



# THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

## - A G E N D A -

**Monday May 11, 2026**

### **REGULAR MEETING OF COUNCIL**

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

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- 1. CALL TO ORDER**
- 2. CONFIRMATION OF AGENDA/ADDENDUM**
- 3. DISCLOSURE OF PECUNIARY INTEREST**
- 4. ADOPTION AND REVIEW OF MINUTES**
  - (a) Draft Minutes of the Regular Council Meeting of April 27, 2026
  - (b) Draft Minutes of Keystone Complex Committee Meeting of April 22, 2026
  - (c) Draft Minutes of the Communities in Bloom Meeting of April 30, 2026
  - (d) Draft Minutes of the Canada Day Committee Meeting of May 6, 2026
- 5. DELEGATION**
- 6. DRAINAGE**
  - (a) **7:00 p.m. Court of Revision** – Bowlby-Futcher Drain 2025
- 7. PLANNING**
  - (a) **7:30 p.m. Committee of Adjustment** – PLA 2026-15 MV 2026-05, 9872 John St N. **(sent under separate agenda package)**
  - (b) PLA 2026-16 Draft Plan of Subdivision 10141 Talbotville Gore Road
- 8. REPORTS**
  - (a) CBO 2026-12 Activity Report – April 2026
  - (b) CBO 2026-13 Updated By-law Enforcement Policy
  - (c) CBO 2026-14 Rosy Rhubarb Shedden Ball Diamond Proposal
  - (d) IDS 2026-20 Activity Report – April 2026
  - (e) IDS 2026-21 Joint Service Treatment Award 2026
  - (f) IDS 2026-22 Joint Crack Seal Award 2026

- (g) FIN 2026-13 Annual Repayment Limit
- (h) FIN 2026-14 County Roads 2025 Financial Summary
- (i) CAO 2026-09 Activity Report – April 2026
- (j) CAO 2026-10 AMO Conference Delegation Requests
- (k) By-law 2025-44 Integrated Water By-law – Councillor Fellows  
<https://www.southwold.ca/By-law2025-44/>
- (l) Elgin County Council Highlights April 28, 2026

**9. CORRESPONDENCE**

**10. BY-LAWS**

- (a) By-law No. 2026-37, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on May 11, 2026

**11. OTHER BUSINESS** *(For Information Only)*

- (a) Response to IDS 2026-19 March 30<sup>th</sup> Delegation Report

**12. CLOSED SESSION**

- (a) 239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board (Multiple properties)
- (b) 239(2) (b) personal matters about an identifiable individual, including municipal or local board employees

**13. ADJOURNMENT:                   NEXT REGULAR MEETING OF COUNCIL**  
**Monday May 25, 2026 @ 7:00 P.M.**  
**Council Chambers, Fingal/Via Video Link**



## THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD

### MINUTES

Regular Council Meeting  
Monday April 27, 2026  
7:00 p.m. Council Chambers, Fingal, Shedden/Via Video Link

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

ALSO PRESENT: Jeff Carswell, CAO/Clerk  
Michele Lant, Director of Corporate Services/Treasurer  
Aaron Van Oorspronk, Director of Infrastructure and Development Services  
Corey Pemberton, Director of Building and Community Services (virtually) (left at 7:25 p.m.)  
Diana Morris, Senior Planner (left at 7:21 p.m.)  
Michela Testani, Junior Planner  
June McLarty, Deputy Clerk

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Deputy Mayor Pennings called the meeting to order at 7:01 p.m.

#### **CONFIRMATION/ADDENDUM TO AGENDA:**

#### **2026-131 Councillor Adzija – Councillor Emons**

**RESOLVED THAT** the agenda for the April 27<sup>th</sup>, 2026 meeting of the Council of the Township of Southwold be approved.

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

**CARRIED**

**DISCLOSURES:** None

**ADOPTION OF MINUTES:**

**Council Minutes – Adopt**

**2026-132 Councillor Fellows – Councillor Adzija**

**RESOLVED THAT** the Minutes of the Regular Council Meeting of April 13<sup>th</sup>, 2026 are hereby adopted.

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

**CARRIED**

**Committee Minutes – Review**

**2026-133 Councillor Emons – Councillor Adzija**

**RESOLVED THAT** Council had reviewed the Draft Minutes of the Joint Parks and Keystone Complex Committee Meeting of March 26, 2026 and the Draft Minutes of the Southwold Young at Heart Meeting of April 7, 2026.

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

**CARRIED**

**DRAINAGE:**

**Appointment of Engineer – Horton Drain -1873828 Ontario Ltd Petition**

**2026-134 Councillor Fellows – Mayor Jones**

**RESOLVED THAT** Council receive the request for a major improvement under Section 78(1.1) of the Drainage Act for the Horton Drain and has decided to proceed with the improvement of the drain; and,

**THAT** staff received confirmation from Jason Homewood, Lower Thames Valley Conservation Authority on March 24, 2026, that an environmental appraisal under Section 78(2) of the Drainage Act would not be required, if Council decided to proceed with the improvement of the drain; and

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

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

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

**CARRIED**

**PLANNING:**

**PLA 2026-14 Draft Plan of Subdivision, 9210 Union Road**

**2026-135 Mayor Jones – Councillor Adzija**

**RESOLVED THAT** Council endorse the conditions of the proposed Draft Plan of Subdivision 34T-SO2502 to Elgin County, subject to the conditions listed in Appendix B of Report PLA 2026-14 being assigned to any Notice of Decision by the County. (PLA 2026-14).

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

**CARRIED**

**REPORTS:**

**CBO 2026-11 Shedden Diamond Rental Fee Reduction**

**2026-136 Councillor Emons – Mayor Jones**

**RESOLVED THAT** Council reduce the Shedden diamond rental fees by 25%.

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

**CARRIED**

**FIN 2026-12 Group Insurance Provider Change**

**2026-137 Councillor Emons – Councillor Adzija**

**RESOLVED THAT** Council approve the change of provider for group benefits to Desjardins Insurance, for a period of 5 years, as set out in the summary provided by People Corporation; and,

**THAT** Council approve the continuance of coverage for AD&D with AIG, for a period of 5 years, as set out in the summary provided by People Corporation.

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

**CARRIED**

**IDS 2026-19 March 30<sup>th</sup> Delegation Response**

**2026-138 Councillor Emons – Councillor Fellows**

**RESOLVED THAT** Council direct staff to provide the response to H. Van Meppelen Scheppink delegation on March 30<sup>th</sup>, as outlined in Appendix "A".

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

**CARRIED**

**Elgin County Council Highlights April 14, 2026**

Mayor Jones presented this report to Council for information purposes.

**CORRESPONDENCE:**

- S. Garvin RE: Letter to Council
- Fee Waiver Request – Fridge Door Live Theatre Company

**Fee Waiver Request – Fridge Door Live Theatre Company**

**2026-139 Councillor Fellows – Councillor Adzija**

**RESOLVED THAT** Council of the Township of Southwold approves the \$330.00 fee waiver request submitted by Fridge Door Live Theatre Company for the use of the Keystone Complex on Thursday August 6<sup>th</sup>, 2026, for the Red Comet play.

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

**CARRIED**

Council reviewed the items under Correspondence.

**BY-LAWS:**

- By-law No. 2026-33, being a by-law to amend the assessment schedule of By-law No. 2024-38 based on the actual costs incurred for the improvement of the Taylor Drain 2024
- By-law No. 2026-34, being a by-law to amend the assessment schedule of the By-law No. 2024-37 based on the actual costs incurred for the improvement of the Gregory Drain 2024
- By-law No. 2026-35, being a by-law to enter into an agreement with CSX Transportation Inc for the Bowlby-Futcher Drain Branch C
- By-law No. 2026-36, being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on April 27, 2026

**By-laws**

**2026-140 Councillor Fellows – Mayor Jones**

**RESOLVED THAT** By-laws Nos. 2026-33, 2026-34 and 2026-35, be read a first and second time, considered read a third time and finally passed this 27<sup>th</sup> day of April, 2026.

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

**CARRIED**

**OTHER BUSINESS (Information Only)**

- Ministry of Municipal Affairs and Housing – Stormwater Fees Regulations
- Elgin County Economic Development and Tourism Spring 2026 Update
- Ministry of Environment, Conservation and Parks – Requirements for waste disposal site service area and fill rate changes

Council reviewed the items under Other Business.

**CLOSED SESSION:**

**2026-141 Councillor Fellows – Councillor Emons**

**RESOLVED THAT** Council of the Township of Southwold now moves again into a session of the meeting that shall be closed to the public at **7:45 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) (b) personal matters about an identifiable individual, including municipal or local board employees.

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

**CARRIED**

**Adjournment of Closed Session**

**2026-142 Councillor Adzija – Councillor Emons**

**RESOLVED THAT** Council of the Township of Southwold adjourns the Closed Session of the Regular Council meeting at **8:25 p.m.**

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

**CARRIED**

**STAFF DIRECTION**

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

**Confirmation By-law**

**2026-143 Mayor Jones – Councillor Fellows**

**RESOLVED THAT** By-law No. 2026-362 be read a first and second time, considered read a third time and finally passed this 27<sup>th</sup> day of April, 2026.

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

**CARRIED**

**ADJOURNMENT:**

**2026-144 Councillor Emons – Councillor Fellows**

**RESOLVED THAT** Council for the Township of Southwold adjourns this Regular meeting of Council at **8:28 p.m.**

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

**CARRIED**

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Deputy Mayor  
Justin Pennings

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CAO/Clerk  
Jeff Carswell



## **Keystone Complex Committee**

**April 22<sup>nd</sup>, 2026**

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

**Present:** Councillor Scott Fellows  
Councillor John Adzija  
Sandy Annett – Rosy Rhubarb  
Jim Carder – Fingal-Shedden and District Optimist Club  
Shirley Longhurst – Fair Board  
Stuart Down – Fair Board  
Brian Rieger – Shedden Tractor Pull  
Lori Redman- \*Staff Resource

**Regrets:** John Coleman – Ice Pad  
Joanne Fisher – Triple C Saddle Club Alternate  
Don Miller – Fair Board  
Ken Wylie – Triple C Saddle Club

### **1. Call to Order**

Chair Scott Fellows called the meeting to order at 7:10PM.

## **2. Approval of Agenda**

**MOVED: JIM CARDER**

**SECONDED: SANDY ANNETT**

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

**DISPOSITION: CARRIED**

## **3. Adoption of Minutes from September 25, 2025, Meeting**

**MOVED: SANDY ANNETT**

**SECONDED: JIM CARDER**

That the Keystone Complex Committee hereby adopt the minutes of September 25, 2025, as amended.

**DISPOSITION: CARRIED**

## **4. Organization Reports**

Shedden Agriculture Society Board – Shirley Longhurst/Stuart Down

Successful quilt show. Fair is still in the early stages of organization. They will be hosting the All-Candidates meeting, Thursday, October 8<sup>th</sup>, 2026, at 7:00 p.m.

Shedden Truck and Tractor Pull – Brian Rieger

The Truck and Tractor Pull is set for June 19<sup>th</sup>, 2026. Classes have been set. Southwestern Ontario, and Ontario Tractor Pullers will be attending. Pro Stock class will be shared with the Pain Court event being held the same evening.

Rosy Rhubarb – Sandy Annett

Rosy Rhubarb is set for June 13<sup>th</sup> and 14<sup>th</sup> of 2026. They have signed over 100 craft & manufacturing vendors and 37 concession vendors, room for 137 vendors in total. A social tent for adult entertainment, with beverages supplied by Natterjack Brewing, and a Kids Zone will be available at the event.

Jim Carder – Fingal-Shedden & District Optimist Club

The 2025 Christmas tree sale went well. Family Day Winterfest fireworks display was well received. The Optimist sponsored a public skate March 17, 2026, at Port Stanley arena.

Rosy Run has been cancelled for 2026 due to construction. Canada Day Fire works will be held June 30<sup>th</sup>, 2026 at the Fingal ballpark. The Optimist will be hosting the annual Co-ed baseball tournament held on the labour day weekend, and have scheduled a Halloween party for Friday October 23<sup>th</sup>, 2026. The Fingal Christmas Parade is December 6<sup>th</sup>, 2026.

Triple C Saddle Club – No Rep in attendance

Councillor Fellows presented the report. Triple C Speed Club will be held August 7, 8, and 9<sup>th</sup> 2026. Additional portable washrooms will be brought in to accommodate those attending.

## **5. Business Arising from Minutes**

### **a. Memorial Forest Direction**

Work should begin on the memorial forest this spring.

### **b. Shedden Ball Diamond Restoration**

Councillor Fellows reported that the restoration will be managed by the Township. A quote from Streib's was given to Keith Orchard. Councillor Fellows provided this information to Corey Pemberton, Director of Building and Community Services/CBO for the Township of Southwold.

### **c. Smoking By-law**

Councillor Fellows will follow up with more information for committee members. Brian Reiger suggested that the committee members have a designated area assigned for smoking, as per the Health Unit instructions.

### **d. Triple C Saddle Club**

No Rep in attendance. Councillor Fellows reported on their behalf that they want to park a wagon and water truck in the Teetzel barn.

### **e. Correction to Bingo Facility Name**

The minutes from the September 25<sup>th</sup>, 2025, meeting had identified the bingo facility as Jackpot City, this should be amended to read Jackpot Time.

**MOVED: JIM CARDER**

**SECONDED: SANDY ANNETT**

## **6. New Business**

### **a. Gate Entrance at Keystone Complex**

Committee members would like to see the entrance be widened at the Keystone Complex, and the wrought iron fencing repaired. The pillar on the west side of the entrance should be moved further west to allow for better traffic flow when entering or exiting the parking lot. Rosy would like notification when the repair is scheduled so bulbs, and plants can be removed or relocated. Councillor Fellows will reach out to Corey Pemberton, Director of Building and Community Services/CBO to discuss dates.

### **b. Wi-Fi for Vendors**

The tractor pullers association, and Rosy Rhubarb would like to inquire about having wi-fi available for vendors when hosting events at the Keystone complex. This would help with sales, while providing better security and safety for those handling and transporting money.

### **c. Facility Walk Through**

Committee members would like the walk throughs to be held in the fall so issues can be better managed by Spring before events are scheduled to take place.

### **d. Keystone Kitchen Cleaning Schedule**

Committee members are very concerned with the cleanliness of the kitchen. The dishes are being put away without being properly cleaned. Items are not being stored in the proper location. It was suggested that when inventory is being taken, a walk through should be required, to ensure the kitchen is being properly cleaned and items are being stored properly. In the past, the kitchen had a deep cleaning done, and members would like to see this take place again as needed.

## **7. Next Meeting and Adjournment**

That the Keystone Complex Committee hereby adjourn at 8:20 pm, to meet again on September 24, 2026, at 6:30 pm.

**DISPOSITION: CARRIED**



MINUTES

CIB COMMITTEE

@ 10:30 a.m.

April 30, 2026



Council Chambers, 35663 Fingal Line /Via Video Link

Attendees:	Shelley Smith	Mayor Grant Jones
	Shirley Lorch	Karen Graff
	Cathy Koyle	Christine McArthur
	Shannan Worotny	June McLarty, Staff Resource

Regrets: Jo-Anne Cummings-Stinson, Dave Nichols, Shirley Lorch

Chairperson Shelley Smith called the meeting to order at 10:35 am.

**2026-05 Moved by: Grant Jones Seconded by: Shannan Worotny**

**RESOLVED THAT** the agenda for the April 30<sup>th</sup>, 2026 be approved as amended.

**Carried**

**2026-06 Moved by: Shannan Worotny Seconded by: Christine McArthur**

**RESOLVED THAT** the minutes of the February 18<sup>th</sup>, 2026 meeting be approved.

**Carried**

**Plant Sale**

Shelley provided a list of duties that are to be completed before and after the plant sale.

May 26<sup>th</sup> with a rain date of June 2<sup>nd</sup> has been set aside to plant the pots for the step boxes.

Shelley, Shannan and Karen will purchase extra plants if needed.

Shelley will plant the step boxes at the library as a therapeutic garden.

Shannan will contact the watering volunteers to see if they are willing to assist the committee this year.

Val Cron has agreed to place the small flags on the Township signs this year, but the committee will need to find someone to do it going forward.

Some of the signs need the flag holders reinstalled. Christine will take care of completing this job.

Shelly will contact the volunteers when the plants are delivered to the sign and step boxes.

Shannan will confirm if the Hosta Society plans to attend the plant sale.

Karen will contact Ross about planting the flowerpots at the Fingal Heritage Park.

### **New Members**

Shirley Lorch has notified the committee of her resignation. The Committee discussed some potential new members.

### **Talbotville South Sign Box**

The sign box that is located near the Talbotville south sign on Sunset Road needs to be relocated. A potential relocation of the box is at the corner of Talbotville Gore Road and Sunset Road. Either on the north side or south side of Talbotville Gore Road.

### **Other Business**

The Volunteer appreciation dinner will be held on Wednesday August 26 at Corsley Park. Social hour will be at 5:30pm and dinner at 6:30 pm. More discussions will be held at the next meeting.

In the past the Committee recognized properties with beautiful gardens. More discussions on this topic at a future meeting.

### **Adjournment**

**2026-07      Moved by: Christine McArthur      Seconded by: Shannan Worotny**

**RESOLVED THAT** the meeting be adjourned at **12:24 p.m.** to meet again on **June 17<sup>th</sup>, 2026 at 10:30am.**

**Carried**

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Shelly Smith - Chair

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June McLarty - Staff Resource



## Canada Day Committee Agenda

May 5, 2026, at 6:30 pm  
Council Chambers

**Attendance:** Councillor John Adzija, Joe McKinnon, Melissa Day, Stacy Danielson, Allison Duncan

- 1. Welcome:** Planning for the Canada Day Event, June 30<sup>th</sup>, with a rain date of July 2<sup>nd</sup>
- 2. Call to Order:** Councillor Adzija opened the meeting at 6:35 pm.
- 3. Approval of Agenda:** The agenda was approved as circulated
- 4. Approval of Minutes from Previous Meeting:** The minutes were approved as circulated.
- 5. Division of Responsibilities**

- a. Location of Event**

Unsure if the sanitary system construction occurring in Fingal will impact the Fingal Ball Park at the time of the event.

The event location has been moved from the Fingal Optimist Ball Park to the Southwold Keystone Complex.

The success of the location change will be reviewed following the event.

- b. Invitation to Local Dignitaries**

Allison to send the invitations to Councillor Adzija and have them sent to local dignitaries by the end of this week.

Allison to provide updates to the committee as RSVPs come in.

Allison to invite MyFM.

**c. Insurance**

Andrea is completing insurance for the event. Andrea to begin the process once updated on the event location.

**d. Fireworks Permit**

Steve is completing the permit for the fireworks.

**e. Canada Day Swag**

Stacy to obtain swag, the same as previous years, such as flags and temporary tattoos.

**f. Harvest Hands**

Already confirmed

Stacy to update them on the change in location to the Southwold Keystone Complex.

Discussion about the location for collection. No decision was made.

**g. Southwold Fire Department**

Councillor Adzija to update the fire department of the change in location.

**h. Music**

The deposit cheque has been received by Barb.

Remained of the balance can be settled on the day of the event.

Allison to confirm with Caitlyn that the cheque will be ready for them.

**i. Registration Table**

The registration table will be located near the pavilion and playground.

Aiming for 3 or 4 volunteers to be at the table.

**j. Cakes**

Melissa is to order cakes at the beginning of June.

Ordering one decorative cake, the rest will be the

Order one of the cakes to be decorated for Canada Day; the rest will be the pre-marked sheet cakes.

Cake cutting and plating can be done inside the pavilion kitchen.

Serving of the cake will be done outside the kitchen by local dignitaries.

**k. Food Truck**

Stacy to update food trucks of the location change.

The committee would like to use local food trucks when possible.

Councillor Adzija has informed La Cucina that we will not be needing them at the event.

Melissa to contact 180 Coffee Co. to gauge interest in attending the event.

Possible location discussed next to the pavilion.

**l. Baseball Park**

Location changes to Southwold Keystone Complex.

Joe to design map.

Possible location for stage, south of pavilion facing east.

**m. Advertising**

Andrea is creating posters for the event with the location change.

Allison to create an advertisement for the electronic sign at the complex.

Advertising will begin on the May long weekend.

**n. Fireworks**

Steve to order fireworks through Mike's.

There are a number of people to help with fireworks.

Fireworks located in green space southeast of Complex.

**o. MC and Program**

Stacy has the program.

Allison to inform the committee when the dignitaries RSVP, so they can be added to the program.

**p. Glowsticks**

Melissa to prep the glowsticks.

Stacy has two volunteers on the day of the event to help distribute.

Glowsticks cost \$99.98.

**q. Tables and chairs**

Allison to confirm how many outdoor folding plastic tables are in the Keystone Complex and the pavilion kitchen.

Allison to confirm with Corey if the Committee can utilize.

The number of tables needed for cakes is reduced as there are counters in the pavilion kitchen.

Fire is bringing their own table and does not need to borrow one.

Total number of tables needed is 10.

15 chairs to brought in. Councillor Adzija to confirm.

**r. Dotsy**

Stacy to update Dotsy on the change in location.

Dotsy is to be set up near the pavilion area.

**s. Games**

Melissa is to look at the prices of games.

Melissa will pick some up once it is confirmed that they are within the committee's budget.

The committee's goal is to have games that can be unsupervised and withstand the use.

**t. Parking Lot**

Accessible Parking Lot will be the pavement parking at the Complex and Library.

Rosy Rhubarb has signs for accessible parking. Joe to inquire about borrowing.

General public entrance off of Fairground Road and park in the green space by the baseball diamond.

**u. Drone**

Drone will not be pursued this year.

**6. Finance**

Allison to confirm if anything has been submitted to Green Lane for 2026.

\$1,300 left over from 2025

\$2,000 from the Township

**7. Next Meeting**

Next meeting is set for June 4<sup>th</sup>, 2026, at 7:30 pm at Southwold

**8. Adjournment**

Meeting adjourned at 7:40 pm.

DRAFT



# **A G E N D A**

**Monday May 11, 2026**

**COURT OF REVISION**

**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. NEW BUSINESS
  - (a) **Court of Revision Bowlby-Futcher Drain 2025**
5. ADJOURNMENT



## TOWNSHIP OF SOUTHWOLD Report to Council

**MEETING DATE:** May 11, 2026  
**PREPARED BY:** Diana Morris, Senior Planner  
**REPORT NO:** PLA 2026-16  
**SUBJECT MATTER:** **Plan of Subdivision Application 34T-SO2503**  
**10141 Talbotville Gore Road**  
**Recommendation Report**

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### **Recommendation:**

1. That Council endorse the conditions of the proposed Draft Plan of Subdivision 34T-SO2503 to Elgin County, subject to the conditions listed in Appendix B of this Report PLA 2026-16 being assigned to any Notice of Decision by the County.

### **Purpose:**

Elgin County has received a Plan of Subdivision Application (34T-SO2503) for the creation of two (2) new lots and the extension of Cedarvale Lane.

The subject site has a total gross area of 3.19 hectares (7.88 ac). The proposal is to create two (2) additional residential lots which requires the extension of Cedarvale Lane to the east, approximately 31.5 metres (103.35 ft), providing access and frontage for the new lots. The existing residential dwelling fronting Talbotville Gore Road will remain and no other changes are being requested for the remainder of the subject site. The two proposed lots will comprise an area of 0.19ha (0.47 ac) and the road extension/reserve will comprise an area of 0.07 ha (0.17 ac) with an area of 0.26 ha (0.64 ac) of the total 3.19 ha site.

All municipal services such as sanitary sewer, storm and watermain are to be extended within the 20 metre Cedarvale Lane Right-of-Way (ROW). The existing reserve at the end of Cedarvale Lane would be lifted and a new 0.3 metre reserve would be registered at the new termination of the roadway to ensure legal access is prohibited.

The extension ensures safe and appropriate access to the two new lots and provides for sufficient space for municipal servicing such as garbage pick-up, snow clearing and emergency vehicles.

The subject lands are zoned R1 and the proposed lots will meet the zoning provisions of the zone. Therefore, no additional applications are required to facilitate the proposed development.

The Draft Plan of Subdivision can be found in **Appendix A**.

**Background and surrounding land uses:**

The land subject to Plan of Subdivision application 34T-SO2503, is located at the terminus of Cedarvale Lane on the west side of Talbotville Gore Road and east of Sparky's Way, within the Talbotville community in Southwold, as shown in Figure 1 below. The lot is irregularly shaped with a total of 3.19 hectares (7.88 ac) and 121 metres (396.98ft) of lot frontage on Talbotville Gore Road. The lands currently contain a two-storey single detached dwelling.

The surrounding area is comprised of low-density residential uses in the form of single-detached dwellings to the north, south and west of the subject lands. Lands to the north are predominately vacant and comprises a powerline corridor easement, as shown in Figure 2 below. The proposed lot configurations reflect the existing fabric of the primarily single-detached residential neighbourhood to the west of the subject site along Cedarvale Lane. Farther north is a gas station and convenience store.

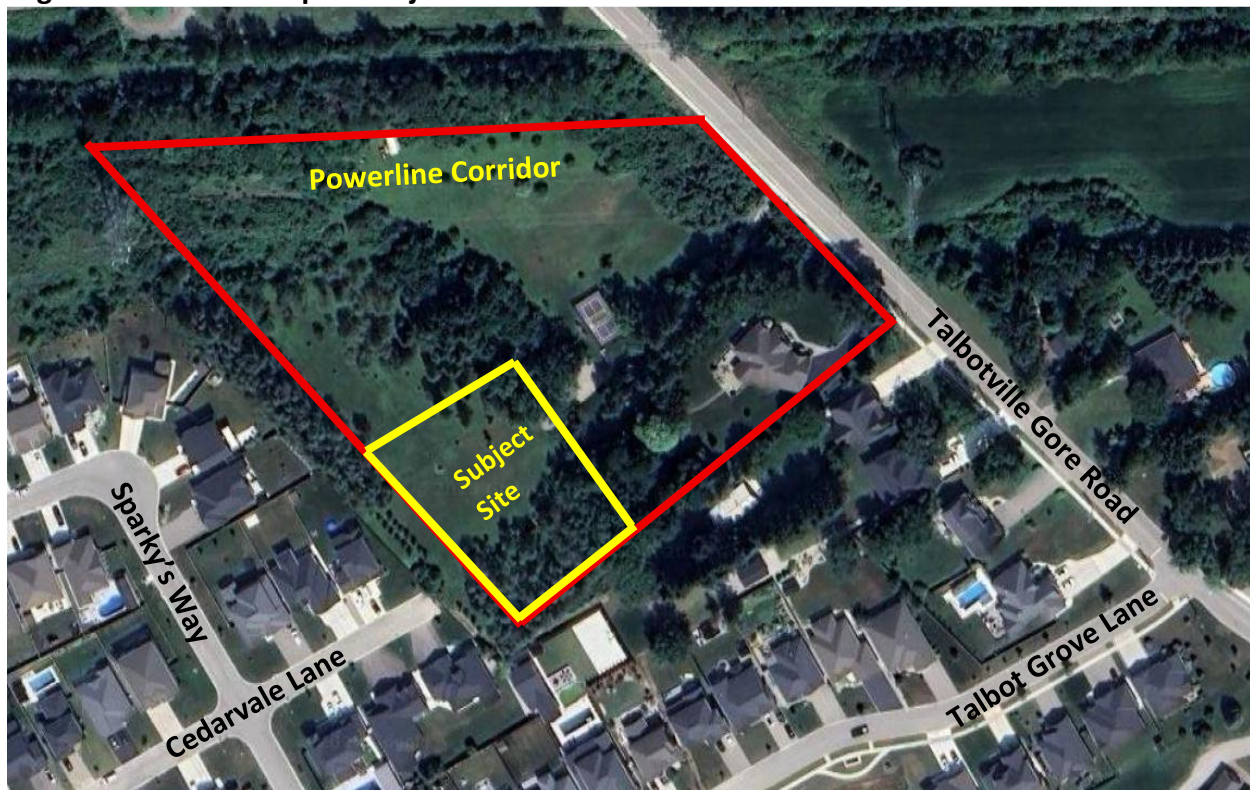
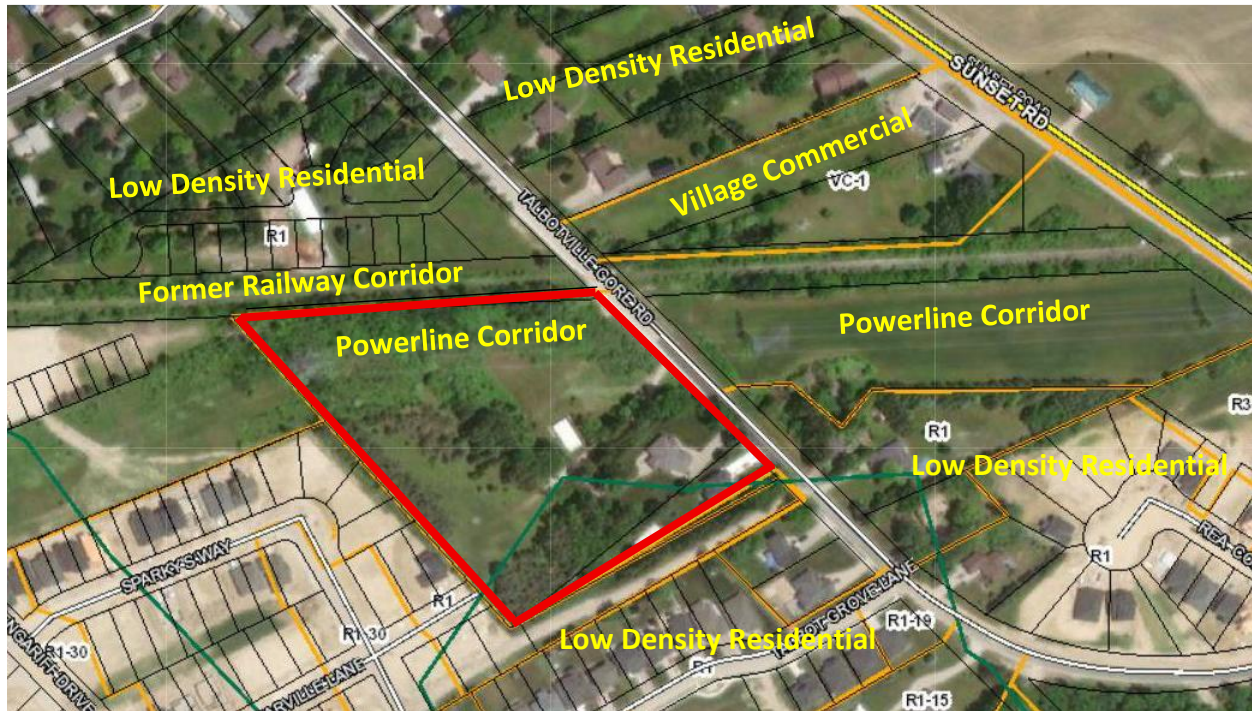
**Figure 1- Location Map of Subject Lands**

Figure 2- Surrounding Land Uses



The subject properties are located within the **Tier II Settlement Area** as shown on Schedule A- Land Use in the Elgin County Official Plan and within the **Talbotville Settlement Area** and designated **Residential** on Schedule 4A- Talbotville Land Use within the Township of Southwold Official Plan.

The applicant has submitted a draft plan showing the lands subject to the Plan of Subdivision application 34T-SO2503, attached as Appendix A to this report. The following documents/plans were submitted in support of the Draft Plan of Subdivision:

1. Preliminary Service Report by Strik, Baldinelli, Moniz Ltd. (SBM) (October 1, 2025)
2. Stormwater Management Report by Strik, Baldinelli, Moniz Ltd. (SBM) (October 1, 2025)
3. Stage 1-2 Archaeological Assessment by Lincoln Environmental Consulting Corp. (LEC) (November 5, 2025)
4. Geotechnical Investigation by EXP Services Inc. (May 9, 2025- updated September 30, 2025)
5. Planning Justification Report by Strik, Baldinelli, Moniz Ltd. (SBM) (October 14, 2025)

**Planning Policy Review:**

Planning authorities are considered to make decisions on applications under the provisions of the *Planning Act* 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 of Elgin County Official Plan (CEOP) and Township of Southwold Official Plan (SOP).

Staff have reviewed the proposed Draft Plan of Subdivision and provides the following planning analysis.

**Provincial Planning Statement (PPS 2024)**

All planning decisions in Ontario are required to be consistent with the PPS.

The proposed meets the following policies:

*2.1.4 a) "Planning authorities shall maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development and;*

*b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through land suitably zoned, including units in draft approved or registered plans."*

*2.3.1 "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."*

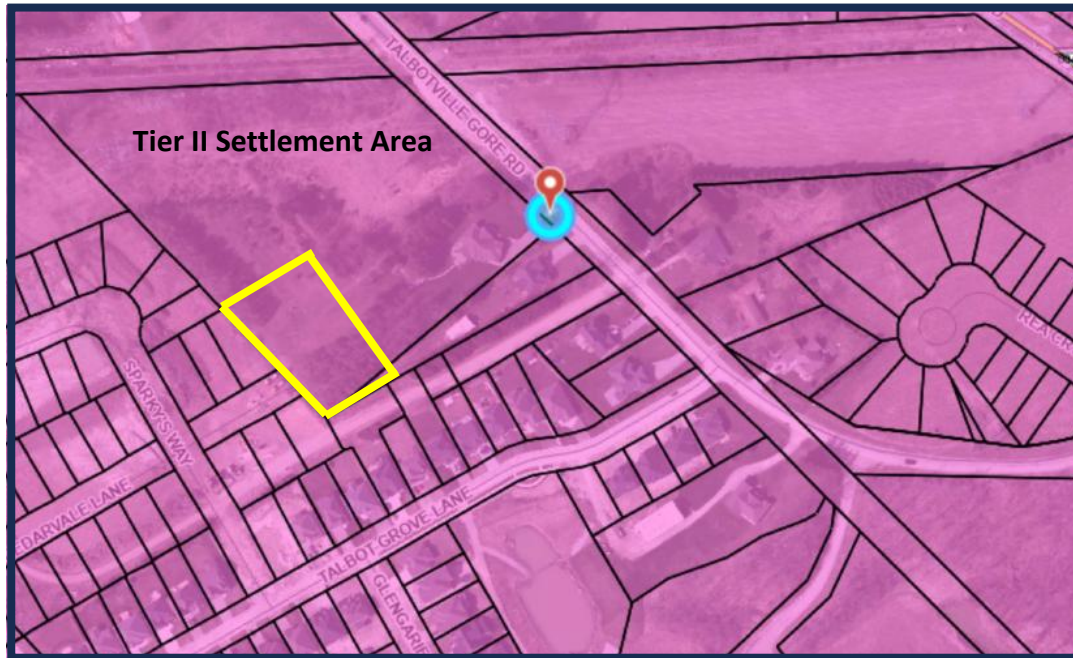
Consistent with these policies, the subject site is located within a settlement area and designated/zoned for development. The lands have sufficient existing and planned servicing capacity to accommodate the additional lots.

Consideration of the draft plan of subdivision is consistent with the policies of the PPS, provided the conditions attached in Appendix B to this report are applied to the draft approval prior to the issuance of final approval by the County.

**Elgin County Official Plan (ECOP, 2025)**

The subject lands are within the **Tier II Settlement Area** on Schedule `A'- Land Use in the Elgin County Official Plan and as shown in Figure 3 below.

Figure 3- Elgin County Official Plan



New development proposed within a Tier II Settlement Area must demonstrate that it serves as a logical extension to the existing built-up area, comply with relevant servicing policies, front onto and be directly accessed by a public road that is maintained, conform to access policies and make any required improvements to public roads... (Section 6.9).

The proposed two (2) lots would be adjacent to a subdivision with similar lot configurations and are a logical extension to an existing built-up area by extension of the public right-of-way and servicing.

Section 2.5 establishes a hierarchy of settlement areas, with tiers based on the level of servicing available. Tier I settlements have full water and wastewater services, giving them the ability to support an urban form with a range of densities, with amenities and employment opportunities in close proximity. Tier II settlements have partial services and, as a result, have limited densities and limited proximities to employment opportunities and amenities.

The extension of infrastructure intended to serve the proposed lots would be treated as Tier I.

Section 12.3 states that lot creation by plan of subdivision is generally required if:

- a) The extension of existing infrastructure (ie. Servicing or roads) or the development of new infrastructure is required.

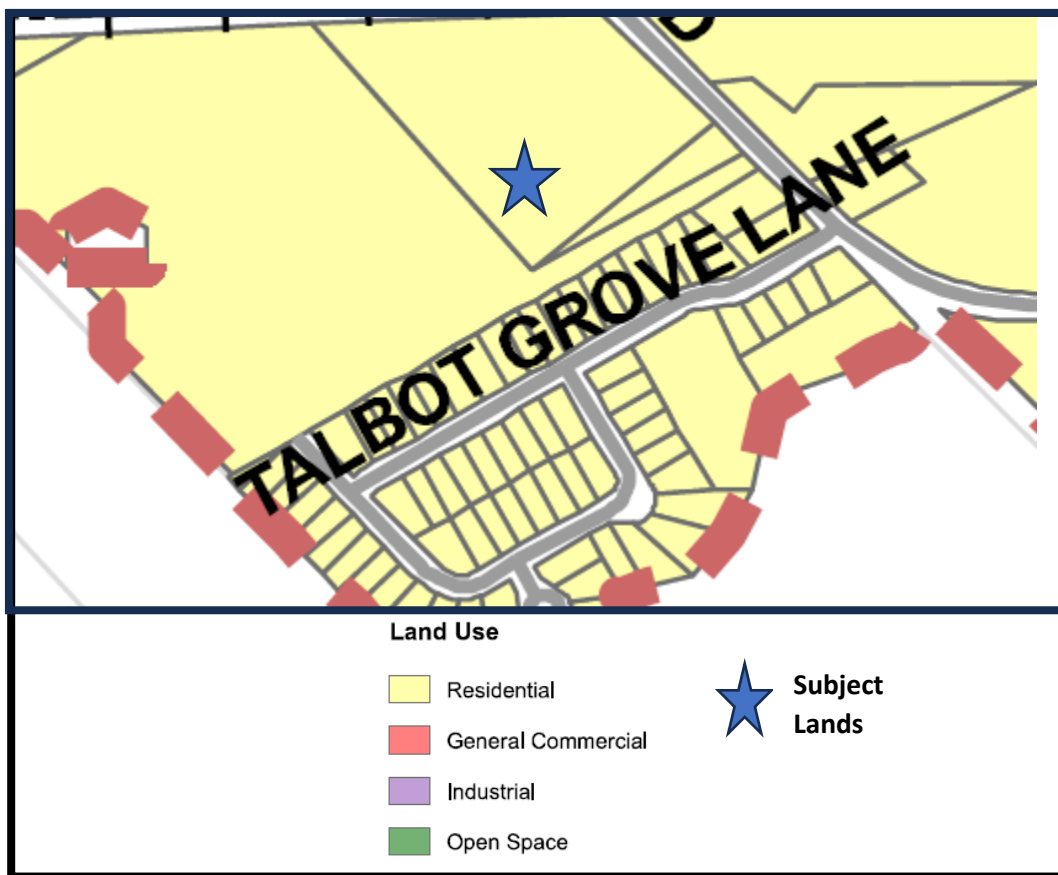
Due to this requirement, the development has proceeded through the draft plan of subdivision approval process as the extension of infrastructure is required for the proposed development to have legal frontage on a public road and in order to service each lot.

Consideration of the draft plan of subdivision conforms to the policies of the ECOP, provided the conditions attached as Appendix B to this report are applied to the draft approval and are fulfilled to the satisfaction of the Township prior to the issuance of final approval by the County.

**Township of Southwold Official Plan (SOP, 2022)**

The subject lands are located within the **Talbotville Settlement Area** and designated **Residential** on Schedule 4A- Talbotville Land Use within the Township of Southwold Official Plan and as shown in Figure 4 below.

**Figure 4- Land Use Plan**



Section 2.1 contains objectives for growth management planning. Relevant objectives include:  
*“a) To direct the majority of population and employment growth to settlement areas; ...*

*j) To preserve and enhance wherever possible the distinctive identity and character of the settlement areas within the Township, while accommodating expected growth over the planning horizon of this Plan;*

The proposed development is within a settlement area and is in conformity with the existing character of the surrounding area.

Section 2.3 references objectives for land use planning. This involves;

*“a) To minimize the potential for future land use conflict;*

*e) To promote efficient, cost-effective development and land use patterns to minimize land consumption and reduce servicing costs.”*

The draft plan proposes two (2) additional residential dwelling units in an existing settlement area and intended for future development. Utilizing and extending adjacent municipal services is a logical extension of municipal infrastructure. Talbotville is planned to be the focus of future housing, employment and urban development opportunities given the availability of full municipal services and land in the Settlement Area.

At the pre-consultation meeting held on November 28, 2024, staff informed the applicant that Cedarvale Lane was envisioned to extend through the subject site and connect to Talbotville Gore Road. In order to develop the remaining lands, the existing dwelling would need to be demolished and several neighbouring properties would need to be consolidated. The draft plan of subdivision submitted do not intend to demolish the existing home or develop the additional lands to or extend the Cedarvale Lane the entire length to Talbotville Gore Road, the applicant provided a concept plan with the formal submission (shown below in Figure 3) illustrating how the remaining lands can be developed in the future.

**Figure 5- Concept Plan**



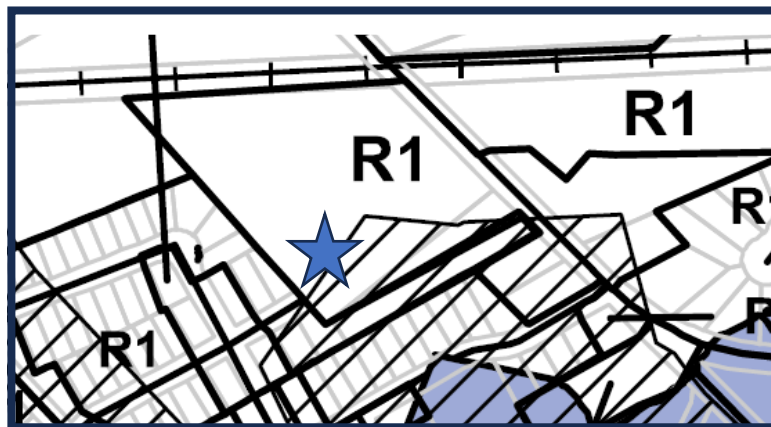
Section 7.19 references the criteria that is to be evaluated for plans of subdivision. The proposed development meets the criteria as it is consistent with the objectives and policies of the Official Plan, will be adequately serviced and is compatible with surrounding land uses.

Consideration of the draft plan of subdivision conforms to the land use policies of the Southwold OP, provided the conditions attached as **Appendix B** to this report are applied to the draft approval and are fulfilled to the satisfaction of the Township prior to the issuance of final approval by the County.

### **Township of Southwold Zoning By-law 2011-14**

The subject lands are zoned Residential (R1) within the Township of Southwold Zoning By-law and as shown in Figure 6 below. This zone permits single-detached dwellings and the regulations of the zone will be met and therefore, no additional applications are required to implement the proposed development.

**Figure 6- Zoning Map**



### **Supporting Studies**

#### **Preliminary Service Report by Strik, Baldinelli, Moniz Ltd. (SBM) (October 1, 2025)**

There is an existing sanitary stub and watermain in the existing right-of-way (Cedarville Lane) which is proposed to be extended to service the proposed lots. New water service connections will be provided for each new lot.

#### **Stormwater Management Report by Strik, Baldinelli, Moniz Ltd. (SBM) (October 1, 2025)**

There is an existing storm sewer in the existing right-of-way. No SWM quantity measures are required to control the post-development release rate to the allowable pre-development levels.

**Stage 1-2 Archaeological Assessment by Lincoln Environmental Consulting Corp. (LEC)  
(November 5, 2025)**

The stage 1 background study had identified that the subject lands may have archaeological potential and was further investigated through a stage 2 field assessment. No archaeological materials or locations of significant interest were identified and no further investigations are required.

**Geotechnical Investigation by EXP Services Inc. (May 9, 2025- updated September 30, 2025)**

The report included recommendations regarding site preparation, excavations, dewatering, foundation design, slab-on-grade and basement construction, site servicing, curbs and sidewalks and pavement recommendations. The fulfillment of the recommendations is as condition of draft plan approval (#16).

**Circulation of DPS 34T-SO2503:**

Elgin County received a complete Plan of Subdivision application on December 8, 2025, for the subject lands.

The application, draft plan and supporting materials have been circulated to the prescribed public bodies/agencies for review. The purpose of this report is to provide information and to receive comments on the proposed plan of subdivision for compilation to the approval authority (Elgin County Council).

**Township Department Comments**

Draft Plan of Subdivision 34T-SO2503 was circulated to Township staff for review and comments. Comments received from departments have been included in the recommended conditions of draft approval attached as **Appendix B** to this report.

**Kettle Creek Conservation Authority (KCCA) Comments**

Comments from KCCA confirmed that the subject lands are not affected by natural hazard regulations under the Conservation Authorities Act and had no concerns/comments related to the approval.

**Canada Post**- no concerns.

**Southwestern Public Health**- no concerns.

**Hydro One**- no concerns.

**Public Comments**

None received at the time of writing this report.

**Financial Implications:**

None. Application fees were collected in accordance with the Township’s Tariff of Fees By-law, as amended from time to time.

**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

**Conclusion:**

Subject to receiving additional comments from Council, staff is in a position to state that the requested plan of subdivision, subject to the recommendations contained in Appendix B is:

- i) Consistent with the direction of the Provincial Planning Statement, 2024.
- ii) Conforms to the relevant policies of the Elgin County Official Plan, 2025.
- iii) Conforms to the relevant policies of the Township of Southwold Official Plan, 2022.
- iv) Satisfies the criteria of Section 7.19 of the SOP for consideration of a Plan of Subdivision.

Upon Council making a decision regarding Plan of Subdivision 34T-SO2503 the recommendations/conditions contained in **Appendix B** will be forwarded to Elgin County for consideration in the final approval for the proposed plan of subdivision. Elgin County, as the approval authority, will issue the Notice of Decision, including draft conditions of approval.

**Respectfully submitted by:**  
Diana Morris, Senior Planner

**Reviewed by:**  
Mat Vaughan, Director of Planning  
and Development

**Approved by:**  
Jeff Carswell, CAO/Clerk

**List of Appendices**

Appendix A: Draft Plan of Subdivision 34T-SO2503

Appendix B: Township Recommended Conditions of Draft Approval 34T-SO2503



## **APPENDIX B- Township Recommended Conditions of Draft Approval 34T-SO2503**

That Council of the Township of Southwold recommend APPROVAL to the County of Elgin Approval Authority for the proposed Draft Plan of Subdivision 34T-SO2503 with the following Township conditions;

1. That this approval applies to the **draft plan of subdivision** prepared by **Strik, Baldinelli, Moniz** and certified by **Gavin P.T Seaman, OLS., dated November 23, 2025**, that shows two lots for single-detached dwellings, one (1) block for a road extension and one (1) block for a 0.3 metre reserves legally described as Part of Lot 40, Concession S.E.N.B.T.R, in the Township of Southwold, County of Elgin.
2. That the Owner be required to enter into a **development agreement** with the municipality wherein the owner agrees to satisfy all the requirements financial and otherwise, including but not limited to: the payment of fees and development charges, provision of roads, installation and capacity of services, sanitary sewerage collection system, storm water collection system, water distribution system, utilities, stormwater management facilities, sidewalks, active transportation facilities, traffic signage, streetlighting system, pavement markings, temporary lot drainage, temporary drainage systems at limits of subdivision phases, fencing, buffering, retaining walls, and trees for the development of the lands within the plan, all in accordance with approved drawings and specifications.
3. That the development agreement between the Owner and the Municipality contain provisions requiring **financial contributions** be made and/or secured to the Municipality including all required letters of credit, cash securities and insurances **(for a period of time up to and including two years after final completion of all required municipal infrastructure and services). Development Charges, Securities (100% of estimated work on public lands), Water Connection Fees, Deposit for legal fees, costs incurred by the Township, and all other associated fees to be paid upon submission of signed agreement.**
4. That Securities be provided in a **Letter of Credit or a Surety Bond** to the satisfaction of the Township.
5. That the development agreement between the Owner and the Municipality be registered against the title of the lands to which it applies prior to the **registration** of the plan of subdivision.
6. That the development agreement contains provisions to the satisfaction of the Municipality regarding the **phasing** or timing of the development. That the Owner shall submit plans showing any revised phasing to the Municipality for review and approval if this subdivision is to be developed in more than one registration.
7. That prior to final approval by Elgin County, the County is to be advised by the Municipality that this proposed subdivision **conforms to the zoning by-law** in effect. The Owner shall provide to the Municipality a table of lot areas and lot frontages certified by an Ontario Land Surveyor confirming compliance with the Zoning By-law.

8. That the Owner shall provide **easements** as may be required for **services, access, maintenance, utility or drainage purposes**, and where required by the Municipality, daylight corners and/or 0.3 metre reserves shall be shown on the final plan and conveyed in a form satisfactory to the Municipality and the relevant agency.
9. That the Owner provide to the municipality all **servicing plans and reports** for the review and final approval by the Municipality in accordance with the **Development Standards Manual/to the satisfaction of the Municipality**.
10. That the Owner complete an application and agreement for Sewage Allocation in accordance with By-law 2025-44.
11. That prior to final approval, the Municipality shall confirm that **reserve sewage treatment conveyance capacity and water supply capacity** is available for all lots in the proposed development.
12. That the development agreement, between the Owner and the Municipality, include the **transfer of designated Right-of-Ways** to the Township upon assumption.
13. That the development agreement, between the Owner and the Municipality, contain provisions, to the satisfaction of the Municipality that stipulates, that prior to obtaining final approval, for any phase of the development, that the Owner, will **finalize an engineering analysis**, to **identify stormwater quality and quantity measures**, and flood hazards, in accordance with any relevant municipal/provincial, standards or guidelines, in consultation with the applicable authority.
14. That the Owner shall enter into a Development Agreement with the Municipality which shall include provisions requiring that, prior to the granting of final approval for any phase of development, the Owner shall prepare and submit all required plans, drawings, and supporting reports in accordance with the Township's Design Guidelines, applicable municipal and provincial standards, and to the satisfaction of the Municipality and any applicable approval authority.
15. The developer shall ensure that sanitary sewers are designed to service future development lands to the satisfaction of the Township.
16. That the recommendations presented in the submitted Geotechnical Investigation prepared by EXP Services Inc., dated May 9, 2025, and updated September 30, 2025, be implemented, as required, to the satisfaction of the Municipality.
17. That the development agreement between the Owner and the Municipality shall contain the following clause:

“In the event that an improperly constructed, maintained or abandoned Well is found upon or within any lands either conveyed to the Municipality as a requirement of the development agreement or lands which become owned by and/or under the jurisdiction of the Municipality as a result of the registration of the plan of subdivision, the Owner covenants and agrees to indemnify and save harmless the Municipality for all costs incurred relating to the capping, repairing or otherwise remediating of such Well in accordance with the applicable legislation, regulations, guidelines or orders. It is the

intention of the parties that this provision shall survive the closing of any transaction related to the transfer of the applicable lands.”

18. The Owner shall acknowledge that no grading or other soil disturbances shall take place on the subject property prior to the Owner’s Licensed Archaeologist providing a letter to the Township and County indicating that there are no further concerns for impacts to archaeological sites on the subject lands. This is to be accompanied by a Ministry of Tourism, Culture and Sport letter indicating that the licensee has met the terms and conditions for Archaeological Licensing and that the report has been entered into the Ontario Public register of archaeological reports.
19. That the subdivision agreement between the Owner and the Municipality contain a provision requiring the owner to notify in writing each person who first offers to purchase any subdivided lot within the plan of subdivision of all approved **development charges**, including development charges for school purposes, relating to any such lot pursuant to Section 59(4) of the Development Charges Act, 1997, and the Education Act.
20. That prior to final approval by Elgin County, the Owner shall submit for review and approval by the Municipality, a draft of the **final M plan**.



# TOWNSHIP OF SOUTHWOLD

## Report to Council

**MEETING DATE:** May 11, 2026

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

**REPORT NO:** CBO 2026-12

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

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**Recommendation:**

1. None – For Council Information.

**Purpose:**

The update Council on monthly activities since last report.

**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	Completed
<b>Parks/Facilities</b>		
Walking trails conversion to concrete	\$5,000.00	
Parks and Trails Master Plan – funded through Green Lane Community Trust Fund	\$47,600.00	In Progress
<b>2026</b>		
<b>Parks/Facilities</b>		
Corsley Park Sanitary Connection	\$50,000.00	

Medical Centre Sanitary connection/Parking lot	\$90,000.00	
<b>Building</b>		
Truck replacement	\$70,000.00	Ordered
<b>Admin Building</b>		
General Up keep	\$30,000.00	
Front Counter Upgrades	\$25,000.00	

**Comments/Analysis Building:**

Appendix A attached to report CBO 2026-010 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

**Approved for submission by:**

Jeff Carswell  
 CAO/Clerk

 <b>TOWNSHIP OF Southwold</b>	Township of Southwold	
	Permit Comparison Summary	
	Issued For Period January- April 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	7	2,499	230,000	Accessory structures	3	549	350,000
Agricultural	6	11,756	1,862,602	Agricultural	1	13,750	1,700,000
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	8	1,940	280,051	Demolition	4	600	75,000
Heating	1	180	6,500	Heating			
Industrial Building	2	23,820	1,960,000	Industrial Building	3	1,520	349,999
institutional Building				institutional Building			
Miscellaneous	1	180	1,500	Miscellaneous			
Plumbing	6	1,050	236,000	Plumbing	3	450	17,500
Pools	1	180	175,000	Pools	1	375	50,000
Residential Building	8	27,710	5,197,980	Residential Building	8	18,831	5,549,600
Sewage System	8	4,560	191,890	Sewage system	5	2,000	94,400
Signs				Signs	1	150	5,000
Combined Use				Combined Use			
<b>TOTAL</b>	<b>48</b>	<b>73,875</b>	<b>10,141,523</b>	<b>TOTAL</b>	<b>29</b>	<b>38,225</b>	<b>8,191,499</b>

Current Year			Previous Year		
TOTAL PERMIT ISSUED		48		29	
TOTAL DWELLING UNITS CREATED		9		13	
TOTAL PERMIT VALUE		10,141,523		8,191,499	
TOTAL PERMIT FEE		73,875		38,225	
TOTAL INSPECTION COMPLETED(YTD)		416		333	

April 2025 Compared to April 2026							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	2	724	40,000	Accessory structures	1		225,000
Agricultural	1	6,165	748,102	Agricultural	1	13,750	1,700,000
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	2	360	66,826	Demolition	4	600	75,000
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous	1	180	1,500	Miscellaneous			
Plumbing	2	360	15,000	Plumbing	1	150	8,000
Pools				Pools	1		50,000
Residential Building	2	12,451	2,200,000	Residential Building	2	150	801,000
Sewage System	2	580	50,000	Sewage System	2	1,000	35,000
Signs				Signs			
Combine Use				Combined Use			
<b>TOTAL</b>	<b>12</b>	<b>20,819</b>	<b>3,121,428</b>	<b>TOTAL</b>	<b>12</b>	<b>15,650</b>	<b>2,894,000</b>



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** May 11, 2026

**PREPARED BY:** Corey Pemberton, CBO/Director of Building and Community Services & Sandy Lale, Deputy CBO/By-Law Officer

**REPORT NO:** CBO 2026-13

**SUBJECT MATTER: Updated Municipal Law Complaint and Enforcement Policy and Adoption By-Law**

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#### **Recommendations:**

1. That Council approve, in principle, the Municipal Law Complaint and Enforcement Policy, attached as Appendix "A" to this report.
2. That Council approve, in principle, the additions and revisions to the User Fees By-law attached as Appendix "B" to this report.
3. That Council directs staff to bring back a By-law to adopt the Municipal Law Complaint and Enforcement Policy and the proposed User Fees for the Township of Southold at a future meeting for approval.

#### **Purpose:**

To provide information to Council regarding the proposed Municipal Law Complaint and Enforcement Policy and to recommend adoption of the Policy by By-law to formalize and standardize the Township's bylaw enforcement practices.

#### **Background:**

The Township of Southold currently utilizes an internal Municipal Law Complaint and Enforcement Policy to guide by-law enforcement activities. However, this policy is not dated and has not been formally adopted by By-law.

Staff have undertaken a comprehensive review and updated the existing policy to reflect current best practices, improve administrative clarity, and strengthen enforcement procedures. As part of this update, the policy has been revised in consultation with the Township's solicitor, who has recommended that the policy be formally adopted by By-law.

A key component of the updated policy is the introduction of a user pay model for by-law enforcement through the establishment of partial cost recovery fees. The intent of this model is to ensure that some of the costs associated with enforcement are borne by those who are non-compliant rather than the general tax base.

These partial cost recovery measures are intended to apply primarily to enforcement activities related to Backyard Hen, Cleaning and Clearing, Civic Addressing, Fencing, Property Standards and Zoning By-Laws.

The updated policy maintains the Township's existing complaint driven and progressive enforcement approach, with an emphasis on education, voluntary compliance, and procedural fairness.

Adopting such a policy by by-law is considered best practice, as it strengthens the Township's enforcement framework, ensures procedural consistency, and provides greater transparency and defensibility in the event of legal challenges.

Comparable municipalities, notably, the Township of Malahide, have implemented framework through a structured, policy-based approach resulting in improved compliance rates, reduced legal burdens, and more efficient use of staff resources.

### **Comments/Analysis:**

The proposed Municipal Law Complaint and Enforcement Policy will establish clear, consistent and transparent framework for the intake investigation and resolution of by-law complaints.

Key components of the Policy include:

1. Formal Complaint Requirement - requires complaints to be submitted in writing with contact information which can be verified, ensures accountability and reduces anonymous or bad faith complaints.
2. Complaint Based Enforcement Model - maintains a reactive enforcement approach with exceptions for immediate health and safety concerns.
3. Progressive Enforcement Framework - establishes a structured multistage compliance process focused on education first followed by escalation where necessary.
  - **Stage One (Initial Notice):** The first notice outlines the nature of the by-law violation, identifies the required corrective action, and provides a compliance deadline in accordance with the applicable by-law. The notice also advises that administrative fees may be applied if further enforcement is required.

- **Stage Two (Second Notice):** Following the compliance deadline, an inspection is conducted to determine if compliance has been achieved. If the matter is resolved, the file is closed. If non-compliance continues, a second notice is issued, and an administrative fee is applied.
  - **Stage Three (Final Notice and Further Action):** Continued non-compliance may result in the issuance of a final notice, accompanied by an additional administrative fee. At this stage, the Township may proceed with further enforcement measures, including the issuance of fines under applicable by-laws or undertaking remedial work in accordance with the relevant legislation, with associated costs recoverable from the property owner.
4. Introduction of Partial Cost Recovery (User Pay Model) – aligns enforcement practices with the principle that non-compliant property owners should bear the cost of enforcement, encourage timely voluntary compliance, and reduce financial burden on the general tax base.
  5. Screen of Frivolous or Vexatious Complaints – provides authority to identify and discipline spite complaints protecting staff resources and limiting misuse of the system.
  6. Standardized Investigation Procedures – improve consistency and file management documentation and follow-up.
  7. Define Limits of Municipal Involvement – as enables staff to manage repetitive non jurisdiction or neighbor dispute driven complaints more effectively.

**Financial and Resource Implications:**

The proposed policy introduces a framework to support partial cost recovery for by-law enforcement activities. While specific fees will be established and implemented through the Township’s User Fees By-law, the overall intent is to offset enforcement related costs.

- reduce reliance on general taxation.
- improve allocation of staff resources.
- discourage prolonged or repeated non-compliance.

This approach aligns with the authority provided under the Municipal Act 2001 to impose fees for services and activities.

**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  
and  
Sandy Lale,  
Deputy Chief Building Official/By-Law  
Officer

**Approved for submission by:**

Jeff Carswell,  
CAO/Clerk



# Township of Southwold Municipal Law Complaint and Enforcement Policy

## **Section 1 - Purpose**

To provide a formal policy and procedure governing the handling of Municipal by-law complaints by the Township of Southwold, and to ensure thorough, prompt and courteous receipt, processing, investigation and resolution of such complaints. This policy applies to both municipal by-laws and provincial statutes that the Township is responsible for enforcing.

The Township of Southwold is committed to delivering municipal by-law enforcement services in a timely and effective manner. The goal of these services is to achieve compliance with municipal bylaws through education and enforcement.

## **Section 2 - Definitions & Interpretation:**

Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this Section. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts.

**2.1 CAO** means the Chief Administrative Officer for the Township of Southwold.

**2.2 Clerk** means the Clerk for the Township of Southwold.

**2.3 Formal Complaint** means a written complaint received by Township Staff, wherein the complainant provides their full name, address and phone number (which can be verified by the Investigator), along with the nature of the complaint. A Formal Complaint must be submitted using the prescribed form available on the Township website, or submitted in writing, including by email or in person.

**2.4 Investigator** means a person appointed by the Township of Southwold for the purposes of Municipal By-law Enforcement including, but not limited to, a Building Inspector and Municipal Law Enforcement Officer.

**2.5 Spite Complaint** (also referred to as a frivolous or vexatious complaint) means a complaint made in bad faith or with malicious intent toward another person. This may include retaliatory complaints or complaints arising from neighbour disputes. A Spite Complaint may also be identified as part of a pattern of conduct that constitutes an abuse of the complaints process, such as where three or more complaints are submitted regarding a matter that has already been addressed by an Investigator. The determination of whether a complaint is a Spite Complaint shall be at the sole, absolute, and unfettered discretion of the Investigator.

**2.6 Township** means the Corporation of the Township of Southwold.

### **Section 3 – Policy:**

**3.1** The Township of Southwold is committed to the thorough, prompt and courteous receipt, processing, investigation and resolution of Formal Complaints.

**3.2** The Township of Southwold generally operates on a reactive, complaint-based process for municipal by-law enforcement, with the exception of parking infractions.

- a) An Investigator may initiate an investigation upon observing a potential bylaw violation that poses an immediate threat to health or safety.
- b) Township Staff may provide bylaw information to the public but will not offer opinions regarding the appropriateness of proposed activities.

**3.3** The Township shall respond only to Formal Complaints submitted using the prescribed form available on the Township website, or submitted in writing, including by email or in person. Township Staff shall encourage the use of the online form in all cases.

**3.4** A complainant shall provide their full name, telephone number, address and nature of the complaint when submitting a Formal Complaint.

**3.5** Anonymous, incomplete, and/or improperly submitted complaints will not be investigated.

**3.6** Spite Complaints will not be investigated unless deemed by the Investigator or CAO to involve an immediate threat to health or safety.

**3.7** Township Staff shall provide assistance and guidance regarding the filing of a Formal Complaint.

**3.8** Personal information provided by a complainant shall be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and shall not be disclosed except as required by law.

**3.9** Persons who are the subject of a complaint are entitled to confidentiality in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and shall not be disclosed except as required by law.

#### **Section 4 – Procedure:**

**4.1** Upon receipt of a Formal Complaint, Township Staff shall record the formal complaint in a Township maintained database. Complainants should be encouraged to describe the matter in their own words, detailing the “who”, “what”, “why”, “when” and “where” of the situation.

**4.2** The Investigator conducts a preliminary review of the complaint, including verification of information and review of available records.

**4.3** The Investigator may contact the complainant for clarification or additional information.

**4.4** The Investigator may attend the site to witness and record the activity to determine if a municipal bylaw contravention exists.

**4.5** Where necessary, the Investigator may consult with the municipal prosecutor, municipal solicitor, or appropriate Township Staff.

**4.6** If no contravention is found, the Investigator shall notify the complainant, update the database, and close the file.

#### **Enforcement – Stage One**

**4.7** Where a violation is identified, the Investigator may proceed as follows:  
(a) In the case of situations where the Township has established set fines for violations, at their discretion, issue an offence notice/ticket; or  
(b) shall provide an initial warning and identify a timeframe for voluntary compliance.

**4.8** Where a violation is identified, the Investigator may issue a warning, Notice of Violation, or Order to Discontinue by:  
(a) in person;

- (b) telephone;
- (c) email; or
- (d) regular or registered mail.

The Investigator will document which form of communication was used. No administrative fee shall apply at this stage

**4.9** Any warning, Notice of Violation or Order to Discontinue shall contain the particulars of the violation, the address where the violation occurs, a time limit by which to comply and, notice that any Second Notice of Violation or a Work Order Notice will be subject to an administration fee in an amount according to the Township of Southwold's User Fees By-Law, as amended. A Notice of Violation or Order to Discontinue shall also indicate the By-Law number to which the Notice of Order relates and direct the individual to the Township's website so that they may look up the possible fines that are associated with the by-law being violated and any other penalties that could be applied.

**4.10** The Investigator may notify any internal departments and outside agencies that may have jurisdiction or may be required to assist with or rectify the situation (i.e. Fire Department, Public Works Department, Ministry of Natural Resources, Ministry of Environment, Southwestern Public Health)

**4.11** Where provided for by By-law or other statute, an Investigator may issue an emergency order to remedy a violation in lieu of an initial warning if the situation poses an immediate threat to health or safety. The Investigator will notify their immediate supervisor and the CAO immediately.

**4.12** After the time limit by which to comply has expired, the Investigator shall re-attend the site to determine if compliance has been accomplished. Upon confirming that the warning, Notice or Order has been complied with, the Investigator will update the complaints databased to mark the complaint as resolved and update the records to document any resolution details, and notify the complainant if follow-up was requested.

### **Enforcement Stage Two**

**4.13** If compliance is not achieved as a result of a warning, Notice of Violation or Order to Discontinue, an Investigator may issue a second written warning, Second Notice of Violation or a Work Order Notice.

**4.14** The Investigator may, as part of this stage 2, review the matter with the CAO or appropriate Township Staff to determine whether to attempt a second written warning, Second Notice of Violation or a Work Order Notice.

**4.15** The second written warning, Second Notice of Violation or Work Order Notice shall:

- (i) reference the first warning, Notice of Violation or Order to Discontinue;
- (ii) identify the non-compliance;
- (iii) provide a new compliance deadline;
- (iv) include an administrative fee (per User Fees By-Law);
- (v) state that fees may be added to the property tax roll.

**4.16** Delivery, follow-up inspection, record updates, and complainant communication shall proceed as per the process set out for Stage One above.

### **Enforcement Stage Three**

**4.17** If non-compliance continues after the expiry of the time limit by which to comply established in accordance with Enforcement Stage Two, the Investigator may proceed with further enforcement pursuant to the specific bylaws or other statutes being violated. If legal action is decided, the Investigator will provide the CAO and/or the individual responsible for administering the by-law with a recommendation to proceed with legal action when it appears obvious compliance is not forthcoming.

**4.18** The Investigator may, as part of Stage Three, review the non-compliance with the CAO and/or the individual responsible for administering the by-law, if warranted.

**4.19** The Third and Final Notice of Violation shall:

- (i) reference the first warning, Notice of Violation or Order to Discontinue;
- (ii) reference the second warning or Second Notice of Violation;
- (iii) identify the non-compliance;
- (iv) provide a new compliance deadline;
- (v) include an administrative fee (per User Fees By-Law);
- (vi) state that fees may be added to the property tax roll.

**4.20** Delivery, follow-up inspection, record updates, and complainant communication shall proceed as per the process set out for Stage One above.

**4.21** The investigator may proceed with further enforcement pursuant to the specific by-laws or other statutes being violated. If legal action is decided, the Investigator will provide the CAO and/or the individual responsible for administering the by-law with a recommendation to proceed with legal action when it appears obvious compliance is not forthcoming.

**4.22** At any stage of the enforcement process, if, in the opinion of the Investigator, CAO and/or the individual responsible for administering the by-law, the matter is of significant consequence, the matter may be brought before Council for direction.

### **Section 5 – General**

**5.1** Failure to comply with a provision of this policy shall not vitiate any proceeding or any step, document or order in a proceeding otherwise in accordance with any municipal by-law or provincial or other legislation. Council members are encouraged to direct residents to Township Staff regarding by-law concerns.

**5.2** In addition to Municipal By-Law Enforcement options by the Township, persons also have independent, civil legal rights, which may be explored and pursued by said person.

**5.3** The Ontario Provincial Police should be contacted for emergencies or criminal matters, including but not limited to loitering, trespassing, noise related to domestic disputes, possible drug activity, vandalism or other possible criminal activity.

### **Section 6 – Level of Involvement**

**6.1** Township Staff may determine an appropriate level of response where multiple or repetitive complaints are received.

**6.2** Where disputes cannot be reasonably resolved, Township Staff may limit or cease involvement, considering factors such as safety, complaint history, and jurisdiction. In making their decision as to the level of further involvement with the dispute, Township Staff will have regard to the following criteria:

- safety factors.
- history of attempts to mediate by Township Staff.
- offer for formal mediation.
- coordinating involvement with other relevant agencies.
- the number of unfounded complaints.
- apparent attempts to purposely aggravate the situation.
- complaints that are frivolous and vexatious.

- the number of complaints or concerns registered that do not fall within the jurisdiction of the Township of Southwold’s by-laws.

**6.3** Any decision made under this policy including a decision not to respond to complaints or enforce by-laws, and also including a decision made by the CAO may, at any time, be revisited. The CAO may direct Township Staff to take action notwithstanding a prior decision.

**Section 7 – Reporting**

**7.1** The Investigator shall ensure the complaints database is updated upon file closure.

**Section 8 – Application**

**8.1** This policy shall come into full force and effect on the day it is adopted by the Council of the Corporation of the Township of Southold.

**Revision History:**

<b>Version</b>	<b>Effective Date</b>	<b>Revision Notes</b>
01		Original Policy

**Related Policies:**



**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

**Appendix "B" to Report to Council CBO 2026-12**

<b>Department</b>	<b>Category</b>	<b>Sub-Category</b>	<b>Item</b>	<b>User Fee</b>	<b>Notes</b>
Building & Community Services	By-Law	Administration	Stage 1 Enforcement (Warning, Notice of Violation, Order to Discontinue)	No Charge	
Building & Community Services	By-Law	Administration	Stage 2 Enforcement (Warning, Second Notice of Violation, Work Order Notice)	\$250.00	
Building & Community Services	By-Law	Administration	Stage 3 Enforcement (Third & Final Notice of Violation)	\$350.00	
Building & Community Services	By-Law	Administration	Title Search	Actual Cost + \$25	
Building & Community Services	By-Law	Administration	Corporate Search	Actual Cost + \$25	
Building & Community Services	By-Law	Administration	Register/Discharge an Order on Title	Actual Cost + \$150 per registration/discharge	

Building & Community Services	By-Law	Administration	Execute Search Warrant	\$500	
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## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** May 11, 2026

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

**REPORT NO:** CBO 2026-14

**SUBJECT MATTER: Rosy Rhubarb Shedden Ball Diamond Proposal**

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#### **Recommendations:**

1. That Council approve the Rosy Rhubarb Committee proposal for improvements to the Shedden Ball Diamond as set out in the attached proposal;
2. And further that Council advise the Rosy Rhubarb Committee that the Township does not have plans to develop the Shedden Ball Diamond into a Regulation/Full Size Diamond, but will maintain it as a non-regulation/practice diamond based on overall diamond rental needs.

#### **Purpose:**

To provide Council with the proposal submitted by Rosy Rhubarb Committee for improvements to the Shedden Ball Diamond.

#### **Background:**

The Shedden ball diamond has not been in active use for several years. Due to construction in Fingal this year, the diamond has been brought back into limited use, with minor upgrades undertaken to support current needs. The Rosy Rhubarb Committee has requested the opportunity to submit a proposal to assist with further upgrades to the facility. See Appendix "A".

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

The Rosy Rhubarb Committee has submitted a proposal to upgrade the drainage system and restore the outfield to topsoil. While this work would improve current

conditions, the diamond has not been used consistently for several years, and there is currently insufficient demand to support an additional active field.

The proposed work represents only an initial phase of improvements required to bring the diamond up to current standards for a game-ready facility. Additional upgrades would be necessary, including backstops, outfield fencing, dugouts, and lighting.

It should also be noted that during the development of the Parks and Trails Master Plan, it was identified that if a new diamond is required in response to population growth and increased usage, the preferred location would be the second diamond in Talbotville.

From an operational perspective, it would be preferred to add a second diamond in Talbotville for efficient maintenance activities. This would also permit more activities such as tournaments. While maintaining diamonds in three communities will impact overall operations due to staff travel time, if the Shedden diamond remains low use/limited needs (ie. mainly for practices, no need for fencing/lighting improvements, etc.) the staffing impact should be manageable.

While Rosy Rhubarb is proposing to fund and complete the work, with this project being a Township facility and on Township land, staff will need to be involved during construction to ensure appropriate records are maintained and work is completed to Township standards.

### **Financial and Resource Implications:**

The Rosy Rhubarb Committee has indicated it will fund the proposed drainage and outfield improvements; therefore, there are no direct financial implications to the municipality for this portion of the work.

However, should Council choose to proceed with broader upgrades, there would be significant financial implications associated with completing the remaining required improvements. Additional impacts include staff time and resources. While initial work would be completed by the Committee and its contractors, ongoing maintenance responsibilities would fall to municipal staff, representing a new operational commitment for a facility that has not been maintained in recent years.

### **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

## **Rosy Rhubarb**

ATT: Kieth

### **Project- Shedden Ball diamond upgrades**

#### **Drainage**

- Obtain private locate
- Mobilization
- Supply mini excavator and labour to excavate for new drainage 20' apart and entire length.
- Supply, install 4" perforated big o with sock
- Supply and install 6" to 8" clear stone
- Backfill, load extra fill and haul off site
- Tie into existing catch basin outside of the fence

#### **Chips and Dust demo**

- Supply skid steer to scrape up 3" to 4" of existing chips and dust in the outfield
- Pile in infield
- After topsoil is installed, use the old chips and dust for foul lines and warning track

#### **Topsoil**

- Mobilization
- Supply excavator to load topsoil from new subdivision, supply rock truck to haul over to the diamond
- Supply skid steer to level topsoil in outfield to grade

#### **New Chips and Dust**

- Supply 8 loads of new chips and dust
- install and compact to grade



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** May 11, 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 2026-20

**SUBJECT MATTER:** Activity Report for Infrastructure and Development Services (IDS) – April 2026

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#### **Recommendation:**

1. None – For Council Information.

#### **Purpose:**

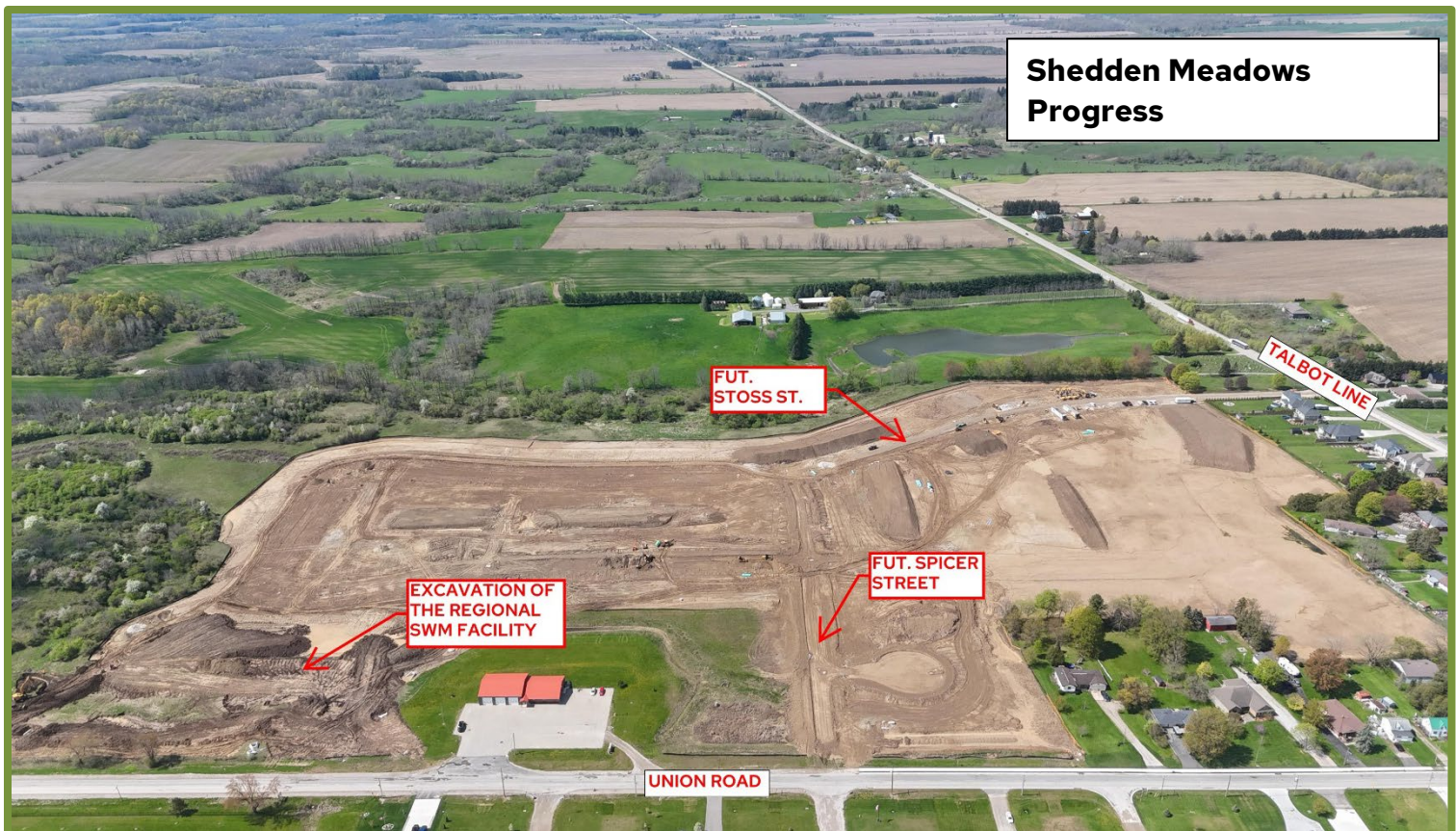
The purpose of the report is to update Council on the Infrastructure and Development Services team activities for April 2026.

#### **Development:**

- Union Road Sanitary Sewers – Deficiency walk through completed, notice issued to residents, contractor set to mobilize to site May 11<sup>th</sup>. Complete work by June 5<sup>th</sup>.
- North Shedden Sanitary Sewers and Pumping Station – Construction advanced down Elizabeth Street, final runs of sewer on John and Courtney to be completed once a utility conflict is addressed and watermain on Union put back into service.
- Fingal Pumping Station and Forcemain – majority of forcemain is installed from Fingal to Shedden, installation to wrap up mid-May. Pump Station work to resume end of June.
- Fingal Reconstruction – Storm sewer and forcemain installed north of the pumping station. Work on the mainline sewer to restart May 11<sup>th</sup>.
- Shedden Wastewater Treatment Plant (WWTP) –. Project is progressing well. Underground site works are mostly complete, foundation work is underway,

construction of above ground tanks to begin in May, delivery of the treatment train components expected in May or early June.

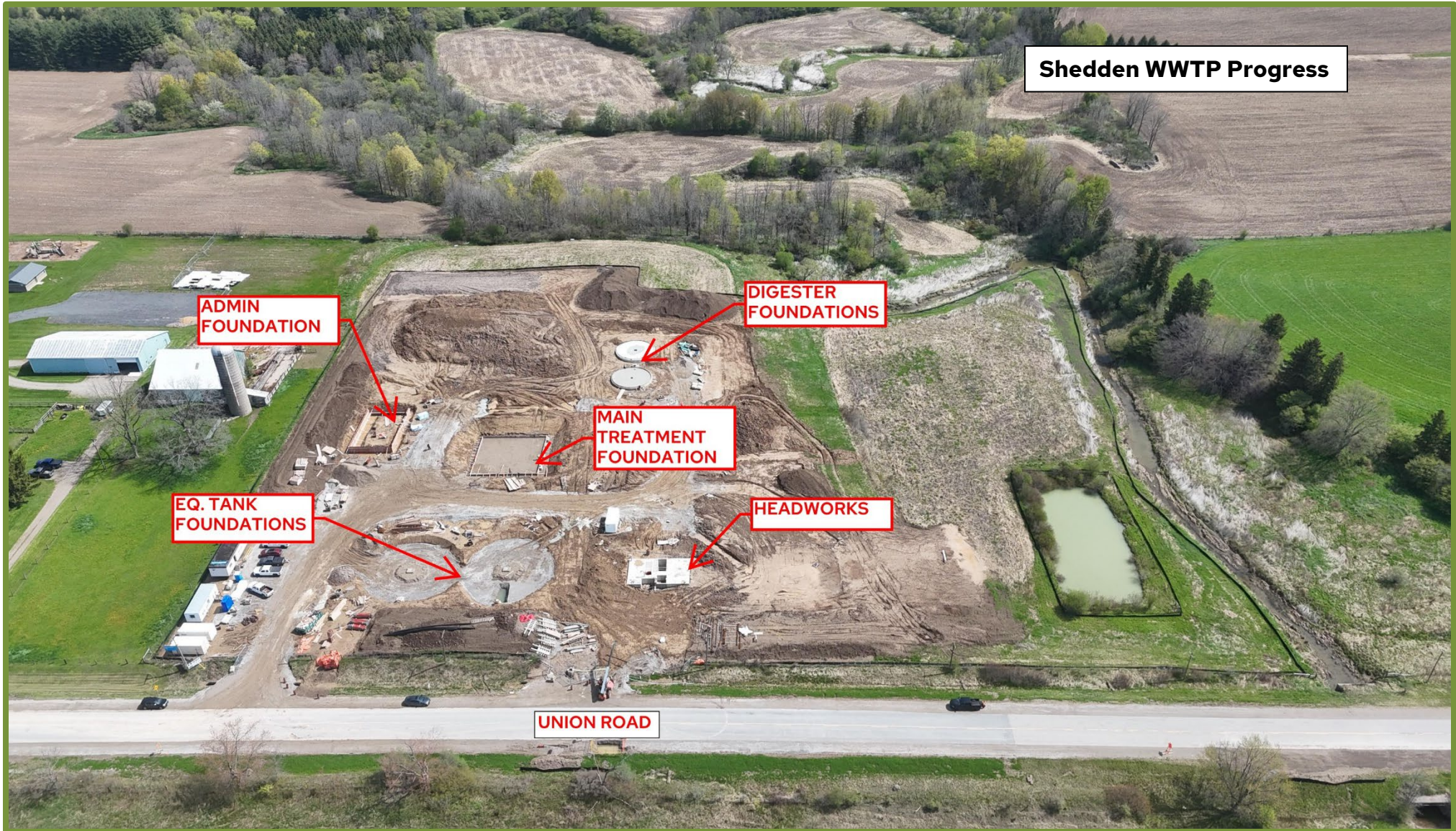
- Thomas Road – construction on storm sewer mainline is progressing well, project targeting a mid-June completion.
- Parks and Trails Master Plan – received final edits to the plan, staff to review and bring a report to Council in June.
- Continued work with the school board for a new school, as announced by the Province the school is to be in Talbotville.
- Shedden Meadows – completed final drawing review, drafted a subdivision agreement, pre-servicing works are planned to wrap up early June.
- Issued Preliminary Acceptance for Talbotville Meadows Phase 2, all of Phase 2 south of Dodd Creek is approved for building permit issuance.
- Review and Council approval of draft plan conditions for 9210 Union Road (Teetzel). County to received approval recommendation in June.
- Attended opening of Evelyn's and the Old Firehouse Kitchen
- Partner project with LTVCA for mapping the Flood Plain of Talbot Creek was awarded and started



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	Request for Final Acceptance Conditions	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	Issued Preliminary Acceptance	Residential Buildout	Talbotville
40134 Talbot Line		Site plan agreement	Talbotville
McBain Line		Draft plan, working towards engineering submission	Ferndale
35743 Horton Street (Stoss)	Servicing work advancing, target completion in June. Draft Agreement Circulated, Final Drawing Review Completed.	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 Approval going to County for final Approval in June.	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:***

- b) Staff attending ongoing bi-weekly construction meetings for Shedden WWTP project.
- c) Staff attending bi-weekly construction meetings with Bre-Ex, Dillon, Elgin County, and AECOM for Fingal construction project.
- d) Staff supporting North Shedden sanitary sewer project.
- e) 128 locates received from One Call for April. 364 locates received/completed for first four months. Represents 29% increase year over year.
- f) Leaking watermain valve replaced at Union and Orchard in Shedden. (see attached picture below).
- g) 4 water meters replaced in April (11 meters replaced year to date). (Meter replacements are generally due to customer driven complaints or meters have failed to register a reading.)
- h) New water service and meter chamber installed for North Star Windows including watermain commissioning (internal chamber work still ongoing).
- i) Supporting MTO and Parsons for MTO Highway 3 By-pass. Work has commenced, (drawing review, attending meetings, watermain commissioning for Sunset).
- j) Water main commissioning completed on Highway 3 and on Sunset for Highway 3 activities.
- k) Southwold (short duration) temporary feed setup off (line stop valve) St. Thomas Secondary (see attached photo below.)
- l) Talbotville WWTP: Sludge press failure – coordinating repairs. Currently offline.
- m) Incoming flows to Talbotville WWTP significantly reduced since trunk sewer repairs (seeing flows under 200 CM/Day).
- n) Multiple new water service requests received, coordinating construction in spring/summer).
- o) Urban meters read for April (1112 meters).
- p) Building meter assemblies for new connections and repairs.





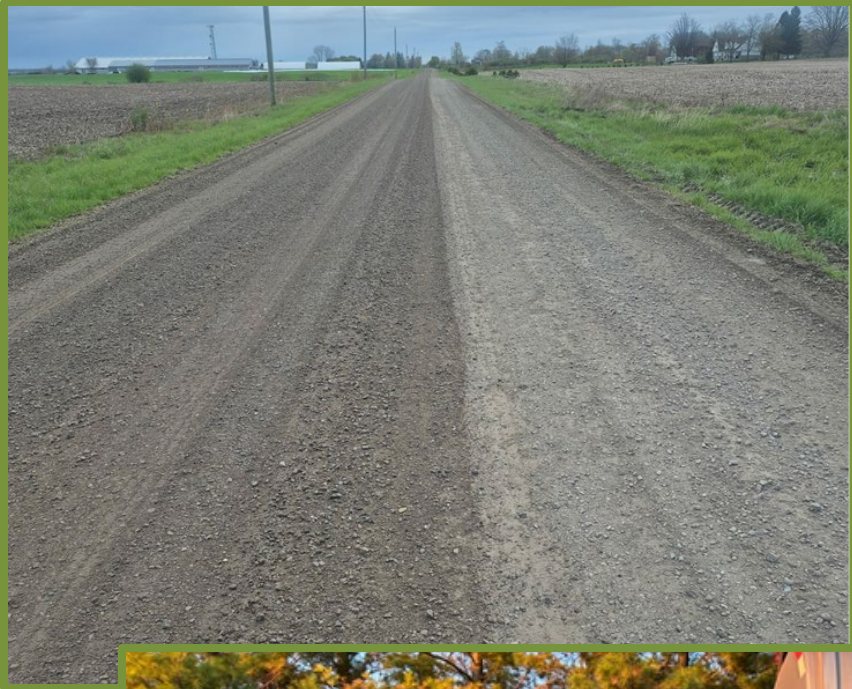
**q) Roads and Bridges:**

- Patching and repairs to roads are being completed throughout the Township, on both gravel and surface treated roads.
- Gravel shoulders for both County and Township roads are in the process of being repaired and graded for the spring as needed.
- Annual Gravel Resurfacing commenced on April 13<sup>th</sup>, with Mill Road, Fourth Line, Morrow Road, Lake Line and Jones Road being completed so far.
- Annual Dust Suppressant application began on April 17<sup>th</sup> with at least 1/3 of the township's gravel roads being completed thus far, including some of the

new gravel. With cooperative weather conditions this spring, it has allowed for an earlier start than years prior.

- Second Line ditching and necessary spot repairs are to commence the second week of May, prior to the road section receiving a single surface treatment this summer. The road will be closed to through traffic while this work is being completed.
- Summer student to begin on May 4<sup>th</sup>, with onboarding and training to constitute the first few days.
- Carson Palmer, Dawson Palmer, Aiden Shaw, and Corey Nooren attended the Elgin-Oxford AORS Truck Roadeo on April 23<sup>rd</sup>, 2026. With approximately 54 competitors across the two Counties, Carson Palmer brought home the trophy and will be representing Southwold and Elgin-Oxford at the Provincial Truck Roadeo in September.
- Several Public Works employees attended Good Roads Guelph Road School April 27-29<sup>th</sup> where they expanded their knowledge on Road Design and Construction as well as Bridges and Culverts.
- The Roads Department responded to 21 Service Requests, 9 of which have been completed or were closed upon first contact, the remainder are either waiting on parts/materials, staff availability, or improved weather conditions.





Annual Dust Suppressant Application - Treated vs. Non-treated.



**2026 Capital Project Summary:**

<b>2025/2026</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		Construction Underway
Grand Canyon Road – Micro Surface	\$25,000		Award Report to Council
Mill Road – Single Surface Treatment and Spot Repair	\$260,000		Award Report to Council
Second Line – Structural Repairs and Single Surface Treatment	\$150,000 (Edge Repairs incld.)		J Award Report to Council
Scotch Line – Structural Repairs and Single Surface Treatment	\$132,000		Award Report to Council
Parsons Road Rehabilitation	\$429,000		Award Report to Council

Paynes Mills Road Rehabilitation	\$260,000		Award Report to Council
<b>Bridges/Culverts</b>			
Scotch Line Culvert Replacement	\$450,000		Deferral to 2027
Lyle Bridge Rehabilitation	\$200,000		Awarded, Construction start end of May

**r) Drainage:**

**Drains Before Council:**

**Drains Before Council:**

- **Bowlby Futcher Drain (2024):** The Court of Revision to be held tonight

**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.
- **Jones Drain (2024)** a meeting to review the proposal of the engineer was held January 22<sup>nd</sup>
- **Horton Drain (2025):** Drain from the SWM pond to the north, onsite meeting has been held, engineer is compiling information

- **Horton Drain 2026:** Drain improvement from the SWM downstream to Talbot Creek. On-site meeting to be arranged
- **Gold Seal Drain (2025)** on site meeting was held March 19, 2026
- **Fingal Drain (2025)** on site meeting to be arranged
- **Burwell Drain (2026):** on site meeting was held January 22nd
- **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.
- **Fowler Drain (April 2026):** drain improvement from the regional SWM pond downstream. Onsite meeting to be arranged.
  
- **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.
  
- **Grant Applications:** the grant application for the maintenance completed in 2025 has been submitted to OMAFA

<b>2026 Capital Project Process:</b>	
<b>Edison Drain 2025</b>	29,121.00
<b>Bowlby Futcher Drain</b>	65,501.00

**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:** May 11, 2026

**PREPARED BY:** Cassandra Loewen, Public Works Superintendent

**REPORT NO:** IDS 2026-21

**SUBJECT MATTER: Joint Surface Treatment Tender Award 2026**

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#### **Recommendation:**

1. That Council award the contract for surface treatment to Duncor Enterprises Inc. in the amount of \$755,365.65 (excluding HST).

#### **Purpose:**

This report seeks approval for the award of contracting Duncor Enterprises Inc. for the supply of all labour, equipment and materials to supply and place Surface Treatment on various roads throughout the Township.

#### **Background:**

As part of the Township's 2026 capital program, the Township identified six roads that require varied levels rehabilitation to sustain targeted levels of services. In order to capture economies of scale, the Township entered a joint tender with the Municipality of Central Elgin, along with the Township of Malahide, and Municipalities of Bayham, and Dutton Dunwich for the supply of all labour, equipment and materials to supply and place Surface Treatment on various roads throughout the County. Participation in the tender was open to all municipalities in Elgin County.

The tender closed on April 27, 2026. Two contractors submitted bids, with Duncor Enterprises Inc., of Barrie, ON. The other bidder was Miller Paving Limited, of Markham, ON.

**Comment/Analysis:**

Two suppliers closed the tender, CE-2026-102, for the supply of all labour, equipment and materials to supply and place Surface Treatment:

	<b>Bidder</b>	<b>Total Contract Price (excluding HST)</b>
1	Duncor Enterprises Inc.	\$ 755,365.65
2	Miller Paving Limited	\$ 929,970.00

**Financial and Resource Implications:**

The estimated costs associated with the 2026 surface treatment program, including the supply of all labour, equipment, and materials required to complete the works, are summarized below. Based on the tendered unit prices received, the combined capital road projects are currently projected to be approximately \$33,434.35 under the approved budget allocations.

Staff are cautiously optimistic that the overall roads capital program can be completed within, or potentially below, the approved funding levels; however, final project costs will ultimately depend on actual field conditions, material quantities required, and the extent of any additional localized repairs identified during construction. The estimated values below have been prepared using anticipated quantities and bid pricing and may be adjusted as work progresses.

<b>Project</b>	<b>Budget</b>	<b>Estimate with Bid Prices</b>
Grand Canyon Road (Asset ID 81) Micro Surface Treatment	\$ 16,500.00	\$ 21,573.75
Mill Road from Southdel Dr to Talbot Ln (Asset IDs 35A-35E) Single Surface Treatment	\$ 225,750.00	\$ 220,783.50
Scotch Line from Coon Rd to Lake Ln (Asset ID 38E) Single Surface Treatment	\$ 83,300.00	\$ 81,467.40
Second Line from Magdala Rd to Mill Rd (Asset ID 4E) Single Surface Treatment	\$ 85,750.00	\$ 83,863.50
Paynes Mills Road from Longhurst Ln to Talbot Ln	\$ 130,000.00	\$ 119,730.00

(Asset ID 37) Double Surface Treatment		
Parson Road from Southminster Brn to Longhurst Ln (Asset IDs 10A-10B) Double Surface Treatment	\$ 247,500.00	\$ 227,947.50
Total	\$ 788,800.00	\$ 755,365.65

**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:**

Cassandra Loewen  
Public Works Superintendent

**Reviewed by:**

Aaron VanOorspronk, LET.  
Director of Infrastructure and  
Development Services

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** May 11, 2026

**PREPARED BY:** Cassandra Loewen, Public Works Superintendent

**REPORT NO:** IDS 2026-22

**SUBJECT MATTER: Joint Crack Seal Tender Award 2026**

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#### **Recommendation:**

1. That Council award the contract for crack route and sealing to Niagara Crack Sealing in the amount of \$3.65 per metre, with an estimated total cost of \$47,815.00 (excluding HST).

#### **Purpose:**

This report seeks approval for the award of contracting Niagara Crack Sealing for crack route and sealing on Mill Road and Fifth Line within the Township of Southwold.

#### **Background:**

As part of the Township's 2026 capital program, the Township identified two lengths of roads that require crack sealing. To achieve cost efficiencies across the County, the Township entered into a joint tender with the County of Elgin, along with the Township of Malahide, and Municipality of Central Elgin for asphalt crack sealing. Participation in the tender was open to all municipalities in Elgin County.

Crack sealing is a cost-effective lifecycle strategy for paved roads, extending service life when applied at the appropriate time and circumstance. When properly applied, crack sealant will prevent cupping and surface failure caused by particle migration from beneath the wearing surface. Staff have identified Fifth Line and Mill Road as good candidates to applying crack sealing, to extend the service life of these assets. This also represents the first time in a number of years that the Township has undertaken crack sealing as part of its road maintenance program, reflecting a renewed focus on proactive asset management and the long-term preservation of roadway infrastructure.

The tender closed on April 29, 2026. Three contractors submitted bids. Niagara Crack Sealing was the lowest bidder, with Upper Canada Road Services Inc. and Roadmaster Road Construction and Sealing Ltd. also submitting bids.

**Comment/Analysis:**

Three suppliers closed the tender 2026-T20 for crack route and sealing for the Township of Southwold:

	<b>Bidder</b>	<b>Total Contract Price (excluding HST)</b>
1	Niagara Crack Sealing	\$3.65/m (estimated total cost \$ 47,815.00)
2	Roadmaster Road Construction & Sealing Ltd.	\$4.25/m (estimated total cost \$ 55,675.00)
3	Upper Canada Road Services Inc.	\$4.39/m (estimated total cost \$ 57,509.00)

**Financial and Resource Implications:**

The estimated costs associated with the crack sealing program, including the routing and sealing of identified road sections, are summarized below. The additional funds available from the surface treatment program, totaling \$33,434.35, are proposed to be reallocated to support the crack sealing program on Fifth Line and Mill Road. Based on the estimates below, the total anticipated cost of \$47,815.00 would exceed the available surplus by approximately \$14,380.65, should the full estimated quantities be required. However, these figures are preliminary estimates only, and the final costs will depend on the extent of routing and sealing required for each road section. Staff are optimistic that actual quantities may be lower than estimated, and that the work can be completed closer to, or within, the available funding.

<b>Project</b>	<b>Budget</b>	<b>Estimate with Bid Prices</b>
Fifth Line from Iona Rd to Union Rd (Asset IDs 11A-11C)	\$ 17,037.43	\$ 24,365.50
Mill Road from Southdel Dr to Talbot Ln (Asset IDs 35A-35E)	\$ 16,396.92	\$ 23,449.50
Total	\$ 33,434.35	\$ 47,815.00

**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:**

Cassandra Loewen  
Public Works Superintendent

**Reviewed by:**

Aaron VanOorspronk, LET.  
Director of Infrastructure and  
Development Services

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** May 11, 2026

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

**REPORT NO:** FIN 2026-13

**SUBJECT MATTER: 2026 Annual Repayment Limit**

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#### **Recommendation:**

1. That Council receive Report FIN 2026-13 2026 Annual Repayment Limit for information.

#### **Purpose:**

To provide Council with the 2026 Annual Debt Repayment Limit report prepared by the Ministry of Municipal Affairs and Housing.

#### **Background:**

The Ministry of Municipal Affairs and Housing provides each municipality its' Annual Repayment Limit (ARL) with respect to long term debt and financial obligations. The information is provided in Schedule 81 of the Financial Information Return (FIR) as described in Ontario Regulation 403/02 as amended.

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

The Annual Repayment Limit is attached to this report as Appendix "A". The limit for 2026 based on the 2024 FIR is \$3,187,908 (2025 - \$2,622,182) (2024 - \$3,022,014). This represents the maximum amount which the Township had available as of December 31, 2024, to commit to payments relating to debt and financial obligations.

As this figure is based on 2024 data, before proceeding with additional long-term debt, the Annual Repayment Limit would need to be updated to reflect any changes since 2024.

As of December 31, 2025 the Township had outstanding principal of:

	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>
Wastewater Treatment Plant	\$1,349,813	\$1,430,276	\$1,507,957	\$1,582,952
Library	\$20,000	\$30,000	\$40,000	\$50,000
Drainage - ratepayers	\$0	\$0	\$0	\$2,294
<b>Total</b>	<b>\$1,369,813</b>	<b>\$1,460,276</b>	<b>\$1,547,957</b>	<b>\$1,635,246</b>

Annual Debt Repayment – Principal and Interest for 2024

	<b>Principal</b>	<b>Interest</b>
Wastewater Treatment Plant	\$80,463	\$50,067
Library	\$10,000	
Total	\$90,463	\$50,067
<b>Total Principal and Interest</b>	<b>\$140,530</b>	

**Financial and Resource Implications:**

The first page of the Annual Repayment Limit Report shows the additional amount of borrowing the Township could undertake based on various terms and interest rates. As you can see the amount is quite substantial when amortized over 20 years (\$39.7 million). While having the ability to borrow up to \$39.7 million is attractive, it is not realistic as the annual repayment would be an additional \$3,187,908/year. This would not be possible based on the Township budgets for Municipal Services, Water and Wastewater. The borrowing amount and repayment limit will change with long-term financing for the new Public Works building and the construction loan through Infrastructure Ontario but the changes are unknown at this time.

**Strategic Plan Goals:**

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

- Managed Growth.
- Welcoming and Supportive Neighbourhoods
- Economic Development

Fiscal Responsibility and Accountability.

**Respectfully submitted by:**

Michele Lant  
Director of Corporate  
Services/Treasurer

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk

## 2026 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

<b>MMAH CODE:</b>	<b>44606</b>		
<b>MUNID:</b>	<b>34024</b>		
<b>MUNICIPALITY:</b>	<b>Southwold Tp</b>		
<b>UPPER TIER:</b>	<b>Elgin Co</b>		
<b>REPAYMENT LIMIT:</b>		<b>\$</b>	<b>3,187,908</b>

### FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
(a)	20 years @ 5% p.a.	\$	39,728,374
(a)	15 years @ 5% p.a.	\$	33,089,390
(a)	10 years @ 5% p.a.	\$	24,616,177
(a)	05 years @ 5% p.a.	\$	13,801,971
7% Interest Rate			
(a)	20 years @ 7% p.a.	\$	33,772,737
(a)	15 years @ 7% p.a.	\$	29,035,187
(a)	10 years @ 7% p.a.	\$	22,390,528
(a)	05 years @ 7% p.a.	\$	13,071,050

# DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:

**Southwold Tp**

MMAH CODE:

**44606**

		1
		\$
<b>Debt Charges for the Current Year</b>		
0210	Principal (SLC 74 3099 01)	181,061
0220	Interest (SLC 74 3099 02)	0
0299	<b>Subtotal</b>	<b>181,061</b>
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)	0
9910	<b>Total Debt Charges</b>	<b>181,061</b>
<b>Amounts Recovered from Unconsolidated Entities</b>		
1010	Electricity - Principal (SLC 74 3030 01)	0
1020	Electricity - Interest (SLC 74 3030 02)	0
1030	Gas - Principal (SLC 74 3040 01)	0
1040	Gas - Interest (SLC 74 3040 02)	0
1050	Telephone - Principal (SLC 74 3050 01)	0
1060	Telephone - Interest (SLC 74 3050 02)	0
1099	<b>Subtotal</b>	<b>0</b>
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)	0
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02)	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)	0
1420	<b>Total Debt Charges to be Excluded</b>	<b>0</b>
9920	<b>Net Debt Charges</b>	<b>181,061</b>
1610	Total Revenue (SLC 10 9910 01)	17,993,482
<b>Excluded Revenue Amounts</b>		
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04)	0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01)	1,167,326
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)	155,279
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01)	0
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01)	0
2230	Revenue from other municipalities including revenue for Tangible Capital Assets ( SLC 10 1098 01 + SLC 10 1099 01)	1,358,805
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)	0
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)	0
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)	47,739
2256	Deferred revenue earned (Community Benefits) (SLC 10 1815 01)	0
2252	Donated Tangible Capital Assets (SLC 53 0610 01)	1,789,316
2253	Other Deferred revenue earned (SLC 10 1814 01)	0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)	0
2255	Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01)	-857
2299	<b>Subtotal</b>	<b>4,517,608</b>
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged	0
2610	<b>Net Revenues</b>	<b>13,475,874</b>
2620	<b>25% of Net Revenues</b>	<b>3,368,969</b>
9930	<b>ESTIMATED ANNUAL REPAYMENT LIMIT</b>	<b>3,187,908</b>
		(25% of Net Revenues less Net Debt Charges)

\* SLC denotes Schedule, Line Column.



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** May 11, 2026

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

**REPORT NO:** FIN 2026-14

**SUBJECT MATTER: County Roads 2025 Financial Summary**

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#### **Recommendation:**

1. None – For Information.

#### **Purpose:**

To provide Council with financial information on 2025 County Road operation.

#### **Background:**

As part of the County of Elgin Road Maintenance Agreement, staff are required to submit a County Roads Financial Report to the County on an annual basis.

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

The 2025 County Road Summary report data is attached as Appendix "A". The report includes information for the last 5 years (2021 – 2025). The 2025 operation resulted in expenses of \$753,790 versus revenue from the County of \$586,248.

The new template for reporting County expenses for the Road Maintenance Agreement (RMA) is being utilized. Appendix "B" is attached using the new template and showing allocation of costs. With the implementation of PSD Citywide Maintenance Manager, staff were able to more accurately record the costs in 2025 as required for the new RMA template.

Actual costs incurred can vary significantly year to year based on seasonal fluctuations and required activities. The last few years have seen fluctuations in the costs associated with maintaining the County roads, especially with respect to winter operations. County roadside maintenance decreased from 2024. The Inspection/Patrol category shows a decrease in 2025 as more accurate reporting relating to Hardtop maintenance is recorded. The Drainage System category also shows a slight decrease

over 2024. Safety devices, which includes signage and line painting, increased with more accurate recording of labour and materials.

**Financial and Resource Implications:**

There is currently a surplus of \$11,613.61 in the County Road Reserve. This surplus will be used to decrease the deficit of \$167,542.02 down to \$155,928.41 which becomes part of the Township operating costs. If in future years there is a surplus from County Road Maintenance, a transfer to reserves will be made.

**Strategic Plan Goals:**

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

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

**Respectfully submitted by:**

Michele Lant  
Director of Corporate  
Services/Treasurer

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk

**FIN 2026-14 Appendix "A"**  
**Township of Southwold**  
**County Road Expenditures**  
**Unaudited as at December 31, 2025**

	2021	2022	2023	2024	2025	5 Year Accumulated
County Contract Revenue	\$507,754.64	\$532,634.76	\$567,255.84	\$574,753.80	\$586,248.00	\$2,768,647.04
<b>Expenditures</b>						
County Bridge & Culvert	\$4,754.84	\$233.10	\$3,334.21	\$0.00	\$0.00	\$8,322.15
County Roadside Maintenance	\$90,541.18	\$22,159.73	\$49,704.31	\$67,519.96	\$61,912.35	\$291,837.53
County Hardtop Maintenance	\$135,188.61	\$127,115.04	\$227,571.59	\$42,117.90	\$32,023.64	\$564,016.78
County Winter Control	\$340,467.59	\$254,375.36	\$222,140.86	\$143,524.75	\$411,748.29	\$1,372,256.85
County Safety Devices	\$15,144.13	\$22,664.15	\$25,293.23	\$69,023.82	\$123,270.29	\$255,395.62
County Drainage Systems	\$0.00	\$0.00	\$0.00	\$8,270.85	\$7,183.27	\$15,454.12
County Inspections/Patrols	\$0.00	\$0.00	\$0.00	\$168,919.66	\$117,652.18	\$286,571.84
County - Allocated Overhead	\$41,026.74	\$29,858.32	\$26,402.21	\$11,000.00	\$0.00	\$108,287.27
Total Expenditures	\$627,123.09	\$456,405.70	\$554,446.41	\$510,376.94	\$753,790.02	\$2,902,142.16
Surplus / Deficit	(\$119,368.45)	\$76,229.06	\$12,809.43	\$64,376.86	(\$167,542.02)	(\$133,495.12)
Revenue Change - \$	\$3,529.60	\$24,880.12	\$34,621.08	\$7,497.96	\$11,494.20	
Revenue Change - %	0.63%	3.97%	7.59%	1.35%	2.25%	
Expenditure Change - \$	\$68,624.20	(\$170,717.39)	\$98,040.71	(\$44,069.47)	\$243,413.08	
Expenditure Change - %	13.61%	-33.62%	18.41%	-7.77%	42.35%	



	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Total Drainage Systems	5,885.67	534.40	763.20	0.00	0.00	7,183.27

Bridges/Culverts

Drainage on Bridge	0.00	0.00	0.00	0.00	0.00	0.00
Bridge Washing	0.00	0.00	0.00	0.00	0.00	0.00
Bridge Inspection	0.00	0.00	0.00	0.00	0.00	0.00
Bridge Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Total Bridge/Culvert	0.00	0.00	0.00	0.00	0.00	0.00

Safety Devices

Road Closures	0.00	0.00	0.00	0.00	0.00	0.00
Traffic Signs	18,330.49	2,407.20	14,593.71	0.00	0.00	35,331.40
Pavement Markings	0.00	0.00	0.00	0.00	0.00	0.00
Centre Line Painting	17,871.25	3,550.80	56,340.84	0.00	0.00	77,762.89
Guide Rail Repairs/Inspection	0.00	0.00	10,176.00	0.00	0.00	10,176.00
Guide Post Repairs	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Total Safety Devices	36,201.74	5,958.00	81,110.55	0.00	0.00	123,270.29

Winter Control

Plow, Sand and Salt	133,329.52	66,660.00	12,117.94	0.00	0.00	212,107.46
Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00
Anti-Icing	0.00	0.00	0.00	0.00	0.00	0.00
Sand	0.00	0.00	16,920.75	0.00	0.00	16,920.75
Salt	0.00	0.00	182,720.08	0.00	0.00	182,720.08
Calcium	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Total Winter Control	133,329.52	66,660.00	211,758.77	0.00	0.00	411,748.29

County of Elgin Roads Totals	329,293.07	102,975.04	321,521.91	0.00	0.00	753,790.02
County of Elgin Allocation						586,248.00
Difference (\$)						-167,542.02



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** May 11, 2026

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

**REPORT NO:** CAO 2026-09

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

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#### **Recommendation:**

1. None – For Council Information.

#### **Purpose:**

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

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

Following are several highlights for December:

- Senior Management and Staff Meetings
- JHSC Meeting
- Elgin County CAO Meeting
- AMCTO Online Clerks Forum – various sessions, Engagement & Communication, Agencies, Boards & Committees, Compliance Audit Committees
- Planning – Monthly Check-in
- Economic Development Plan Update meeting with McSweeney
- Zoning By-law Review – Kick-off Meeting
- IPE Fleet Audit Meeting
- EDC Meeting
- Election Planning Meetings

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

Recruitment for Summer Students is complete and they have started the beginning of May. A more formalized onboarding and training program for students has been developed as part of the overall improvements to the Health & Safety Program.

**Grant Application Progress and Updates:**

The municipality was successful on the following grant applications for 2024-2026. As new applications are submitted, 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) – SUCCESSFUL – 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>, 2026.
- OTF Capital Grant – WAITING – Creation of paved trails in Fingal Ball Park around the proposed Storm Water Management Facility – Amount Requested \$200,000.

**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**

Recent policy development has focussed on preparing for the 2026 Municipal Election. All required policies and procedures are in place. The Township website has been updated with information for Voters, Candidates and Third-party Advertisers. Candidate nomination packages were available before nominations opened May 1<sup>st</sup>.

The Intact Public Entity review of the Township’s Fleet Policies and Procedures has been completed. The audit identified areas that require additional policies, procedures, training and record keeping for the fleet activities. Staff will be working at addressing the recommendations.

Staff have also been reviewing policies and procedures related to accountability, transparency and communications. Staff will be developing and proposing updates to make improvements in this area, particularly around the Procedural By-law.

**2026 Budget and Projects:**

Staff are planning out and implementing the various projects and programs in the 2026 budget. Several projects from 2025 and earlier remain in progress. As noted above in the Policy Development section, the 2026 Municipal Election will be a significant project for 2026.

Project	Budget	Funding Sources	Status/Comments
<b><i>Prior Years Carried Forward</i></b>			

Project	Budget	Funding Sources	Status/Comments
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.
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. Preferred vendor has been identified and work to begin migrating the site will be commencing.
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, additional work completed to install a new entry and security system, consistent with other facilities.
<b>2026 Projects</b>			
Fingal Office - Flooring, sound proofing, minor reno, paint	\$30,000	Admin Facility Reserve	Evaluating in conjunction with Front Counter & Security Improvements
Fingal Office – Front Counter & Security Improvements	\$25,000	Admin Facility Reserve	Options being reviewed
Fingal Office - Sanitary Sewer Connection	\$45,000	Admin Facility Reserve	Waiting for sanitary sewer service

Project	Budget	Funding Sources	Status/Comments
Economic Development Plan Update	\$45,000	Ec Dev Reserve ROD Grant	RFP for consulting services closed – Southwold EDC accepted proposal from McSweeney & Associates at March 26, 2026 meeting. \$40,506 including net HST. The project has started.

**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:** May 11, 2026

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

**REPORT NO:** CAO 2026-10

**SUBJECT MATTER: Recommended Delegations at the 2026 AMO Conference**

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#### **Recommendation:**

1. That Council approve the recommended delegation requests for the 2026 AMO Conference, as contained in Report CAO 2026-10 and that Council provide any feedback on additional delegations it would like to include in the delegation request.

#### **Purpose:**

To provide information to Council on recommended delegation requests at the 2026 AMO Conference.

#### **Background:**

An important element of the large municipal Conferences is the ability to meet in small groups with various Provincial Ministers and their key staff. Staff have historically made requests for Delegations at Conferences outside of formal Council feedback. Staff are recommending, by way of this report and future social media posting, that the delegation requests that Southwold makes be made public, since it is important for our residents and businesses to have input on the issues that we communicate to the province and to reassure the Southwold community that their elected officials are advocating on their behalf.

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

Staff are recommending that delegations should focus on potential recommended policy changes to Provincial law and regulations or support from Provincial Ministries, instead of more simple financial/funding asks. Staff believe that potential policy changes or awareness to concerns may be more warmly received instead of the more common lamentations about funding deficits.

Following are delegation requests identified by staff for the AMO Conference:

- Ministry of the Attorney General
  - Assessment appeal resolution delays due to the Assessment Review Board – follow-up opportunity from the ROMA Conference
- Ministry of Finance/Infrastructure Ontario
  - Low/0% Interest Loans specifically for housing infrastructure development, with the ability to repay as connection fees paid

**Financial and Resource Implications:**

There are no costs to delegate with various Ministries. The Township has allocated funds for municipal Council to attend the AMO conference.

**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

# ELGIN COUNTY

# From the Council Chambers

April 28, 2026

## Council Meeting

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### St. Thomas-Elgin Social Services Provides Service Review Update

Council received a presentation from St. Thomas-Elgin Social Services outlining current programs, service levels, and emerging trends across the region.

The presentation highlighted continued demand for child care, with more than 1,100 licensed spaces currently available across Elgin County and over 1,900 children on the waitlist. Updates were also provided on the Canada-Wide Early Learning and Child Care system, which has helped reduce fees to an average of \$22 per day, while also introducing increased administrative and staffing pressures for operators and municipalities.

Council also heard about EarlyON Child and Family Centres, which offer free programs for families at approximately 30 locations throughout the County. In 2025, these programs saw over 15,000 visits from children and more than 11,000 visits from caregivers, demonstrating strong community use and demand.

Additional updates focused on Ontario Works and Housing Stability Services. Each month, Ontario Works supports more than 2,700 individuals through financial assistance, employment supports, and caseworker services. On the housing side, there are currently over 1,700 households on the centralized waitlist for social housing, with wait times ranging from three to ten years or more.

The presentation also highlighted ongoing efforts to address homelessness through the Homelessness Prevention Program, which supports emergency shelters, rent supplements, and housing stability initiatives. Local data shows that more than 65% of individuals referred through the By-Names List have been successfully housed, reflecting progress through coordinated community efforts.

Overall, the presentation emphasized the importance of strong community partnerships and continued investment in programs that support housing stability, early years services, and social assistance across St. Thomas and Elgin County.

For the full Council Agenda, [click here](#).

# Committee of the Whole

## Eagle Ridge Phase 3 Subdivision Moves Forward in Central Elgin

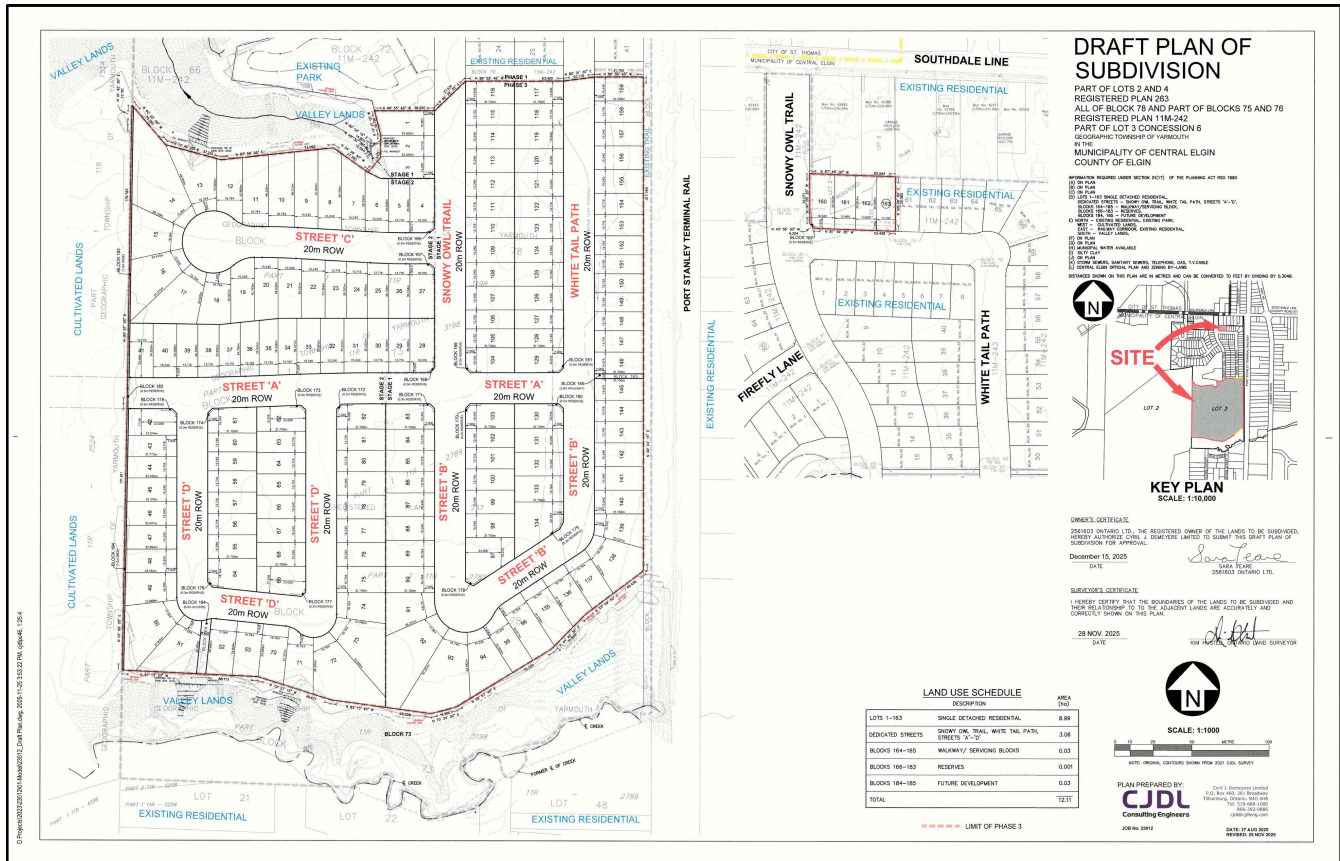
The Committee of the Whole received a report recommending approval of a draft plan of subdivision for the next phase of the Eagle Ridge development in the Municipality of Central Elgin.

The proposed subdivision, located south of Southdale Line and west of Sunset Drive, would add 163 single detached residential lots as part of Phase 3 of the existing Eagle Ridge community.

Plans for the development include the extension of existing roads such as Snowy Owl Trail and White Tail Path, along with new streets and future connections to surrounding lands. The site layout, shown in the draft plan, continues the established neighbourhood pattern with a mix of crescents and connecting streets.

The report notes that the lands are designated for residential growth and are located within a settlement area intended to accommodate new development. The application has been reviewed by County staff and relevant agencies, with no concerns raised through the circulation process.

If approved by Council, the subdivision would proceed subject to a number of conditions, including servicing, infrastructure, and environmental requirements, before final registration can occur.



# Committee of the Whole

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## Update Provided on Elgincentives Community Improvement Plan

The Committee received an update on the Elgincentives Community Improvement Plan (CIP), including a comprehensive review and proposed updates as the program reaches its 10-year milestone.

Originally launched in 2015, Elgincentives provides financial incentives to support business growth, main street revitalization, and local investment across Elgin County. The recent review examined how the program has performed over the past decade and identified opportunities to modernize the program to better reflect current economic conditions and community priorities.

The updated plan introduces several key changes, including a simplified structure that consolidates existing incentives, the addition of new housing-focused programs, and increased funding limits based on project type. The revisions also aim to make the program easier to understand and access, while continuing to support a range of economic development initiatives across the County.

The update also introduces Municipal Leadership Initiatives, which provide a flexible framework for strategic, Council-led projects that can further support community improvement alongside financial incentives.

Following endorsement by Council, the updated plan will move forward through the local municipal adoption process. Once adopted, the program will be implemented in partnership with local municipalities, supported by coordinated promotion and administration across the County.

To learn more about the Elgincentives Review, please [click here](#).



For the full Committee of the Whole Agenda, [click here](#).



## TOWNSHIP OF SOUTHWOLD

### Report to Council

**MEETING DATE:** April 27, 2026

**PREPARED BY:** Aaron VanOorspronk, Director of Infrastructure and Development Services

**REPORT NO:** IDS 2026-19

**SUBJECT MATTER: March 30<sup>th</sup> Delegation Response**

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#### **Recommendation:**

1. That Council direct staff to provide the response to H. Van Meppelen Scheppink delegation on March 30<sup>th</sup>, as outlined in Appendix "A".

#### **Purpose:**

The purpose of this report is to seek Council's direction on formally responding to the delegation to Council from Herma Van Meppelen Scheppink regarding Zoning Bylaw Amendment 2026-14. By outlining a proposed response, as detailed in Appendix "A", this report aims to ensure that Council addresses the concerns raised in a thorough and transparent manner.

#### **Background:**

At a special meeting of Council on March 30<sup>th</sup>, Herma Van Meppelen Scheppink presented her concerns and questions regarding the zoning amendment for 9210 Union Road, considered and passed on February 23<sup>rd</sup>, 2026.

#### **Comment/Analysis:**

Staff received Ms. Van Meppelen Scheppink's concerns and have worked collaboratively to prepare formal responses addressing the issues raised in the delegation.

#### **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:**

Aaron VanOorspronk, LET.  
Director of Infrastructure and  
Development Services

**Approved for submission by:**

Jeff Carswell  
CAO/Clerk

RECEIVED

APR 07 2026

Teetzel Property Justification Report

Hi my name is Herma Van Meppelen Scheppink and I moved to Shedden almost 2 years ago, I live in the old Palmer residence on Hwy 3 and get to see most of the goings on. I am here tonight on behalf of the newly formed organization called Southwold Connect & Protect.

I am addressing the Planning Justification Report on the Teetzel Farm Development.

Before I start, can I get a show of hands if you Did not know that the proposed development consists of all medium and high density units, including 3 storey apartments, and townhouses?

Thankyou.

To help us all understand part of what is going on, I will give you a very brief overview.

In Ontario the govt of Doug Ford, has put together a document called Provincial Planning Statement. Under the province of Ontario is Elgin County. Elgin County also has its own document called the Elgin County Official Plan, and underneath that is Southwold Townships Official Plan.

So we have 3 layers of govt, making rules, and plans with us lowly serfs on the bottom who end up living with and paying for these decisions.

The development is proposed by Cyril J. Demeyere Ltd on behalf of Domus Developments London Inc.

Now to the actual development. On approx 10 to 11 acres of land behind the new houses on Union Road, across from the Firehall, the plan is to create a total of 161 units, Not one of which is a single family detached dwelling.

This would consist of 4 blocks of homes.

Block 1 would have 14 townhouses with 69 units

Block 2 would have 6 townhouses with 36 units

Block 3 would have 1 -3 storey apartment with 28 units

Block 4 would have 1- 3 storey apartment with 28 units.

Council members have repeatedly stated that this development has been in the works for 10 years, implying that was a done deal a long time ago. This is only partially true. The council of 10 years ago that originally started this development began the project as all single family detached dwellings. Side note: what is called Shedden meadows, behind the Firehall, was also originally only single family dwellings.

Aaron Van Oorspronk told me that these medium and high density plans have been in place since 2022. **Was the community consulted or told of the change in housing types?**

Development of the Township Official Plan included community consultation, including a Public Meeting. This activity took place primarily in 2021. There were several public reports considered by Council and the Public Meeting was held November 15, 2021.

The Official Plan received approval from the County of Elgin February 28, 2022.

**Question: how much of the community responded to surveys and meetings since**

**this was during the height of covid and**

**people were told not to meet in public places? I would like to know the exact**

**number of survey responses received and the number of taxpayers who attended the public meetings.**

The Provincial Planning Statement quoted on page 13 of the report states 4.13 "The Provincial Planning Statement, Sustainable Growth and

Competitive Communities reads

"Planning authorities should support the achievement of Complete Communities by a) accommodating an appropriate range and mix

of land uses, housing options, transportation options with

multimodal access( means seamless transition between various

modes of transportation), employment, public service facilities, etc"

My question for council is **What transportation have you provided?**

Transportation does not equal transit, this is an important distinction.

Transportation options provided by the Township and County include an extensive road network and an expanding network of sidewalks and trails. The Township will continue to incorporate a “complete streets” approach as it renews roads within the network, promoting multi-modal transportation network. The primary mode of transportation within the County of Elgin and the Township of Southwold remains a personal passenger vehicle, transit options are becoming a more frequently requested option, something that will be monitored moving forward. The Provincial Policy Statement needs to be interpreted based on local conditions and needs. Transportation is something that is continually reviewed and considered as the community grows and needs change. Providing a transportation service prior to development is not practical and may not address

**Interesting that the PPS needs to be interpreted based on local conditions and needs. How are you applying this and other items to local conditions and needs? We do NOT have 161 people clamoring to move into so called low income**

What this community will need in the future

There is currently no bus service to Shedden. There is basically no taxi service. You could hire an UBER but you'd need to rob a bank to pay the bill and there isn't a bank in Shedden. No one moves to Shedden without a vehicle.

What employment opportunities exist in Shedden?

Especially for someone who has no car?

Employment opportunities are currently limited, but with a growing community there may be new businesses starting up or existing ones expanding and adding employees. Currently personal vehicles are the

**apartments in Shedden. There is no local need, only a Provincial directive and a**

# willing council.

primary mode of transportation for those going to/from Shedden, but some form of transit service may be viable depending on the community growth and future needs. Transportation is an important area that will need to be monitored and possibly addressed in the future if there is a need.

This community is absolutely not prepared for an influx of at minimum of 161 people, who do not drive, need medical care, need day care options or employment! (Side note: the current DR has indicated she is not accepting new patients)

So on this point alone the development should not proceed as planned!

The developers own proposal states on pg 13 that this type of housing is new to Southwold, where 98% of homes are single family detached dwellings.

Section 2.3 on page 14 titled General Policies states that "within Settlement areas, growth should be focused in, strategic growth areas, including major transit station areas."

Question for council - What major transit station area do we have?

Omitted in the above statement is the critical phrase "where applicable". The Exact wording is "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.” When reading the statement within the proper context it is suggested that this **can** be included as a consideration **not shall**. The Provincial Policy Statement needs to be interpreted based on local conditions and needs. A major transit station would be something required in a larger, high population urban area, not a rural village. As noted earlier, transportation needs will be something that require ongoing monitoring and listening to the community needs through future Strategic Plans and service suggestions.

## **Again interesting use of where applicable.**

The Elgin County Official Plan on page 15 of the report calls Shedden a Tier 11 community, meaning that we have "partial services and limited densities"

"the construction of the as of (yet unfinished) sewage treatment plant supports Shedden being called a Tier 1 community"

Now how you can call Shedden a full service area beggars belief. This is fancy wordsmithing to push the developers and councils agenda.

Section 4.0 page 15 reads In settlement areas where full municipal services are available, a range of housing typologies shall be provided... and further in that same section it reads "Existing residential development in Shedden is mainly low-density, detached housing."

**Question for council: Where is the full range of services you provide?**

With sanitary services being constructed, Shedden would be considered a Tier 1 settlement in the context of the Elgin County Official Plan. In a municipal planning context, a “full range of services” does not require that all services or amenities be present within a settlement at the time of development. Rather, it refers to the availability or planned provision of appropriate municipal infrastructure and public service facilities, scaled to the size and role of the community. Provincial policy explicitly recognizes rural and small-town contexts and does not require the presence of things like public transit, certain businesses, major institutions, etc. as a precondition to growth within settlement areas.

In the Elgin County Official Plan page 16 of the report the stated Objective is "a) protect the unique small-town character of the County's settlement areas;" The Developers Proposal/reaction to this objective states that "the higher density development does not conflict with the small-town character of

Shedden"

**Where is your Protection of the small-town character of Shedden. With Shedden Meadows and the new Shedden Ghettos, that completely overwhelms the population of Shedden!**

I call BULLSHIT to that! This proposed development does not at all reflect the character or makeup of Shedden! It is 100% high and medium density housing!

The Southwold Township Official Plan

on page 19 of the report the township's own plan in section 2.1

contains these words," i) to create attractive, functional and livable

settlement areas that reflect the character of the Township. j) to preserve and enhance wherever possible the distinctive identity and character of the settlement areas of the Township, while accommodating expected growth. "

page 21 of the report in section 5.2.2.3.2, the Criteria in section 3 states" the development should be designed so that it is compatible with surrounding developments.

Section 5 States "the height of the proposed development will not generally exceed 6 storeys".

Question for council: When has the community been asked if they want up to and possibly, given the vague language in the document, up to and over 6 storey apartments in the township?

Development of the Township Official Plan included community consultation, including a Public Meeting. This activity took place primarily in 2021. There were several public reports considered by Council and the Public Meeting was held November 15, 2021.

**Again these "consultations" were held**

**during the height of covid. How many people in Fingal replied to the survey, how many people turned out for the meetings?**

Section 5.2.2.4. of the Criteria on Site Layout page 22 of the report:

States" the density of a development will be governed by the Township considering among other things, the preservation of open space and trees, the ability of the road system to accommodate the generated traffic, the capacity of the municipal infrastructure and compatibility with existing development plans."

The population of Shedden stands at approx 400 according to

Google.

If there is just one person in all of those 161 units, that equals almost half of the community. If there are 2 people in those 161 units that equals 322, which is almost equal to the population of Shedden.

That is not in keeping with the current character of Shedden, Its a radical takeover of our community, and we will not stand by and let it happen!!

In conclusion This Justification Report does not satisfy the Provincial Planning Statement, or the Elgin County Official Plan or Southwold Township's own Official Plans and should delayed and renegotiated to satisfy the current residents and the official plans.



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

### **BY- LAW NO.2026-37**

**Being a by-law to confirm the resolutions and motions of the Council of the Township of Southwold, which were adopted on May 11, 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 May 11, 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 11<sup>th</sup> DAY OF MAY, 2026.**

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Mayor  
Grant Jones

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CAO/Clerk  
Jeff Carswell