



THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

MINUTES

Special Council Meeting – Budget Deliberations
Tuesday November 4, 2025
7:00 p.m. Council Chambers, Fingal/Via Video Link

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

COUNCIL ABSENT: None

ALSO PRESENT: Jeff Carswell, CAO/Clerk
Michele Lant, Director of Corporate Services/Treasurer
Aaron Van Oorspronk, Director of Infrastructure & Development
Services
Corey Pemberton, Director of Building & Community
Services/Chief Building Official

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

DISCLOSURES: None

REPORT:

FIN 2025-25 2026 Capital Budget – Report #1

Director of Corporate Services/Treasurer Michele Lant presented the initial budget report to Council, including the categories assigned by staff for consideration of capital investment, including critical, important and recommended and the schedule for future meetings.

2026 Budget Deliberations

Building Department Capital

Director of Community Services/CBO Corey Pemberton reviewed the proposed Building Department Capital. The main item for consideration is replacement of one building department's pickup. This would allow staggering of future replacements and could be considered as part of an overall review of rental requirements and strategy for the overall fleet. Discussion centered around maximizing the fleet lifecycle based on condition, usage, criticality to operations and other factors, more so than estimated useful life. Staff indicated the intent to look at developing an overall fleet strategy in 2026.

Parks & Facilities Capital

Director of Community Services/CBO Corey Pemberton reviewed the proposed projects for parks and facilities. Parks and recreational facilities have limited recommendations at this point, pending finalization of the Parks and Trails Master Plan. Several notes and comments included:

Keystone – any options to address the staining on floor, possible improvements to the sound system

Parks/Facilities General – possibility of additional security cameras

Medical Centre – connect to the sanitary sewer and improve parking

Parks/Trails – generate plans for future projects based on the Master Plan

Fingal Office – recommendations include flooring replacement in the original building area, along with some maintenance and sound proofing. Improvements to the customers service counter and security are also proposed to be further reviewed.

Administration Capital

The CAO/Clerk reviewed the Administration Capital Projects. The main items for 2026 included updating the website as support for the current content management system is being discontinued. Staff are working with the IT provider and other municipal partners to secure a cost effective solution that will minimize future needs for major transitions due to system changes. Completing a Market Study by an external consultant was also included for 2026. Discussion focussed on the need for a review if the wage grid is being updated on an annual basis and whether a review could be completed internally. Staff will gather more information on this project.

Roads/Infrastructure Capital

Aaron VanOorspronk presented the Capital Forecast for the Infrastructure and Development Department. The presentation included an overview of Infrastructure Asset values, assumptions applied to developing the forecast, details on the road network and information from the 2024 Road Needs Study. The main projects

identified for 2026 were reviewed for Road Rehabilitation, Fingal Reconstruction, Fingal Pump Station and Forcemain, North Shedden Sanitary Sewers, Shedden Wastewater Treatment Facility, Fingal Regional Stormwater Management Facility, Bridge and Culvert Projects, Water Distribution system and Fleet Replacements. Council asked various questions and provided feedback on the proposed projects which will be incorporated into updates to the forecast.

Tax Stabilization Reserve and Levy Impacts

Information on the Tax Stabilization and Capital Levy was included for review by Council.

CONFIRMATION BY-LAW:

- By-law No. 2025-60, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on November 4, 2025

Confirmation By-law

2025-312 Councillor Adzija – Councillor Emons

RESOLVED THAT By-law No. 2025-60 be read a first and second time, considered read a third time and finally passed this 4th day of November, 2025.

CARRIED

ADJOURNMENT:

2025-313 Deputy Mayor Pennings – Councillor Fellows

RESOLVED THAT Council for the Township of Southwold adjourns this Special meeting of Council at **8:51 p.m.**

CARRIED

Original signed by:

Mayor
Grant Jones

Original signed by:

CAO/Clerk
Jeff Carswell