Regular Council Meeting  
Monday March 11th, 2019 
7:00 p.m. Council Chambers, Fingal

PRESENT:  
Deputy Mayor  
R. Monteith  
Councillors:  
S. Emons  
P. North  
J. Pennings

ABSENT:  
Mayor  
G. Jones

ALSO PRESENT:  
Lisa Higgs, CAO/Clerk  
Kim Grogan, Treasurer (7:00 p.m.– 9:25 p.m.)  
Brent Clutterbuck, Drainage Superintendent (7:00 p.m.- 8:30 p.m.)  
Paul Van Vaerenbergh, Public Works Superintendent (7:00 – 9:25 p.m.)  
Jeff McArthur, Fire Chief (7:00 – 8:30 p.m.)  
June McLarty, Administrative Assistant (7:00 p.m.– 8:30 p.m.)  
Heather James, Planner (7:30 p.m. -7:55 p.m.)

ADDENDUM TO THE AGENDA:

8. REPORTS:

(h) Report from the Treasurer RE: Annual Debt Repayment Limit.

DISCLOSURES:  Councilor North declared a conflict on item 6(a) – Turville Drain No. 2 2018

ADOPTION OF MINUTES:

2019-117  
Councillor Emons – Councillor North  
Approval of Minutes

THAT the Minutes of the Regular Council Meeting of February 25, 2019 are hereby adopted.

CARRIED

2019-118  
Councillor Pennings – Councillor Emons  
Approval of Parks Committee Meeting

THAT the minutes of the Parks Committee Meeting of March 5, 2019 are hereby adopted.

CARRIED
REPORTS:

Activity Report from the Drainage Superintendent
Drainage Superintendent Brent Clutterbuck reported that there was an error on his report and the Courts of Revisions for the Auckland Drain Branch F, Henderson Drain and Lindsay Drain will be held on March 25, 2019.

Activity Report from the Fire Chief
Fire Chief Jeff McArthur reported that there were 35 calls in 59 days. Councillor North asked about the renaming of the stations. Chief McArthur reported that they have had discussion about this lately and now may be a good time to make a change.

Activity Report from the Public Works Superintendent
Public Works Superintendent Paul Van Vaerenbergh presented his report to Council.

Activity Report from the Chief Building Official
CAO/Clerk Lisa Higgs reported on behalf the Chief Building Official. Ms. Higgs commented that he is working on his professional development during the slower construction season.

County Roads Report

2019-119  Councillor Pennings – Councillor Emons

THAT Council approve the transfer of the 2018 County Road surplus of $20,378.59 to the County Road Reserve at December 31, 2018.

CARRIED

2019 Budget
Treasurer Kim Grogan presented this report to Council. More details will be provided in the 2019 Budget presentation.

2019 Water and Sewer Capital Budget.

2019-120  Councillor Pennings – Councillor North

THAT the 2019 Water and Sewer Capital Budget be approved as presented;


CARRIED

Annual Debt Repayment Limit
Treasurer Kim Grogan presented her report to Council.

Activity Report from the CAO/Clerk
CAO/Clerk Lisa Higgs presented her report to Council.
Annual Water Reports

2019-121 Councillor Emons - Councillor Pennings

THAT Council receive the Southwold Water Distribution System 2018 Annual and Summary Reports for information and direct staff to post the reports on the Township’s website.

CARRIED

DRAINAGE:

Councillor North vacated his seat.

Turville Drain No. 2 2019

In Attendance: P. North

2019-122 Councillor Emons – Councillor Pennings

THAT Council of the Township of Southwold appoints Deputy Mayor Monteith as Chair and Councillor Emons and Councillor Pennings as Members to the Court of Revision for the Turville Drain No. 2 2018;

AND THAT the regular Council meeting adjourns at 7:15 p.m. to form the Court of Revision for the Turville Drain No. 2 2018.

CARRIED

2019-123 Councillor Emons – Councillor Pennings

THAT the Court of Revision accepts the assessment schedule for the Turville Drain No. 2 2018.

CARRIED

2019-124 Councillor Emons – Councillor Pennings

THAT the Court of Revision for the Turville Drain No. 2 2018 hereby adjourns at 7:20 p.m. and the regular meeting of the Township of Southwold reconvenes.

CARRIED

Councillor North returned to his seat.

REPORTS

WWTP Operations
CAO/Clerk Lisa Higgs presented her report to Council. OWCA representatives will be attending the March 25th meeting. Any questions, from Council can be answered at that time. Council deferred the decision on the operation of the WWTP until the next meeting.
2019-125  **Councillor Pennings – Councillor Emons**

THAT Council receive this report as information;

AND THAT Council gives consideration to By-Law No. 2019-17 to adopt a Code of Conduct, included as part of the March 11th Agenda;

AND THAT Council adopts the Council/Staff Relations Policy, attached as Schedule A of this report;

AND THAT Council adopts the Policy for Pregnancy and Paternal Leaves for Members of Council, attached as Schedule B of this report.  

CARRIED

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**CORRESPONDENCE:**

2019-126  **Councillor North – Councillor Emons**

THAT the Township of Southwold delegates the representative from the County of Elgin, to vote on their behalf.  

CARRIED

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**PLANNING:**

7:30 p.m.  Zoning By-law Amendment – Curtis – 40490 John Wise Line

2019-127  **Councillor Pennings – Councillor North**

THAT Council of the Township of Southwold now sits as a public meeting under the Planning Act to consider an application to amend the zoning on a property owned by Daniel Curtis.  

CARRIED

Heather James presented her report to council.

2019-128  **Councillor North – Councillor Emons**

THAT Council of the Township of Southwold approve the proposed Zoning By-law Amendment ZBA 2019-02 in accordance with the site-specific By-law attached.

CARRIED

2019-129  **Councillor Emons – Councillor Pennings**

THAT the public meeting to consider an application to amend the zoning on a property owned by Daniel Curtis ends at 7:38 p.m.

CARRIED
Consent Application E18/19 – Brown
Planner Heather James presented her report to Council. Ms. James reported that a new entrance off Talbot Line would have to approved by the County. Deputy Mayor Monteith questioned if an entrance could be made through the rear of the property. Ms. James responded that there are wetlands located at the rear and approval would have to be obtained from Lower Thames Valley Conservation Authority. The property owner indicated their main farm location is at 34065 Talbot Line. The property owner also questioned the condition of the hydro service. Ms. James indicated that if the Township did not impose this condition, the Land Division Committee would be adding it. The property owner indicated they would work something out.

2019-130 Councillor Emons – Councillor Pennings

THAT Council of the Township of Southwold with regard to the proposed severance application file no. E 18/19 for a surplus farm dwelling hereby waives the requirement for an Environmental Impact Study on the proposed retained parcel;

AND THAT the Council of the Township of Southwold recommend approval to the County of Elgin Land Division Committee of the proposed severance application file no. E 18/19 subject to the following conditions:

i) That the proposed severed and retained parcels be rezoned;

ii) That the hydro service on the proposed retained parcel be removed;

iii) That a septic system assessment be conducted on the proposed severed parcel to ensure that the lands are suitable for a privately owned and operated septic system;

iv) Drainage re-apportionments, and payment therefore;

v) That a mutual drain agreement be provided;

vi) That all financial obligations to the Township of Southwold be paid in full;

vii) That an electronic copy (Adobe PDF) of the registered survey has been provided to the Township; and,

viii) That the solicitor provides an undertaking that a copy of the registered deed for the severed lands once the transaction has occurred will be provided to the Township.

CARRIED

REPORTS:

Court of Revision – Lands Within Municipality
Drainage Superintendent Brent Clutterbuck presented this report to Council
Councillor North - Councillor Emons

THAT if all 5 members of Council are in attendance and wish to sit on the Court of Revision, then no action is required by Council in regard to this report unless Council decides to form a Court of Revision with three adjudicators.

AND THAT if there are 4 elected members of Council in attendance, then Council will need to appoint 3 members of Council to sit on the Court of Revision for a drain before the Court as required under Section 97(1) of the Drainage Act, R.S.O. 1990, c. D. 17.

AND THAT any member of Council not sitting on the Court of Revision vacate their Council seat and join the public gallery for the duration of the Court of Revision.

CARRIED

Court of Revision – Lands Extend to Neighbouring Municipalities
Brent Clutterbuck also presented this report to Council. He indicated that a representative from the City of London will be appointed to the Court of Revision on March 25, 2019 for the Lindsay Drain 2019.

Councillor North – Councillor Pennings

THAT Council appoint 2 members Council to sit on the Court of Revision, as required under Section 97(3) of the Drainage Act, R.S.O. 1990, c. D. 17;

AND THAT any member of Council for the Township of Southwold that is not a member of the formed Court of Revision vacate their Council seat and join the public gallery for the duration of this Court of Revision.

CARRIED

County Council Highlights
CAO/Clerk Lisa Higgs outlined the highlights from the County Council report.

BY-LAWS:

Councillor Pennings – Councillor Emons


CARRIED

Councillor Emons – Councillor North


CARRIED
DELEGATION:

8:00 p.m. - 8:17 p.m.
Treasurer Kim Grogan presented the 2019 budget. A copy will be posted on the township website.

2019-135  **Councillor Emons – Councillor Pennings**

THAT the 2019 Budgetary Estimates be approved as presented;

AND THAT By-law 2019-18, 2019 Budgetary Estimates, be presented to Council for enactment.

CARRIED

8:20 p.m. – 8:30  **Johannes Van Voorn, Water meter reading**
Mr. Van Voorn brought his concerns to Council over the reading of his water meter. He would like to see a credit on his water bill or the possibility of the replacement of his water meter due to this overage. Staff outlined the details of the Water By-law. Staff will also look into when the water meters were replaced in the Ferndale area.

OTHER BUSINESS:

Council reviewed the items under Other Business

CLOSED SESSION:

2019-136  **Councillor Pennings – Councillor North**

THAT Council of the Township of Southwold now moves into a session of the meeting that shall be closed to the public at **8:30 p.m.** in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c. 25 for discussion of the following matters:
(a) Personal matters about an identifiable individual(s) including municipal employees or local board employees (section 239 (2) (b)) (Public Works Personnel).

CARRIED

STAFF DIRECTION
Staff was given direction from Council on the item that was discussed in the Closed Session.

AJOURNMENT:

2019-137  **Councillor North – Councillor Pennings**

THAT Council for the Township of Southwold adjourns this Regular meeting of Council at **9:25 p.m.**

CAO/Clerk
Lisa Higgs

Deputy Mayor
Robert Monteith