



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **- A G E N D A -**

**Monday February 9, 2026**

#### **REGULAR MEETING OF COUNCIL**

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

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**1. CALL TO ORDER**

**2. ADDENDUM TO AGENDA**

**3. DISCLOSURE OF PECUNIARY INTEREST**

**4. ADOPTION AND REVIEW OF MINUTES**

- (a) Draft Minutes of the Special Council Meeting of January 8, 2026
- (b) Draft Minutes of the Regular Council Meeting of January 26, 2026
- (c) Draft Minutes of the Young at Heart Committee Meeting of January 29, 2026

**5. DELEGATION**

**6. DRAINAGE**

**7. PLANNING**

- (a) **7:00 p.m. Public Meeting Zoning By-law Amendment** ZBA 2026-01, 9210 Union Road Deferral and PLA 2026-03 ZBA 2026-02, 10882 Sunset Road/40684 Talbot Line

**8. REPORTS**

- (a) IDS 2026-04 Activity Report – January 2026
- (b) CBO 2026-04 Activity Report – January 2026
- (c) CBO 2026-05 Changes to O. Reg 747/21 – Permits
- (d) Report from the Southwold Young at Heart Committee
- (e) Report from the Economic Development Committee
- (f) CAO 2026-02 Activity Report – January 2026
- (g) CAO 2026-03 Strategic Plan 2025 Update

**9. CORRESPONDENCE**

- (a) Fee Waiver Request – Southwold History Committee – Lawrence Station Play

**10. BY-LAWS**

- (a) By-law No. 2026-11, being a by-law to amend By-law No. 2011-14, 10882 Sunset Road/40684 Talbot Line
- (b) By-law No. 2026-12, being a by-law to appoint Councillors and Ratepayers to various Boards and Committees requiring Council representation and to repeal By-law No. 2025-13
- (c) By-law No. 2026-13, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on February 9, 2026

**11. OTHER BUSINESS**

*(For Information Only)*

- (a) ROMA Conference Delegation – MPAC Reassessment
- (b) ROMA Conference Delegation – Resolving Valuation Day Conflict for Section 34 Supplementary Assessments – Impacts on Southwold and Amazon Appeal

**12. CLOSED SESSION**

- (a) 239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board (Multiple properties)

**13. ADJOURNMENT:**

**NEXT REGULAR MEETING OF COUNCIL**

**Monday February 23, 2026 @ 7:00 P.M.**

**Council Chambers, Fingal/Via Video Link**



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **MINUTES**

Special Council Meeting – Budget Deliberations

Thursday January 8, 2025

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

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COUNCIL PRESENT: Mayor Grant Jones

Deputy Mayor Justin Pennings

Councillor Sarah Emons

Councillor Scott Fellows (virtually)

ALSO PRESENT: Jeff Carswell, CAO/Clerk  
Michele Lant, Director of Corporate Services/Treasurer  
Aaron VanOorspronk, Director of Infrastructure & Development Services  
Jeff McArthur, Director of Emergency Services/Fire Chief  
Corey Pemberton, Director of Building and Community Services/Chief Building Official

REGRETS: Councillor John Adzija

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

**DISCLOSURES:** Deputy Mayor Pennings provided a disclosure with respect to Fire department wages.

### **REPORT:**

#### **FIN 2026-01 2026 Budget Report #3**

Director of Corporate Services/Treasurer Michele Lant reviewed Report FIN 2026-01 with Council. Other staff provided information and additional commentary for their departments. Highlights from the review included:

- Cash and Capital Reserve Contribution levels are set to fund current and future capital and Asset Management Requirements
- Repayment of borrowing for the Public Works Building has been incorporated into the operating budget as this will be a long-term annual cost
- Administration – Actual wages and benefits still be adjustment to reflect distribution, all H&S costs are included under Administration, Council Audio/Visual improvements will continue to be monitored and tweaked as needed
- Medical Centre – operating remains stable and capital includes connecting to the sanitary system and parking lot improvements
- Fire Department – staff answered questions on vehicle maintenance
- Police – reflects the cost estimate, with some funds coming from the Police Reserve to buffer the 11% increase in expenses
- Building Department – 100% user pay, with no impact on the tax levy
- Conservation Authorities – reflects levy changes, some of the increase can be attributed to changes in overall assessment levels between member municipalities
- Roads – staff responded to questions about the Jones Road Culvert condition and Oneida Road, between McDiarmid and Talbot Line.
- Waste Management – Provincial changes will be affecting small businesses that have used the Blue Box, but options to provide service are limited and costly
- Cemeteries – grass cutting costs have increased dramatically
- Keystone Complex – discussion focused on the need for mapping electrical lines and determining how much power is actually available for events
- Planning/GIS – reflects contracted planning service from the County. Revenues are significantly below expenses. Staff will be examining costs in more detail based on invoice information from the County. The GIS budget recognizes ongoing sharing of GIS services with Dutton-Dunwich and West Elgin
- Drainage – minimal changes

The overall levy change based on the first draft of the budget is 9.26%. Additional information on the Asset Management Plan will be provided at the next regular Council meeting. That information is needed to ensure the draft budget reflects the recommendations from Asset Management Plan.

**CONFIRMATION BY-LAW:**

- By-law No. 2026-01, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 8, 2026

**Confirmation By-law**

**2026-01 Councillor Emons – Councillor Fellows**

**RESOLVED THAT** By-law No. 2026-01 be read a first and second time, considered read a third time and finally passed this 8<sup>th</sup> day of January, 2026.

Recorded Vote	Yea	Nay
J. Adzija		
S. Emons	✓	
S. Fellows	✓	
G. Jones – Mayor	✓	
J. Pennings	✓	

**CARRIED**

**ADJOURNMENT:**

**2026-02 Deputy Mayor Pennings – Councillor Emons**

**THAT** Council for the Township of Southwold adjourns this Special meeting of Council at **8:16 p.m.**

Recorded Vote	Yea	Nay
J. Adzija		
S. Emons	✓	
S. Fellows	✓	
G. Jones – Mayor	✓	
J. Pennings	✓	

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **MINUTES**

Regular Council Meeting  
Monday January 26, 2026  
7:00 p.m. Council Chambers, Fingal, Shedden/Via Video Link

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

**ALSO PRESENT:** Jeff Carswell, CAO/Clerk  
Michele Lant, Director of Corporate Services/Treasurer  
Aaron Van Oorspronk, Director of Infrastructure and Development Services  
Paul Clarke, Planner (7:54 p.m.)  
June McLarty, Deputy Clerk

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

#### **ADDENDUM TO AGENDA:**

#### **10. BY-LAW:**

- (d) By-law No. 2026-10, being a by-law to enter into an agreement with the Hon. Minister of Transportation for the Pothole Prevention and Repair Program

#### **DISCLOSURES: None**

#### **CLOSED SESSION:**

#### **2026-20 Councillor Adzija – Councillor Emons**

**RESOLVED THAT** Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **7:00 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)(a) the security of the property of the municipality or local board;  
(IT Security)

**CARRIED**

### **Adjournment of Closed Session**

#### **2026-21 Deputy Mayor Pennings – Councillor Adzija**

**RESOLVED THAT** Council of the Township of Southwold adjourns this Closed Session and the regular Council meeting reconvene at **7:24 p.m.**

**CARRIED**

### **FIN 2026-05**

#### **2026-22 Councillor Fellows – Deputy Mayor Pennings**

**RESOLVED THAT** Council adopts the recommendation in staff report FIN 2026-05 dated January 23, 2026.

**CARRIED**

### **ADOPTION OF MINUTES:**

#### **Council Minutes – Adopt**

#### **2026-23 Councillor Fellows – Councillor Emons**

**RESOLVED THAT** the Minutes of the Regular Council Meeting of January 12<sup>th</sup>, 2026 are hereby adopted; and,

**THAT** Council adopts the minutes of the Court of Revision meeting of January 12<sup>th</sup>, 2026 for the Edison Drain 2025.

**CARRIED**

### **Committee Minutes – Review**

#### **2026-24 Councillor Adzija – Councillor Emons**

**RESOLVED THAT** Council had reviewed the draft Minutes of the Winterfest Committee Meeting of January 14<sup>th</sup>, 2026.

**CARRIED**

**DELEGATIONS:****7:27 p.m. - 7:40 p.m.****Tena Marie Moore, Old Timers Euchre Group RE: Fee Reduction Request for the Use of the Keystone Complex**

Ms. Moore presented a request to Council regarding the Old Timers Euchre group using the Keystone Complex for their weekly euchre games. The group is growing and they are looking for a bigger location that is also accessible.

A proposal was made to possibly coordinate with the Southwold Young at Heart Committee to have some weekly games days.

**PLANNING:****PLA 2026-01 Consent Application E12-26, 11135 Sunset Road****2026-25 Mayor Jones - Councillor Fellows**

**RESOLVED THAT** the recommended approval for E12-26 be deferred until an explanation can be received on the buildings and the requested maximum lot size for the severed lot on the proposed application.

**CARRIED****PLA 2026-02 Consent Applications E13-26, 10882 Sunset Road/E14-26, 40684 Talbot Line****2026-26 Councillor Adzija - Councillor Emons**

**RESOLVED THAT** Council recommend approval to the Elgin County Land Division Committee for Consent Applications E 13-26 & E 14-26 subject to the recommended conditions provided in this report.

**CARRIED****DELEGATION:**

OPP Detachment Commander Tyler Holmes and OPP Detachment Board Member Ida McCallum **RE: OPP Detachment Board Report 2025**

**7:55 p.m. - 8:06 p.m.**

## **OPP Detachment Board Report 2025**

### **2026-27 Councillor Adzija – Councillor Fellows**

**RESOLVED THAT** Council receives the OPP Detachment Board Report 2025 for information purposes.

**CARRIED**

### **REPORTS:**

#### **CBO 2026-03 Zero Waste Committee**

### **2026-28 Councillor Emons – Deputy Mayor Pennings**

**RESOLVED THAT** Council approve the dissolution of the Southwold Zero Waste Committee.

**CARRIED**

#### **Asset Management Plan**

### **2026-29 Councillor Fellows – Councillor Emons**

**RESOLVED THAT** the Township of Southwold Asset Management Plan be received and approved by Council based on the following financial strategy scenario for tax-funded assets:

Eliminating the current annual infrastructure funding gap over a 15-year period (i.e., by 2040); and

**THAT** consideration be made as part of the annual budgeting process to ensure sufficient capital funding is available to implement the asset management plan; and,

**THAT** the Township will need to establish processes and implement systems to keep asset information (e.g. condition, replacement costs, etc.) updated and relevant, so that it can be relied on to identify capital priorities and inform the annual budget process ensuring ongoing compliance with O. Reg. 588/17.

**CARRIED**

#### **FIN 2026-04 Budget Report #4**

### **2026-30 Deputy Mayor Pennings – Councillor Emons**

**RESOLVED THAT** the budget changes contained in this report be approved; and,

**THAT** the 2026 Budget Levy of \$7,768,081 be approved; and,

**THAT** staff be instructed to proceed with preparing the Budget Summary presentation and necessary by-laws and reports to implement the budget.

**CARRIED**

**CORRESPONDENCE:**

- Fee Waiver Request – Shedden Soccer
- ROMA RE: Ontario Court of the Drainage Referee Rules Drainage Act Applies to Railways

**Shedden Soccer Fee Waiver Request**

**2026-31 Councillor Adzija – Deputy Mayor Pennings**

**RESOLVED THAT** Council of the Township of Southwold approves the \$55.00 fee waiver request submitted by Shedden Soccer for the use of the Keystone Complex Meeting Room on February 23<sup>rd</sup>, 2026.

**CARRIED**

Council reviewed the other item under Correspondence.

**BY-LAWS:**

- By-law No. 2025-67, a by-law to provide for drainage works- Edison Drain, third and final reading
- By-law No. 2026-08, a by-law to submit an application to the Ontario Infrastructure and Lands Corporation (OILC) for certain financial works
- By-law No. 2026-09, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on January 26, 2026
- By-law No. 2026-10, being a by-law to enter into an agreement with the Hon. Minister of Transportation for the Pothole Prevention and Repair Program

**By-law No. 2025-67**

**2026-32 Councillor Fellows – Deputy Mayor Pennings**

**RESOLVED THAT** By-laws No. 2025-67 be read a third time and finally passed this 26<sup>th</sup> day of January, 2026.

**CARRIED**

## **By-laws**

### **2026-33 Councillor Emons – Deputy Mayor Pennings**

**RESOLVED THAT** By-law Nos. 2026-08 and 2026-10 be read a first and second time, considered read a third time and finally passed this 26<sup>th</sup> day of January, 2026.

**CARRIED**

## **OTHER BUSINESS**

There was no Other Business on the agenda.

## **CLOSED SESSION:**

### **2026-34 Councillor Emons – Councillor Adzija**

**RESOLVED THAT** Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **8:31 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters;

- 239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board (Multiple properties)
- 239(2) (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them; (Ministry of Infrastructure)

**CARRIED**

## **Adjournment of Closed Session**

### **2026-35 Deputy Mayor Pennings – Councillor Adzija**

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

**CARRIED**

## **STAFF DIRECTION**

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

## **Confirmation By-law**

### **2026-36 Councillor Emons – Deputy Mayor Pennings**

**RESOLVED THAT** By-law No. 2026-09 be read a first and second time, considered read a third time and finally passed this 26<sup>th</sup> day of January, 2026.

**CARRIED**

## **ADJOURNMENT:**

### **2026-37 Councillor Adzija – Councillor Emons**

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

**CARRIED**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



## **Southwold Young at Heart Committee Meeting Minutes**

Thursday January 29, 2026  
Council Chambers, Fingal, ON  
Time meeting started: 1:30 p.m.

**Attendance:** Sarah Emons, Deb Logghe, Sharon Hinz, Karen Olmstead, Mary-Lou Jones, Karen Auckland, Allan Bogart, Ida Martin, Trudy Kanellis and June McLarty

Guests: Tena Marie Moore, Joyce Nagel, Old Timers Euchre Group

### **1. Call Meeting to Order and Welcome**

Sarah called the meeting to order at 1:30 pm.

### **2. Approval of the Agenda**

Resolution No. 2026-01 Moved by: Karen Olmstead  
Seconded by: Sharon Hinz

RESOLVED that the agenda for the January 29<sup>th</sup>, 2026 meeting of the Southwold Young at Heart Committee be approved

DISPOSITION: Carried

### **3. Approval of Minutes**

Resolution No. 2026-02 Moved by: Deb Logghe  
Seconded by: Trudy Kanellis

RESOLVED that the minutes of the December 11<sup>th</sup>, 2025 meeting of the Southwold Young at Heart Committee be approved.

DISPOSITION: Carried

#### **4. Old Timers Euchre Group**

Ms. Moore and Ms. Nagel of the Old Timers Euchre Group attended the meeting to discuss the Old Timers Euchre Group and the use of the Keystone Complex. This Group is looking for a facility that has ample and accessible parking. Details were also provided on their Wednesday afternoons events and the fees that are paid. Members pay a \$10 yearly fee and then \$5.00 to play euchre that day. The membership fee and part of the weekly fee go towards rental fees for their current location. At the present time they have approximately 54 members but most of the members do not live in the Township. They are hoping to expand their membership, and a bigger place would help to accommodate that goal. These events run from April to November.

Resolution No. 2026-03 Moved by: Karen Auckland  
Seconded by: Deb Logghe

RESOLVED that the Old Timers Euchre Group offer free membership to Southwold residents; and,  
THAT the \$5.00 weekly fee to play be paid by everyone; and,  
THAT the Old Timers Euchre Group will pay \$800 a year to use the Keystone Complex main hall and kitchen on Wednesday afternoons when available; and  
THAT these euchre events are sponsored by the Southwold Young at Heart Committee.

DISPOSITION: Carried

#### **5. Valentine's Event**

The Valentine Lunch and Learn is scheduled for February 12<sup>th</sup>. Stew will be served. Attendees will have the option of either eating in or takeout. Pete Sheridan will also be doing a historic talk on Southwold. Cost for the lunch and learn is \$20.00 per person.

#### **6. Seniors Exercise Program**

Tammy Matthews will lead a 1-hour yoga-based exercise class on Mondays beginning on March 2<sup>nd</sup>, 2026 at 10am at the Keystone Complex. This stretch, strength and stillness class will be geared towards seniors. All levels of fitness and

abilities are welcome. There will be a \$2.00 per person charge to participant in the class.

Resolution No. 2026-04 Moved by: Deb Logghe  
Seconded by: Karen Auckland

RESOLVED that \$75.00 per senior exercise class be paid to Tammy Matthews.

DISPOSITION: Carried

## **7. Future Events**

The last Wednesday morning of each month, beginning in March will be the dulcimer/ ukulele events. The dulcimer group will play starting at 9:30 am and then the ukulele group will play and have a sing -along starting at 11am.

A flyer advertising these events will be done.

The proposed meal for the April 16 event will be ham and scalloped potatoes. It may be another indoor picnic with a speaker.

## **8. Other Business**

No other business was discussed.

## **9. Adjournment and Next Meeting**

Resolution No. 2026-05

Moved by: Sharon Hinz  
Seconded by: Ida Martin

RESOLVED THAT the meeting adjourn at 3:21 p.m. to meet again on February 17, 2026 at 1:00 p.m.

DISPOSITION: Carried



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** February 9, 2026

**PREPARED BY:** Paul Clarke, Planner

**REPORT NO:** PLA 2026-03

**SUBJECT MATTER: Zoning By-law Amendment Application ZBA 2026-02  
40684 Talbot Line & 10882 Sunset Road**

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#### **Recommendations:**

1. That Council approve Zoning By-law Amendment Application ZBA 2026-02 to rezone the subject properties from Commercial/Industrial 1 (CM1) to Settlement Reserve (SR) and from Settlement Reserve (SR) to Commercial / Industrial 1 (CM1) Zone, respectively, as presented in By-law 2026-11 attached as Appendix 1 to Report PLA 2026-03.
2. That subject to no concerns being raised at the public meeting, that By-law 2026-12 to amend Zoning By-law 2011-14, as amended be presented at the regular meeting of Council on February 9, 2026, for adoption. (PLA 2026-03)

#### **Summary:**

- The purpose of this application is to swap the zoning designations between two properties which have applied for consent to conduct a land swap between the two parcels. Each parcel is currently zoned a different designation, Settlement Reserve (SR) and Commercial / Industrial 1 (CM1), respectively. In order to facilitate this land swap, the zones on the parcels being swapped must also be changed to reflect the zoning on the lands they are being consolidated with.

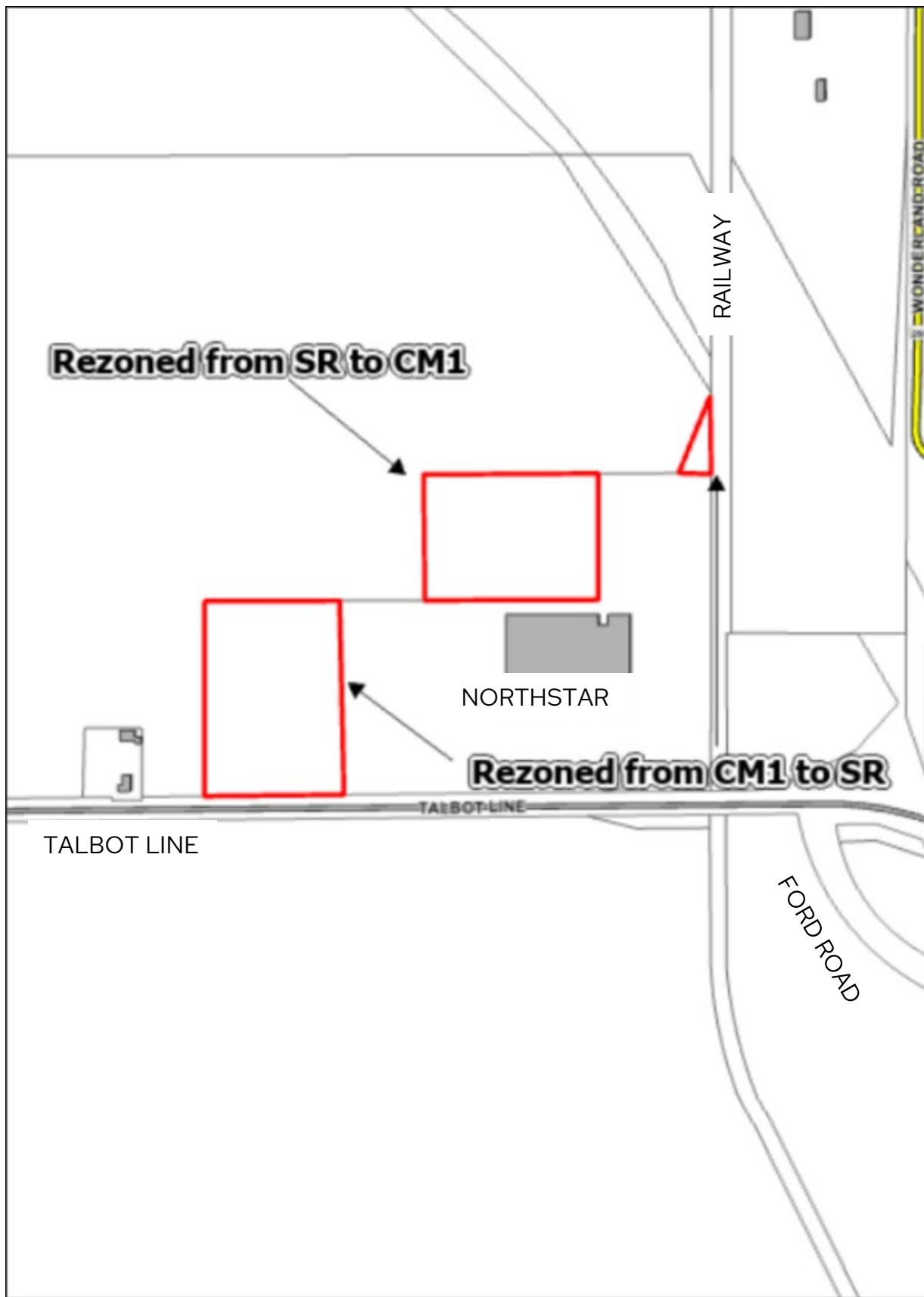
#### **Purpose:**

The land subject to the proposed zoning amendment is subject to consent applications E 13-26 & E 14-26 which proposes a land swap. This zoning amendment is required in order to facilitate that land swap and ensure that both parcels, post-swap, have consistent zoning.

**Background:**

The subject lands are presently vacant, located within Talbotville. The subject land is surrounded by a mix of industrial and agricultural as well as some single detached dwellings in the wider vicinity.

<b>Application No. ZBA 2026-02</b>	
Owner	Oegma Turkey Farms Ltd. & Cornerstone Building Brands Canada Inc.
Address	40684 Talbot Line & 10882 Sunset Road
Water Supply	Municipal Water
Sewage Supply	Private Septic
Buildings/Structures	Industrial Fabrication Facility
Elgin County Official Plan	Tier 2 Settlement Area
Township of Southwold Official Plan	Settlement Area (Talbotville, Employment Area)

**Figure 1.0 Proposed Zoning Swap**

**Proposal:**

The applicant proposes to swap zoning designations between two parcels proposed to be swapped in a consent application.

	<b>Section(s)</b>	<b>Relevance To Application</b>	<b>Comments</b>
<b>Provincial Planning Statement, 2024</b>	Section 2.2 Section 2.8	Encourages the development of a variety of land uses within settlement areas  Municipalities are encouraged to provide a mix of employment options and take into consideration the needs of existing and future businesses	<b>Consistent</b> The proposed Zoning By-law Amendment will permit future expansion of an existing industrial facility within the employment area
<b>Elgin County Official Plan</b>	Section 3.1 Section 3.3	The County of Elgin Official Plan supports the expansion of employment uses within employment areas  The subject lands are within a strategic employment area.	<b>Conforms</b> The proposed Zoning By-law Amendment will permit the expansion of an existing employment use
<b>Township of Southwold Official Plan</b>	3.3.11 5.2.4	The Southwold OP directs Council to encourage new and expanding industrial uses  The OP permits manufacturing and warehouse uses within the industrial area	<b>Conforms</b> The proposed Zoning By-law Amendment conforms to the industrial land use policies of the Official Plan

Section(s)	Provisions
<b>Existing Zoning</b> Settlement Reserve (SR) / Commercial Industrial 1 (CM1)	The existing SR zoning allows existing uses to continue. The CM1 Zone permits a variety of industrial and commercial uses, including the existing facility.  By consolidating the zoning for the land swap, both retained parcels will be able to continue their present use following the swap, and Cornerstone Building Brands Inc. Will be able to expand their existing facility.

**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 (CEOOP) 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

**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.

#### 2.8.1 Supporting a Modern Economy

1. Planning authorities shall promote economic development and competitiveness by:

- a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;
- b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
- c) identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;
- d) encouraging intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities; and e) addressing land use compatibility adjacent to employment areas by providing an appropriate transition to sensitive land uses.

Comments: The proposed Zoning By-law Amendment will rezone lands to support a land swap which is required for the expansion of an existing employment use. No changes to existing land uses on either parcels is proposed.

#### **Elgin County Official Plan (2025):**

*Section 3.1 - It is the general policy of this Plan to support the retention, expansion, and establishment of new employment uses, agricultural operations and industry, and tourism, as key drivers of the County's economy, subject of the policies of this Plan and the local official plan. To that end, the County will prioritize these uses by protecting them from conflicting land uses and coordinating and implementing economic*

*3.3 Strategic Employment Areas – It is recognized that industries such as manufacturing, processing, the trades, research and development, and distribution and logistics, will continue to be major drivers of economic growth in the County. It is also recognized that certain major employment areas in the County are of importance not just to the local municipality's economy, but to the broader regional and/or the provincial economy. As such, it is imperative that these strategic employment areas be identified and protected from conversion and incompatible development. Strategic employment areas are employment areas that are: a) large in scale and designed to accommodate large industrial users and/or operations with significant employment requirements; b) located in close proximity to major transportation corridors or routes, including highways, railways, airports, and marine ports; and c) ideally serviced by both municipal water and sanitary sewer service.*

*development programming.*

Comments: The proposed zoning amendment will not change the existing uses and will permit the expansion of an existing industrial use within the employment area.

### **Township of Southwold Official Plan:**

#### *3.3.1.1 - Commercial and Industrial Economic Development*

*Council will actively encourage the development of new and expanded commercial and industrial operations within the Township. The Township, in cooperation with Elgin County and other jurisdictions, will pursue the development of industrial and mixed industrial/commercial uses in the Talbotville industrial area where there is access to full municipal services. Council will encourage the establishment of commercial and industrial uses which support and enhance the agricultural sector of the Township's economy.*

#### **5.2.4.1 - Planned Function**

*Industrial uses are intended to provide for a range of employment types and help to support economic diversification within the Township's settlement areas.*

#### **5.2.4.2 - Permitted Uses**

*Lands designated Industrial allow for a full range of the following:*

1. *Manufacturing;*
2. *Warehousing;*
3. *Logistics, office;*
4. *Alternative energy projects;*
5. *Research and development uses;*
6. *Cannabis processing facilities, in accordance with policy 5.2.4.4.2; and*
7. *Accessory uses, in accordance with policy 5.2.4.2.1.*

Comments: The use of the land by Cornerstone Building Brands Inc. meets the Southwold Official Plan policies for the industrial land use designation, and this proposed zoning amendment will permit further expansion of the existing facility. Any future development on the land, such as the construction of new buildings or other site works, will be subject to Site Plan Control.

### **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:**

Staff are of the professional opinion that the proposed zoning by-law amendment as proposed in By-law 2026-12:

- i) is consistent with the direction of the Provincial Planning Statement 2024, including but not limited to Section 2.2 and 2.8;
- ii) Conforms to the relevant policies of the Elgin County Official Plan, including but not limited to Section 3.1

iii) Conforms to the relevant policies of Township of Southwold Official Plan, including but not limited to Section 3.3.11 and 5.2.4;

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

Upon Council making a decision regarding ZBA 2026-02, 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 2026-02.

### **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:**

Mat Vaughan  
Director of Planning and Development  
(Elgin County)

**Reviewed by:**

AaronVan Oorspronk, L.E.T.  
Director of Infrastructure and  
Development

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk

**Attachments:**

Appendix 1 – Draft By-law 2026-11



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY-LAW NO. 2026-11**

#### **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 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 4 of By-Law No. 2011-14, as amended, are hereby amended by changing from Settlement Reserve (SR) Zone to Commercial / Industrial 1 (CM1) and from Commercial / Industrial 1 (CM1) to Settlement Reserve (SR), those lands outlined in heavy solid lines on Schedule 'A' attached hereto and forming part of this By-law.
2. **AND THAT** this By-law shall come into force pursuant to Section 34(2) of the Planning Act, RSO 1990.

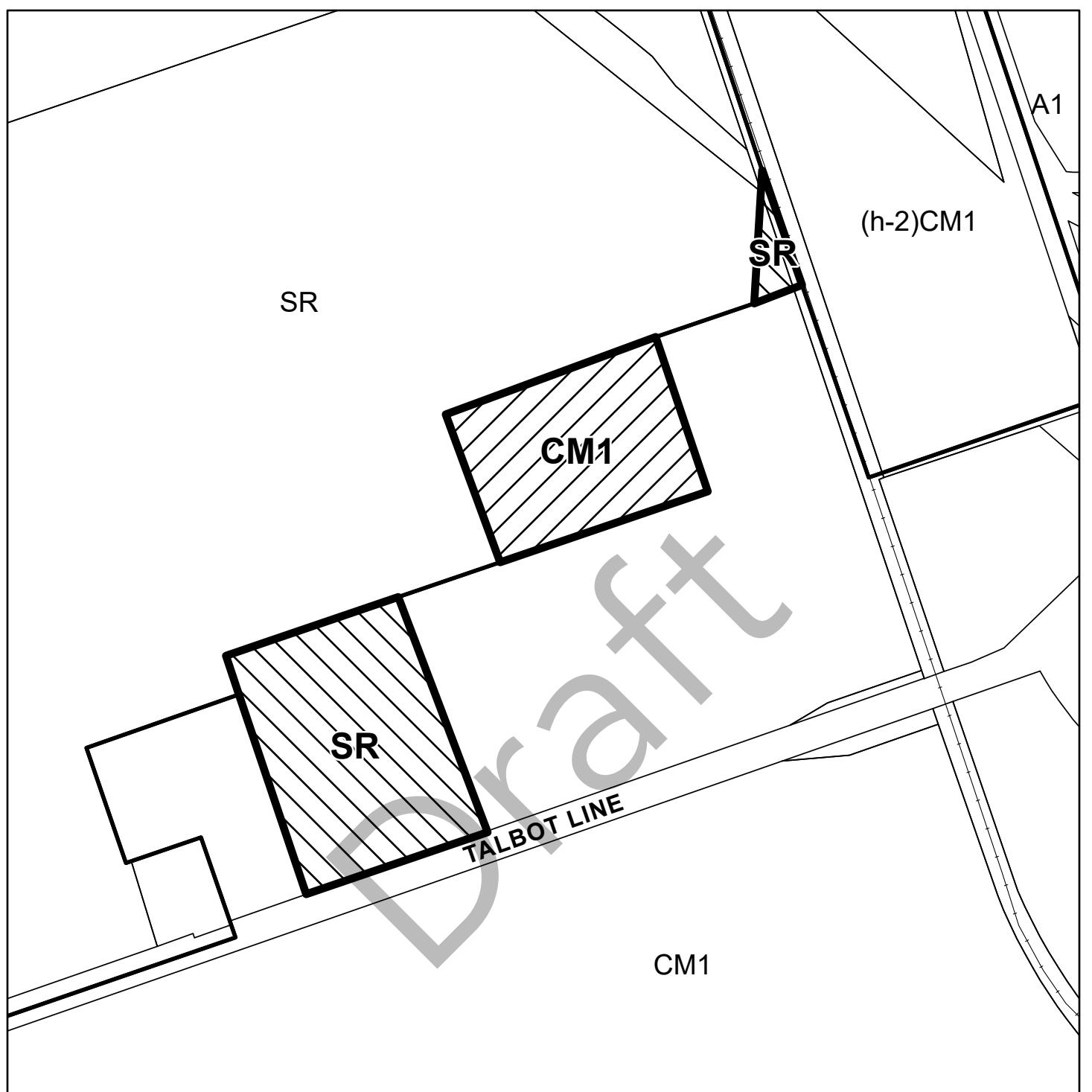
**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 9<sup>th</sup> DAY OF FEBRUARY, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



 Zone to change from Settlement Reserve (SR) Zone to Commercial/Industrial 1 (CM1)	This is Schedule "A" to By-law No. 2026-11 passed on the 9th day of February, 2026.	
 Zone to change from Commercial/Industrial 1 (CM1) to Settlement Reserve (SR)	<hr/> <b>MAYOR</b> _____ <b>C.A.O./CLERK</b> _____	



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** February 9, 2026

**PREPARED BY:** Cassandra Loewen Public Works Superintendent  
Brent Clutterbuck, Drainage Superintendent  
Mike Taylor, Manager of Environmental Services  
Aaron VanOorspronk, Director of Infrastructure and Development Services

**REPORT NO:** IDS 2026-04

**SUBJECT MATTER:** Activity Report for Infrastructure and Development Services  
(IDS) - January 2026

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#### **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 January 2026.

#### **Development:**

- Union Road Sanitary Sewers – additional settlement repairs completed, fulsome repairs to be completed in Spring/Summer giving ground best chance to settle out.
- North Sheddell Sanitary Sewers and Pumping Station – pre-construction meeting is booked for February 2, 2026.
- Fingal Pumping Station and Force main – construction has commenced, adverse ground conditions have been encountered.
- Fingal Reconstruction – Millpark watermain replacement has been installed, the outlet channel to the Fowler Drain dug, mainline storm sewer is being constructed through the park. Utility conflicts have been identified, relocations are required for Mill Park, and Fowler.
- Sheddell Wastewater Treatment Plant (WWTP) – continued work on the pump station.
- Parks and Trails Master Plan – waiting for final submission
- Increased planning submissions to start the new year, numerous subdivision files,

consents and related zoning amendments

- Biweekly meetings for active construction projects in Fingal, and Shedden, significant time is spent to coordinate these works.
- Ongoing work to support the successful grant applications, tracking spending, work progress, and consultation with Indigenous communities.
- Continued work on the updated asset management plan. Now adopted.
- Attended the Rural Ontario Municipalities Association conference in Toronto, Township had two delegations to discuss ongoing assessment appeals, workshops attended displayed some good strategies for financial planning and communications.
- Attended Jones and Burwell Drain Meetings with other impacted landowners
- Begun Review of Traffic and Parking Bylaw to complete a comprehensive review and update as necessary

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		Residential build out	Talbotville
The Clearing		Working towards assumption	Talbotville
Enclave Phase 1		Residential build out almost complete, working towards request for assumption	Talbotville
Florence Court		Residential build out, working towards request for assumption	Ferndale
Talbotville Meadows Phase 2	Awaiting documentation to issue preliminary acceptance	Working towards preliminary acceptance	Talbotville
40134 Talbot Line		Site plan agreement	Talbotville
McBain Line		Draft plan, working towards engineering submission	Ferndale
35743 Horton Street (Stoss)	Pre-Servicing Agreement completed, work commencing.	Detailed Design, Pre-Servicing	Shedden
4509 Union Road (Turville)		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		Construction	Talbotville
Talbotville Meadows Blocks 178		Pre-Consultation	Talbotville

4324 Thomas Road	Agreement and Plan Registered	Working towards registration of subdivision	North Port Stanley
7882 Union Road		Pre-Consultation	Fingal
11085 Sunset Road		Pre-Consultation	Talbotville
35556 Fingal Line		Background information	Fingal
9925 Union Road		Draft Plan Submission	Shedden
Teetzel Development		Draft Plan Submission	Shedden
8115 Union Road		Consultation	Fingal
35866 Rose Ave		Consultation	Shedden
11432 Sunset Road		Pre-Consultation	Talbotville
36391 Talbot Line		Construction	Shedden
7985 Church Street		Pre-Consultation	Fingal
11405 Wonderland Road		Site Plan Approval	Talbotville



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

- Staff attending ongoing bi-weekly construction meetings for Shedden WWTP project.
- Staff attending bi-weekly construction meetings with Bre-X, Dillon, Elgin County, and AECOM for Fingal construction project.
- Southwold Distribution System Municipal Drinking Water License up for renewal in 2026. Staff submitted application ahead of the deadline.
- Third party DWQMS Audit completed for the Drinking Water System. OCWA received renewal accreditation certificate on January 8<sup>th</sup>, 2026.
- 85 locates were completed for various contractors and landowners in October. 85 locates received for 2026. 95% increase year over year.
- 3 meters replaced in January. (Meter replacements are generally due to customer driven complaints or meters have failed to register a reading.)
- Supporting MTO for relocating North Star water service off the St. Thomas Secondary and on the Southwold Distribution System. Forms part of greater MTO by-pass construction project.
- Supporting MTO and Parsons for MTO Highway 3 By-pass. Work has commenced, (drawing review, attending meetings, watermain commissioning for Sunset).
- Water main construction activities commenced on Mill Park Road in Fingal. Watermain Commissioning plan reviewed and approved and commissioning of watermain to take place in early February.
- Coordinating with contractor for new sewer service in Lynhurst Park Drive. Work scheduled for February.
- Monthly urban meter readings completed for January.
- Building meter assemblies for new connections and repairs.

***b) Roads and Bridges:***

- Hazardous trees and branches are being trimmed/removed throughout the township based on severity.
- Signs continue to be replaced throughout the township.
- Winter operations are still in full swing – trucks have been out salting/sanding and plowing numerous times this past month.
- New fuel lock system installed at the new Public Works building, switchover has occurred, so far only minor adjustments needed as user issues arose. Old system has been removed by McDougall.
- New Public Works building – working on getting moved over as weather and time permits. Several meetings have been held in the meeting room, equipment is being parked inside, and jib crane training has been completed for necessary staff. Next phase will be organizing and moving tools and equipment into shop portion.
- Responded to 31 Service Requests, 14 have been completed or were closed upon first contact, the remainder are either waiting on parts/materials, or improved weather conditions (mailbox replacements/sidewalk sod damage).

**2026 Capital Project Summary:**

<b>2025</b>	<b>Budget</b>	<b>Actual</b>	<b>Status/Comment</b>
<b>Water and Sewer</b>			
Shedden Wastewater Treatment Plant	\$25 million		Construction Underway
Talbotville Wastewater Servicing			Successful Grant Application \$24 million in grant funding secured
South Shedden Sanitary Sewers	\$3,663,048.41		Major Works complete for 2025, surface asphalt and associated works Spring 2026
North Shedden Sanitary Sewers	\$5,364,151.12		Expected Construction Start March 2026
Fingal Reconstruction	\$10,850,690.68		Construction Underway
Fingal Pumping Station and Forcemain	\$3,814,971.76		Construction Underway
<b>Roads</b>			
Thomas Road Construction	\$2,060,000		Awarded, Construction Start Spring 2026.
Grand Canyon Road – Micro Surface	\$25,000		
Mill Road – Single Surface Treatment and Spot Repair	\$260,000		
Second Line – Structural Repairs and Single Surface Treatment	\$150,000 (Edge Repairs incld.)		
Scotch Line – Structural Repairs and Single Surface Treatment	\$132,000		
Parsons Road Rehabilitation	\$429,000		

Paynes Mills Road Rehabilitation	\$260,000		
<b>Bridges/Culverts</b>			
Scotch Line Culvert Replacement	\$450,000		Tender Feb. 2026
Lyle Bridge Rehabilitation	\$200,000		Tender Feb. 2026

**c) Drainage:**

**Drains Before Council:**

**Construction:**

- **Edison Drain (2024)** tenders will be posted, with construction hopefully later this year
- **Ryan Drain (Sept 19):** Received a certificate from the Engineer. I have asked a few questions of the engineer and once answered adequately Council will finally pass the by-law

**With the Engineer:**

- **Best Drain (2024)** We will be digging along Scotch Line at Fingal Line to confirm if a drain was constructed in the intersection by the County during reconstruction. A follow up meeting with landowners will be held to discuss options that they requested investigated.
- **Bowlby Futcher Drain (2024)** The report is almost complete. We are waiting on confirmation as to whether a landowner would like to petition for a short branch to connect to a small watershed area
- **Jones Drain (2024)** a meeting to review the proposal of the engineer was held January 29<sup>th</sup>

- **Horton Drain (2025):** onsite meeting has been held, engineer is compiling information
- **Gold Seal Drain (2025)** on site meeting to be arranged
- **Fingal Drain (2025)** on site meeting to be arranged
- **Burwell Drain (2026):** on site meeting was held January 29<sup>th</sup>
- **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:** Attended the Land Improvement Contractors and Drainage Superintendents conference and AGM in London.

**Grant Applications:** Submitted grant applications for:

- 1) Cost of employing a drainage superintendent in 2025,
- 2) Gregory Drain construction project
- 3) Taylor Drain construction project
- 4) allocation request for the cost of employing a drainage superintendent for 2026

<b>2026 Capital Project Process:</b>	
<b>Edison Drain 2025</b>	18,891.00

**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 by:**

Jeff Carswell  
CAO/Clerk



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** February 9, 2026

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

**REPORT NO:** CBO 2026-04

**SUBJECT MATTER: CBO Activity Report – January 2026**

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#### **Recommendation:**

1. None – For Council Information.

#### **Purpose:**

To update Council on the activities for January 2026 from the Director of Building and Community Services.

#### **Background:**

##### **1. 2023/2025 Capital Project Process:**

<b>2023</b>		
<b>Projects</b>	<b>Budget</b>	<b>Status/Comment</b>
<b>Parks</b>		
Corsley Park parking lot widening	\$10,000.00	
Dog waste bins and signage	\$2000.00	
Park benches	\$16,000.00	Ongoing
<b>2025</b>		
<b>Township Office</b>		
Security Upgrades	\$40,000	Quote received installation pending
<b>Parks</b>		
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	
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**Comments/Analysis Building:**

Appendix "A" attached to Report CBO 2026-04 is the permit comparison report.

**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

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk



## Township of Southwold

## Permit Comparison Summary

Issued For Period January 2026

Current Year to Date 2026				Previous Year to Date 2025			
PERMIT CATEGORY	PERMIT COUNT	Fee	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	Fee	COST OF CONSTRUCTION
Accessory structures	3	1,056	77,000	Accessory structures			
Agricultural				Agricultural			
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	4	720	193,224	Demolition			
Heating				Heating			
Industrial Building	1	21,900	1,800,000	Industrial Building	2	1,370	339,999
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing	2	360	16,000	Plumbing	1	150	6,500
Pools				Pools		375	
Residential Building	1	250	18,000	Residential Building	2	3,260	925,000
Sewage System		580		Sewage system			
Signs				Signs	1	150	5,000
Combined Use				Combined Use			
<b>TOTAL</b>	<b>11</b>	<b>24,866</b>	<b>2,104,224</b>	<b>TOTAL</b>	<b>6</b>	<b>5,305</b>	<b>1,276,499</b>

Current Year			Previous Year		
TOTAL PERMIT ISSUED		11			6
TOTAL DWELLING UNITS CREATED		22			1
TOTAL PERMIT VALUE		2,104,224			1,276,499
TOTAL PERMIT FEE		24,866			5,305
TOTAL INSPECTION COMPLETED(YTD)		99			65

January 2025 Compared to January 2026							
Current Year				Previous Year			
	PERMIT COUNT	Fee	COST OF CONSTRUCTION		PERMIT COUNT	Fee	COST OF CONSTRUCTION
Accessory structures	3	1,056	77,000	Accessory structures			
Agricultural				Agricultural			
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	4	720	193,224	Demolition			
Heating				Heating			
Industrial Building	1	21,900	1,800,000	Industrial Building	2	1,370	339,999
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing	2	360	16,000	Plumbing	1	150	6,500
Pools				Pools		375	
Residential Building	1	250	18,000	Residential Building	2	3,260	925,000
Sewage System		580		Sewage System			
Signs				Signs	1	150	5,000
Combine Use				Combined Use			
<b>TOTAL</b>	<b>11</b>	<b>24,866</b>	<b>2,104,224</b>	<b>TOTAL</b>	<b>6</b>	<b>5,305</b>	<b>1,276,499</b>



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** February 9, 2026

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

**REPORT NO:** CBO 2026-05

**SUBJECT MATTER: Summary of Changes to Ontario Regulation 747/21 – Permits**

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#### **Recommendations:**

1. That Council receive Report CBO 2026-05 for information, and
2. That Council direct staff to update facility rental policies to require Council approval for any “bring-your-own” events at Township facilities.

#### **Purpose:**

To summarize recent and upcoming amendments to Ontario Regulation 747/21 (Permits), with a focus on changes affecting public events, including bring-your-own events, municipal designations, and application requirements. See attached letter from Ministry of Attorney General.

#### **Background:**

Ontario Regulation 747/21 (Permits) sets out requirements for Special Occasion Permits and other liquor-related permits issued by the Alcohol and Gaming Commission of Ontario (AGCO). The Regulation has been amended to modernize language, expand the scope of eligible public events, and clarify municipal roles in event designation and documentation.

Key amendments replace the term “tailgate event” with “bring-your-own event” and revise notice, documentation, and permit condition requirements. These changes are intended to reflect a broader range of public, community-based events across Ontario.

#### **Comments/Analysis:**

1. Change in Terminology: Tailgate to Bring-Your-Own Events
  - The Regulation removes the term “tailgate event” and replaces it with “bring your-own event.”

- A bring-your-own event is generally an outdoor, ground-level public event where attendees may bring their own liquor for personal consumption, subject to permit conditions.
- The change broadens the applicability of the Regulation beyond traditional sporting events.

## 2. Community or Cultural Event Designation

- The Regulation recognizes certain public events as community or cultural events when designated by a municipal council or its delegate.
  - Designation of municipally significant events is delegated to the CAO/Clerk. Designation has historically been given to the Shedden Tractor Pull and in 2025 the Southwold 175. While delegated, the CAO/Clerk can bring any new or questionable events to Council.
- While the Regulation does not prescribe a formal designation process, municipalities may be requested to confirm or support an event's status as a community or cultural event.

### **Examples of Community or Cultural Events may include, but are not limited to:**

- Community festivals or fairs (e.g., fall fairs, heritage festivals)
- Cultural celebrations (e.g., Indigenous cultural gatherings, multicultural festivals, holiday celebrations)
- Municipal or community-led events (e.g., Canada Day celebrations, anniversary events)
- Fundraising events for local charities or non-profit organizations
- Outdoor concerts, art shows, or performances open to the public
- Agricultural or rural community events
- Sporting or recreational tournaments where alcohol is not sold but brought by attendees

## 3. Events held on municipal property (e.g., city parks) remain subject to applicable municipal approvals and alcohol policies. These changes are not intended to alter those requirements. This means an event could still be designated as municipally significant but not permitted to be a "bring-your-own" event. For example, the Shedden Tractor Pull (and Southwold 175 in 2025) have been declared municipally significant. At this time, staff would interpret our existing facility and alcohol policies as not permitting a "bring-your-own" event. Such a request would have to be made to Council.

At this time, staff have not received any requests for tailgate or bring-your-own events under Ontario Regulation 747/21 and are not aware of any existing or anticipated community events within the Township that would seek to operate under this regulatory framework. Staff will continue to monitor the implementation of the Regulation and respond as necessary should future inquiries or requests arise.

Designation of Municipally Significant events will likely need to clearly specify whether “Bring-Your-Own” is part of the designation.

**Financial and Resource Implications:**

There are no direct financial impacts to the Township. However, staff may experience minor administrative impacts related to responding to requests for event designation letters or confirmations in support of permit applications.

**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

<b>Ministry of the Attorney General</b>	<b>Ministère du Procureur général</b>
Office of the Assistant Deputy Attorney General	Bureau du sous-procureur général adjoint
Policy Division	Division des politiques
McMurtry-Scott Building 720 Bay Street, 3 <sup>rd</sup> Floor Toronto ON M7A 2S9	Édifice McMurtry-Scott 720, rue Bay, 3 <sup>ème</sup> étage Toronto ON M7A 2S9

**MEMORANDUM TO:** Heads of Council - Ontario Municipalities

**DATE:** January 13, 2026

**FROM:** Tom McKinlay  
Assistant Deputy Attorney General

**RE:** Updates to “Tailgate Event” Permits under the *Liquor Licence and Control Act, 2019*

Effective April 30, 2026, [amendments to O. Reg. 747/21](#) under the *Liquor Licence and Control Act, 2019* (LLCA) will expand eligibility for tailgate event permits to include events that have been municipally-designated as cultural or community events. “Tailgate events” will also be renamed “bring-your-own events”. Tailgate events held in connection with and in proximity to professional, semi-professional or post-secondary sporting events will continue to be eligible events under the bring-your-own permit. All bring-your-own permit events are to remain public outdoor events.

As of April 30, 2026, organizations and individuals will be able to apply to the Alcohol and Gaming Commission of Ontario (AGCO), which administers and regulates liquor licences and permits in the province, for permits to host “bring-your-own events”.

The bring-your-own permit is for outdoor public events and can be either “Sale” or “No-Sale” depending on whether alcohol will be sold and served or just served at the event. Attendees aged 19 or older are allowed to bring and consume their own alcohol at all bring-your-own events.

This initiative is intended to benefit businesses, organizations, and local tourism by making public events more accessible and encouraging greater community participation. These amendments support Ontario’s ongoing efforts to modernize the legislative and regulatory framework for alcohol, promoting safe and socially responsible recreational opportunities.

As municipalities are best positioned to understand local needs and determine how to classify community or cultural events, applicants for a bring-your-own event permit for a cultural or community event must obtain a letter or resolution from the municipality in

which the event will take place designating the event as a “cultural, or community event” before [submitting their application to the AGCO](#).

Examples of outdoor community or cultural events may include, but are not limited to:

1. outdoor movie screenings,
2. street markets,
3. arts and crafts shows,
4. free outdoor concerts,
5. fairs,
6. neighbourhood sports tournaments,
7. public performances (i.e. theatre),
8. farmers markets, and
9. international or religious festivals.

If a municipality does not designate an event as a community or cultural event, the AGCO cannot issue a bring-your-own event permit. The designation of an event as “community” or “cultural” is at the municipality’s discretion, there is no obligation to make such a designation.

Consistent with other types of outdoor events, event organizers must also provide written notice 30 days before the event to the municipal clerk’s department, and police, fire and public health departments when expecting fewer than 5,000 people per day and 60 days prior to the event if expecting more than 5,000 people.

Events held on municipal property (e.g., city parks) remain subject to applicable municipal approvals and alcohol policies, these changes are not intended to alter those requirements.

The AGCO will continue to ensure compliance with the LLCA, its regulations, and the AGCO Registrar’s Standards.

If you have any questions about these regulatory changes please contact Wendy Chen, Director, Agency and Tribunal Relations Branch at [Wendy.Chen@ontario.ca](mailto:Wendy.Chen@ontario.ca). If you have any questions about AGCO permits and the application process, please contact Ruxandra Ilicea, Senior Eligibility Officer at [Ruxandra.Ilicea@agco.ca](mailto:Ruxandra.Ilicea@agco.ca).

Yours truly,

Tom McKinlay  
Assistant Deputy Attorney General

c.c. Wendy Chen, Director, Agency and Tribunal Relations Branch  
Ben Valido, Chief Strategy Officer  
Ruxandra Ilicea, Senior Eligibility Officer

**Township of Southwold**  
**Southwold Young at Heart Committee**



**Report to Council**

**Recommendation from January 29, 2026**

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The Southwold Young at Heart Committee met on January 29, 2026, and recommends the following for Council consideration:

1. That the Old Timers Euchre Group offer free membership to Southwold residents.
2. That the \$5.00 weekly fee to play be paid by everyone.
3. That the Old Timers Euchre Group will pay \$800 a year to use the Southwold Keystone Complex main hall and kitchen on Wednesday afternoons when available
4. That these euchre events are sponsored by the Southwold Young at Heart Committee.

**Context/Background**

The Southwold Young at Heart Committee met on January 29, 2026. Representatives from the Old Timers Euchre Group attended the meeting to discuss the use of the Keystone Complex for Wednesday afternoon euchre parties and the possibility of partnering with the Committee to continue to have these parties.



TOWNSHIP OF  
**Southwold**

**Southwold Economic Development Committee**

**Report to Council**

**Recommendation from February 5, 2026 Meeting**

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The Township of Southwold Economic Development Committee met on February 5, 2026 and recommends the following for Council consideration:

1. That the Southwold Economic Development Committee be authorized to oversee and direct all aspects of the Economic Development Plan update project, including issuing an RFP for consulting services, engaging a consultant to develop the plan, acting as the project steering committee, keeping Council apprised of the project activity and recommending adoption of an updated plan.



## **TOWNSHIP OF SOUTHWOLD**

### Report to Council

**MEETING DATE:** February 9, 2026

**PREPARED BY:** Jeff Carswell, CAO/Clerk

**REPORT NO:** CAO 2026-02

**SUBJECT MATTER: CAO/Clerk Activity Report – January 2026**

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#### **Recommendation:**

1. None – For Council Information.

#### **Purpose:**

To update Council on the CAO/Clerk Activities for January 2026.

#### **Meetings/Events:**

Following are several highlights for December:

- Senior Management and Staff Meetings
- Planning Pre-consultations
- JHSC Meeting
- Asset Management Meetings
- Budget Meetings
- ROMA Conference January 18 – 20
- Ministry of Finance and Ministry of Attorney General Delegations at ROMA
- Elgin County CAO Meeting
- Chippewas of the Thames First Nation Consultation Meeting (Shedden WWTP)

#### **Recruitment/Staffing:**

Recruitment for the GIS Co-op Students has started. Starting early assists with getting stronger candidates and aligns with school recruitment services. Other student positions not tied to a specific program will commence shortly. Engagement of students is subject to funds being included in the approved 2026 budget.

**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 13<sup>th</sup> 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) – **UNSUCCESSFUL** – Talbotville Wastewater Treatment Plant – Application Submitted with assistance from Colliers
- Municipal Housing Infrastructure Program – **SUCCESSFUL** – 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) – **WAITING** – 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 24<sup>th</sup>). There are additional intakes over 2026 and 2027 for the program.
- 2026-27 Seniors Community Grant Program – **WAITING** – The Seniors Community Grant (SCG) Program provides grants up to \$25,000 for projects that promote greater social inclusion, volunteerism and community engagement for older adults. The application was submitted December 18<sup>th</sup>, 2025.

## 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.

Fire, Building, Drainage and GIS/AM Shared Services continue to operate smoothly with no issues being raised by our municipal partners, Dutton-Dunwich and West Elgin.

## 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.

## 2026 Budget and Projects:

Staff are continuing to plan out and implement the various projects and programs in the 2026 budget, that was approved in principle. Several projects from 2025 and earlier remain in progress.

Project	Budget	Funding Sources	Status/Comments
<b>Prior Years Carried Forward</b>			
HR / H&S Policy and Program Updates/Improvements	\$5,000	WSIB Rebates	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.

Project	Budget	Funding Sources	Status/Comments
Website Hosting – Forced Update	\$15,000	Admin Reserve	Existing website provider is indicating the need to upgrade to the newest platform – impact and alternatives being investigated – moved to 2026 Budget
Council Chamber Renewal	\$10,000	Admin Facility Reserve	Project scope and tasks to be determined. Concept for end wall circulated to Council. Chairs replaced 2025 ~\$3,500 \$6,500 Remaining
Council Chambers A/V Improvements	\$20,000	Admin Reserve	
Fingal Office Security and Access Control System	\$30,000	Admin Facility Reserve	\$5,400 spent to date for minor, short-term fixes, determining course of action for proper security and access control system
<b>2026 Projects</b>			
Fingal Office – Flooring, sound proofing, minor reno, paint	\$30,000	Admin Facility Reserve	
Fingal Office – Front Counter & Security Improvements	\$25,000	Admin Facility Reserve	
Fingal Office – Sanitary Sewer Connection	\$45,000	Admin Facility Reserve	Waiting for sanitary sewer service
Economic Development Plan Update	\$45,000	Ec Dev Reserve ROD Grant	

### 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:** February 9, 2026

**PREPARED BY:** Jeff Carswell, CAO/Clerk

**REPORT NO:** CAO 2026-03

**SUBJECT MATTER: Strategic Plan Update #2 – 2025 Progress**

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#### **Recommendation:**

1. None – For Council Information.

#### **Purpose:**

The Township Strategic Plan was adopted in August 2023 and requires an annual review to determine if the plan is being implemented. This report serves as the update of the progress for the year ending 2025.

#### **Background:**

The Strategic Plan document is attached for reference (Appendix "A"). This plan was developed with community input to help guide Council and administration's efforts over the 4 year Council term (2022-2026).

In addition to the Strategic Plan, there is a Detailed Implementation Plan (Appendix "B") that can be used to track progress against the Goal Actions. The implementation plan includes a column where staff have added comments on progress against the Goal Actions. While the Strategic Plan is quite ambitious, many of the Goal Actions have seen some progress since the plan was adopted.

In addition to adding comments to the Implementation, a 2025 Highlights document (Appendix "C") has been attached. While this document includes some overlap with the Strategic Plan, it also includes other noteworthy projects and achievements over 2025.

#### **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



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CONSULTING INC.

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# 1. Introduction

The Township of Southwold's Strategic Plan will guide Council and administration's efforts over the next four years to support a high quality of life and economic opportunity in this growing community.

Southwold is a rural community of 4,990 people (July 2022) in Elgin County located west of the City of St. Thomas, south of the City of London and south of the primarily rural Middlesex County.

The background to the development of the Strategic Plan is detailed in a Key Findings Report issued in May 2023. The Key Findings Report includes the results from detailed economic and demographic analysis and broad-based community engagement.

This report represents Phase 3 of the Strategic Planning Process. The Strategic Plan builds on the Key Findings Report with a review of Strategic Priorities identified by Southwold Council in July 2023. The Strategic Plan includes the Township's vision, mission, goals, objectives and actions.

**Figure 1: Strategic Planning Process**





## 2. Strategic Priorities

Strategic priorities are those issues that must be addressed to ensure a positive future for Southwold.

Southwold Council identified three main strategic priorities based on the research and analysis and community consultation conducted through the strategic planning process.

They are:

**Managing growth/building community:** Thoughtful planning and investment that balances the needs of current residents, newcomers and commercial development while protecting agricultural land.

**Economic development:** Investment readiness and support for new and existing businesses

**Cost management/ accountability:** Prudent financial management to address current needs and prepare for the future.



## 3. Vision and Mission

The vision statement is a short phrase describing the future that the Township of Southwold is ultimately working towards. The mission is a one sentence statement of what the Township of Southwold does and why. Together the vision and mission provide the foundation for a series of goals and objectives.

<b>VISION</b>	The Township of Southwold is a vibrant, safe, and growing rural community recognized for its high quality of life and economic opportunity.
<b>MISSION</b>	To provide quality municipal services that support growth, prosperity, and exceptional quality of life through prudent management.

## 4. Goals and Objectives

Goals and objectives provide further definition and direction for the strategic plan.

**Goals** are the broad end states that the Township of Southwold wants to achieve.

**Objectives** are the desired outcomes as a result of the goals.

	<b>Goal</b>	<b>Objective</b>
	<b>1. Managed Growth</b>	<ul style="list-style-type: none"><li>Policies and programs that manage growth, maintain community character, protect agricultural land, and align with community capacity.</li><li>Infrastructure to support identified residential and industrial growth areas.</li></ul>
	<b>2. Welcoming and supportive neighbourhoods</b>	<ul style="list-style-type: none"><li>Inclusive, resident-focused programs, services, and facilities throughout Southwold.</li></ul>
	<b>3. Economic opportunity</b>	<ul style="list-style-type: none"><li>Investment readiness and support for new and existing businesses.</li></ul>
	<b>4. Fiscal responsibility and accountability</b>	<ul style="list-style-type: none"><li>Prudent financial management to address current needs and prepare for the future.</li><li>Engaged and informed residents, businesses, and other interested parties.</li></ul>



## 5. Strategic Actions

**Strategic actions** are the specific, measurable steps required to achieve the goals and objectives. The following section provides the rational and specific actions related to the four goal and objectives.

	Goal 1	Managed Growth
	Objectives	<ul style="list-style-type: none"><li>• Policies and programs that manage growth, maintain community character, protect agricultural land, and align with community capacity.</li><li>• Infrastructure to support identified residential and industrial growth areas.</li></ul>

The Township of Southwold has experienced significant residential development of 9% over the past five years. It is also part of a region experiencing major industrial growth. The increased demand for serviced residential and employment land is creating an unprecedented need for expanded infrastructure. Wastewater infrastructure, in particular, is required to support investment in Southwold.

It will be critically important to focus the Township's resources with an infrastructure plan that will prioritize, stage, and scope its infrastructure investments. The infrastructure plan will allow the Township to determine the required capital and ongoing costs and the Township's capacity to fund these investments.

A wastewater infrastructure plan is one key component of the long-term vision required for the capital investment plan. The infrastructure plan will also help the Township's to advocate and apply for funding from the provincial and federal government.

The community engagement conducted through this strategic planning process highlighted the need for a greater range of housing formats and budgets to best support a growing, diverse population. There is also a strong desire to protect the agricultural land that is so vital to the local economy and community culture.

The Township should review its existing policies and provide additional supports and incentives to encourage a greater range of housing with more affordable and attainable housing options. Strategies to increase residential density will ensure that the residential development supports population growth with while retaining Southwold's finite resource of agricultural land.

High speed, reliable and affordable internet and cellular connectivity are also essential services for households and businesses in Southwold. The Township should continue to support initiatives that will expand services to underserved areas and provide the critical connections needed to support families and economic development.



## GOAL 1 ACTIONS

- 1.1. Establish a wastewater infrastructure plan that includes the location, capacity, staging, and budget required to support projected residential and commercial growth.
- 1.2. Develop long-term plans and budgets for municipal infrastructure investment and operations.
- 1.3. Allocate sufficient resources and seek external sources of funding to address Southwold's hard and soft infrastructure needs.
- 1.4. Establish policies and incentives to support mixed residential development with a focus on affordable and attainable housing within existing residentially zoned areas.
- 1.5. Continue to maintain policies that protect agricultural land and recognize agriculture's contribution to Southwold's economy and community culture.
- 1.6. Support and participate in initiatives to expand and enhance internet access throughout the Township.

	Goal 2	<b>Welcoming and supportive neighbourhoods</b>
Objective	<ul style="list-style-type: none"><li>• Inclusive, resident-focused programs, services, and facilities throughout Southwold.</li></ul>	

Community parks, programs and facilities are also important forms of infrastructure that contribute to residents' quality of life. The Township has an important role in bringing residents together and creating a place that sustains and supports their social, physical, and emotional wellbeing.

The Township's programs and services need to support demographic shifts and a growing population. The community consultation also revealed a desire for cycling trails and sidewalks to connect Southwold's communities and bring residents to the Township's parks, sports fields, and recreation centres. Childcare and active living activities for seniors were identified as important programs to support the needs of specific segments of the community.

Community festivals and celebrations, beautification efforts, sports programs, volunteering, youth engagement and environmental conservation are some of the ways Southwold can connect community members, celebrate community character, create welcoming and supportive neighbourhoods while building civic pride.

The Township's support of local arts, heritage and cultural can provide economic benefits and add to residents' wellbeing by building community identity and pride,



fostering social inclusion, connecting residents to the past, providing platforms for creative expression and establishing a unique Southwold identity.

## GOLA 2 ACTIONS

- 2.1 Establish long-term plans to maintain and enhance parks, programs and facilities that support social interactions throughout Southwold.
- 2.2 Expand active transportation links between Southwold communities.
- 2.3 Explore opportunities to expand age specific programs and services such as childcare and active living programs for seniors.
- 2.4 Maintain and support events and programs that create civic pride, support community character, and encourage community involvement.
- 2.5 Support and promote local arts, heritage, and culture.

	<b>Goal 3</b>	<b>Economic Opportunity</b>
	Objective	<ul style="list-style-type: none"><li>• Investment readiness and support for new and existing businesses.</li></ul>

Southwold's Community Economic Development Plan established in 2020 includes five goals:

1. Community Engagement
2. Investment Readiness
3. Branding/Communication
4. Business Development
5. Enhanced Infrastructure

Since that time some of the specific actions have been addressed and others are no longer priorities. A review of the 2020 strategy will provide an opportunity to update the priority and timing of the strategic actions.

Since the strategy was adopted, Southwold Township has welcomed a new Amazon warehouse facility which is expected to create approximately 1,000 jobs. Other investments in neighbouring communities are expected to create thousands of new jobs in manufacturing and other supporting industries. Workforce development will be a critical consideration for new and existing businesses in Southwold and should be considered in the updated strategy.

There has also been increased interest and demand for large industrial sites since 2020. Southwold needs respond to this demand by compiling information on the



industrially zoned land, determining the owners' interest in selling and considering the costs and timing to provide the required infrastructure for development.

Another critical element in supporting investment inquiries will be compiling and providing local and regional economic development data. The economic and demographic data in the Key Findings Report includes 2021 Census data that was not available when the 2020 Strategy was completed. The Township needs to proactively compile local and regional data to respond to investment opportunities as they emerge.

The Township should also maintain regular contact with Elgin County and the Western Ontario Wardens' Caucus (WOWC) economic development committees efforts which could support Southwold Township's economic development goals.

Existing businesses are the foundation of Southwold's economy. Meetings with the business owners and operators can provide insights into how to retain and assist businesses to grow. It can also help determine the opportunities and barriers to attracting additional investment in the community.

Finally, community engagement participants shared their dissatisfaction with the appearance and limited use of Sheddens four corners. There were several suggestions including establishing a small business resource centre, commercial business location or additional community services. Southwold Township should ensure that current zoning provides the maximum flexibility to support a variety of uses to revitalize this important intersection. Community Improvement Plan incentives could also be an important consideration to support the rehabilitation and redevelopment of the area.

### GOAL 3 ACTIONS

- 3.1 Update and implement the 2020 economic development strategy to reflect the emerging challenges and opportunities related to major regional investments.
- 3.2 Engage with industrial landowners to determine their interest in selling and the property specifications required for development.
- 3.3 Compile and share local and regional economic development data to ensure Southwold is investment ready.
- 3.4 Identify opportunities to attract commercial service providers to meet local demand in urban settlement areas.
- 3.5 Establish a business visitation schedule to assess and address local business opportunities and barriers.
- 3.6 Leverage and partner in County and other regional economic development programs and initiatives.



3.7 Explore opportunities for additional, alternative uses that will enhance Sheddens four corners.

	<b>Goal 4</b>	<b>Fiscal responsibility and accountability</b>
	Objectives	<ul style="list-style-type: none"><li>• Prudent financial management to address current needs and prepare for the future.</li><li>• Engaged and informed residents, businesses, and other interested parties.</li></ul>

Council and Southwold residents are keenly aware that the infrastructure needed to support growth is both essential and expensive. Supporting economic development efforts will help to expand and diversify Southwold's tax base which will help to support this investment.

Southwold Council has been wise stewards of the Township's financial resources. It has maintained healthy reserves and managed its debt to minimize the risk associated with escalating interest rates. Southwold Township has low tax rates compared to neighbouring jurisdictions and is committed to remaining competitive. It will need to monitor its tax rates in comparison with its peers to balance its competitive tax rates with the investment in infrastructure to support the community's current and future needs.

Southwold Township has a team of loyal, hardworking staff members, many with very long tenures that are key to efficient Township operations. Providing competitive wages, investing in employee training, and maintaining a supportive work environment will be important considerations to continue to attract and retain a high performing staff.

The need for regular communications with Southwold's constituents was a key theme during the community consultations. Residents and businesses want to be informed about the strategic plan and its implementation. Southwold needs to continue to explore and identify the most effect methods and channels for providing regular updates to its constituents including online and more conventional communications tools. A formal communications plan with established goals and outcomes and regular review and refinement will help to identify the most effective methods for connecting and deepening the relationship with residents and businesses.



## GOAL 4 ACTIONS

### Financial management

- 4.1 Support economic development efforts to expand and diversify Southwold's tax base.
- 4.2 Support the long-term sustainability of municipal finances through stable, healthy reserves and thoughtful borrowing.
- 4.3 Protect and sustain Southwold's infrastructure while retaining competitive tax rates.
- 4.4 Recruit, develop and retain a high performing workforce with competitive salaries, training programs and a supportive work environment.

### Engaged and informed stakeholders

- 4.5 Develop a communications plan to introduce the strategic plan and provide updates on its implementation.
- 4.6 Explore additional channels and strategies to increase and expand communications with residents and businesses.

## 6. Next Steps

This Strategic Plan is intended to guide Southwold Council for the next four years to achieve its vision of a vibrant, safe, and growing rural community that offers a high quality of life and economic opportunity.

The implementation plan is the final element in the strategic planning process. It will be developed following approval of the Strategic Plan vision, mission, goals, objectives, and actions. The implementation plan will identify the priority level, timing, and related performance measures of the strategic actions. Together the strategic plan and the implementation plan will provide the Township of Southwold with the tools to plan and measure its progress towards its goals. Providing regular updates to Southwold's ratepayers will help to continue the positive momentum and encourage greater engagement with the community.



## Strategic Plan - Implementation Plan Update #2 – 2026-02

## Detailed Implementation Plan

Goal 1	Managed Growth			
Objective	<ul style="list-style-type: none"> <li>Policies and programs that manage growth, maintain community character, protect agricultural land, and align with community capacity.</li> <li>Infrastructure to support identified residential and industrial growth areas.</li> </ul>			
Goal 1 Actions	Partners	Time Frame	Priority	Updates
1. Establish a wastewater infrastructure plan that includes the location, capacity, staging, and budget required to support projected residential and commercial growth.	Elgin County, ICI developers, residential developers	Short term and ongoing	Critical	<p>Shedden and Fingal Sanitary Sewer Construction started.</p> <p>Talbotville WWTP – exploring options in conjunction with successful HSWS Grant Application</p>
2. Develop long-term plans and budgets for municipal infrastructure investment and operations.	Southwold, third party consultants	Medium term and ongoing	High	<p>Roads Needs Study Adopted – 5 Year Financial Phase-In Plan to bring Investment to Required Levels</p> <p>10 Year Capital Plan lays out a methodical investment strategy aligning with Asset Management Principles</p> <p>Water Rate Study Completed – adopted rates and plans align with asset management principles</p>

Goal 1 Actions	Partners	Time Frame	Priority	Updates
				Stormwater Rate – provides a sustainable funding source to responsibly manage our Urban Stormwater Assets  Comprehensive Asset Management Plan approved.
3. Allocate sufficient resources and seek external sources of funding to address Southwold's hard and soft infrastructure needs.	Southwold, provincial, federal governments, Federation of Canadian Municipalities	Medium term and ongoing	High	CHIF and HSWS Grant Applications for Talbotville Wastewater – HSWS successful
4. Establish policies and incentives to support mixed residential development with a focus on affordable and attainable housing within existing residentially zoned areas.	Residential developers, Elgin County, Ministry of Housing	Short term and ongoing	High	Use of Subdivision Process to encourage the inclusion of mixed density developments (towns, semis and condos in Shedd and Fingal)
5. Continue to maintain policies that protect agricultural land and recognize agriculture's contribution to Southwold's economy and community culture.	Ontario Federation of Agriculture, OMAFRA, Elgin County	Short term and ongoing	High	Engaging with agricultural community on major capital projects ie. Fingal Reconstruction

<b>Goal 1 Actions</b>	<b>Partners</b>	<b>Time Frame</b>	<b>Priority</b>	<b>Updates</b>
6. Support and participate in initiatives to expand and enhance internet access throughout the Township.	Elgin County, private internet providers, WOWC, SWIFT	Ongoing	Medium	Support of the ASHIP Fiber installation, expedient approvals for ROW use.

<b>Goal 2</b>	<b>Welcoming and supportive neighbourhoods</b>
Objective	Inclusive, resident-focused programs, services, and facilities throughout Southwold.

<b>Goal 2 Actions</b>	<b>Partners</b>	<b>Time Frame</b>	<b>Priority</b>	<b>Updates</b>
1. Establish long-term plans to maintain and enhance parks, programs and facilities that support social interactions throughout Southwold.	Elgin County, community associations, sports clubs, school boards	Medium	High	Parks and trails master plan nearing completion Worked with community partners on expansion of conservation areas (LTVCA/Stoss) Working with developers to expand trails and nature-based park features
2. Expand active transportation links between Southwold communities'	Elgin County, community associations, Province	Medium to long term	Medium	Actively working with community partners to link Shedd and Fingal with a Trail Facilitated additional conservation land (LTVCA/Stoss Property). Parks and Trails Master Plan identified potential trail connections.
3. Explore opportunities to expand age specific programs and services such as childcare and active living programs for seniors.	Elgin County, community associations, public health, province	Ongoing	High	Young at Heart Committee grant application for seniors programming, exploring additional options for more services and opportunities

Goal 2 Actions	Partners	Time Frame	Priority	Updates
4. Maintain and support events and programs that create civic pride, support community character, and encourage community involvement.	Community associations, local businesses	Ongoing	Medium	Southwold 175 Planning Committee was established to celebrate the 175 <sup>th</sup> Anniversary of the Township – Successful event held in August 2025 Continued support for events like Family Day/Winterfest and other community events such as Rosy Rhubarb, Tractor Pull, Fair, etc.
5. Support and promote local arts, heritage, and culture.	Community associations	Ongoing	Medium	Southwold 175 celebration supports local artists. Support plays in partnership with the History Committee

<b>Goal 3</b>	<b>Economic Opportunity</b>
Objective	Investment readiness and support for new and existing businesses.

<b>Goal 3 Actions</b>	<b>Partners</b>	<b>Time Frame</b>	<b>Priority</b>	<b>Updates</b>
1. Update and implement the 2020 economic development strategy to reflect the emerging challenges and opportunities related to major regional investments.	Southwold Economic Development Committee, Elgin County, Elgin/St. Thomas Small Business Centre	Short term	High	Application to ROD Program September 2025 for funding to update plan.
2. Engage with industrial landowners to determine their interest in selling and the property specifications required for development.	Property owners	Short term	High	Held a landowner meeting, two owners agreed to combined marketing Third landowner in process of developing a commercial industrial subdivision
3. Compile and share local and regional economic development data to ensure Southwold is investment ready.	Southwold Economic Development Committee, Elgin County, Elgin/St. Thomas Small Business Centre	Short to medium term	High	County completed the Investment profile booklet Industrial Lands Maps Compiled servicing data and one sheets for individual properties
4. Identify opportunities to attract commercial service providers to meet local demand in urban settlement areas.	Southwold Economic Development Committee, Elgin/St. Thomas Small Business Centre	Medium term	Medium	Leveraged surplus Township holdings to keep an anchor business in Sheddens.  Commercial plaza redevelopment will provide

Goal 3 Actions	Partners	Time Frame	Priority	Updates
				up to 6 spaces for new businesses
5. Establish a business visitation schedule to assess and address local business opportunities and barriers.	Elgin County	Short term and ongoing	High	Through the County, the BR&E visits
6. Leverage and partner in County and other regional economic development programs and initiatives.	Southwold Economic Development Committee, Elgin/St. Thomas Small Business Centre, Elgin County, WOWC	Short term and ongoing	High	Working with the County to bring property to the Certified Site inventory with the province
7. Explore opportunities for additional, alternative uses that will enhance Sheddens four corners.	Southwold Economic Development Committee, Elgin/St. Thomas Small Business Centre, community groups	Medium term	Medium	Redevelopment of the Commercial Plaza and Firehall properties proceeding  Options for streetscape improvements for the area

<b>Goal 4</b>	<b>Fiscal responsibility and accountability</b>
Objective	<ul style="list-style-type: none"><li>• Prudent financial management to address current needs and prepare for the future.</li><li>• Engaged and informed residents, businesses, and other interested parties.</li></ul>

Goal 4 Actions	Partners	Time Frame	Priority	Updates
1. Support economic development efforts to expand and diversify Southwold's tax base	Economic Development Committee, Elgin County	Ongoing	High	Support of new industrial commercial subdivision Support of water servicing for Marcells in Talbotville Liaise with interested developers to sell the Southwold Advantage Redevelopment of the Commercial Plaza and the Firehall Support of Village Commercial in the East Section of Sheddens
2. Support the long-term sustainability of municipal finances through stable, healthy reserves and thoughtful borrowing.	NA	Ongoing	High	Asset Management Plan finalized and adopted by Council. One Water Rate Study, Parks Master Plan, Development Charges Update, Road Needs Study, Capital Plan and Asset Management Plan all support long-term sustainability Leveraging Land Sale dollars to supplement the grant funding Established Stormwater User Rates and Reserve

3. Protect and sustain Southwold's infrastructure while retaining competitive tax rates.	NA	Ongoing	High	<p>Capital Plans and smart investments with overlapping components get best value for dollar</p> <p>Purchasing partnerships on roads paving and treatment projects leverage purchasing at scale.</p>
4. Recruit, develop and retain a high performing workforce with competitive salaries, training programs and a supportive work environment.	NA	Ongoing	High	<p>Addition of Infrastructure and Development Technologist position to assist with high level of construction and development activity.</p>
5. Develop a communications plan to introduce the strategic plan and provide updates on its implementation.	NA	Short term and ongoing	High	<p>Project PIC's, Website, posting of the Capital Plans, ongoing use of social media and other communication tools</p> <p>Added Voyent Alert to the communication "tool box"</p> <p>Implementation of PSD Citywide to report issues through service requests</p>

6. Explore additional channels and strategies to increase and expand communications with residents and businesses.	Community associations, Elgin County	Medium term	High	Continue to investigate new communication tools and strategies to reach additional residents, especially for emergency purposes.
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## **Other Noteworthy Accomplishments and Highlights from 2025**

## **Staff Report CAO 2026-03 Appendix "C"**

### **Miscellaneous**

- Added Voyent Alert to communication options – about 350 subscribers have signed up to date – continue to promote to increase numbers
- Southwold 175 – Major Township led Community Event in August 2025
- H&S Program – engaged contracted assistance with funds available from WSIB rebate – starting to make progress with JHSC, facility inspections and H&S Program
- Budget finalized earlier than past years - 3.87% increase, maintains lowest tax rate in County
- Started using the Elgin County Planning Department for local Planning Administration Services
- Major water main break February 19, 2025 affecting most areas of the Township
- Completed the move of the AP process to Laserfiche, engaged Ricoh to create/implement online AP program through Laserfiche. Train staff on new process, roll out program, complete payment runs etc.
- Rural Ontario Development (ROD) Grant Application
- OCWA Agreement Negotiation and Renewal
- Started process of updating AMP with Watson & Associates Economists with January 2026 adoption anticipated

### **Human Resources:**

- CAO/Clerk change in February
- Several significant grievances and staffing changes in the Public Works Department
- PW Superintendent Paul Van Vaerenbergh retired October
  - Extensive recruitment for replacement – 7 + 4 interviews about 20 hrs worth
  - Cassandra Loewen appointed as PW Superintendent, which created a GIS/AM vacancy
- Brought Matt Criel on for GIS/AM
- 2 new PW employees brought on in June
- 1<sup>st</sup> year for one road employee moving to parks for the summer
- New position created to assist with significant capital and development work – Infrastructure and Development Technologist
  - Mac McConnell was recruited for the position

- Community Services and Communications Clerk position vacancy - Allison Duncan recruited for the position

## **Properties**

- Closed the Stoss Property Sale to DHP - development has started
- Teetzel Property - working towards milestones to finalize the sale to DOMUS Developments
- Shdden Commercial Plaza - tentative sale to DHP in progress, should close in 2026
- Sold former Shdden Firehall to Evelyn's Sausage Kitchen for retail and restaurant space - development in progress
- Evelyn's Sausage Kitchen - New Development - new production facility and residence in progress at the east side of Shdden
- Purchased property to west of Municipal Office for future development opportunities

## **Fire Department:**

- Implementation of Fire Prevention and Training Divisions
- Talbotville Station Completion and Grant Opening
- Reimbursements for MVCs (Motor Vehicle Collisions) on Township Roads outside of MTO roadways.

## **Building/By-law**

- New Building By-law - updated to reflect some OBC and BCA (building Code Act) changes, implemented timeline of permit file and possible revocation of refundable permit deposits for permit holders who don't call for all inspections and close out files. seems to be working, so far this year, major increase in percent of permits closed without extra man hours chasing people.
- Several significant by-law matters
- Have seen an increase in property standards complaints and amount of time required to resolve

## **IDS Department:**

- Installed Sanitary Sewers on Union Road in Shdden, opening the way for new housing and businesses in Shdden
- Replacement of the Horton Drain on Union Road
- Implementation of the Storm Water Reserve and Monthly Fee for Urban Areas, eliminating the need for individual assessments

- Passage of the One Water Rate Study and implementation of monthly billing in Urban Areas
- Passed the Integrated Water Systems Management Bylaw, a comprehensive review and update to over 32 different bylaws.
- Work Order Software Adoption, usage expansion to date over 400+ workorders issued and completed to date, over 450 service requests, 390+ completed,
- New Public Works Building completed, competitively delivered, neighboring municipalities are now looking to Township for Guidance
- John Wise Line and Longhurst Line rehabilitated and improved, under budget
- Over \$30,000 in development review billings
- Received 3 Draft Plan of Subdivision submissions in Shedden, one is heading for servicing this winter
- Shedden WWTP started construction in November of 2025
- Fingal Reconstruction started November 2025
- Parks and Trails Master Plan substantially completed
- DC Update Underway, target Q1 2026 completion
- Completed Site Plans for Marcel Equipment welcomed them as a new business to Southwold
  - Site Plan for neighboring commercial property underway
- Received and processed 13 consent applications
- Processed 22 road occupancy permits, for hundreds of kilometers of fiber to the home installation.
- Replaced the Iona Road culvert and completed road improvements there, under budget
- Updated watermain mapping, zoning mapping
- CHIF Grant Application for Talbotville Sanitary Wastewater
- HSWS Grant Application for Talbotville Sanitary Wastewater – successful
- Extensive interaction and consultation with MTO on Highway 3 By-pass project
- Closed Ford Road
- Installation of 5 smart hydrants to monitor system pressures, enabling faster response time, better system modelling and decision making.

**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](mailto:communications@southwold.ca)

Name of Event:

History Committee Play - Lawrence Station

Name of Group or Organization

Southwold Township History Committee

Primary & Secondary Contact Person

Purpose of Event

Ross Burger

History Committee Play - Lawrence Station

Contact Address

Postal Code

[REDACTED]

N6G 5H2

Phone # Primary / Secondary

Email / Website:

[REDACTED]

[REDACTED]

Not for Profit # or  
Charitable Organization Registration #:

\*Fridge Door Productions is  
not for profit see previous letter

**Activity or Event Information**

Fees to be Waived (ie: facility rental)

Keystone Rental

Date and Times:

Oct. 28, 29, 30 2026

Number of People expected:

150 per performance

Admission Fee:  
(If applicable)

\$20.00

Will food be served?

tea, coffee  
cookies

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?

The play will provide a live theatre cultural experience for the community while bringing awareness to a significant local historical event, the crash of American Airlines Flagship Erie

## 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](mailto: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.

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

if the fee is not waived, ticket prices will need to increase and may not be accessible to all who wish to attend.

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

Yes, GreenLane Community Trust.

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

The event will be held in a fully accessible ~~facility~~ facility and admission priced at an accessible level.

**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](mailto: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](mailto: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:	Ross Bugar	Title:	
Signature:	[Redacted]	Date:	Jan 29 / 2026



## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY-LAW NO. 2026-11**

#### **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 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 4 of By-Law No. 2011-14, as amended, are hereby amended by changing from Settlement Reserve (SR) Zone to Commercial / Industrial 1 (CM1) and from Commercial / Industrial 1 (CM1) to Settlement Reserve (SR), those lands outlined in heavy solid lines on Schedule 'A' attached hereto and forming part of this By-law.
2. **AND THAT** this By-law shall come into force pursuant to Section 34(2) of the Planning Act, RSO 1990.

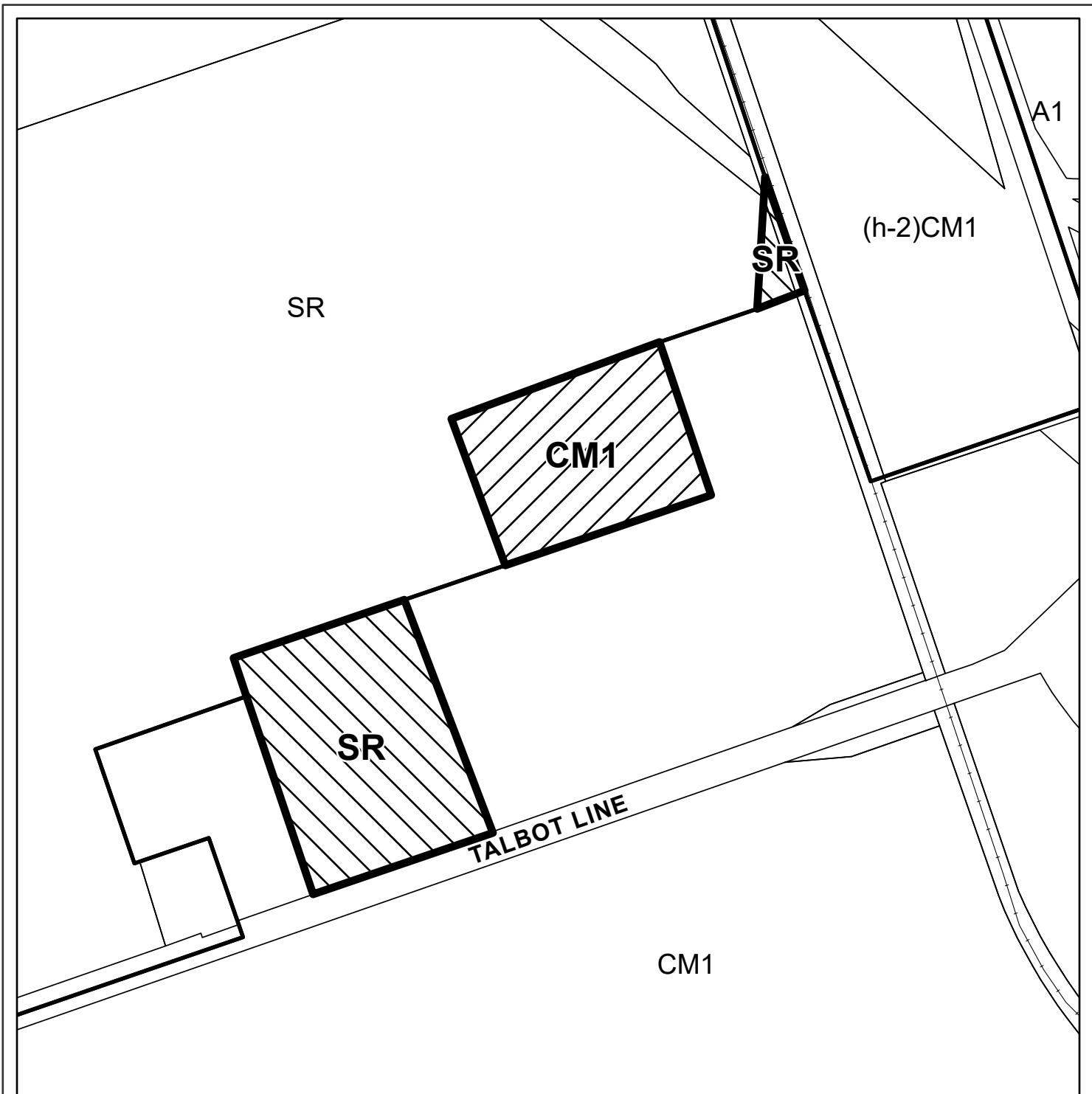
**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME AND FINALLY PASSED THIS 9<sup>th</sup> DAY OF FEBRUARY, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell



 Zone to change from Settlement Reserve (SR) Zone to Commercial/Industrial 1 (CM1)

 Zone to change from Commercial/Industrial 1 (CM1) to Settlement Reserve (SR)

This is Schedule "A" to By-law No. 2026-11  
passed on the 9th day of February, 2026.

## MAYOR

**C.A.O./CLERK**

**TOWNSHIP OF SOUTHWOLD  
COMPREHENSIVE ZONING BY-LAW 2011-14  
SCHEDULE 'A' MAP 4**



0 70 140 280

Metres





## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY-LAW NO. 2026-12**

#### **Being a By-law to appoint Councillors and Ratepayers to various Boards and Committees requiring Council representation and to repeal By-law No. 2025-13.**

**WHEREAS** the Line Fences Act, .S.O 1990, c. 17, s. 2, as amended, requires that the Council of every local municipality shall by by-law appoint such number of fence-viewers as are required to carry out the provisions of this Act and the by-law shall fix the remuneration to be paid to the fence-viewers and the remuneration may be fixed on an hourly or daily rate or a rate for each attendance or re-attendance by the fence-viewers;

**AND WHEREAS** the Protection of Livestock and Poultry Act, R.S.O. 1990, c. L.24, s. 4 (1), as amended, requires that the council of every local municipality shall appoint one or more persons as valuers of livestock and poultry for the purposes of this Act;

**AND WHEREAS** the Municipal Act, S.O. 2001, Chapter 25, S.11(1), as amended, confers broad authority to municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

**AND WHEREAS** the Township of Southwold is a member of various bodies and organizations to which it appoints members;

**AND WHEREAS** the Township of Southwold has established a variety of Committees to carry out programs and make recommendations to Council;

#### **NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD HEREBY ENACTS AS FOLLOWS:**

1. THAT the following persons are hereby appointed as Fence Viewers for the Township of Southwold;

Issac Clutterbuck, Ryan McLeod, Andy Davie



**a. Canada Day Committee**

Councillor John Adzija

Lizeanne Kerkvliet

Melissa Day

Stacy Danielson

Severn Day

Joe Mc Kinnon

\*Staff Resource

**b. Parks Committee**

Deputy Mayor Justin Pennings

Councillor Scott Fellows

Janice Fisher, Talbotville Member- at- Large

Ruth Quennville, Talbotville Optimist Club

Krista Ferguson, Talbotville Ladies Soccer

Michelle Lackey, Shedden Adult Soccer

Steve Bushell, Shedden Youth Soccer

Ross Burgar, Fingal Heritage Park

Lisa Bradish, Alternate Talbotville Ladies Soccer

Jesse Walker, Alternate Shedden Soccer

\*Staff Resources

**c. Keystone Complex Committee**

Councillor John Adzija

Councillor Scott Fellows

Shirley Longhurst - Fair Board

Don Miller - Fair Board

John Coleman - Ice Pad

Jim Carder - Optimist Club of Fingal-Shedden &amp; District (Alt. Bill Carder)

Sandy Annett - Rosy Rhubarb (Alt. Keith Orchard)

Brian Rieger - Shedden Tractor Pull (Alt. Bob Cummings)

Ken Wylie - Triple C Saddle Club (Alt. Deborah Hockin)

\*Staff Resource

**d. Southwold War Memorial Committee**

Councillor Sarah Emons

Rev. John Brown

Bill Aarts

Len Lynch

Rev. Diane Macpherson

Leah Morise

Karen Lynch

\* Staff Resource

**e. Southwold Economic Development Committee**

Deputy Mayor Justin Pennings

Councillor John Adzija

Barry Harrison

Steve Bushell

\*Representative from Elgin Business Resource Centre

\*Representative from County of Elgin Economic Development

\* Staff-Resources

f. Communities in Bloom

Mayor Grant Jones	Karen Graff
Shelley Smith	Christine McArthur
Cathy Koyle	Jo-Anne Cummings-Stinson
Dave Nichols	Harvey Graff
Shannan Worotny	Shirley Lorch
*Staff Resource	

g. History Committee

Deputy Mayor Pennings	Councillor Scott Fellows
Ross Burgar	Pat Temple
Mary Clutterbuck	Karen Collard
Janice Fisher	Luella Monteith
*Staff Resource	

h. Family Day Committee

Councillor John Adzija	Councillor Scott Fellows
Abi Drewitt	Joe McKinnon
Jane Cox	Darlene Wadsworth
Lizeanne Kerkvliet	Darryl Adams
Scott Young	
*Staff Resource	

i. Southwold Young at Heart Committee

Councillor Sarah Emons	Deb Logghe
Karen Olmstead	Mary-Lou Jones
Trudy Kanellis	Karen Auckland
Alan Bogart	Ida Martin
Sharon Hinz	
*Staff Resource	

j. Property Standard Committee

Janice Fisher, Joanne Johnston, Dave Nichols  
\* Staff Resource

\* denotes Non-Voting Members

k. In order to qualify as an appointed member of a Committee of Council, applicants shall;

- i. Be a Canadian citizen
- ii. Be at least 18 years old

- iii. Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law
- I. In the event of a vacancy, the Committee of Council will recruit replacement members and recommend appointments to be made by Council.
- m. Upon acceptance of an application the Municipal Clerk shall notify the applicant(s) and Committee or Board that the position has been filled. The Committee Appointment by-law shall be updated accordingly.
- 7. The term of office for all volunteer appointments shall be for the term of Council unless terminated sooner by a resolution of Council and unless otherwise prohibited. Volunteer members may be reappointed by resolution of Council to the following term. All members including volunteer and Council members will remain in office until their respective successors are appointed by Council. Council member appointments shall be reviewed at the end of two (2) years.
- 8. The Council Appointee or Chairperson of each Committee shall ensure that minutes of each meeting are provided to the Clerk to be circulated to Council.
- 9. Committee Terms of Reference
  - a. That the "Township of Southwold Committee Structure - Terms of Reference – General" shall form Schedule "A" to this by-law.
  - b. That Schedule "B", Terms of Reference, Southwold Economic Development Committee, shall form part of this by-law.
  - c. That Schedule "C", Terms of Reference, Southwold Young at Heart Committee, shall form part of this by-law.
- 10. That by-law 2025-13 is hereby repealed in its entirety and any Bylaws that are inconsistent with the provisions found in this By-Law be and are hereby repealed.
- 11. That Council may make additional appointments to the committees by resolution.
- 12. This by-law shall come into force and take effect upon the final reading thereof.
- 13. If mileage for attending a meeting outside of Elgin County or City of London is not paid for by the associated organization, then mileage would be reimbursed in accordance with the Township of Southwold current policy.

**READ A FIRST AND SECOND TIME, CONSIDERED READ A THIRD TIME, AND  
FINALLY PASSED THIS 9<sup>th</sup> DAY OF FEBRUARY, 2026.**

---

Mayor  
Grant Jones

---

CAO/Clerk  
Jeff Carswell



**Schedule "A" to By-Law No. 2026-12**

**TOWNSHIP OF SOUTHWOLD  
COMMITTEE STRUCTURE**

**TERMS OF REFERENCE - GENERAL**

**1. NAME**

The Committees of Council shall be established and named as follows:

- (a) Canada Day Committee
- (b) Parks Committee
- (c) Keystone Complex Committee
- (d) Southwold War Memorial Committee
- (e) Communities in Bloom
- (f) Southwold History Committee
- (g) Family Day Committee
- (h) Other Committees and Sub-committees appointed from time to time by recommendation of Council.

The Terms of Reference shall apply to all Committees of Council where applicable.

**2. STATEMENT OF PURPOSE**

To make recommendations to Council for the operation of the Township.

To make recommendations to Council for the operation of the appropriate department.

### **3. OBJECTIVES**

The Committee should be established to recommend to Council regarding the operation of the area of responsibility for which the Committee has responsibility. This will help to ensure an efficient operation of the department.

### **4. ROLE OF THE COMMITTEE**

To make recommendations to Administrative Staff and Council for the operation of the various departments of the Township.

- i) Parks Committee and Keystone Complex Committee  
shall be responsible for the following:
  - (a) To assist Council with identifying recreational needs with the community and recommending programs to fulfill these needs;
  - (b) Monitor recreational activities and report on all activities through the minutes of their meeting;
  - (c) The Committee with the assistance of members and volunteer will undertake and promote fundraising and donation programs to the best of their ability. Such programs may be for general operating assistance or special programs /capital projects approved by Council;
  - (d) Prepare and submit a recommended proposed annual operating and capital budget;
  - (e) Recommend to Council the appointments of Committee Members and the formation and make up of any Sub Committee;
  - (f) Provide minutes of the Committee meetings to be circulated to Council for their review in a timely manner.
- ii) Canada Day Committee
  - (a) To organize on behalf of Council the annual Canada Day celebrations;
  - (b) To work with other groups and volunteers to organize the Canada Day activities;
  - (c) To provide Council with the minutes of the Committee meetings to be circulated and review by Council in a timely manner.

iii) Southwold War Memorial Committee

- (a) To organize on behalf of Council the annual Remembrance Day Ceremony;
- (b) To provide Council with the minutes of the Committee meetings to be circulated and reviewed by Council in a timely manner.

iv) Communities in Bloom

- (a) To maintain the sign flower and step boxes around the Township
- (b) Annual plant sale
- (c) To provide Council with the minutes of the Committee meetings to be circulated and reviewed by Council in a timely manner

v) Southwold History Committee

- (a) To document, preserve and promote the history of the Township of Southwold
- (b) To provide Council with the minutes of the Committee meetings to be circulated and reviewed by Council in a timely manner

vi) Family Day Committee

- (a) Plan the annual Southwold Winterfest event
- (b) Prepare and submit a proposal for the annual operating budget requirements for the Winterfest Event
- (c) To provide Council with the minutes of the Committee meetings to be circulated and reviewed by Council in a timely manner

## **5. MEETING FREQUENCY AND LOCATION OF MEETINGS**

Meetings will be held on a monthly basis and/or as needed basis, or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson or at the request of two Committee members.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

## **6. VOTING**

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson. A majority vote of the members present will be used to reach a decision.

## **7. MEMBERSHIP**

The Committees of Council shall be comprised of the following members appointed by Council:

### **(a) Voting Members appointed for the term of Council:**

- Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);
- Minimum of four (4) to a maximum of ten (10) volunteer members from the Township of Southwold at large, representing interest in recreational activities and facility management.

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council.

### **(b) Non-Voting members:**

- The Clerk will assign Township Staff as the Staff Resource person for each Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

**8. QUALIFICATIONS**

In order to qualify as an appointed member of Committee applicants shall;

- Be a Canadian citizen
- Be at least 18 years old
- Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law

**9. VACANCIES**

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

**10. ESTABLISHMENT OF SUB-COMMITTEES**

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council.*

Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

**11. HIRING OF EMPLOYEES/CONTRACTORS**

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

**12. QUORUM**

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within thirty (30) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to call the Chairperson and advise of any regrets.

**13. OFFICERS**

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairperson (2) Vice-Chairperson and (3) Secretary, if required.

## **14. DUTIES OF OFFICERS**

### **Chairperson**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

### **Vice Chairperson**

- ✓ Act in the capacity of the Chairperson in his/her absence

### **Secretary, if required**

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up
- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

**Members**

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to call the Chairperson or Secretary and advise of any regrets

**Absentee Members**

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended replacement for the remainder of the term.

**Alternates**

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by Council for that meeting.

**New Members**

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

**Volunteers**

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

**15. AUTHORITY**

The Committee is a Committee of The Corporation of The Township of

Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of reports to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.



## **Schedule "B" to By-Law No. 2026-12**

### **TOWNSHIP OF SOUTHWOLD**

#### **TERMS OF REFERENCE**

##### **Southwold Economic Development Committee**

---

#### **1. NAME**

The following Committee of Council shall be established and named as follows:

- (a) Southwold Economic Development Committee

#### **2. STATEMENT OF PURPOSE**

To identify, develop and evaluate potential economic development opportunities that will ultimately improve the stability of the Township's tax base and bring jobs to this Township.

#### **3. OBJECTIVES**

To identify new industrial and residential housing development possibilities, promote tourism, large and small business opportunities, agricultural businesses, and other appropriate economic development opportunities. To evaluate these opportunities and bring them to Council for consideration.

#### **4. ROLE OF THE COMMITTEE**

- (a) Development and implementation of an appropriate action plan;
- (b) Development of a cost effective marketing program to promote Southwold Township;
- (c) Monitor all economic development activities within Southwold Township;
- (d) Prepare and submit a proposal for annual operating budget requirements including long term capital projects for Councils' consideration and

approval annually as required. The Committee will monitor the budget throughout the year;

- (e) Identify all potential funding sources;
- (f) Identify any potential for shared responsibilities/cost/revenue with our municipal neighbours;
- (h) Develop effectiveness measurement plan;
- (i) Oversee development and implementation of the Township's Sustainability Plan;
- (j) Identify projects that will help diversify our economic base and explore new projects that will support and lead to new economic growth;
- (k) Work in conjunction on joint initiatives when possible with representatives from the Elgin County Economic Development Department;
- (l) To recommend the formation of Subcommittee to Council.



## **Schedule "C" to By-Law No. 2026-12**

### **TOWNSHIP OF SOUTHWOLD**

#### **TERMS OF REFERENCE**

##### **Southwold Young at Heart Committee**

---

#### **1. NAME**

The Committee of Council shall be established and named as follows:

(a) Southwold Young at Heart Committee

The Terms of Reference shall apply to the Southwold Young at Heart Committee, as applicable.

#### **2. STATEMENT OF PURPOSE**

To make recommendations to Council for the engagement of all Township seniors as it relates to all matter of interest to this age group.

To make recommendations to Council in meeting the Strategic Plan Goal of promotion and supporting participation in cultural, recreational, social and good health activities for seniors in the Township.

#### **3. OBJECTIVES**

The Committee should be established to recommend senior's engagement in recreation, social and cultural activities and promoting senior's activities in the community.

#### **4. ROLE OF THE COMMITTEE**

To make recommendations to Administrative Staff and Council on the following for the Township:

Southwold Young at Heart Committee shall be responsible for the following:

- (a) Creation of strategies to support senior's Active Living engagement throughout the entire municipality.
- (b) Recommend the types of activities, the frequency, and the location of these activities.
- (c) Recommend operational and financing responsibilities for senior's activity programs.
- (d) Recommend participation requirements/membership structures for activities designed for seniors.
- (e) Provide input and suggestions on special guest speakers and topics for education.
- (f) Act as a hub/centralized source for dissemination of information on issues (i.e. use of social media, home security, affordable housing, etc.) pertinent to seniors in the municipality.
- (g) Providing Council with the minutes of the Committee meetings to be approved by Council in a timely manner.

#### **5. MEETING FREQUENCY AND LOCATION OF MEETINGS**

Meetings will be held on a monthly basis and/or as needed basis at the Township of Southwold Fingal Office's Council Chambers, or as called by the Chairperson of the Committee, at a time and place as agreed by members. Special meetings may be called by the Chairperson.

The conduct of Committees of Council and its members are governed by the same legislation as Council. Of particular note, are the Municipal Act, the Municipal Conflict of Interest Act and the Municipal Freedom of Information and Protection of Privacy Act.

The meetings of the Committee are open to the public. It will be at the decision of the Chairperson of the Committee, if the member(s) of the public are allowed to address the Committee.

Although, the meetings are open to the public, this does not allow the public to participate in the meeting, vote on any subject or contribute to the discussions.

**6. VOTING**

Where a matter cannot be settled by consensus, a majority vote of members present will be used to reach a decision. The need for a vote will be at the discretion of the Chairperson. A majority vote of the members present will be used to reach a decision.

**7. MEMBERSHIP**

The Committees of Council shall be comprised of the following members appointed by Council:

(a) **Voting Members appointed for the term of Council:**

(c) Minimum of one (1) member of Council up to a maximum of two (2) members of Council (Note: More than two members of Council attending a committee meeting could constitute as a Council meeting);

(d) Minimum of four (4) to a maximum of 8 (8) volunteer members from the community consisting of the following regional community representation, if available:

- a. Member from Shedden Area
- b. Member from Fingal Area
- c. Member from Talbotville Area
- d. Member from Boxall Area
- e. Member from Frome Area
- f. Member from Ferndale Area
- g. Member from Lawrence Station Area
- h. Member from Paynes Mills Area

Unless otherwise prohibited, membership on the Committees shall be for the term of Council unless terminated sooner by a resolution of Council. Members may be reappointed by resolution of Council to the following term. All members will remain in office until their respective successors as recommended by the Committee are appointed by Council. The Chairperson will be a voting member and will vote on all matters before the Committee.

**(b) Non-Voting members:**

- The Clerk will assign Township Staff as a Staff Resource person for this Committee.

The Township will provide appropriate Township staff resources to assist the Committee as necessary.

**8. QUALIFICATIONS**

In order to qualify as an appointed volunteer Community member, Committee applicants shall;

- Be a Canadian citizen
- Be at least 55 years old
- Not be prohibited from voting under the Election Act R.S.O. 1990 or otherwise prohibited by law
- Reside or own property within the Township of Southwold.

**9. VACANCIES**

In the event of a vacancy, either as a result of a resignation or expiration of the term of office, the Committee will recruit replacement members and recommend appointments to be made by Council.

**10. ESTABLISHMENT OF SUB-COMMITTEES**

It is anticipated that for various projects and initiatives that sub-committees to focus on one component of an action plan or a specific task will be formed by the Committee. These members would not be appointed by Council but would be appointed by and serve at the pleasure of the Committee; however, *notice of such appointments must be immediately submitted in writing to Council*.

Appropriate minutes from the Sub-committee shall be maintained and circulated to the Committee and Council.

**11. HIRING OF EMPLOYEES/CONTRACTORS**

Hiring of all employees and/or contractors shall be the responsibility of the Township of Southwold.

**12. QUORUM**

A quorum shall consist of not less than half plus one of the total numbers of appointed voting members. If there is no quorum within twenty (20) minutes of the scheduled time for the meeting, the Chairperson will re-schedule the meeting date. Members are urged to call the Chairperson and advise of any regrets.

**13. OFFICERS**

At the first meeting in each calendar year, elections shall be held by the voting members for the positions of (1) Chairperson (2) Vice-Chairperson and (3) Directors, if required.

**14. DUTIES OF OFFICERS****Chairperson**

- ✓ Prepare an agenda for each meeting
- ✓ Call the meeting to order
- ✓ Sign minutes upon approval
- ✓ Be organized and informed and conduct meetings in an orderly manner
- ✓ Make announcements of interest to members
- ✓ Make him/herself aware of the business to come regularly before the meeting

**Vice Chairperson**

- ✓ Act in the capacity of the Chairperson in his/her absence

**Secretary (Staff Resource)**

- ✓ Keep accurate record of proceedings of meetings (minutes)
- ✓ See that old business is brought to the attention of the Chairperson
- ✓ Keep a current list of members and an attendance record
- ✓ Prepare a list of current and proposed members and the executive for the upcoming year, forwarding to the Municipal Office for Council's consideration prior to the end of the current year
- ✓ If unable to attend a meeting, sees that the minutes and other correspondence and information are forwarded to the Chairperson prior to the meeting
- ✓ Take charge of all documents belonging to the Committee
- ✓ Assist Committee with administrative / financial/ operating and capital budget preparation and follow-up

- ✓ Forward any invoices and receipts promptly to the Municipal Office as required
- ✓ Submit a copy of approved minutes of the Committee to Council for information
- ✓ In the absence of the Secretary, an Acting Secretary shall be appointed

### **Directors**

- ✓ Shall be responsible to attend meetings regularly, at the appointed time
- ✓ Shall support the purpose and objectives of the Committee
- ✓ No member shall exercise the right to more than one vote
- ✓ Members are urged to call the Chairperson or Secretary and advise of any regrets

### **Absentee Members**

If a member misses more than three (3) consecutive meetings, except for health or special circumstances, the remaining members of the Committee may request Council to appoint a recommended replacement for the remainder of the term.

### **Alternates**

Alternates shall have the same privileges as an appointed member. In the event that a Committee member and/or the alternate cannot attend a meeting, another temporary replacement may be appointed by Council for that meeting.

### **New Members**

The Committee shall recommend names of volunteers to Council for appointment to the Committee.

### **Volunteers**

The Committee may, and is encouraged, to utilize additional volunteers who may participate, at the direction of the Chairperson, but not vote, at Committee meetings. Volunteers may attend or provide assistance to the Committee for general matters or items such as special events. The Committee should appoint volunteers by motion for the purpose of

participation in such special events, shall include a note in the minutes of Committee meetings of attendance of such volunteers.

**15. AUTHORITY**

The Committee is a Committee of The Corporation of The Township of Southwold and has the authority to function within the parameters of their Terms of Reference.

The Committee will make recommendations in the form of minutes to the Council for final approval. The Committee will recognize its obligation to ethical behavior and avoidance of conflict of interest, as a body and as individuals, as well as its obligation to meet municipal, provincial, and federal legislative requirements including applicable procedures, policies and by-laws as approved by Southwold Council.

Authority for disposal of excess capital assets or supplies lies with the Council of the Township upon recommendation of the Committee.

**16. DISSOLUTION**

The dissolution of a Committee may be triggered by one of the following:

- a) Expiration of term
- b) Completion of task or mandate
- c) Resolution of issues
- d) Legislative requirement no longer exists
- e) Merger with another committee
- f) Following the annual review process
- g) Recommendation by Committee by resolution
- h) Recommendation by Staff in Staff Report
- i) Recommendation by Council

Regardless of a Committee sunset clause, all committees created by Council will formally be dissolved by Council resolution.

The following steps will be taken following the dissolution of a committee:

- a) Committee will be removed from the active committee list;
- b) Thank you letters on behalf of Council will be sent to committee members
- c) Relevant staff members will be informed;
- d) Council will be informed via correspondence from the Committee Chairperson



# Need for an Updated MPAC Reassessment

ROMA Conference 2026

## Overview:

Ontario continues to use 2016 property assessment values, despite the traditional four-year reassessment cycle intended to maintain fairness, predictability, and transparency. AMO warns that relying on 2016 values leads to inaccurate assessments, greater volatility, and reduced transparency for residents and businesses.

Expert commentary explains that reassessments do not increase total municipal taxes; they redistribute the levy more fairly based on how property values have changed relative to one another. Long freezes create distortions, and the cycle had already entered its eighth year by 2024.

Southwold faces amplified impacts because of rapid industrial growth, rising farmland values, and ongoing residential development that cannot be fairly captured under the outdated 2016 valuation date.

## Background Information:



### Industrial Growth

Southwold/Elgin has experienced substantial logistics/industrial expansion. Using a 2016 base underrepresents current market values for large industrial properties, shifting more of the tax share to farm and residential classes. Reassessment would correct relative shares without increasing total municipal revenue.



### Amazon Appeals

Amazon's assessment came onto the roll in 2023 and has been under appeal ever since. To hedge repayment risk if the appeal succeeds, Southwold is holding roughly half of related tax revenue in reserve. For a small tax base, multiyear appeals combined with an outdated provincial base create sustained fiscal uncertainty and lock up funds otherwise available for services and infrastructure.



### Farmland Distortions

Farmland values across Elgin have risen markedly since 2016; the freeze fails to reflect today's agricultural market, producing inequities among farm, residential, and industrial taxpayers. MPAC's ROMA materials show how rural property conditions and activity have significantly changed, reinforcing the need for modernized assessments.



### Residential Growth

Southwold's new subdivisions and larger homes increase assessed value through supplementary notices, but the values remain tethered to a 2016 base year, creating uneven outcomes between longstanding and newly assessed properties.



### Planning Risk

Municipal budgeting and multiyear capital planning are impaired. Long pauses cause larger "catchup" shifts later—precisely the volatility municipalities want to avoid.

## Options For Ministry Consideration

Options for Consideration (with Southwold/Elgin emphasis)

### Option 1 – Immediate Province-Wide Reassessment (Preferred)

Action: Direct MPAC to complete a full reassessment using a recent valuation date (e.g., 2023/2024), then phase in over the cycle.

Benefits:

- Restores equitable tax share across industrial, farm, and residential classes based on current values.
- Improves predictability for budgeting/reserves, reducing the need to hold disproportionate funds due to appeal uncertainty.
- Clarifies business taxation, supporting local competitiveness and investment.

Consideration:

- Some taxpayers may misunderstand redistribution as tax increases; communication must stress that reassessment does not increase total municipal revenue.

### Option 2 – Firm Reassessment Commitment Post-Review

Action: Announce a clear reassessment date (e.g., 2027/2028) after the provincial system review.

Benefits:

- Provides a planning horizon for municipalities and taxpayers.

Risk (Southwold/Elgin):

- Prolongs inequities and continued reserve requirements amid the Amazon appeal and distorted base values.

### Option 3 – Targeted Reassessment of High-Change Classes

Action: Prioritize sectors with the biggest divergence from 2016 values (e.g., industrial/commercial and farmland), followed by full cycle resumption.

Benefits:

- Addresses the most acute local distortions sooner.

Risk:

- Partial updates can introduce new inconsistencies; not a complete fix.

## Closing Remarks

The continued reliance on 2016 values now actively undermines fairness, predictability, and transparency across Ontario's property tax system. In Southwold and Elgin County, the effects are sharper:

- Major commercial taxpayer (Amazon) under multiyear appeal—forcing the Township to hold ~50% of related revenue in reserve, constraining services and capital plans
- Farmland and residential markets have moved far from 2016 levels—creating inequities that only a modern reassessment can correct
- Budgeting and long-term planning are compromised; delaying reassessment increases the risk of large corrections later.

A provincewide reassessment on a modern valuation date—reinstating the regular cycle and phase-in—will restore equity, stabilize finances, and support confidence among residents and businesses. Southwold and Elgin respectfully urge the Ministry of Finance to direct MPAC to complete an updated reassessment and resume the regular cycle.





TOWNSHIP OF

**Southwold**

# Resolving Valuation Day Conflict for Section 34 Supplementary Assessments – Impacts on Southwold and the Amazon Appeal

ROMA Conference 2026

## Overview:

Conflicting interpretations of the valuation date for Section 34 supplementary assessments have created major uncertainty within Ontario's property assessment system. This conflict affects the ability of municipalities—including Southwold—to finalize major assessments. Southwold's Amazon assessment appeal remains on hold, and the Township is required to hold approximately 50% of the related tax revenue in reserve, limiting its capacity to advance services and growth enabling infrastructure.

## Background Information:

### A Frozen Valuation Base and Growing Distortions

Ontario continues to rely on a 2016 valuation date, now nearly ten years old. Supplementary assessments capture physical changes and new construction, but the underlying valuation framework does not reflect current market conditions in industrial, residential, or agricultural classes. The longer the freeze continues, the more distortions intensify.

### Section 34 Supplementary Assessments

Section 34 is intended to ensure that new or improved properties contribute their appropriate share to the tax base. These assessments typically reflect increases associated with construction, renovations, or changes in use. However, the valuation day question has become the central point of dispute.

### MPAC's Shifting Interpretation of Valuation Date

A key complicating factor is that MPAC itself has taken different positions on the appropriate valuation day for Section 34 assessments:

- In many files, MPAC maintains that the January 1, 2016, valuation date should apply, consistent with the frozen base year.
- In other cases—including high-profile appeals—MPAC has argued for event-based valuation dates, such as the date an improvement is completed or first used.
- These shifting positions have contributed to inconsistent ARB outcomes and greater uncertainty for municipalities and property owners.

The lack of a consistent MPAC interpretation reinforces the need for clear direction, either legislatively or through binding jurisprudence.

### Conflicting ARB Interpretations

The Assessment Review Board has issued several contradictory decisions on valuation day for Section 34 cases. Different ARB panels have concluded that the valuation day should be:

- the date the improvement is completed,
- the date the improvement begins to be used, or
- the general valuation day (January 1, 2016).

Because ARB decisions do not bind other ARB panels, there is no consistent standard.

## Local Impact - Southwold (Amazon)

### 1. Appeal stalled and revenue withheld

Southwold's largest commercial taxpayer, Amazon, was added to the roll in 2023 and immediately appealed. The case is now effectively paused because of the valuation day dispute. The Township must protect itself against the risk of an eventual refund by holding about half of the Amazon-related tax revenue in reserve. For a small municipality with a growing capital program, this is a significant constraint.

### 2. Infrastructure and service impacts

Southwold requires stable revenue to fund the water, wastewater, road, and servicing projects needed to support industrial and residential growth. The inability to access Amazon-related tax revenue undermines long-term capital planning, delays shovel-ready projects, and limits the Township's ability to attract further industrial investment.

### 3. Distortion across property classes

The continued use of 2016 values significantly understates modern industrial assessments relative to rapidly rising farmland and residential values. This shifts more of the tax burden toward farm and residential taxpayers and creates inequities between longstanding and newly developed properties.

## Analysis - Root Causes

- Legislative ambiguity: Section 34 does not clearly define the valuation day for supplementary assessments.
- Frozen base year: A decade-old valuation date has amplified inequities and increased the stakes of supplementary assessments.
- MPAC inconsistency: MPAC's use of different valuation day positions across files contributes directly to appeal volatility.
- ARB inconsistency: Differing interpretations across panels prevent the emergence of a predictable framework.
- Municipal vulnerability: Small and growing municipalities like Southwold face heightened financial risk when large assessments remain unresolved for multiple years.

## Recommendation

Pursue a dual approach:

1. Legislatively amend Section 34 to establish a single, consistent valuation day rule and provide transitional clarity for ongoing appeals such as Southwold's Amazon case.
2. Seek judicial clarification through a lead appeal to reinforce the interpretation and ensure long-term stability.

As an interim step, a practice direction from Tribunals Ontario/ARB should be encouraged to harmonize decision-making until the permanent solution is in place.





## **THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

### **BY-LAW NO.2026-13**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on February 9, 2026.**

**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 February 9, 2026; 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 9<sup>th</sup> DAY OF FEBRUARY, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell