

ELGIN COUNTY COUNCIL

MINUTES

June 11, 2019

Council Present: Warden Duncan McPhail
Deputy Warden Grant Jones
Councillor Bob Purcell
Councillor Sally Martyn
Councillor Tom Marks
Councillor Mary French
Councillor Dave Mennill
Councillor Dominique Giguère
Councillor Ed Ketchabaw

Staff Present: Julie Gonyou, Chief Administrative Officer
Rob Bryce, Director of Human Resources
Jim Bundschuh, Director of Financial Services
Brian Lima, Director of Engineering Services
Brian Masschaele, Director of Community and Cultural Services
Steve Gibson, County Solicitor
Alan Smith, General Manager of Economic Development
Jenna Fentie, Legislative Services Coordinator
Mike Hoogstra, Purchasing Coordinator (report only)

Regrets: Michele Harris, Director of Homes and Seniors Services

1. CALL TO ORDER

Elgin County Council met this 11th day of June, 2019 in the Council Chambers, at the County Administration Building, St. Thomas at 9:00 a.m. with Warden McPhail in the chair.

2. ADOPTION OF MINUTES

Moved by: Councillor Purcell
Seconded by: Councillor Marks

Resolved that the minutes of the meeting held on May 21, 2019 be adopted.

- Motion Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None.

4. PRESENTING PETITIONS, PRESENTATIONS AND DELEGATIONS

4.1 Ontario Works 2018 Year in Review – Ontario Works Program Manager

Kim Verkuil, Ontario Works Program Manager, St. Thomas Elgin Social Services provided a presentation updating Council on the organizations activities for 2018.

Moved by: Councillor Martyn
Seconded by: Councillor Jones

Resolved that the presentation titled "Ontario Works 2018 Year in Review" from the Ontario Works Program Manager be received and filed.

- Motion Carried.

4.2 **St. Thomas/Elgin Housing and Homelessness Plan 2018 Progress Report – Housing Services Administrator**

Ralph West, Housing Services Administrator, St. Thomas Elgin Social Services provided a report updating Council on the organization's progress in 2018 in achieving the recommendations in their 10-year Housing and Homelessness Plans.

Moved by: Councillor Marks
Seconded by: Councillor Martyn

Resolved that the presentation titled "St. Thomas Elgin Housing and Homelessness Plan 2018 Progress Report" from the Housing Services Administrator be received and filed.

- Motion Carried.

4.3 **2018 Children's Services Year in Review – Children's Services Supervisor**

Teresa Sulowski, Children's Services Supervisor, provided a presentation updating Council on the organization's activities for 2018.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Mennill

Resolved that the presentation titled "2018 Children's Services Year in Review" from the Children's Services Supervisor be received and filed.

- Motion Carried.

4.4 **Anti-Trafficking Awareness Program – Executive Director, Courage for Freedom**

Kelly Franklin, Executive Director, Courage for Freedom provided a presentation highlighting the ProjectONRoute program that was developed in response to the crisis of minor aged victims of human trafficking and sexual exploitation.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Mennill

Resolved that the presentation titled "Anti-Trafficking Awareness Program" from the Executive Director, Courage for Freedom be received and filed.

- Motion Carried.

Council recessed at 10:03 a.m. and reconvened at 10:13 a.m.

5. COMMITTEE OF THE WHOLE

Moved by: Councillor Purcell
Seconded by: Councillor French

Resolved that we do now move into Committee of the Whole Council.

- Motion Carried.

6. REPORTS OF COUNCIL, OUTSIDE BOARDS AND STAFF

6.1 **Warden Activity Report – May 2019 – Chief Administrative Officer**

Warden McPhail presented the list of various events and meetings attended in May 2019.

Moved by: Councillor Jones
Seconded by: Councillor Marks

Resolved that the report titled "Warden Activity Report May 2019" from the Chief Administrative Officer, dated June 1, 2019 be received and filed.

- Motion Carried.

6.2 **Elgin County Woodlands Conservation By-law No-Net-Loss Policy Procedure – Tree Commissioner/Weed Inspector**

The Tree Commissioner/Weed Inspector presented the report proposing that any No-Net-Loss Policy contribution monies be directed to the Elgin Clean Water Program rather than a local tree planting agency or local municipality.

Moved by: Councillor Jones
Seconded by: Councillor Marks

Resolved that the Tree Commissioner/Weed Inspector be directed to prepare a report for a future Council meeting to include additional information including eligibility requirements for this program; and that the report titled "Elgin County Woodlands Conservation By-law No-Net-Loss Policy Procedure" from the Tree Commissioner/Weed Inspector dated June 3, 2019 be received and filed.

- Motion Carried.

6.3 **Rural Economic Development Funding 2019 – Economic Development Coordinator and General Manager of Economic Development**

The General Manager of Economic Development presented the report recommending that the Warden and Chief Administrative Officer be authorized to sign a contribution agreement with the Ministry of Agriculture, Food and Rural Affairs for the development of the WorkInElgin website. The website will provide a platform for employers to post vacancies and connect directly with applicants.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Mennill

Resolved that the report be deferred and reconsidered later in the meeting.

- Motion Carried.

6.4 **911 Primary Public Safety Answering Position (PPSAP) Contract Extension (2020) – Purchasing Coordinator**

The Purchasing Coordinator presented the report recommending that the contract with Northern Communication Services be renewed for one (1) additional year. The contract provides for front line 911 services.

Moved by: Councillor Marks
Seconded by: Councillor Purcell

Resolved that the report titled "911 Primary Public Safety Answering Position (PPSAP) Contract Extension (2020)" be received; and that the contract with Northern Communication Services be renewed for one (1) additional year to expire on December 31, 2020; and that the Warden and Chief Administrative Officer be authorized to sign the amending agreement; and that the report be circulated to the County's Municipal Partners for their information.

- Motion Carried.

6.5 **Elgin County Archives Institutional Award – Director of Community & Cultural Services**

The Director of Community & Cultural Services presented the report informing Council that the Elgin County Archives was recently awarded the Archives Association of Ontario's (AAO) Institutional Award for 2019. The 2019 award recognizes the archives' innovation in launching the *Time Travel with Elgin County Archives* program.

Moved by: Councillor Jones
Seconded by: Councillor French

Resolved that the Elgin County Archives be hereby congratulated for receiving the Archives Association of Ontario's Institutional Award for 2019.

- Motion Carried.

6.6 **Library Procedure and Code of Conduct for Use of On-line Resources Policy Approval – Director of Community & Cultural Services**

The Director of Community & Cultural Services presented the report outlining revisions to the Elgin County Library's Code of Conduct for using on-line resources at Elgin County Library branches and recommended that the policy revisions be adopted.

Moved by: Councillor Martyn
Seconded by: Councillor Ketchabaw

Resolved that the Elgin County Library's "Procedure and Code of Conduct for Use of On-line Resources" attached to this report as "Appendix A" be hereby adopted effective immediately.

- Motion Carried.

6.7 **Tax Ratio Update – Director of Financial Services**

The Director of Financial Services presented the report recommending that Council amend Schedules A and C of By-law 19-04 to reflect the revised landfill tax ratio and rates and the mandated ratio for managed forest.

Moved by: Councillor Purcell
Seconded by: Councillor Marks

Resolved that Schedules A and C of By-law 19-04 be amended to reflect the revised tax ratio and rates in-line with the provincially calculated revenue neutral ratio for landfills and the mandated ratio for managed forest.

- Motion Carried.

6.8 **April 2019 Budget Performance – Director of Financial Services**

The Director of Financial Services presented the monthly budget performance report for the month of April 2019.

Moved by: Councillor Mennill
Seconded by: Councillor Giguère

Resolved that the report titled "April 2019 Budget Performance" from the Director of Financial Services dated May 31, 2019 be received and filed.

- Motion Carried.

6.9 **Asset Management – Director of Financial Services & Director of Engineering Services**

The Director of Financial Services presented the report recommending that Council approve the Asset Management Policy that will establish consistent standards and guidelines for management of the County's assets.

Moved by: Councillor Jones
Seconded by: Councillor Giguère

Resolved that the Asset Management Policy be adopted; and that the report titled "Asset Management" from the Director of Financial Services and the Director of Engineering Services dated May 13, 2019 be received and filed.

- Motion Carried.

6.10 **Construction Manager for Terrace Lodge Redevelopment – Contract Award – Director of Financial Services**

The Director of Financial Services presented the report recommending that the contract for Construction Management Services for the Terrace Lodge Redevelopment Project be awarded to D. Grant Construction Limited.

Moved by: Councillor Purcell
Seconded by: Councillor Marks

Resolved that the provision of Construction Management Services associated with the Redevelopment of Terrace Lodge, Request for Proposal 2019-18 submission received from D. Grant Construction Limited in the amount of \$3,474,337 (excluding H.S.T.) be awarded; and that the Warden and Chief Administrative Officer be authorized to sign the supporting CCDC-5B-2010 agreement.

- Motion Carried.

6.11 **Bridge Weight By-law Amendment King George VI Lift Bridge – Director of Engineering Services**

The Director of Engineering Services presented the report recommending that the load restrictions on the King George IV Lift Bridge be reduced to support existing conditions.

Moved by: Councillor Mennill
Seconded by: Councillor Martyn

Resolved that the report titled "Bridge Weight By-law Amendment – King George VI Lift Bridge" from the Director of Engineering Services dated June 11, 2019 be received and filed; and that the Bridge Weight By-law 15-26 be amended as follows: Level 1 – 10 tonne; Level 2 – 14 tonne; Level 3 – 18 tonne.

- Motion Carried.

6.12 **Chatham Street Road Settlement Stabilization – Director of Engineering Services**

The Director of Engineering Services presented the report requesting that funds approved in the 10-Year Capital Budget be brought forward to complete the required repair to Chatham Street and that Golder Associates be reengaged to provide required services in support of the road settlement repair.

Moved by: Councillor Mennill
Seconded by: Councillor Ketchabaw

Resolved that the County's geotechnical consultant Golder Associates be reengaged to provide the required geotechnical, detailed design, and contract administration engineering services in support of the road settlement repair on Chatham Street (CR #39) in Port Burwell to an upset limit amount of \$90,000 (excluding H.S.T.); and that the \$1,000,000 identified in the latter half of the approved 10-Year Capital Budget be brought forward to fund the required road settlement repair on Chatham Street (CR #39) in Port Burwell to be completed as soon as possible.

- Motion Carried.

6.13 **Port Bruce Bridge Replacement – Archaeological Assessment – Director of Engineering Services**

The Director of Engineering Services presented the report updating Council on the archaeological assessment undertaken to date as part of the ongoing municipal class environmental process.

Moved by: Councillor Mennill
Seconded by: Councillor Jones

Resolved that the report titled "Port Bruce Bridge Replacement – Archaeological Assessment" from the Director of Engineering Services dated June 11, 2019 be received and filed.

- Motion Carried.

6.14 **Port Stanley Fire Hall Relocation – Director of Engineering Services**

The Director of Engineering Services presented the report detailing the respective county road study findings implications, and property acquisition requirements as requested by the Municipality of Central Elgin in support of their proposed revised fire hall location.

Moved by: Councillor Martyn
Seconded by: Councillor Marks

Resolved that the report titled "Port Stanley Fire Hall Relocation" from the Director of Engineering Services, dated June 11, 2019, detailing the various County Road improvements resulting from completion of the Port Stanley – 'Little Creek West Lands' Residential Development Transportation Impact Study as prepared by Dillon Consulting Limited, be received and filed; and that County Council close and transfer to the Municipality of Central Elgin a portion of the Sunset Road (CR 4) allowance with an area of approximately 2,144 square meters as identified on the revised site plan in exchange for the Municipality of Central Elgin transferring to the County of Elgin a portion of property with an area of approximately 145 square meters to be combined with East Road (CR 23), plus financial compensation for the difference in land area of approximately 2,000 square meters; and that all legal and surveying costs to facilitate the property transactions be borne entirely by the Municipality of Central Elgin.

- Motion Carried.

Council recessed at 12:02 p.m. and reconvened at 12:41 p.m.

6.15 **Rural Economic Development Funding 2019 – Economic Development Coordinator and General Manager of Economic Development – Revisited Report**

The General Manager of Economic Development informed Council that as part of the agreement with the Ontario Ministry of Agriculture, Food and Rural Affairs for the WorkInElgin project, the project needs to be operational until 2022.

Moved by: Councillor Jones
Seconded by: Councillor Martyn

Resolved that the Warden and Chief Administrative Officer be authorized to sign a contribution agreement with the Ontario Ministry of Agriculture, Food and Rural Affairs for Rural Economic Development Funding in the amount of \$12,500; and that the corresponding By-law 19-22 be enacted; and that the Warden send a letter of appreciation to the Minister of Agriculture, Food and Rural Affairs.

- Motion Defeated.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Giguère

Resolved that the Warden send a letter to the Minister of Agriculture, Food and Rural Affairs with thanks but declining the funding from the Rural Economic Development (RED) program for the WorkInElgin project.

- Motion Carried.

6.16 **St. George St. Bridge Deck Replacement – Partnership with the City of St. Thomas – Director of Engineering Services**

The Director of Engineering Services presented the report providing details on a partnership between the City of St. Thomas and the County of Elgin for the bridge deck replacement of the St. George Street Bridge.

Moved by: Councillor Marks
Seconded by: Councillor Purcell

Resolved that the report titled “St. George St. Bridge Rehabilitation – Partnership with the City of St. Thomas” from the Director of Engineering Services and the Purchasing Coordinator dated May 30, 2019 be received for information.

- Motion Carried.

6.17 **Elgin Group Police Services Board Request for Services – Chief Administrative Officer**

The Chief Administrative Officer presented the report requesting that Council permit the Chief Administrative Officer to provide support to the Zone 6 Municipal Police Services Board group at their quarterly meetings.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Jones

Resolved that Council permit the CAO/Clerk to support the Zone 6 Municipal Police Services Board group by providing meeting support at the group’s quarterly meetings.

- Motion Carried.

6.18 **Community Safety and Well-Being Plan Update #1 – Chief Administrative Officer**

The Chief Administrative Officer presented the report updating Council on the progress and next steps of the development of the Community Safety and Well-Being Plan

Moved by: Councillor Giguère
Seconded by: Councillor Marks

Resolved that the report titled “Community Safety and Well-Being Plan” from the Chief Administrative Officer dated May 26, 2019 be received and filed.

- Motion Carried.

6.19 **Terrace Lodge Redevelopment Fundraising Committee – Chief Administrative Officer**

The Chief Administrative Officer presented the report recommending that clear Terms of Reference be established for the Fundraising Committee and that new members from the Councils of the East Elgin municipalities be appointed as well as continued participation from Community Representatives that previously served on the Fundraising Team.

Moved by: Councillor Mennill
Seconded by: Councillor French

Resolved that the Terms of Reference for the Terrace Lodge Redevelopment Fundraising Committee be approved and applied to activities of the Terrace Lodge Redevelopment Fundraising Committee; and that the Warden be directed to send Terms of Reference and request to the Councils of the Town of Aylmer, Municipality of Bayham, Township of Malahide and Municipality of Central Elgin requesting the appointment of one (1) member of Council to the Terrace Lodge Redevelopment Fundraising Committee; and that the County’s Chief Administrative Officer and the Director of Homes and Seniors Services be the designated staff leads representing Elgin County on the Terrace Lodge Redevelopment Fundraising Committee to act as a liaison between the Terrace Lodge Redevelopment Fundraising Committee and Terrace Lodge Redevelopment Steering Committee.

- Motion Carried.

6.20 **Contemplating Childcare – Terrace Lodge Redevelopment Project – Chief Administrative Officer, Director of Financial Services, and Director of Homes and Seniors Services**

The Chief Administrative Officer, Director of Financial Services, and Director of Homes and Seniors Services provided a presentation of background information including preliminary information in regard to the provision of Child Care Services, an overview of legislative requirements, and suggested next steps.

Moved by: Councillor Purcell
Seconded by: Councillor Mennill

Resolved that staff be directed to provide follow up information with regard to the provision of Child Care Services at Terrace Lodge at a future meeting.

- Motion Carried.

7. COUNCIL CORRESPONDENCE

7.1 Items for Information

1. Southwestern Integrated Fibre Technology (SWIFT) Media Release regarding the launch of a targeted broadband project in Norfolk County.
2. Western Ontario Wardens' Caucus (WOWC) with a letter announcing the approval of the SWIFT Phase II Project.
3. Joint letter to Hon. Christine Elliott, Minister of Health and Long-Term Care from County of Elgin and Middlesex Wardens requesting a cap on all Health Unit Budgets.
4. Premier Doug Ford with a letter regarding the government's decision to maintain the in-year cost sharing adjustments for land ambulance, public health, and child care services.
5. Town of Aurora, Grey County, and City of Guelph with resolutions regarding Bill 108, More Homes, More Choice Act, 2019.
6. Municipality of Central Elgin with a resolution supporting the establishment of a Community Safety Zone and the speed limit reduction on Springwater Road (County Road #35).
7. Brian Pollard, Assistant Deputy Minister, Ministry of Health and Long-Term Care with a memo regarding the conclusion of the High Wage Transition Fund.
8. Brian Pollard, Assistant Deputy Minister, Ministry of Health and Long-Term Care with a memo regarding the conclusion of the Structural Compliance Premium Program.
9. Frank Goss, Manager of Transportation & Waste Management Services, Oxford County with a Notice of Study Completion for the Oxford County Transportation Master Plan (TMP).
10. Sally Martyn, Chair, Elgin Group Police Services Board with a letter to local Municipalities requesting support to have the County Chief Administrative Officer lead the process of developing a Community Safety and Well-Being (CSWB) Plan and to work collaboratively on a joint CSWB plan.
11. Sally Martyn, Chair, Elgin Group Police Services Board with a letter to Hon. Jeff Yurek, MPP sharing the Board's concerns in regard to the increased speed limits pilot project on the 400 series highways.
12. Invitation to Retirement Party Open in honour of Shelley Fleming, retiring after 33 years with the Elgin County Library.

Moved by: Councillor Marks
Seconded by: Councillor Ketchabaw

Resolved that Correspondence items #1-12 be received and filed.

- Motion Carried.

8. OTHER BUSINESS

8.1 Statements/Inquiries by Members

Warden McPhail reminded Councillors that the Thames Valley District School Board Facility Planning and Collaboration meeting is taking place on June 12, 2019.

Warden McPhail reminded Councillors of the Warden's Charity Golf Tournament on June 27, 2019.

Warden McPhail informed Council that delegation requests are now available for the Association of Municipalities Ontario Annual Conference.

8.2 Notice of Motion

None.

8.3 **Matters of Urgency**

Warden McPhail informed Council of the meeting of the Southwest Municipal Funders on June 17, 2019 and will provide an update to County Council following this meeting. Councillor Purcell asked that the agenda for the meeting be shared with the lower tier municipalities.

Councillor Marks left the meeting at 1:21 p.m.

9. **CLOSED MEETING ITEMS**

Moved by: Councillor Purcell
Seconded by: Councillor Mennill

Resolved that we do now proceed into closed meeting session in accordance with the Municipal Act to discuss matters under Municipal Act Section 239 (2):

In-Camera Item #1

(d) – labour relations or employee negotiations – Status of Negotiations with Ontario Nurses' Association (VERBAL)

In-Camera Item #2

(b) personal matters about an identifiable individual, including municipal or local board employees – Change of Employee Assistance Program Vendor (VERBAL)

In-Camera Item #3

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (f) advice that is subject to solicitor – client privilege, including communications necessary for that purpose; (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Chatham St. Port Burwell

In-Camera Item #4 (Additional Item)

(c) a proposed or pending acquisition or disposition of land by the municipality or local board – County Property Disposition – Dutton/Dunwich

In-Camera Item #5

b) personal matters about an identifiable individual, including municipal or local board employees – Director of Human Resources Recruitment

In-Camera Item #6

(b) personal matters about an identifiable individual, including municipal or local board employees – Fire Trainer/CEMC Recruitment

- Motion Carried.

10. **RECESS**

None.

11. **MOTION TO RISE AND REPORT**

Moved by: Councillor Jones
Seconded by: Councillor French

Resolved that we do now rise and report.

- Motion Carried.

In-Camera Item # 1 – Status of Negotiations with Ontario Nurses' Association

Moved by: Councillor Purcell
Seconded by: Councillor Mennill

Resolved that staff proceed as directed.

- Motion Carried.

In-Camera Item #2- Change of Employee Assistance Program Vendor

Moved by: Councillor Giguère
Seconded by: Councillor Jones

Resolved that staff proceed as directed.

- Motion Carried.

In-Camera Item #3 – Chatham St. Port Burwell

Moved by: Councillor Martyn
Seconded by: Councillor French

Resolved that staff proceed as directed.

- Motion Carried.

In Camera Item #4 – County Property Disposition – Dutton/Dunwich

Moved by: Councillor Mennill
Seconded by: Councillor French

Resolved that staff proceed as directed.

- Motion Carried.

In-Camera Item #5 – Director of Human Resources Recruitment

Moved by: Councillor Purcell
Seconded by: Councillor Jones

Resolved that staff proceed as directed.

- Motion Carried.

In-Camera Item #6 – Fire Trainer/CEMC Recruitment

Moved by: Councillor Martyn
Seconded by: Councillor Ketchabaw

Resolved that staff proceed as directed.

- Motion Carried.

12. MOTION TO ADOPT RECOMMENDATIONS FROM THE COMMITTEE OF THE WHOLE

Moved by: Councillor Mennill
Seconded by: Councillor Martyn

Resolved that we do now adopt recommendations of the Committee Of The Whole.

- Motion Carried.

13. CONSIDERATION OF BY-LAWS

13.1 By-law 19-21 – Amendment to Budget By-law

Being a By-law to Amend By-law 19-04 Being a By-law to Provide for the Adoption of the 2019 Budget of the Corporation of the County of Elgin and to Establish the 2019 Tax Ratios, and to Establish the 2019 Tax Rates for the County Constituent Municipalities.

Moved by: Councillor Giguère
Seconded by: Councillor Jones

Resolved that By-Law No. 19-21 be now read a first, second and third time and finally passed.

- Motion Carried.

13.2 By-law 19-23 – Amendment to Bridge Weight By-Law – King George IV Lift Bridge

Being a By-law to Restrict the Weight of Vehicles Passing Over Bridges and to Amend By-law 15-26.

Moved by: Councillor Mennill
Seconded by: Councillor Martyn

Resolved that By-law No. 19-23 be now read a first, second and third time and finally passed.

- Motion Carried.

13.3 By-law 19-24 – Confirming All Actions and Proceedings

BEING a By-law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the June 11, 2019 Meeting.

Moved by: Councillor French
Seconded by: Councillor Ketchabaw

Resolved that By-law No. 19-24 be now read a first, second and third time and finally passed.

- Motion Carried.

14. ADJOURNMENT

Moved by: Councillor Jones
Seconded by: Councillor French

Resolved that we do now adjourn at 2:24 p.m. to meet again on June 25, 2019 at the County Administration Building Council Chambers at 9:00 a.m.

- Motion Carried.