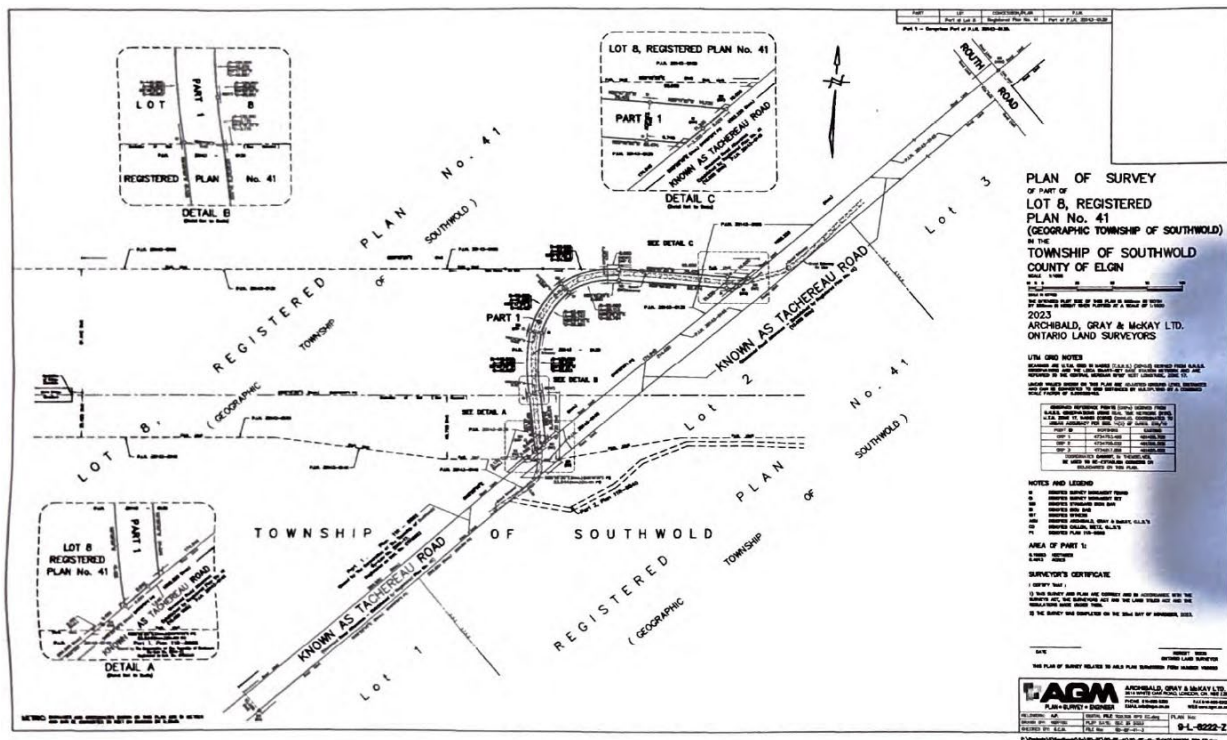
Reviewed by:

Aaron Van Oorspronk, L.E.T.
Director of Infrastructure and Development

Approved for submission by:

Jeff Carswell
CAO/Clerk

Appendix 1 – Draft R-Plan





TOWNSHIP OF SOUTHWOLD Report to Council

MEETING DATE: October 14, 2025

PREPARED BY: Paul Van Vaerenbergh, Public Works Superintendent
Brent Clutterbuck, Drainage Superintendent
Mike Taylor, Manager of Environmental Services
Aaron VanOorspronk, Director of Infrastructure and Development Services

REPORT NO: IDS 2025-45

SUBJECT MATTER: Activity Report for Infrastructure and Development Team -
September 2025

Recommendation:

1. None – For Council Information.

Purpose:

The purpose of the report is to update Council on the Infrastructure and Development Services team activities for September 2025.

Development:

- Union Road Sanitary Sewers – Work is wrapping up, paving completed September 30th, sod and final restoration to be completed week of October 6th.
- North Shedden Sanitary Sewers and Pumping Station – pre-construction meeting is forth coming. Final adjustments to be made to the Issued for Construction Drawings.
- Fingal Pumping Station and Forcemain – Waiting on Executed Contract from the Contractor
- Fingal Reconstruction – Held the public information centre on September 24th, turn out was strong with almost 80 people in attendance, good feedback was received from the public regarding various aspects of the project, the design team will take the feedback and adjust the drawings as warranted prior to issuing the construction drawings.
- Shedden Wastewater Treatment Plant – Request for proposals were reviewed and scored for technical and financial scoring, Council awarded the project at a special meeting on September 30th.

- Annual DWQMS Management Review with the City of St. Thomas for the Lynhurst Water Distribution System, everything was found satisfactory, minor adjustments to be made to some of the roles and responsibilities to better reflect new staff in Southwold.
- Winter Control Strategy Meeting with Supervisory Staff to resource plan 2025 and to try and integrate the superintendent in waiting into the operations during the period of overlap.
- Ongoing discussions with a developer in Ferndale and the Ministry of Transportation to navigate impacts by the new Highway 3 Twinning.
- Talbotville Firehall complete.
- Worked with Community Services on illegal connections to the Horton Drain in Shedden, confirmation that of 6-7 suspected illegal connections confirmed 3 are connected, 1 agreed to being cut off, and 2 still under investigation.
- Parks and Trails Master Plan continued work with the consultant and review of the draft submission prior to presentation to Council.
- Attended the municipal working group meeting with the MTO for the twinning of Highway 3, work on the Talbotville bypass has started.
- Attended the Economic Development Meeting
- Continued Project Management of the Public Works Building.
- Coordination with other Community Services for security system integration
- Planning meetings for various applications, review and comment on several applications
- Continued work with TVDSB
- Project management for the Fingal Reconstruction project, including work with utilities to coordinate pole replacements, for fibre installations.
- Monthly planning coordination meeting with County planning department, hope to start work on the zoning by-law update
- Closing of the Thomas Road Reconstruction Project, tender review and work with the consultant for pre-construction activities, project is deferred to 2026 due to time constraints this year.
- Work with local business on development proposals
- Work on various legal agreements and agreements of purchase and sale
- Meeting with the Industrial Team and municipal partners for the shutdown of the secondary boards watermain for tie in at the pumping station, scheduled for November.
- Iona Road Culvert replacement is complete.
- Issued a site alteration permit for Wonderland Road, working through site plan approval for the new owner.
- Drafted a Pre-Servicing agreement for Shedden Meadows, developer is looking to advance servicing through the winter.

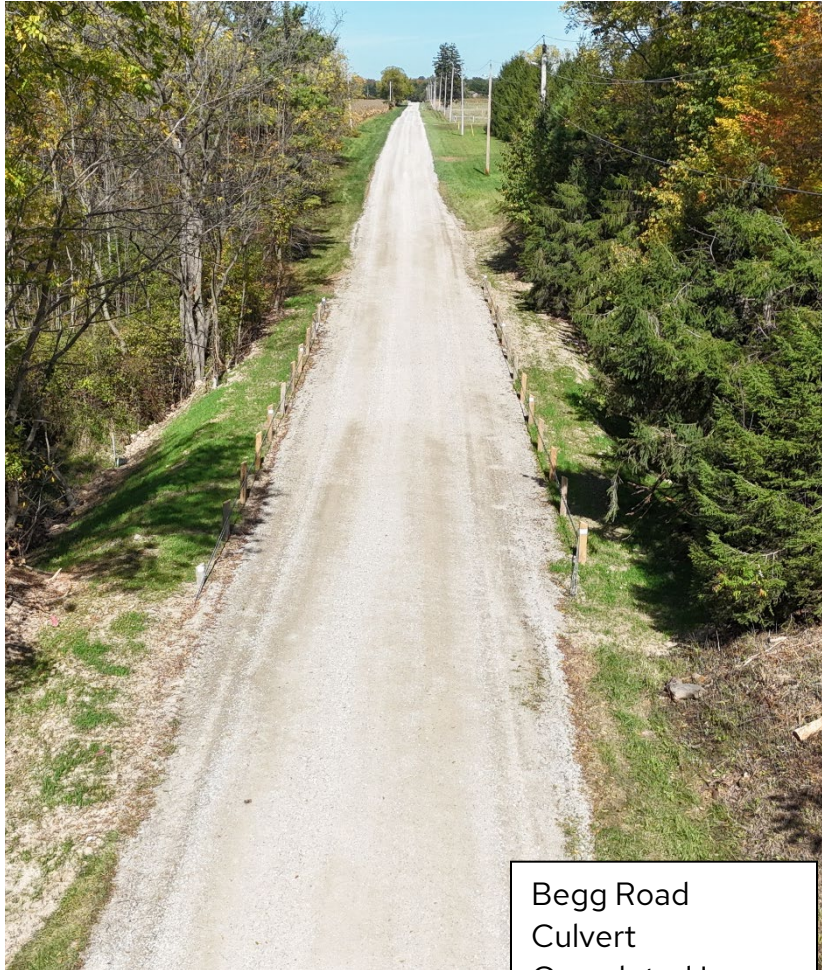
- Ongoing work with the project team for the Talbotville Wastewater Facility expansion.
- Continued with legal and surveyors to submit plans for land acquisition for park expansion, and storm outlet on Thomas Road.
- DC Update Study on hold waiting for Parks Master Plans, Parks and Trails Master Plan is working towards consultation with Council and presentation of initial concepts.

Total list of active subdivision/site plan files is shown below:

<u>Development Files</u>	<u>New this Month</u>	<u>Stage of Development Process</u>	<u>Settlement Area</u>
Talbotville Meadows Phase 1	Working on the installation of the trail, fencing completed, permanent signage installed.	Residential build out	Talbotville
The Clearing	Addressing deficiencies	Working towards assumption	Talbotville
Enclave Phase 1		Residential build out almost complete, working towards request for assumption	Talbotville
Florence Court	Met with developer, will restart clearing items for assumption	Residential build out, working towards request for assumption	Ferndale
Talbotville Meadows Phase 2	Installation of curbs for Optimist Connection to Talbot Line, expect asphalt work to follow shortly	Working towards preliminary acceptance	Talbotville
40134 Talbot Line		Site plan agreement	Talbotville
McBain Line	Meeting with developer to discuss storm water management issues.	Draft plan, working towards engineering submission	Ferndale
35743 Horton Street (Stoss)	Street names assigned, pre-servicing agreement delivered in draft	Detailed Design	Shedden
4509 Union Road (Turville)	Engineering comments returned to the developers engineer	Working towards registration of subdivision	North Port Stanley

8068 Union Road		Studies, preparing for draft plan submission	Fingal
10247 Talbotville Gore Road		Studies, preparing for site plan	Talbotville
Talbotville Meadows Blocks 177 & 178	Road works underway inside the condo block	Pre-Consultation	Talbotville
4324 Thomas Road	Awaiting Developer to clear last conditions for subdivision agreement signing	Studies, preparing for draft plan submission	North Port Stanley
7882 Union Road	Completed pre-consult	Pre-Consultation	Fingal
11085 Sunset Road		Pre-Consultation	Talbotville
35556 Fingal Line		Background information	Fingal
9925 Union Road	Received Draft Plan Submission, under review.	Draft Plan Submission	Shedden
Teetzel Development		Background information	Shedden
8115 Union Road		Consultation	Fingal
Field north/east of John Street		Consultation	Shedden
11432 Sunset Road		Pre-Consultation	Talbotville
36391 Talbot Line		Construction	Shedden
7985 Church Street		Pre-Consultation	Fingal
11405 Wonderland Road	Site Plan Alteration Permit Issued for Temporary Parking Lot, Site Plan Review Underway	Site Plan Approval	Talbotville





Begg Road
Culvert
Completed In-
house



Path and Fencing
Work in Talbotville
Meadows

Infrastructure:**a) *Water and Sanitary:***

- OCWA contract negotiations ongoing for water and wastewater operations. Received updated Agreement template. Met with OCWA September 8th to review DRAFT template.
- 74 locates were completed for various contractors and landowners in September. 708 locates received to date for 2025.
- Road restoration completed for new water service at 37898 Scotch Line.
- Curb and asphalt restoration completed for 10420 Talbotville Gore Road for water and sanitary services.
- 4 water meters were replaced in September. 44 meters/assemblies replaced in 2025. (meter replacements are generally due to customer driven complaints or meters have failed to register a reading.)
- Two water services owned by MTO permanently turned off on Sunset as part of Highway 3 by-pass. Both will be permanently abandoned in coming months.
- Iona Road replacement watermain installed and commissioned with support from Operating Authority. Back in normal service.
- Coordination for water main crossing in Shedden with PVEX. Completion of form 1, review/approval of commissioning plan.
- Fall hydrant flushing ongoing.
- Fireflow testing being completed in Talbotville area. Several hydrants being tested due to hydraulic changes and watermain tie in on Talbot line that loops the area.
- Design work ongoing for relocating water service off the St. Thomas Secondary and on the Southwold Distribution System. Forms part of greater MTO by-pass construction project.
- Upsizing of water service to 2-inch connection completed for 7138 Begg Road.
- Final Reads completed.
- Building meter assemblies for new connections and repairs.
- All water system dead-ends flushed in September.

b) Roads and Bridges:

- PW yard has been cleaned and organized along border of the new PW building lands
- Line painting is completed.
- 5 tires replaced on the packer for Grader 5.
- Roadside mowing is in progress for the fall.
- County road shoulder grading has been completed.
- Salt/Sand storage building was cleaned out and then washed (thank you to the Fire Department) and is ready for winter operations.
- Culvert replaced, drain installed, guiderails repaired, and ditching was completed in two locations on Begg Road.
- Patching is being completed throughout the township where needed.
- Hazardous trees and branches are being trimmed/removed throughout the township.
- Fleet undercoating in preparation for winter operations booked for October.



Iona Culvert
Complete

2025 Capital Project Process:

2025	Budget	Actual	Status/Comment
Water and Sewer			
Shedden Wastewater Treatment Plant	\$25 million		Awarded Sept 30 th
Talbotville Wastewater Treatment Plant			Colliers reviewing financial implications of industrial land development
South Shedden Sanitary Sewers	\$3,663,048.41		Horton Drain construction to be completed first week of September.
North Shedden Sanitary Sewers	\$5,364,151.12		Awarded.
Fingal Reconstruction	\$10,850,690.68		Awarded.
Fingal Pumping Station and Forcemain	\$3,814,971.76		Awarded.
Roads			
Shady Lane Sidewalk	\$27,344.50	\$22,344.50	Completed
Edge Repairs – Scotch Line	\$50,000		Completed
Rehabilitation John Wise Line and Longhurst Line	\$900,000	\$817,658	Completed
Scotch Line Resurfacing	\$175,000	\$74,411.12	Completed
Thomas Road Construction	\$2,060,000		Tendered, closing on Sept 11
Bush Line Rehabilitation	\$150,000		Completed
Public Works Building	\$4,800,000		Trade work underway, framing complete.
Bridges/Culverts			
Scotch Line Culvert Replacement	\$450,000		Detailed Design Underway

Lyle Bridge Rehabilitation	\$200,000		Deferred to 2026
Iona Road Culvert Replacement	\$199,000		Completed

c) Drainage:

Drains Before Council:

Construction:

- **Gregory Drainage Works (2023):** Gregory drains construction was completed June 3rd.
- **Taylor Drain:** Robinson Farm Drainage has completed the construction of the Taylor Drain.
- **Ryan Drain (Sept 19):** We are now waiting for the completion certificate from the developers engineer to confirm that the drain has been constructed as designed. Once the certificate is received Council will finally pass the by-law

With the Engineer:

- **Best Drain (2024)** Meeting to review the proposal of the engineer was held April 16th. The Engineer was asked to look at some other options and provide costing to landowners
- **Bowlby Futcher Drain (2024)** Meeting to review the proposal of the engineer was held June 3rd, engineer is working on a few alternatives and will be arranging a follow up meeting
- **Jones Drain (2024)** a meeting to review the proposal of the engineer to be arranged for September.
- **Edison Drain (2024)** a meeting with landowners to review the proposal of the engineer was held July 29th. The engineer is working on the answering the questions that came from the July 29th meeting.
- **Third Line – Magdala Drain (formerly Con 3, Lot 5 Drain): (June 12):** Council returned to Engineer.
- **Bogart Drain Ext. (Dec 15):** The proponent has asked that this drain be put on hold for the time being.

- **Maintenance:** Work being assigned to contractors as requests coming in. Drainage Superintendent has been out in the field looking at maintenance requests, reviewing contractor work and fielding landowner questions.

Conference/Training:**2024 Capital Project Process:**

Gregory Drainage Works – Special Assessment waterline	\$27,800
Gregory Drainage Works –Boxall Road	\$389.00
Taylor Drain – 4 th Line	\$664.00

Financial and Resource Implications:

None.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☐ Managed Growth
- ☐ Welcoming and Supportive Neighbourhoods
- ☐ Economic Opportunity
- ☒ Fiscal Responsibility and Accountability

Respectfully submitted by:

Infrastructure and Development
Services Team

Approved for submission by:

Jeff Carswell
CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: October 14th, 2025

PREPARED BY: Mac McConnell, Infrastructure and Development Technologist

REPORT NO: IDS 2025-46

SUBJECT MATTER: Thomas Road Reconstruction Award

Recommendation:

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

Purpose:

This report seeks approval for the award of contracting services to ASG Excavating Inc. for the reconstruction of a Thomas Road.

Background:

As part of Report ENG 2024-26, Council previously awarded engineering services to WT Infrastructure Solutions Inc. for the design and administration of the reconstruction of Thomas Road. This Road reconstruction was initiated by 2019 Roads Need Study as in need of investment. Additionally, 12 homes are planned to be constructed as part of the 4324 Thomas Road, Port Stanley Subdivision. The developer is working their way through conditions of the draft plan approval and hopes to be in a position to sell lots in the near future. As part of these conditions the developer is required to cost share in the reconstruction of Thomas Road to support the level of development there.

Throughout 2024-2025, WT Infrastructure advanced the detailed design for the project. On August 21, 2025, the Township issued Public Tender PW 2025-002 for the reconstruction of Thomas Road. The scope of construction includes approximately 1,100 m of road reconstruction, installation of new storm crossings, construction of PRV (Pressure Regulating Valve) chambers, boulevard grading, and provision of storm and water servicing for future lots.

Work is scheduled to begin Spring 2026, with substantial completion anticipated by October 1, 2026. Liquidated damages of \$1,000 per day will apply for delays beyond this date.

Staff recommends that WT Infrastructure Solutions Inc. provides inspection and contract administration services, including the preparation of as-built documentation. Township staff and the contractor will coordinate closely with residents and businesses to minimize disruptions and maintain property access throughout the construction period.

Comment/Analysis:

Tender PW 2025-002 was posted on the Township's electronic bid portal on August 21, 2025, and closed on September 18, 2025. Seven bids were received, summarized below.

No.	Bidder	Total Contract Price (excluding HST)
1	ASG Excavating Inc.	\$2,159,334.79
2	PV-EX Construction Ltd.	\$2,269,609.73
3	L82 Construction Ltd.	\$2,282,906.59
4	Bre-Ex Construction Inc	\$2,343,181.49
5	J-AAR Civil Infrastructures Limited	\$2,365,706.94
6	GHN Group	\$2,530,589.99
7	Excavating & General Contracting Ltd.	\$3,340,801.79

The Township's Consultant and Staff reviewed the submissions and found that all bids were compliant, and recommend that ASG Excavating Inc., with the low bid be awarded the project.

Cost Sharing Analysis:

The proposed work is to be cost shared by the Developer and the Township of Southwold, please refer to the breakdown below, showing the different funding sources, allocation split between the developer and the Township, as well as the relation of tender pricing to previously budgeted funding.

Category (Reserve)	Total Price (no HST)	Township Portion	Developer Portion
General	\$39,192.48	\$33,689.86	\$5,502.62
Roadwork	\$966,632.08	\$683,982.03	\$282,650.05
Storm Sewers	\$474,732.37	\$359,139.21	\$115,593.16
Provisional Items	\$49,043.80	\$42,158.05	\$6,885.75
Road Total (No HST)	\$1,529,600.73	\$1,118,969.15	\$410,631.58
Road Reserve Budget /Net	\$1,584,000	\$465,030.85 (Under)	
Hydrants and Water Services (Water)	\$39,342.42	\$0.00	\$39,342.42
PRV Chambers 1-3 (Water)	\$590,391.65	\$590,391.65	\$0.00
Water Total (No HST)	\$629,734.07	\$590,391.65	\$39,342.42
Water Reserve Budget / Net	\$450,000	-\$140,391.65 (Over)	
Developer Total			\$449,974.00
Developer Budget	\$416,000		-\$33,974.00 (Over)

Financial and Resource Implications:

The project budget breakdown is shown below, including only the Township's costs, developer cost's have been backed out of the summary, engineering was previously awarded as part of report ENG 2024-26.

Component	Expenditures	Funding
Township Construction Contract	\$1,709,360.80	
Contingency	\$200,000.00	
Engineering and Geotechnical Consulting	\$109,570.00	
Sub Total	\$2,018,930.80	
Net HST (1.76%)	\$35,533.18	
Total Commitment	\$2,054,463.98	

The new position of Engineering Technologist will act as the Township's project manager and will look after review of payments, communications and field decisions as required.

The tendered costs will be incorporated into the subdivision agreement with the developer on Thomas Road. The developer will be required to provide securities for the specified amount. Upon project completion, final invoices will reflect actual costs allocated according to the established percentage splits for each respective category. If payment is not received within the designated timeframe, the outstanding balance will be deducted from the provided securities.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☒ Managed Growth
- ☐ Welcoming and Supportive Neighbourhoods
- ☒ Economic Opportunity
- ☒ Fiscal Responsibility and Accountability

Respectfully Submitted by:

Mac McConnell, CET.
Infrastructure and
Development Technologist

Reviewed for submission by:

Aaron VanOorspronk, LET.
Director of Infrastructure and
Development Services

Approved for submission by:

Jeff Carswell
CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: October 14, 2025

PREPARED BY: Cassandra Loewen, GIS & Asset Management Coordinator

REPORT NO: IDS 2025-47

SUBJECT MATTER: Revised Turville Valley Street Name Assignment

Recommendation:

1. 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.

Purpose:

This report provides Council with the revised proposed street names for the Turville Valley development located at 4431 Union Road, North Port Stanley.

Background:

The Township's Civic Addressing and Highway Naming By-law and Policy, adopted in 2024, provides a structured framework for the naming, renaming, and dedication of municipal roads. The policy encourages public participation through suggestions and feedback and establishes the Municipal Naming Working Group, who is tasked with compiling a registry of pre-approved names for Council's consideration. The development of this registry is still ongoing.

The subject lands, identified under Planning Application 34T-SO2401, are a new development situated west of Union Road in the northern portion of North Port Stanley, with access provided directly from this county road. Approval of street names by Council is required to advance the assignment of civic addresses and the completion of utility and servicing connections.

At the regular Council meeting held on September 22, 2025, the previously proposed street names, "Heritage Glen" and "Valley Lane," submitted by the developer, were not approved. This report presents a revised set of proposed street names for Council's consideration to allow the development to proceed.

Comments:

A revised set of proposed street names has been submitted by Cyril J. Demeyere Limited (CJDL) for Council's approval. Streets "A" and "B" are included in this submission, as detailed in Appendix A – Turville Valley (4431 Union Rd) Revised Street Names.

STREET 'A' – Proposed Name: Millcreek Bend

The name "Millcreek Bend" commemorates the historic mills that once operated just south of the proposed subdivision on present day Thomas Road. In 1851, Jonathan Berry established two water-powered mills on the same stream—a sawmill above a grist mill. Later, Emir A. Earnshaw converted one of the mills into a wool mill, and it subsequently operated as the Phoenix Flour Mill under Thomas E. Harding and later owners, continuing milling operations into the mid-20th century.¹

The combination of "mill" and "creek" reflects both the industrial heritage and natural landscape of the area, while "bend" describes the curved alignment of the street. Although "Bend" is not included among the street type designations in the Township's naming by-law, it is commonly applied to winding streets, accurately reflecting this roadway. Together, the name "Millcreek Bend" appropriately honours the area's historical heritage while reflecting the natural character of the site, providing a distinctive and contextually relevant designation for the development.

STREET 'B' – Proposed Name: Glen Avenue

The proposed name "Glen Avenue" reflects the natural topography of the development area. The term "Glen" refers to a narrow, sheltered valley and, in road naming, is often used for streets that reflect the natural contours and landscape features of the area, consistent with the low-lying terrain of this development. The designation "Avenue" is appropriate for this street, as it aligns with the Township's naming by-law for streets that serve as key connector within a residential subdivision. Together, the name "Glen Avenue" conveys a sense of place, is distinctive within the local area, and conforms to the municipal standards for street naming.

¹ Sims, Hugh Joffre. *History of Elgin County, Volume III*. Elgin County Library, 1988, p. 11.

Both "Millcreek Bend" and "Glen Avenue" are well-suited to the proposed development, reflecting the historical and natural characteristics of the area. "Millcreek Bend" acknowledges the legacy of the 19th-century mills that once operated nearby, while "Glen Avenue" emphasizes the valley-like features and gently sloping terrain of the site. Together, these names reinforce the unique heritage and landscape of North Port Stanley, anchoring the subdivision within the region's historical and topographical setting.

Similar names include Mill Road within the Township, Glenwood Street in the City of St. Thomas, and Creek Road in the Municipality of Bayham. However, staff have reviewed the revised street names and consulted with the Fire Department and consider the names acceptable.

Financial & Resource Implications:

There are no financial implications.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☒ Managed Growth.
- ☒ Welcoming and Supportive Neighbourhoods
- ☐ Economic Development
- ☐ Fiscal Responsibility and Accountability.

Respectfully submitted by:

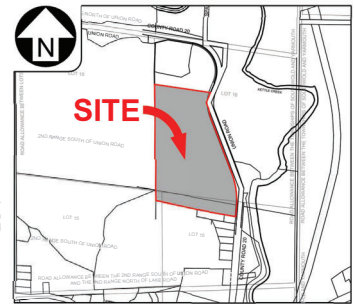
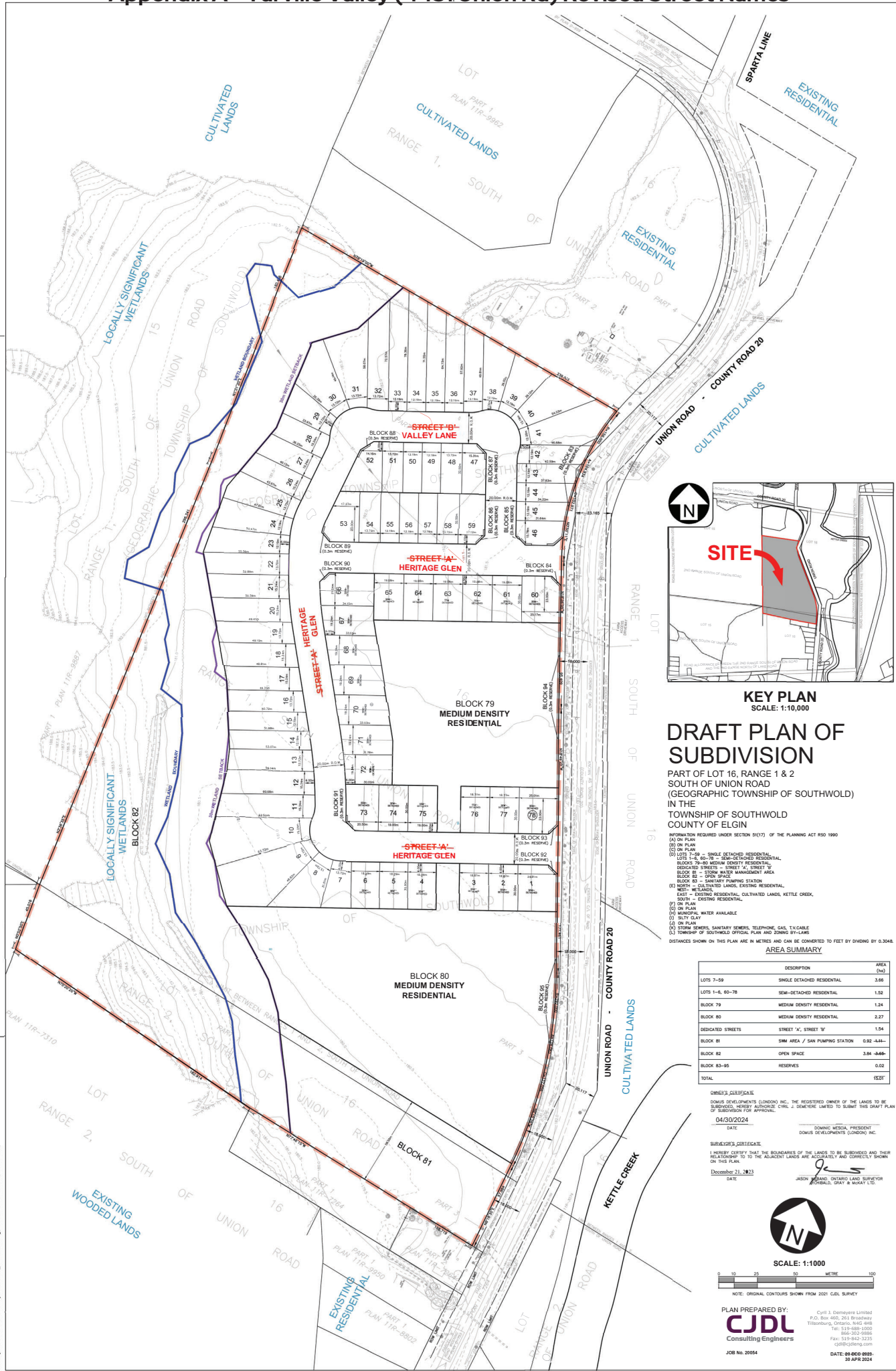
Cassandra Loewen
GIS & Asset Management Coordinator

Reviewed for submission by:

Aaron VanOorspronk, LET.
Director of Infrastructure and
Development Services

Approved for submission by:

Jeff Carswell
CAO/Clerk



KEY PLAN
SCALE: 1:10,000

DRAFT PLAN OF SUBDIVISION

PART OF LOT 16, RANGE 1 & 2
SOUTH OF UNION ROAD
(GEOGRAPHIC TOWNSHIP OF SOUTHWOLD)
IN THE
TOWNSHIP OF SOUTHWOLD
COUNTY OF ELGIN

INFORMATION REQUIRED UNDER SECTION 54(17) OF THE PLANNING ACT RSO 1990

- (A) ON PLAN
- (B) ON PLAN
- (C) ON PLAN
- (D) ON PLAN
- (E) ON PLAN
- (F) ON PLAN
- (G) ON PLAN
- (H) ON PLAN
- (I) ON PLAN
- (J) ON PLAN
- (K) ON PLAN
- (L) ON PLAN
- (M) ON PLAN
- (N) ON PLAN
- (O) ON PLAN
- (P) ON PLAN
- (Q) ON PLAN
- (R) ON PLAN
- (S) ON PLAN
- (T) ON PLAN
- (U) ON PLAN
- (V) ON PLAN
- (W) ON PLAN
- (X) ON PLAN
- (Y) ON PLAN
- (Z) ON PLAN

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

AREA SUMMARY

DESCRIPTION	AREA (ha)
LOTS 7-59	3.66
LOTS 1-6, 60-78	1.52
BLOCK 79	1.24
BLOCK 80	2.27
DEDICATED STREETS	1.54
BLOCK 81	0.92
BLOCK 82	3.84
BLOCK 83-95	0.02
TOTAL	18.07

OWNER'S DECLARATION

DONALD DEVELOPMENTS (LONDON) INC., THE REGISTERED OWNER OF THE LANDS TO BE SUBDIVIDED, HEREBY AUTHORIZES CYRIL J. DENNEY LIMITED TO SUBMIT THIS DRAFT PLAN OF SUBDIVISION FOR APPROVAL.

DATE: 04/30/2024

SUBDIVISION'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023

DATE: December 21, 2023



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: October 14, 2025

PREPARED BY: Michele Lant, Director of Corporate Services/Treasurer

REPORT NO: FIN 2025-20

SUBJECT MATTER: 2025 Accrual Budget

Recommendation:

1. That Council approve the 2025 Accrual Budget as presented for Financial Statement purposes.

Purpose:

To inform Council of the requirements for full accrual accounting under the PSAB rules and to present Council with a full accrual budget for 2025.

Background:

One of the requirements under PSAB accounting rules is to provide a budget with full accrual accounting which is presented on the same basis as the financial statements. The full accrual budget includes items such as amortization of tangible capital assets and excludes items such as reserve allocations. The budget previously passed by Council is necessary as the Township must determine the amount required to be raised from taxation to fund the expenditures, capital purchases, debt payments and reserve allocations for the current fiscal year, net of any other revenues the Township may receive.

Comments/Analysis:

Staff have prepared the 2025 accrual budget which results in a surplus. This surplus is not a cash surplus and is not available for future use. It is important to note that under full accrual accounting, capital grants are recognized as revenues while the cost of capital acquisitions are not recognized as expenses but rather recorded as assets and amortized. The inclusion of capital grants contributes to the surplus under the full accrual budget methodology.

Attached is the 2025 PSAB/Full Accrual Budget. To go from a tax rate budget (or cash budget) to a PSAB full accrual budget there are several steps that must be completed.

1. Remove the capital asset expenditures. Under PSAB, the capital assets are capitalized and amortized rather than expensed.
2. Remove costs in the operating budget that are for tangible capital assets. (Note: We do not have any items to be removed.)
3. Add back any capital projects that are not Township assets. (Note: in previous years we were required to add back the commitment to Port Stanley Arena project.)
4. Add in the amortization expense.
5. Add back the transfer from reserve, reserve funds (use of reserves). Under PSAB, reserves and reserve funds form part of the overall surplus.
6. Remove the transfer to reserve and reserve funds from operating (reserve allocations). Under PSAB, reserves and reserve funds form part of the overall surplus.
7. Add back the change in accrued interest on long term debt. (Note: We do not add back any accrued interest as all long-term liabilities assumed by the municipality are recoverable from user charges, i.e. water debenture charges on tax bills)
8. Remove debt principal, under full accrual accounting repayment of debt principal is paying down a liability but not an expense. (Note: We do not add back any accrued interest as all long-term liabilities assumed by the municipality are recoverable from user charges, i.e. water debenture charges on tax bills)

Financial and Resource Implications:

None at this time.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☐ Managed Growth
- ☐ Welcoming and Supportive Neighbourhoods
- ☐ Economic Development
- ☒ Fiscal Responsibility and Accountability

Respectfully submitted by:

Michele Lant

Director of Corporate Services/Treasurer

Approved for submission by:

Jeff Carswell

CAO/Clerk

2025 Accrual Budget - Consolidated

Account	2024 Approved Budget	2024 Accrual Budget	2025 Approved Budget	2025 Accrual Budget
General Revenue				
Taxation	(\$6,711,998)	(\$6,711,998)	(\$7,153,451)	(\$7,153,451)
Assessment Growth	(\$150,000)	(\$150,000)	(\$85,000)	(\$85,000)
Payments in Lieu of Taxes	(\$1,163,600)	(\$1,163,600)	(\$1,167,600)	(\$1,167,600)
Grants, Donations, Contributions	(\$5,983,883)	(\$5,983,883)	(\$4,678,783)	(\$4,678,783)
Operating Revenue	(\$1,474,122)	(\$1,474,122)	(\$1,778,675)	(\$1,778,675)
Use of Reserves	(\$6,264,619)		(\$12,113,806)	
Total Revenue	(\$21,748,222)	(\$15,483,603)	(\$26,977,315)	(\$14,863,509)
Operating Expenses				
Council	\$140,411	\$140,411	\$129,111	\$129,111
Administration	\$952,114	\$952,114	\$872,401	\$872,401
Municipal Property	\$124,768	\$124,768	\$134,720	\$134,720
Fire Department	\$752,577	\$752,577	\$855,518	\$855,518
Police	\$671,862	\$671,862	\$720,115	\$720,115
Building	\$371,745	\$371,745	\$368,395	\$368,395
Conservation Authority	\$71,171	\$71,171	\$115,837	\$115,837
By-law, Canine, Livestock	\$34,806	\$34,806	\$57,248	\$57,248
Roads	\$2,635,868	\$2,635,868	\$2,536,498	\$2,536,498
Streetlights	\$0	\$0	\$0	\$0
Waste Management	\$341,500	\$341,500	\$375,650	\$375,650
Cemeteries	\$21,734	\$21,734	\$22,631	\$22,631
Keystone	\$127,975	\$127,975	\$125,756	\$125,756
Parks	\$225,755	\$225,755	\$301,352	\$301,352
Planning	\$68,626	\$68,626	\$307,780	\$307,780
Drainage	\$144,812	\$144,812	\$169,858	\$169,858
Other	\$4,530,000	\$4,530,000	\$3,184,000	\$3,184,000
Amortization	\$0	\$2,019,500	\$0	\$2,025,901
Reserve Allocation	\$4,333,879		\$4,637,239	
Capital	\$6,198,619		\$12,063,206	
Total Expenses	\$21,748,222	\$13,235,224	\$26,977,315	\$12,302,771
Net Operating (Revenue)/Expense	\$0	(\$2,248,379)	\$0	(\$2,560,738)



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: October 14, 2025

PREPARED BY: Michele Lant, Director of Corporate Services/Treasurer

REPORT NO: FIN 2025-21

SUBJECT MATTER: 2025 Auditor Appointment

Recommendations:

1. That Council appoint Graham Scott Enns, LLP Chartered Professional Accountants to provide audit services for the 2025 Fiscal Year.
2. That Council authorize Mayor Jones to sign the Engagement and Audit Planning letters on behalf of the Corporation of the Township of Southwold.

Purpose:

The purpose of this report is to review the appointment of an Auditor for the 2025 Fiscal Year.

Background:

In accordance with the Municipal Act, Section 296, the Township is required to appoint an auditor licenced under the Public Accounting Act, 2004 who is responsible for:

- annually auditing the accounts and transactions of the municipality and its local boards and expressing an opinion on the financial statements of these bodies based on the audit; and
- performing duties required by the municipality or local board.

Comments/Analysis:

Graham Scott Enns, LLP from St. Thomas has been providing audit services for the Township for many years and has a very good understanding of the Township's programs, services, accounting systems and procedures. Over the past few years, Graham Scott Enns, LLP has also been preparing the Financial Information Return (FIR) for submission to the Ministry of Municipal Affairs & Housing (MMAH) as required under the ***Municipal Act, 2001***.

For the following reasons, it would be beneficial to continue with Graham Scott Enns, LLP as auditor for 2025:

- Maintaining consistency with the auditor is preferred as they understand the Township's finances and less time is spent by staff reviewing systems and accounts;
- Based on my review of the 2023 and 2024 audit, Graham Scott Enns provided excellent service with minimal impact on Township staff;
- There are very few auditors that are willing to take on small, municipal audit engagements in the area (based on information from others, typically only 3 auditors submit proposals and in this area Graham Scott Enns tend to be successful with most);
- There is very little time to complete a Request for Proposals and maintain our traditional audit timelines; and
- The costs for audit services are very reasonable based on comparison with our neighbouring municipalities.

Financial and Resource Implications:

2024 Audit and FIR preparation costs were estimated at \$18,927.36 including net tax. Graham Scott Enns has estimated the 2025 Audit and FIR preparation cost to be \$19,843.20 including net tax, a 4.8% increase.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☐ Managed Growth
- ☐ Welcoming and Supportive Neighbourhoods
- ☐ Economic Development
- ☒ Fiscal Responsibility and Accountability

Respectfully submitted by:

Michele Lant
Director of Corporate
Services/Treasurer

Approved for submission by:

Jeff Carswell
CAO/Clerk



P. 519-633-0700 · F. 519-633-7009
450 Sunset Drive, St. Thomas, ON N5R 5V1

P. 519-773-9265 · F. 519-773-9683
25 John Street South, Aylmer, ON N5H 2C1

www.grahamscottens.com

October 14, 2025

The Corporation of the Township of Southwold
35663 Fingal Line
Fingal, ON, N0L 1K0

Dear Mayor Grant Jones and Members of Council:

The Objective and Scope of the Audit

You have requested that we audit the consolidated financial statements of The Corporation of the Township of Southwold, which comprise the statement of financial position as at December 31, 2025, and the statements of operations and accumulated surplus, changes in net financial assets, remeasurement gains and losses, and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the consolidated financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the consolidated financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the consolidated financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the consolidated financial statements (including the disclosures) and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

The Responsibilities of Management

Our audit will be conducted on the basis that management and those charged with governance, acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the consolidated financial statements in accordance with Canadian accounting standards for public sector entities
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.
- c. To provide us with timely:
 - i. Access to all information of which management is aware that is relevant to the preparation of the consolidated financial statements (such as records, documentation and other matters);
 - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of noncompliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within The Corporation of the Township of Southwold from whom we determine it necessary to obtain audit evidence.

As part of our audit process:

- a. We will make inquiries of management about the representations contained in the consolidated financial statements. At the conclusion of the audit, we will request from management and those charged with governance written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the form contained below.

INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants, and Ratepayers of The Corporation of the Township of Southwold:

Opinion

We have audited the consolidated financial statements of The Corporation of the Township of Southwold, which comprise the statement of financial position as at December 31, 2025, and the statement of operations and accumulated surplus, statement of changes in financial assets, statement of remeasurement gains and losses, and statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the Municipality's consolidated financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2025, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for public sector entities.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian accounting standards for public sector entities, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

INDEPENDENT AUDITORS' REPORT (CONTINUED)

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements (Continued)

As part of an audit in accordance with Canadian auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St. Thomas, Ontario

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

If we conclude that a modification to our opinion on the consolidated financial statements is necessary, we will discuss the reasons with you in advance.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of unless:

- a. We have been specifically authorized with prior consent;
- b. We have been ordered or expressly authorized by law or by the Code of Professional Conduct/Code of Ethics; or
- c. The information requested is (or enters into) public domain.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from, any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits). If you do not consent to our use of electronic communications, please notify us in writing.

We offer you the opportunity to communicate by a secure online portal, however if you choose to communicate by email you understand that transmitting information poses the risks noted above. You should not agree to communicate with the firm via email without understanding and accepting these risks.

Use of Information

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of our Report

The examination of the consolidated financial statements and the issuance of our audit opinion are solely for the use of The Corporation of the Township of Southwold and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these consolidated financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than The Corporation of the Township of Southwold.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond The Corporation of the Township of Southwold) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management is responsible for the accurate reproduction of the consolidated financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized consolidated financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the engagement are the property of our Firm, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any damage or loss incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our Firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and Firm's standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, the audit engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement.

Other Services

In addition to the audit services referred to above, we will, as allowed by the Code of Professional Conduct/Code of Ethics, prepare your federal and provincial income tax returns and other special reports as required. Management will provide the information necessary to complete these returns/reports and will file them with the appropriate authorities on a timely basis.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of Ontario. The Province of Ontario will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Dispute Resolution

You agree that:

- a. Any dispute that may arise regarding the meaning, performance or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation; and
- b. You will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement.

Indemnity

The Corporation of the Township of Southwold hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our Firm, and its partners, agents or employees, from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- a. The breach by The Corporation of the Township of Southwold, or its directors, officers, agents, or employees, of any of the covenants made by The Corporation of the Township of Southwold herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the consolidated financial statements in reference to which the engagement report is issued, or any other work product made available to you by our Firm.
- b. A misrepresentation by a member of your management or board of directors.

Time Frames

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by The Corporation of the Township of Southwold of its obligations.

Fees at Regular Billing Rates

Our professional fees will be based on our regular billing rates, plus direct out-of-pocket expenses and applicable HST, and are due when rendered. Fees for any additional services will be established separately.

Fees will be rendered as work progresses and are payable on presentation.

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 30 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.0% per month. We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST/HST) incurred.

Termination

If we elect to terminate our services for nonpayment, or for any other reason provided for in this letter, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all of our out-of-pocket costs through to the date of termination.

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party. If early termination takes place, shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to form, or have not formed, an opinion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may disclaim an opinion on the financial statements. If this occurs, we will communicate the reasons and provide details.

Conclusion

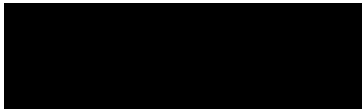
This engagement letter includes the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your organization.

Sincerely,

GRAHAM SCOTT ENNS LLP
CHARTERED PROFESSIONAL ACCOUNTANTS



Jennifer Buchanan, CPA, CA
Partner

Acknowledged and agreed on behalf of The Corporation of the Township of Southwold by:

Mayor Grant Jones

The Corporation of the Township of Southwold



P. 519-633-0700 · F. 519-633-7009
450 Sunset Drive, St. Thomas, ON N5R 5V1

P. 519-773-9265 · F. 519-773-9683
25 John Street South, Aylmer, ON N5H 2C1

www.grahamscottens.com

October 14, 2025

The Corporation of the Township of Southwold
35663 Fingal Line
Fingal, ON, N0L 1K0

Dear Members of Council:

Re: Audit Planning

We are writing this letter in connection with our audit of the consolidated financial statements for the period ending December 31, 2025.

Our purpose in writing is to ensure effective two-way communication between us in our role as auditors and yourselves with the role of overseeing the financial reporting process. In this letter we will:

- a) Address our responsibilities as independent auditors and provide information about the planned scope and timing of our audit.
- b) Request a response to some audit questions and any additional information you may have that could be relevant to our audit.

We as auditors are not responsible for ensuring that the municipality is prepared for the introduction of these standards and these standards will only be considered in so far as it affects our audit responsibilities under Canadian Auditing Standards. Management and those charged with governance are responsible for analyzing the impact on the municipality, developing plans to mitigate the effects, and the preparation of the financial statements under these new or updated Canadian public sector accounting standards.

Auditor Responsibilities

As stated in the engagement letter dated October 14, 2025, our responsibility as auditors of your municipality is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the municipality in accordance with Canadian public sector accounting standards.

An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

Our audit includes:

- a) Assessing the risk that the financial statements may contain misstatements that, individually or in the aggregate, are material to the financial statements taken as a whole; and
- b) Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements.

As part of our audit, we will obtain a sufficient understanding of the business and the internal control structure of The Corporation of the Township of Southwold to plan the audit. This will include management's assessment of:

- a) The risk that the financial statements may be materially misstated as a result of fraud and error; and,
- b) The internal controls put in place by management to address such risks.

Planned Scope and Timing of Our Audit

In developing our audit plan, we worked with management to understand the nature of the entity The Corporation of the Township of Southwold and to identify and assess the risks of material misstatement in the consolidated financial statements, whether due to fraud or error. Our audit plan has been designed to focus on the identified areas of risk.

Materiality

Overall materiality will be used to:

- a) plan and perform the audit; and,
- b) evaluate the effects of identified and uncorrected misstatements on the audit procedures performed as well as on the consolidated financial statements.

The materiality amount will be reassessed at period end to ensure it remains appropriate.

Internal Control

To help identify and assess the risks of material misstatement in the consolidated financial statements, we obtain an understanding of internal control relevant to the audit. This understanding is used in the design of appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control. Should we identify any significant deficiencies in the internal control and accounting systems, we will communicate them to you in our audit findings letter.

Significant Risks

In planning our audit, we identify significant financial reporting risks that, by their nature, require special audit consideration. The significant risks we have identified and our proposed audit response is outlined below:

Significant Risks	Proposed Audit Response
Revenue recognition and completeness	Analytical procedures Substantive testing of revenues, including the consistent application of accounting policies Review of cut-off procedures
Management override	Inquiries of management Review of journal entries Review of related-party transactions
Valuation of estimates related to property tax vacancies, rebates, and contingencies and liabilities related to properties with environmental issues	Review analysis and discuss with management. Compare estimates with prior periods for consistency in methods and techniques for determining these estimates
Accounts payable - existence and completeness	Analytical Substantive testing and tests of controls

Significant Risks	Proposed Audit Response
Litigation and legal estimates	Discussions with council and management Confirmations sent to legal council

If there are specific areas that warrant our particular attention during the audit or where you would like us to undertake some additional procedures, please let us know.

Uncorrected Misstatements

Where we identify uncorrected misstatements during our audit, we will communicate them to management and request that they be corrected. If not corrected by management, we will then request that you correct them. If not corrected by you, we will also communicate the effect that they may have individually, or in aggregate, on our audit opinion.

Audit Findings

At the conclusion of our audit, we will prepare an audit findings letter to assist you with your review of the consolidated financial statements. This letter will include our views and comments on matters such as:

- a) significant matters, if any, arising from the audit that were discussed with management;
- b) significant difficulties, if any, encountered during the audit;
- c) qualitative aspects of the entity's accounting practices, including accounting policies, accounting estimates and financial statement disclosures;
- d) uncorrected misstatements; and
- e) any other audit matters of governance interest.

Audit Questions and Requests

Fraud

To help us in identifying and responding to the risks of fraud within the entity, we would appreciate your responses to the following questions:

- a) What oversight, if any, do you provide over management's processes for identifying and responding to fraud risks? Management's processes could include policies, procedures, programs or controls that serve to prevent, detect and deter fraud.
- b) Do you have any knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the consolidated financial statements, affecting the entity? If so, please provide details and how the fraud or allegations of fraud were addressed.

Other Matters

Would you please bring to our attention any significant matters or financial reporting risks, of which you are aware, that may not have been specifically addressed in our proposed audit plan. This could include such matters as future plans, contingencies (including any liability for contaminated sites), events, decisions, non-compliance with laws and regulations, potential litigation, specific transactions (such as with related parties or outside of the normal course of business) and any additional sources of audit evidence that might be available.

We recognize your significant role in the oversight of the audit and would welcome any observations on our audit plan.

This letter was prepared for the sole use of those charged with governance of The Corporation of the Township of Southwold to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Sincerely,

GRAHAM SCOTT ENNS LLP

Chartered Professional Accountants



Jennifer Buchanan, CPA, CA

Partner

Per: The Corporation of the Township of Southwold

Signed: _____

Date: _____

Print Name: _____



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: October 14, 2025

SUBMITTED BY: Michele Lant, Director of Corporate Services/Treasurer

REPORT NO: FIN 2025-22

SUBJECT MATTER: Request for Proposal – Financial Management Services for the Elgin OPP Detachment Board

Recommendations:

1. That Council receive Report No. FIN 2025-22 Request for Proposal – Financial Management Services for the Elgin OPP Detachment Board for information.
2. 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
3. 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.

Purpose:

To provide information to Council on the Request for Proposal for Financial Management Services for the Elgin OPP Detachment Board.

Background:

On October 7, 2025 all Member Municipalities of the Elgin OPP received a Request for Proposal for Financial Management Services for the Elgin OPP Detachment Board. The RFP is for submission from interested municipalities willing to assume the financial management role on behalf of the Board. Previously the County of Elgin provided financial administration support to the Board but since the County is not a member of the Detachment Board, it is no longer in a position to continue in the role. Appendix A to this report details the financial responsibilities of the role if assumed.

Comments/Analysis:

Earlier in 2025, due to PSB changes, the Township of Southwold agreed to assist with grant administration. This was a time sensitive matter to ensure grant funds would continue to flow for the detachment and there were not other offers for assistance.

While grant administration has been manageable, we are not in a position to assume any additional responsibilities. And, it would be recommended that grant administration be rolled into the overall Financial Management Services. Accordingly, Staff respectfully recommends that the Township declines to submit a request for proposal for Financial Management Services for the Elgin OPP Detachment Board due to current time restraints of the Finance Department.

Financial and Resource Implications:

None, if grant administration is also moved to the municipality providing financial services.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☐ Managed Growth
- ☐ Welcoming and Supportive Neighbourhoods
- ☐ Economic Development
- ☒ Fiscal Responsibility and Accountability

Respectfully submitted by:

Michele Lant
Director of Corporate
Services/Treasurer

Approved for submission by:

Jeff Carswell
CAO/Clerk

Municipality of West Elgin
Municipality of Dutton-Dunwich
Township of Southwold
Municipality of Central Elgin
Township of Malahide
Municipality of Bayham

October 7, 2025

Re: Request for Proposals – Financial Management Services for the Elgin OPP Detachment Board

Dear Member Municipalities,

I am writing to you in my capacity as Chair of the Elgin OPP Detachment Board to formally request proposals from interested municipalities willing to assume financial management role on behalf of the Board.

OPP Detachment Boards are not recognized as standalone entities by the Canada Revenue Agency (CRA) and therefore cannot obtain a business number to operate independently. As such, the Inspectorate of Policing has advised that one of the partner municipalities must manage the Board's financial operations using that municipality's business number.

Until now, the County of Elgin has provided financial administration support to the Board. However, as the County is not a member of the Detachment Board, it is no longer in a position to continue in this role.

We are therefore seeking proposals from our member municipalities who are interested in assuming the following financial responsibilities:

- Processing payroll and expenses for Board five (5) members
- Managing the Board's bank account
- Developing and presenting an annual operating budget (see a sample, previous budget for a scope of complexity, attached) and an annual financial report (budget and actual).
- Accounts payable and accounts receivable functions (see sample budget for scope, minimal number of transactions per year).

The proposal should include:

- A brief description of your municipality's capacity, interest, and experience in delivering these services for outside organizations.
- An estimate of yearly cost (approximate upper limit amount, based on estimated number of hours needed to perform the tasks listed above and the proposed hourly rate).

Please submit proposals no later than November 10, 2025, to both:

- Dave Jenkins, Chair, Elgin OPP Detachment Board (dmjenkins95@gmail.com)
- Katherine Thompson, Manager of Administrative Services/Deputy Clerk, County of Elgin (kthompson@elgin.ca)

We appreciate your attention to this important matter and thank you in advance for your consideration. Your support is critical to ensuring the continued effective operation of the Elgin OPP Detachment Board.

Sincerely,

Dave Jenkins

Chair, Elgin OPP Detachment Board
dmjenkins95@gmail.com

Elgin Group Policing

Police Services Board Budget

Not Final

	Budget 2023 (36,235)	Budget 2022 (35,880)	YTD Actual 2022 (33,156)	Budget 2021 (36,538)	Actual 2021 (36,997)	Budget 2020 (35,875)	Actual 2020 (34,959)
Recoveries							
Total Revenue	(36,235)	(35,880)	(33,156)	(36,538)	(36,997)	(35,875)	(34,959)
Wages	9200	9200	9000	9,200	9,200	9,200	8,450
Benefits			417	0	424	0	370
Total Wages & Benefits	9,200	9,200	9,417	9,200	9,624	9,200	8,820
Mileage	2000	2000		2,000		2,000	
Travel-Other	430	430		430		430	
Development	14000	14000	396	14,000	1,045	14,000	2,141
Purchased Services (RIDE)			11329	0	13,254	0	13,539
Project Costs		0	500	1,000	1,000	1,000	
Miscellaneous	10605	10250	11513.63	9,908	12,074	9,245	10,459
Total Operating Costs	27,035	26,680	23,739	27,338	27,373	26,675	26,139
Net Income Total*	0	0	(0)	0	0	0	0

*Balance of costs billed back to Municipal Partners at year end by % of Households



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: October 14th, 2025

PREPARED BY: Corey Pemberton, Director of Building and Community Services

REPORT NO: CBO 2025-22

SUBJECT MATTER: Activity report for September 2025

Recommendation:

1. None – For Council Information.

Purpose:

To update Council on monthly activities since last report.

Background:

1. 2023/2025 Capital Project Process:

2023		
Projects	Budget	Status/Comment
Parks		
Corsley Park parking lot widening	\$10,000.00	
Dog waste bins and signage	\$2000.00	
Park benches	\$16,000.00	Ongoing
2025		
Township Office		
Security Upgrades	\$40, 000	Quote received installation pending
Parks		
Walking trails conversion to concrete	\$5,000.00	
Lawnmower	\$30,000.00	Received

Parks and Trails Master Plan – funded through Green Lane Community Trust Fund	\$47,600.00	In Progress
Corsley Park sanitary Connection	\$30,000.00	

Comments/Analysis Building:

See Schedule "A" attached, the permit comparison report.

Finance and Resource Implications

None.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☐ Managed Growth
- ☐ Welcoming and Supportive Neighbourhoods
- ☐ Economic Opportunity
- ☒ Fiscal Responsibility and Accountability

Respectfully submitted by:

Corey Pemberton,
Director of Building and Community
Services

Approved for submission by:

Jeff Carswell
CAO/Clerk

 TOWNSHIP OF Southwold				Township of Southwold			
				Permit Comparision Summary			
				Issued For Period September 2025			
Current Year to Date 2025				Previous Year to Date 2024			
PERMIT CATOGOTY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	15	4,595	795,500	Accessory structures	28	10,790	1,474,300
Agricultural	6	24,855	3,035,000	Agricultural	7	9,520	1,640,421
Change of Use	1	225	7,000	Change of Use			
Commercial				Commercial	1	5,798	483,212
Demolition	9	1,500	169,920	Demolition	3	1,100	31,000
Heating				Heating			
Industrial Building	3	1,520	349,999	Industrial Building	3	12,584	4,461,900
institutional Building				institutional Building	1	36,000	3,000,000
Miscellaneous	4	690	242,896	Miscellaneous	2	686	202,000
Plumbing	7	1,310	59,500	Plumbing	4	600	26,500
Pools	7	1,905	540,000	Pools	7	1,200	347,000
Residential Building	21	43,892	8,890,868	Residential Building	27	41,521	11,816,675
Sewage System	13	6,900	344,400	Sewage system	20	10,300	496,400
Signs	2	150	44,000	Signs	5	750	
Combined Use	1	6,855	840,000	Combined Use			
TOTAL	89	94,397	15,319,083	TOTAL	108	130,849	23,979,408

Current Year				Previous Year			
TOTAL PERMIT ISSUED		89			108		
TOTAL DWELLING UNITS CREATED		18			16		
TOTAL PERMIT VALUE		15,319,083			23,979,408		
TOTAL PERMIT FEE		94,397			130,849		
TOTAL INSPECTION COMPLETED(YTD)		1053			1162		

September 2024 Compared to September 2025							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	3	699	89,000	Accessory structures	2	526	29,000
Agricultural	2	8,528	1,025,000	Agricultural			
Change of Use				Change of Use			
Commercial				Commercial			
Demolition				Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing	1	350	5,000	Plumbing	1	150	8,000
Pools	1	180	75,000	Pools	2	300	64,000
Residential Building	1	3,905	600,000	Residential Building			
Sewage System	2	1,660	45,000	Sewage System	1	500	9,000
Signs	1		39,000	Signs			
Combine Use				Combined Use			
TOTAL	11	15,322	1,878,000	TOTAL	6	1,476	110,000



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: October 14th, 2025

PREPARED BY: Corey Pemberton, Director of Building and Community Services/Chief Building Official

REPORT NO: CBO 2025-23

SUBJECT MATTER: Mobile Health Unit and Fee Waiver

Recommendations:

1. That Council authorizes the operation of a Mobile Health Unit at the Keystone Complex for 6 months, and
2. That Council approve the fee waiver for the Mobile Health Unit for that time period.

Purpose:

This report seeks Council's approval for the temporary operation of a Mobile Health Unit at the Keystone Complex on a weekly basis for a period of 6 months and then to be reviewed at that time.

Background:

The Municipality recently received an inquiry from the Central Community Health Centre (CCHC) team in St. Thomas regarding the use of the Keystone parking lot for the operation of a Mobile Health Centre on a weekly basis. The proposed hours of operation are approximately 9:00 a.m. to 3:00 p.m., with Monday identified as the preferred day; however, this may be subject to change.

In response, staff reached out to the local physician to determine if the proposed Mobile Health Centre would pose any concerns or conflicts with her existing medical practice. While the physician expressed some concerns, she indicated she was generally supportive of the initiative, provided it be conducted on a trial basis and reviewed after six months to assess any potential impacts on her business.

Comment/Analysis:

The proposed Mobile Health Centre would provide improved access to health services within the community, particularly for residents who may face barriers to transportation or scheduling. While there was some concern expressed by the local physician regarding potential impacts on her practice, a six-month trial period will allow the Municipality to evaluate the level of use, community benefit, and any unforeseen issues before making a long-term commitment.

Financial and Resource Implications:

Although the Municipality's Fees and Charges By-law does not specifically identify a fee for the use of the parking lot at the Keystone Complex, staff requested that the Mobile Health Centre team complete a Fee Waiver Application. This was done to ensure Council is aware of the proposed use and to provide an opportunity for discussion on whether a fee should be established for similar uses in the future. The completed Fee Waiver Application is attached for Council's consideration.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☒ Managed Growth
- ☒ Welcoming and Supportive Neighbourhoods
- ☒ Economic Opportunity
- ☒ Fiscal Responsibility and Accountability

Respectfully submitted by:

Corey Pemberton
Director of Building and Community
Services/Chief Building Official

Approved for submission by:

Jeff Carswell
CAO/Clerk

The Township of Southwold

Waiving of Facilities Fees Application Form



Township of Southwold

35663 Fingal Line

Fingal, ON N0L 1K0

Phone: 519-769-2010

Fax: 519-769-2837

communications@southwold.ca

Name of Event:			
Central CHC Primary Care Outreach			
Name of Group or Organization			
Central Community Health Centre			
Primary & Secondary Contact Person		Purpose of Event	
Laura Moon or Claire Harkness		Provide primary care in rural areas, particular those facing barriers to accessing care	
Contact Address			Postal Code
359 Talbot Street, St. Thomas			N5P 1B7
Phone # Primary / Secondary		Email / Website:	
519-633-7989		lmoon@centralchc.com	
Not for Profit # or Charitable Organization Registration #:			
Activity or Event Information		Mobile primary care weekly	
Fees to be Waived (ie: facility rental)		Parking for the clinic day	
Date and Times:		One day per week (TBD)	
Number of People expected:		Admission Fee: (If applicable)	0.00
Will food be served?	No	Will alcohol be served?	No

Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?
IN partnership with Thames Valley FHT and Inter-Professional Care Team funding, we have hired a full time nurse practitioner to provide rural primary care services. She will be supported by a Registered Practical Nurse or Community Paramedic during clinic days. Our initial plan is to off service at Shedden for Southwold residents one day per week. We are hoping to reach unattached clients, however, will also see clients who have primary care but need something urgent.

The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold

35663 Fingal Line

Fingal, ON N0L 1K0

Phone: 519-769-2010

Fax: 519-769-2837

communications@southwold.ca

Please describe the projected social, cultural, economic and environmental impact that the activity or event will have on the Township and its residents.

Increased access to local primary care services will promote resident wellbeing and overall community health access.

What will the impact on the activity or event be if the fee is **not** waived?

Central CHC is a charitable organization. We have received funding for one NP position. We are funding the mobile unit and supplies and RPN time out of our resources. We are receiving in kind services from Medavie Elgin Community Paramedicine. Waiving this fee will allow us to continue to provide this service on an ongoing basis without increased costs.

Are you seeking funding from any other sources (fundraising, grants, sponsorships, etc.)?

No, the partners listed above are our funding source for the foreseeable future.

What features will you have in place to ensure that your event is accessible to all residents (residents with disabilities)?

Our mobile unit is equipped with a lift and is wheelchair accessible. We have access to interpretation services for those whose first language is not English.

Deadline for submission is November 15, for events being held the following year.

The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold

35663 Fingal Line

Fingal, ON N0L 1K0

Phone: 519-769-2010

Fax: 519-769-2837

communications@southwold.ca

The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged by the Township related to the delivery or presentation of festivals or events which offers an inclusive experience to a wide range of participants.

An approval of waived fees by Council, does not guarantee the availability of a reservation.

Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- ☐ Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,
Attention: Community Services & Communications Clerk
35663 Fingal Line
Fingal, ON N0L 1K0
Fax: 519-769-2837
or by email: communications@southwold.ca

Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Name:	Judith Wiley	Title:	Chief Executive Officer
Signature:		Date:	October 9, 2025



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: October 14th, 2025

PREPARED BY: June McLarty, Deputy Clerk

REPORT NO: DPC 2025-04

SUBJECT MATTER: 2026 Conference Attendees

Recommendation:

1. That Council provided direction to staff regarding which members want to attend conferences in 2026.

Purpose:

The purpose of this report is to provide information to Council on 2026 Conferences and seek Council's direction on whether members wish to attend which conferences.

Background:

There are several conferences that Council members have attended in the past. Some details for the 2026 conferences are as follows:

- The Rural Ontario Municipal Association (ROMA) is held in Toronto at the Sheraton Centre Hotel from Sunday January 18, 2026-Tuesday January 20, 2026.
- The Ontario Good Roads Conference is held in Toronto from Sunday March 26, 2026 to Wednesday April 1, 2026. This conference is normally held at the Royal York Hotel.
- The Association of Municipalities of Ontario (AMO) is to be held in Ottawa from Sunday August 16, 2026 - Wednesday August 26, 2026.
- The Western Ontario Wardens Caucus is a one-day local conference that can be attended by Council members that would not require accommodations. No date has been set for 2026.

These conferences typically include keynote speakers, workshops, and panel discussions on topics relevant to municipal governance, operations and policies.

Comments/Analysis:

Attendance at the conferences may provide Council members with:

1. Exposure to emerging trends and best practices in municipal government
2. Networking opportunities with officials from other municipalities
3. Access to resources and strategies to support effective decision-making

Financial and Resource Implications:

The registration costs are different for each conference, but travel, meals, and accommodations are included. These conferences have early registration and hotel booking deadlines which would result in cost savings to the municipality if we knew attendance interest early. Attendance numbers would also assist with budgeting for 2026.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☐ Managed Growth.
- ☐ Welcoming and Supportive Neighbourhoods
- ☐ Economic Development
- ☒ Fiscal Responsibility and Accountability

Respectfully submitted by:

June McLarty
Deputy Clerk

Approved for submission by:

Jeff Carswell
CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: October 14, 2025

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2025-55

SUBJECT MATTER: CAO/Clerk Activity Report – September 2025

Recommendation:

1. None – For Council Information.

Purpose:

To update Council on the CAO/Clerk Activities for September 2025.

Meetings/Events:

Following are several highlights for September:

- Senior Management and Staff Meetings
- Financial Statement Review Meeting
- Community Services and Communications Clerk Recruitment Meetings
- Southwold Economic Development Committee Meeting
- Parks and Trails Master Plan Review Meetings
- Talbotville WWTP – Colliers
- Planning Pre-consultations
- Planning – Monthly Check-in with County
- JHSC
- West Elgin & Dutton Dunwich re: Shared Services
- Fingal Reconstruction PIC
- Elgin County CAO Meeting
- Truth and Reconciliation Flag Raising

Recruitment/Staffing:

Mac McConnell started as Infrastructure and Development Technologist on September 8th.

Allison Duncan started as Community Services and Communications Clerk on September 22nd.

After discussion and confirmation from Dutton-Dunwich and West Elgin, the GIS & Asset Management Coordinator position has been posted with applications closing October 15th.

Grant Application Progress and Updates:

The municipality was successful on the following grant applications for 2024. As new applications are submitted for 2025, they will be added to this list:

- Community Emergency Management Preparedness Grant – New Generator and Portable Radios – SUCCESSFUL – Funding of \$50,000.00
- Fire Marshal's Public Fire Safety Council – New Smart Boards for Fire Halls – SUCCESSFUL – Funding of \$1,950.03
- Enabling Housing Water Systems Fund Grant – SUCCESSFUL – Signed Transfer Payment Agreement for \$27.8 Million for Shedden & Fingal Sanitary Servicing
- Fire Protection Grant – SUCCESSFUL – Transfer Payment Agreement on Agenda for January 13th meeting – Funding of \$16,460.90.
- Community Sport and Recreation Infrastructure Grant – Corsley Park Trails (additional, paving & amenities) – UNSUCCESSFUL
- Flood Hazard and Identification Mapping Program – SUCCESSFUL – Application Submitted by LTVCA with Southwold support. Township contribution from Green Lane \$67,500, LTVCA \$15,000, Grant \$82,500.
- Canada Housing Infrastructure Fund (CHIF) – Talbotville Wastewater Treatment Plant – Application Submitted with assistance from Colliers
- Municipal Housing Infrastructure Program – Health and Safety Water Stream (MHIP-HSWS) – Provincial CHIF Stream – Talbotville Wastewater Treatment Plant – Application will be based on Federal CHIF – Application submitted with assistance from Colliers – budget was available from prior CHIF
- Rural Ontario Development (ROD) – Application for an updated Community Economic Development Plan was submitted by staff. Program guidelines indicate that funding decisions will be made within 3 months (December 24th). There are additional intakes over 2026 and 2027 for the program.

Shared Services

Planning services from the County of Elgin continue to run smoothly. County staff have been in the Fingal Office on Mondays, but residents can meet with them on other days

at the County building. Staff are available to Southwold every day. We have initiated a monthly check-in meeting with all involved in the planning process to address any issues and ensure consistent, high-quality service. This will also ensure we take time to discuss and plan upcoming planning initiatives and projects.

The movement of the GIS & Asset Management Coordinator, Cassandra Loewen into the Public Works Superintendent position, will have an impact on the shared service with Dutton-Dunwich and West Elgin. Recruitment is currently underway with the anticipation the position will be filled in early November.

Policy Development

Policies and procedures are at various stages of development and will be brought forward for approval when ready. The high level of activity with other projects has slowed work in this area. While most are updates and improvements to existing policies, it is important to have these updated to ensure clarity to residents, developers, facility users and staff. In addition to policy development, additional time and resources need to be allocated to the rolling the policies out, staff training and documentation related to implementation. For HR and H&S Policies training and documentation is very important and an area that needs additional attention. There have also been some updates to the OHSA that will require policy updates. Pitman Safety Solutions will be assisting with these new requirements.

2025 Budget and Projects:

Staff are continuing to plan out and implement the various projects and programs approved in the 2025 budget. Several projects from 2024 remain in progress.

Project	Budget	Status/Comments
Carried forward from 2024		
Laserfiche Accounts Payable Workflow	\$20,000	The Workflow has been implemented and is in use.
HR / H&S Policy and Program Updates/Improvements	\$5,000	In progress with contracted external assistance. An initial audit and workplan to reach compliance is being completed. Funding from the WSIB Rebate is being applied to this project.
2025		

Project	Budget	Status/Comments
Website Hosting – Forced Update	\$11,000	Existing website provider is indicating the need to upgrade to the newest platform – impact and alternatives being investigated
Council Chamber Renewal	\$20,000	Project scope and tasks to be determined. Concept for end wall circulated to Council.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☐ Managed Growth
- ☐ Welcoming and Supportive Neighbourhoods
- ☐ Economic Opportunity
- ☒ Fiscal Responsibility and Accountability

Respectfully Submitted by:

Jeff Carswell
CAO/Clerk



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: October 14, 2025

PREPARED BY: Jeff Carswell, CAO/Clerk

REPORT NO: CAO 2025-56

SUBJECT MATTER: Council Workshop Sessions Required

Recommendation:

1. That Council provide availability from the end of October, through November to assist with scheduling workshops for several projects requiring Council input.

Purpose:

To seek direction from Council on scheduling several workshops required in the coming weeks/months.

Background:

In the coming weeks and months (end of October/November), several focussed workshops and meetings are required to advance significant projects. Due to the nature of the material, they are likely better suited to a focussed workshop, rather than part of a regular Council meeting. The time required will also be significantly more than typically allocated in a regular Council meeting. They would also benefit from a more informal meeting structure.

Discussion:

Parks and Trails Master Plan – While the draft plan has been presented to Council, there still needs to be clear direction on how to proceed with the recommendations and what level of funding will be applied. A much more detailed discussion and direction is needed for staff to start incorporating this plan into the capital and operating budgets and program plans for future years. The direction of this plan is also a critical input for the Development Charges Study and the Asset Management Plan. It should be the first workshop, ideally before the end of October.

Asset Management Plan – Development of the Asset Management Plan requires extensive input from Council. The consultants workplan includes:

Following the formalization of the financial forecasts associated with each levels of service scenario, Watson will engage with Council through a workshop setting to seek direction on Council's preferred level of service for each asset category. This will involve the presentation of financial impacts associated with each levels of service scenario, as determined through the financial strategy model, to facilitate the setting of levels of service targets that are financially sustainable and affordable. The financial strategy model will be developed with sufficient flexibility to allow for assessments of financial impacts if lifecycle management strategies from different scenarios are utilized in combination (e.g., utilizing a higher levels of service target for roadways while maintaining current levels of service for parks).

Following Council's direction on its preferred levels of service, the levels of service targets, lifecycle activities, and financial strategies associated with the Township's preferred levels of service scenario will be included in the final asset management plan report. Included within the timeline and budget presented in this proposal is one virtual workshop with Council to seek input into the setting of levels of service targets.

The consultant indicated the first part of November would be preferred for the Asset Management Workshop.

Community Improvement Plan (CIP) – The County Economic Development Department is developing an updated Elgincentives CIP. While this plan is developed and administered by the County, it is actually adopted by the local municipalities. The County Economic Development Department has been working with Republic Urbanism on this project and is nearing the point where they need time to review the project with Council. This review includes background on CIPs, the Elgincentives Program and the review process. This workshop could be held in November and the consultant was planning to develop some materials ahead of time to minimize workshop time.

Development Charges Workshop – The Township's Development Charges By-law continues to move forward, but has been delayed to include information from the Parks and Trails Master Plan. It is anticipated that the existing by-law will need to be extended into 2026, so the Development Charges Workshop may be held later in December/January.

Alignment of Council, Staff and Consultant time for these workshops will be challenging. There are already 3 Budget Meetings planned in November, in addition to regular Council meetings. If there are some larger blocks of time (ie away for a week, etc.) knowing this ahead of time would help to narrow the options as we try to select as many possible dates as possible to provide to the consultants. While the consultants

would have preference for day time meetings, we have indicated that may not be possible. To assist with determining potential meeting times, in addition to input at the meeting, staff will prepare a poll or other means to determine dates/times that will work for Council.

While these are workshop type meetings, they will still need proper notice as set out in the Procedural By-law and called by the Mayor or approved by Council at a future meeting.

Financial and Resource Implications:

These workshops will have minimal costs, other than time required from Council and staff.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

- ☐ Managed Growth
- ☐ Welcoming and Supportive Neighbourhoods
- ☐ Economic Opportunity
- ☒ Fiscal Responsibility and Accountability

Respectfully Submitted by:

Jeff Carswell
CAO/Clerk

**Ministry of the Environment,
Conservation and Parks**
Drinking Water and Environmental
Compliance Division

Southwest Region

733 Exeter Road
London ON N6E 1L3
Tel: 519-873-5000
Fax: 519-873-5020

**Ministère de l'Environnement, de
la Protection de la nature et des Parcs**
Division de la conformité en matière d'eau
potable et d'environnement

Région du Sud-Ouest

733, rue Exeter
London ON N6E 1L3
Tél: 519-873-5000
Fax: 519-873-5020



September 26, 2025

His Worship Grant Jones
Mayor
Township of Southwold
35663 Fingal Line,
Fingal, Ontario, N0L 1K0

Email: mayorgjones@southwold.ca

Dear Mayor Grant Jones:

Thank you for meeting with the Ministry of the Environment, Conservation and Parks at the 2025 Association of Municipalities of Ontario Conference and for your submission.

Thank you for your feedback regarding effluent quality and quantity criteria. Should the Township wish to revisit the effluent criteria in their Environmental Compliance Approval, I would encourage your staff to engage with the ministry's Southwest Region Office, outlining the requested changes. Please contact Jason Lehouillier, Regional Technical Support Manager at jason.lehouillier@ontario.ca to follow up directly.

Thank you also for your input regarding fast-tracking the Environmental Assessment (EA) and Environmental Compliance Approvals processes. As it relates to the EA process, the ministry is currently proposing to replace the Municipal Class EA process with a new streamlined, time-limited process that focuses on certain designated higher-impact water, wastewater and shoreline projects. If made, this new regulation will significantly improve timelines for projects that are subject to EA and allow for lower-impact projects to proceed directly to the approvals process. For more information on this proposal, please contact Ross Lashbrook, Senior Manager of the Environmental Assessment Modernization Branch at ross.lashbrook@ontario.ca.

With respect to the Environmental Compliance Approval process, the ministry recognizes the importance of timely approvals for priority projects. While we support innovation and the adoption of best available technologies, the current Environmental Compliance Approval framework for municipal sewage treatment facilities requires a site-specific review to confirm that all environmental, technical, and community considerations are appropriately addressed. The ministry encourages municipalities to engage with us early in the design process to better understand the priority nature of

individual projects and explore opportunities for streamlining within the existing regulatory framework.

Additionally, the [Municipal Housing Infrastructure Program](#) provides funding for core infrastructure projects, such as water systems, to support growing and developing communities like the Township of Southwold. For questions about the Municipal Housing Infrastructure Program, please email MHIP@ontario.ca.

Regarding your ideas about biosolids, sewage biosolids in Ontario can be applied to farmland for beneficial use as a Non-Agricultural Source Material (NASM). The NASM land application program under the *Nutrient Management Act, 2002* promotes confidence in the use of sewage biosolids on agricultural land for their nutrient value and soil health benefits, while maintaining protections for human health and the environment. The NASM land application program already permits farmers to receive and store Non-Agricultural Source Material on site under a NASM Plan, including storage in an existing manure storage so long as regulatory requirements are met. Farmers who wish to mix biosolids with manure for land application purposes may require either a NASM Plan from the Ministry of Agriculture, Food and Agribusiness or an Environmental Compliance Approval from the Ministry of the Environment, Conservation and Parks to permit the activity. Each situation is evaluated on the specific circumstances of the activity on a case-by-case basis.

The Ministry of Agriculture, Food and Agribusiness assists the agricultural community to mitigate fertilizer runoff through a range of programming, such as Best Management Practice development, research and innovation, education and outreach to farmers, cost share funding, and development of online tools and resources. Many programs are currently being delivered in partnership with Conservation Authorities and other organizations.

Ontario's Resilient Agricultural Landscape Program provides funding to support Ontario farmers in reducing greenhouse gas emissions and making their agricultural lands more productive and resilient. There are currently three funding streams: the Direct-to-Farmer stream delivered by Ontario Soil and Crop Improvement Association, the Marginal Lands stream delivered by Conservation Ontario, and the Community Pastures stream delivered by Ontario Forage Council. The Marginal Lands funding stream is open to agri-environmental organizations including Conservations Authorities, who can submit applications for projects that support multiple farmers in implementing eligible practices. More information is available at [Resilient Agricultural Landscape Program // Conservation Ontario](#).

The Ministry of the Environment, Conservation and Parks remains committed to working collaboratively with municipalities to support efficient and effective project delivery while maintaining our responsibility to protect human health and the environment. Please do not hesitate to reach out to the ministry's Southwest Region Office at environment.london@ontario.ca to initiate early engagement on upcoming projects.

Thank you again for meeting with the ministry and for sharing your ideas.

Sincerely,



Saif Sumbal
Director
Southwest Region
Ministry of the Environment, Conservation and Parks

c.c. Justin Pennings, Deputy Mayor, Township of Southwold
Sarah Emons, Councillor, Township of Southwold
Jeff Carswell, CAO/Clerk, Township of Southwold
Jason Lehouillier, Manager, Regional Technical Support, MECP
Ross Lashbrook, Senior Manager, EA Modernization, MECP

From: Minister, MECP (MECP) <Minister.MECP@ontario.ca>

Sent: Wednesday, October 1, 2025 12:18 PM

Subject: Letter from the Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks / lettre de l'honorable Todd McCarthy, ministre de l'Environnement, de la Protection de la nature et des Parcs

Good morning,

As you know, Ontario is transitioning the blue box system from municipal control to a producer-run model where Producer Responsibility Organizations (PROs) will be running a province-wide blue box collection system. This will save municipalities over \$171 million annually and the transition will be complete in 2026.

I am writing today to confirm that, under the Blue Box Regulation, PROs are not, and have never been, responsible for collecting blue box waste from industrial, commercial, and institutional (IC&I) sources. In addition, PROs have indicated that, beginning in 2026, they will not voluntarily continue to offer this service to municipalities who are willing to pay for it as they have been doing for some small

IC&I locations during the transition.

As PROs have been communicating since 2023, this means that municipalities will need to continue to work with their small IC&I establishments to identify the best path forward for collection in their communities. It is the ministry's understanding that many municipalities have already started this work to be ready for January 1, 2026.

This is not the outcome I had hoped for when I wrote PROs on June 4, 2025, to ask them to prepare an offer of service that would continue small IC&I collection at municipal cost. I had heard from municipalities and PROs that PROs could leverage the province-wide blue box collection system to offer a cost-effective option for municipalities to consider.

Unfortunately, on September 19, 2025, PROs indicated that they would not be able to fulfill my initial direction. They identified operational, infrastructure, and financial challenges to providing small IC&I collection that would make it impractical and unaffordable for most municipalities and potentially disruptive for the residential collection run by PROs.

While I remain disappointed that the design of the proposal does not support broader curbside collection, leaving a gap in service across municipalities, I am pleased that PROs have agreed to work with communities that rely on depots for blue box collection to facilitate small IC&I collection. They are proposing to allow for comingling of residential and small IC&I blue box in shared depot containers. This means that municipalities will not have to plan and pay for separate depot containers for small IC&I blue box waste, which would add cost and burden. Under the PROs' proposed approach, PROs will be responsible for hauling and recycling the estimated share of collected recyclables from residential sources, and municipalities will be responsible for hauling and recycling the estimated share from small IC&I establishments.

I am very disappointed that PROs were not able to deliver an offer for small IC&I collection. However, I also recognize that the vast majority of businesses in Ontario arrange their own recycling collection through private contracts, or through an arrangement with their municipalities. While PROs will not be making municipalities an offer for small IC&I collection, these private sector solutions are still available to municipalities. If municipalities are not going to offer this service to businesses, proactive communication will be needed to inform individual businesses and business associations of the need to organize recycling independently.

My government is committed to the best possible blue box system for both producers and municipalities. To this end, we will be considering improvements to the system over the coming year. As this occurs, we will be looking into how any changes to the Blue Box Regulation could leverage the producer-run system and support our communities, small businesses, and institutions to cost-effectively maintain blue box services.

My ministry will be in touch with further information over the coming months as we

move forward on this initiative. In the meantime, if you have questions about the PROs' offer to facilitate small IC&I collection in depot communities, please contact info@circularmaterials.ca.

Thank you for your continued support of the transition to producer responsibility. This transition will improve the amount of material recycled in Ontario and save money for municipalities.

Todd McCarthy
Minister of the Environment, Conservation and Parks

The Township of Southwold

Waiving of Facilities Fees Application Form



Township of Southwold

35663 Fingal Line

Fingal, ON N0L 1K0

Phone: 519-769-2010

Fax: 519-769-2837

communications@southwold.ca

Name of Event:			
Holiday sing-a-long with Susie Q			
Name of Group or Organization			
Victorian Order of Nurses			
Primary & Secondary Contact Person		Purpose of Event	
Ellen Cannon, Program Coordinator & Jill Smith, Manager,		Entertainment /socializing and participating in holiday sing along	
Contact Address			Postal Code
175 South Edgeware Road, St. Thomas Ontario			N5P 4C4
Phone # Primary / Secondary		Email / Website:	
519-637-6408 X6184		ellen.cannon@von.ca	
Not for Profit # or Charitable Organization Registration #:		137508057RR0001	
Activity or Event Information			
Fees to be Waived (ie: facility rental)		Facility Rental	
Date and Times:		Monday, November 24 2025 Noon - 3:30 p.m.	
Number of People expected:		40 - 60	Admission Fee: (If applicable) n/a
Will food be served?	Coffee & Tim bits	Will alcohol be served?	no

Activity or Event Description

How will your activity or event enhance community services and recreation in the Township of Southwold?
This Local Entertainment will give opportunity for residents in the rural area to attend, enjoy and participate in a seasonal musical start to the holidays at a convenient location with minimal distance required (for most).

The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold

35663 Fingal Line

Fingal, ON N0L 1K0

Phone: 519-769-2010

Fax: 519-769-2837

communications@southwold.ca

Please describe the projected social, cultural, economic and environmental impact that the activity or event will have on the Township and its residents.

This FREE musical event brings together community members in a comfortable setting to socially engage with their community members and participate in a musical afternoon in their local setting

What will the impact on the activity or event be if the fee is **not** waived?

The event will not take place

Are you seeking funding from any other sources (fundraising, grants, sponsorships, etc.)?

yes: VON has very limited funding for community support service programs

What features will you have in place to ensure that your event is accessible to all residents (residents with disabilities)?

Clients will be contacted by telephone and posters will be printed and posted in local settings as well as handed out at the next luncheon. VON Staff Member as well as a volunteer of VON will be in attendance.

Deadline for submission is November 15, for events being held the following year.

The Township of Southwold Waiving of Facilities Fees Application Form



Township of Southwold

35663 Fingal Line

Fingal, ON N0L 1K0

Phone: 519-769-2010

Fax: 519-769-2837

communications@southwold.ca

The Township of Southwold may waive fees to eligible applicants to help offset the fee(s) that would be charged by the Township related to the delivery or presentation of festivals or events which offers an inclusive experience to a wide range of participants.

An approval of waived fees by Council, does not guarantee the availability of a reservation.

Applicants are still required to apply and sign for a park/facility rental agreement, and supply the necessary supporting documentation, such as proof of liability insurance, special occasion permit, and or special event permit.

Council reserves the right to limit the total amount of fees waived annually.

Ineligibility

Some activities are beyond the scope of this program, regardless of their merit. Fees will not be waived for:

- Festivals or events that are similar to those already being provided by the Township
- Festivals or events already funded through other programs or agreements with the Township.
- Damage deposits will not be refunded.
- Non-Township fees or expenses.

Application Checklist

Please submit one hard copy of the following documents with your application for fee reduction / waiver.

- ☐ Copy of Township rental agreement, confirming: Dates/times and location of event, and all fees associated with the event.

Applications can be submitted, in person, fax or mail to:

Township of Southwold,
Attention: Community Services & Communications Clerk
35663 Fingal Line
Fingal, ON N0L 1K0
Fax: 519-769-2837
or by email: communications@southwold.ca

Authorization for Application

On behalf of, and with the authority of, the above-mentioned organization, we certify that the information given in this application for waiving of facilities fees is true, correct and complete in every respect.

Manager, Home and Community Care,

Name:	Jill Smithy [REDACTED]	Title:	Community Supports Services
Signature:	[REDACTED]	Date:	October 6 2025

**Elgin OPP Detachment Board
Meeting
Minutes**

**June 25, 2025, 1:00 p.m.
Virtual Meeting**

Members Present: Dave Jenkins, Chair
 Dominique Giguère, Vice Chair
 Andrew Sloan, Board Member
 Ida McCallum, Board Member
 Trudy Kanellis, Board Member

Staff Present: Tyler Holmes, Interim Elgin County OPP Detachment
 Commander
 Jennifer Ford, Director of Financial Services/Treasurer
 Katherine Thompson, Manager of Administrative
 Services/Deputy Clerk

1. Call to Order

The meeting was called to order at 1:00 p.m. with Dave Jenkins in the Chair.

2. Approval of Agenda

Moved by: Trudy Kanellis
Seconded by: Dominique Giguère

RESOLVED THAT the agenda for the June 25, 2025 Elgin OPP Detachment Board meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Moved by: Ida McCallum
Seconded by: Trudy Kanellis

RESOLVED THAT the minutes of the meeting held on May 5, 2025 be adopted.

Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

5. Delegations

6. Reports

6.1 Elgin O.P.P Detachment Board Quarterly Report - Detachment Commander, Tyler Holmes

Elgin OPP Detachment Commander Tyler Holmes presented the Quarterly Report for the period of March to May 2025. The report covered a range of key updates and statistics, including:

Collision data and traffic-related charges under the Highway Traffic Act

Criminal Code charges, including violent crimes such as sexual offenses, assault charges, and robberies

Property crime, including break and enters

Mental health-related occurrences

Commander Holmes also announced the appointment of a new Community Engagement Officer, who will be assuming responsibility for the detachment's media portfolio. Additionally, the detachment is currently awaiting news on a grant application to fund a second mental health professional to better support ongoing demands in this area.

Moved by: Andrew Sloan

Seconded by: Dominique Giguère

RESOLVED THAT the Quarterly Report (March-May 2025) from the Elgin OPP Detachment Commander be received and filed.

Motion Carried.

6.2 Chair's Report - Elgin OPP Detachment Board Chair, Dave Jenkins (Verbal)

The Chair provided a verbal update, highlighting his recent involvement in the recruitment process for the new Elgin OPP Detachment Commander. He attended an onboarding session held one day prior to the interviews and had the opportunity to ask one question to each of the two candidates. On behalf of the Board, the Chair extended congratulations to Tyler Holmes on his successful appointment as Detachment Commander.

The Chair also noted that, in fulfillment of the Board's obligations to join the OAPSB Group Insurance Plan, a draft Abuse Prevention Policy was reviewed by independent legal counsel.

Additionally, both Vice Chair Giguere and the Chair submitted comments regarding the recruitment process, emphasizing the Board's position that it should play a more active role in future recruitments. A response to their concerns has been received and will be circulated to the Board by the Chair.

Moved by: Trudy Kanellis
Seconded by: Ida McCallum

RESOLVED THAT the verbal report from OPP Detachment Board Chairperson Dave Jenkins be received for information.

Motion Carried.

6.3 OAPSB Conference and AGM Update - Elgin OPP Detachment Board Vice Chair, Dominique Giguere (Verbal)

Vice Chair Dominique Giguère attended parts of the OAPSB Conference and AGM from June 3-5, 2025. She provide an update about her learnings including her main takeaway that there are many boards across the province that are still adjusting to the transition under the new Community Safety and Policing Act. Messaging from the conference emphasized that roles have changed under the new legislation and Detachment Boards are fundamentally different than the Police Services Boards that came before them. The Vice Chair found that the conference content is more pertinent to municipal boards as opposed to detachment boards; however, it was a good opportunity to have discussions with peers and provincial advisors. Vice Chair Giguère requested that staff develop a work plan for the Board that will provide guidance as to which policies the Board would like developed as it continues its transition.

Moved by: Dominique Giguère
Seconded by: Andrew Sloan

RESOLVED THAT the verbal update regarding the OAPSB Conference and AGM from the Board Vice Chair, Dominique Giguère, be received for information; and

THAT Staff be directed to develop a workplan for the Board to be presented at a future meeting.

Motion Carried.

6.4 Draft Abuse Prevention Policy - Manager of Administrative Services, Katherine Thompson

The Manager of Administrative Services/Deputy Clerk provided a draft Abuse Prevention Policy for review by the Board. This policy is required to enter into the OAPSB Group Insurance Plan.

Moved by: Trudy Kanellis
Seconded by: Dominique Giguère

THAT the Elgin OPP Detachment Board approve and adopt the Abuse Prevention Policy and direct the County of Elgin to submit it as part of the

application to the Ontario Association of Police Services Boards Group Plan Insurance.

Motion Carried.

6.5 Financial Set Up Update - Director of Financial Services/Treasurer, Jennifer Ford

The Director of Financial Services/Treasurer provided the Board with an update outlining the steps taken to establish a bank account and obtain a business number for the Board. This is a necessary requirement for the Board to independently administer its payroll and manage invoice payments, separate from the County of Elgin.

During this process, it was discovered that the Province has not yet defined the appropriate CRA classification for OPP Detachment Boards. The Inspectorate of Policing confirmed that no formal definition will be provided at this time, as no other Board in the province has pursued a separate business number. In most regions, one of the member municipalities performs administrative and financial functions on behalf of the Board and recovers associated costs from the other participating municipalities. In such cases, the municipality's existing business number is used for Board operations.

The Inspectorate recommended that the Elgin OPP Detachment Board consider establishing a similar arrangement and advised that the County of Elgin, which is not a member municipality of the Board, should cease providing financial services.

In response, Member Andrew Sloan, Mayor of the Municipality of Central Elgin, offered to explore the possibility of his municipality providing financial administration support and committed to presenting a proposal for consideration at the meeting in September. It was also recommended that the Board investigate the option of hiring an independent administrator to support its administrative operations.

Moved by: Andrew Sloan

Seconded by: Trudy Kanellis

THAT the report titled "Financial Setup Update" from the Director of Financial Services/Treasurer dated June 12th, 2025 be received and filed, and;

THAT cheques be ordered at a cost of \$200 plus HST, and;

THAT discussions regarding financial set up be deferred until September when the Municipality of Central Elgin can provide a proposal for financial management of the Board, and;

THAT a job description/cost model for an Administrator Role be investigated.

Motion Carried.

6.6 Draft Elgin OPP Detachment Board Budget - Director of Financial Services/Treasurer, Jennifer Ford

The Board decided to defer discussion about the proposed 2025 Budget until discussions related to financial support and administration could be considered. The Board voted to continue to split Board costs by municipality based on number of households served as per the OPP Budget and as per historical practices under the former Police Services Board.

Moved by: Dominique Giguère

Seconded by: Ida McCallum

THAT the report titled “2025 Budget Discussion” from the Director of Financial Services/Treasurer dated June 12th, 2025 be received and filed, and;

THAT consideration of the the proposed 2025 Budget be deferred; and,

THAT the split of costs between Municipalities be calculated as per Option A.

Motion Carried.

7. Closed Session Items – None.

8. Rise and Report – None.

9. Correspondence

9.1 Spotlight Report - Policing of Protests and Major Events: Public Order Maintenance in Ontario and Inspection of Ontario Police Services Boards for Years 2023-2024 - Ryan Teschner, Inspector General of Policing of Ontario May 2025

Moved by: Dominique Giguère

Seconded by: Trudy Kanellis

RESOLVED THAT Correspondence Item 9.1 be received and filed.

Motion Carried.

10. New Business

Mayor Sloan expressed his support for officers in schools and suggested a letter be sent to the Minister of Education to indicate the Board's support.

Representation for the OPP indicated that information to be released in the coming weeks will support this development and negate the need for correspondence.

Vice Chair Giguère requested that a discussion on the Local Action Plan be placed on the agenda for the next meeting.

Detachment Commander Holmes indicated that he had just received the finalized Elgin OPP Detachment Board Annual Report for 2024. In order to meet its requirements under the Community Safety and Policing Act, the Board is required to circulate this report to participating municipalities by June 30th annually.

Moved by: Dominique Giguère

Seconded by: Andrew Sloan

THAT the Elgin OPP Detachment Board Annual Report for 2024 be circulated first to the the Board, and then to participating Local Municipal Partners.

Motion Carried.

11. Adjournment

Member Andrew Sloan offered to host the Board in the Central Elgin Boardroom for the next meeting.

Moved by: Andrew Sloan

Seconded by: Trudy Kanellis

RESOLVED THAT we do now adjourn at 2:59 p.m. to meet again on September 30, 2025, at 1:00p.m.

Motion Carried.

Katherine Thompson,
Acting Secretary-Treasurer.

Dave Jenkins,
Chair.

**Elgin OPP Detachment Board
Meeting
Minutes**

**September 16, 2025, 9:00 a.m.
Virtual Meeting**

Members Present: Dave Jenkins, Board Chair
 Dominique Giguère, Vice Chair
 Andrew Sloan, Board Member
 Ida McCallum, Board Member
 Trudy Kanellis, Board Member

Staff Present: Katherine Thompson, Manager of Administrative
 Services/Deputy Clerk

1. Call to Order

The meeting was called to order at 9:02 a.m. with Dave Jenkins in the Chair.

2. Approval of Agenda

Moved by: Trudy Kanellis
Seconded by: Andrew Sloan

RESOLVED THAT the agenda for the September 16, 2025, Elgin OPP Detachment Board meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

None.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Delegations

6. Reports

6.1 Renewal of OAPSB Group Insurance Plan

The Board considered the renewal of the OAPSB Group Insurance Plan for the period of September 27, 2025 - September 27, 2026.

Moved by: Trudy Kanellis
Seconded by: Dominique Giguère

RESOLVED THAT the Elgin OPP Detachment Board approve the renewal of the OAPSB Group Insurance Plan for the term September 27, 2025-September 27, 2026, at a cost of \$3,600 + 8% tax, and

THAT staff be directed to proceed with the renewal in the online portal.

Motion Carried.

7. **Closed Session Items** – None.

8. **Rise and Report** – None.

9. **Correspondence** – None.

10. **New Business** – None.

11. **Adjournment**

Moved by: Andrew Sloan
Seconded by: Dominique Giguère

RESOLVED THAT we do now adjourn at 9:28 a.m. to meet again on September 30 at 1:00p.m.

Motion Carried.

Katherine Thompson,
Acting Secretary-Treasurer

Dave Jenkins,
Chair.



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

BY-LAW NO. 2025-56

Being a By-law to Amend By-law No. 2011-14

WHEREAS under Section 34 of the Planning Act, R.S.O. 1990, c.P. 13, authorizes municipalities to pass and amend zoning by-laws governing the use of land, buildings and structures;

AND WHEREAS the requirements for the giving notice and the holding of a public meeting of a zoning by-law amendment have been met;

AND WHEREAS the Council of the Corporation of the Township of Southwold deems it advisable to amend By-law 2011-14, being the Zoning By-law of the Township of Southwold;

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD HEREBY ENACTS AS FOLLOWS:

1. **THAT** Schedule 'A', Map 6 of By-Law No. 2011-14, as amended, are hereby amended by changing from Residential – Special Provision 7 (R1-7) Zone to Residential 1 (R1) Zone, those lands outlined in heavy solid lines on Schedule 'A' attached hereto and forming part of this By-law.
2. **THAT** this By-law shall come into force pursuant to Section 34(2) of the Planning Act, RSO 1990.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 14th DAY OF OCTOBER, 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell

CM1

Sunset Road

R1

10401

Talbotville Gore
Road

Optimist Drive

R1

R1



Severed Lands to change from
Residential 1 - Special Provision 7
(R1-7) Zone to Residential 1 (R1) Zone



Retained Lands to remain
Residential 1 - Special
Provision 7 (R1-7) Zone

This is Schedule "A" to By-law No. 2025-56
passed on the 14th day of October, 2025.

MAYOR

C.A.O./CLERK

TOWNSHIP OF SOUTHWOLD
COMPREHENSIVE ZONING BY-LAW 2011-14
SCHEDULE 'A' MAP 12



0 15 30 60
Metres





THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

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.

WHEREAS Section 5(3) of the Municipal Act, 2001, Chapter 25, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it has been expedient that from time to time, the Council of the Corporation of the Township of Southwold should enact by resolution or motion of Council;

AND WHEREAS it is deemed advisable that all such actions that have been adopted by a resolution or motion of Council only should be authorized by By-law;

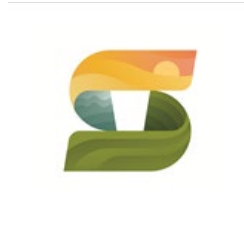
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD ENACTS AS FOLLOWS:

1. That the actions of the Council of the Township of Southwold at the Regular Meeting of Council held on October 14, 2025; in respect to each report, motion, resolution or other action passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Township of Southwold to all such documents.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 14th DAY OF OCTOBER 2025.**

Mayor
Grant Jones

CAO/Clerk
Jeff Carswell



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

-ADDENDUM TO AGENDA-

Tuesday October 14, 2025

REGULAR MEETING OF COUNCIL

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

2. ADDENDUM TO AGENDA

Item Added:

9. CORRESPONDENCE

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

Oct 14, 2025

To: Southwold Township Council

From: Optimist Club of Fingal, Shedden & District

Re: 2025 Santa Claus Parade

We would like to run the 2025 Santa Claus Parade in Fingal on Sunday Dec 7 at 2 pm. It will last approximately 45 minutes, and follow a route within Fingal, starting and finishing at the Township offices.

Due to potential construction within Fingal at that time, we will finalize the actual parade route at a later date in conjunction with Township staff.

We will request the OPP and Southwold Fire Department attend to assist with the parade.

Please let me know when this request is approved so I can start organizing the participants.

Thanks for your help,

Steve Garvin

Chair – Santa Claus Parade Committee