

## **ELGIN COUNTY COUNCIL**

### **MINUTES**

**November 26, 2019**

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

Staff Present: Julie Gonyou, Chief Administrative Officer  
Jim Bundschuh, Director of Financial Services  
Brian Lima, Director of Engineering Services  
Amy Thomson, Director of Human Resources  
Brian Masschaele, Director of Community & Cultural Services  
Michele Harris, Director of Homes and Seniors Services  
Alan Smith, General Manager of Economic Development  
Stephen Gibson, County Solicitor  
Steve Evans, Manager of Planning  
Jenna Fentie, Legislative Services Coordinator  
Megan Shannon, Tourism Services Coordinator  
Mike Hoogstra, Purchasing Coordinator (report only)

#### **1. CALL TO ORDER**

Elgin County Council met this 26<sup>th</sup> day of November, 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 Ketchabaw  
Seconded by: Councillor Martyn

Resolved that the minutes of the meeting held on October 22, 2019 be approved as amended.

- Motion Carried.

#### **3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

None.

#### **4. PRESENTING PETITIONS, PRESENTATIONS AND DELEGATIONS**

None.

#### **5. COMMITTEE OF THE WHOLE**

Moved by: Councillor Marks  
Seconded by: Councillor Mennill

Resolved that we do now move into Committee Of The Whole Council.

- Motion Carried.

Stephen Gibson, County Solicitor, introduced the County of Elgin's new Prosecutor/Solicitor Jack Huber.

## 6. REPORTS OF COUNCIL, OUTSIDE BOARDS AND STAFF

### 6.1 **Provincial Offences Administration Building Committee – Annual Report – Warden McPhail**

The Warden provided a summary of the Provincial Offences Administration Building Committee's activities and accomplishments of 2019.

Moved by: Councillor Ketchabaw  
Seconded by: Councillor Marks

Resolved that the report titled "Provincial Offences Administration Building Committee – Annual Report" from Warden McPhail dated November 6, 2019 be received and filed; and that the Provincial Offences Administration Building Committee hereby dissolve having successfully completed the Committee's mandate.

- Motion Carried.

### 6.2 **Warden Activity Report – September and October 2019 – Warden McPhail**

Warden McPhail presented the report detailing official functions that he attended as Warden in September and October 2019.

Moved by: Councillor Martyn  
Seconded by: Councillor Purcell

Resolved that the report titled "Warden Activity Report – September and October 2019" from Warden McPhail dated November 1, 2019 be received and filed.

- Motion Carried.

### 6.3 **Health Recruitment Partnership Committee – Annual Report – Deputy Warden Jones**

Deputy Warden Jones presented the report updating Council on the 2019 activities of the Health Recruitment Partnership Committee.

Moved by: Councillor Jones  
Seconded by: Councillor Mennill

Resolved that the report titled "Health Recruitment Partnership Committee – Annual Report" from Deputy Warden Jones dated November 6, 2019 be received and filed.

- Motion Carried.

### 6.4 **Terrace Lodge Redevelopment Building Committee Annual Report 2019 – Councillor Purcell**

Councillor Purcell, Chair of the Terrace Lodge Redevelopment Building Committee, presented an overview of the Committee's activities over the past year.

Moved by: Councillor Purcell  
Seconded by: Councillor Mennill

Resolved that the report titled "Terrace Lodge Redevelopment Building Committee Annual Report 2019" from Councillor Purcell on behalf of the Terrace Lodge Redevelopment Building Committee dated November 19, 2019 be received and filed.

- Motion Carried.

6.5 **Quarterly Information Report – Contract Awards – July 1, 2019 to September 30, 2019 – Purchasing Coordinator**

The Purchasing Coordinator presented the report detailing contracts awarded between July 1, 2019 and September 30, 2019 exceeding \$15,000.

Moved by: Councillor Marks  
Seconded by: Councillor French

Resolved that the report titled “Quarterly Information Report – Contract Awards, July 1, 2019 to September 30, 2019” dated November 8, 2019 be received and filed.

- Motion Carried.

6.6 **Amendments to Human Resources Policy 8.60 – Asbestos in Buildings – Human Resources Assistant**

The Human Resources Assistant presented the report outlining the revisions to Human Resources Policy 8.60 – Asbestos in Buildings.

Moved by: Councillor Martyn  
Seconded by: Councillor Ketchabaw

Resolved that Council approve the changes to the Asbestos in Buildings Policy 8.60 as amended.

- Motion Carried.

6.7 **Social Media Policy Approval – Director of Community and Cultural Services**

The Director of Community and Cultural Services presented the report recommending that Council approve a policy governing the establishment and use of County social media accounts.

Moved by: Councillor Jones  
Seconded by: Councillor Purcell

Resolved that the Social Media Policy be hereby adopted effective immediately.

- Motion Carried.

6.8 **YWCA Pool Agreement Renewal – Director of Homes and Seniors Services**

The Director of Homes and Seniors Services presented the report recommending that staff be directed to sign the one (1) year agreement with the YWCA St. Thomas-Elgin for use of the Terrace Lodge pool for community supervised aquatic programs.

Moved by: Councillor Martyn  
Seconded by: Councillor Giguère

Resolved that Council authorize staff to sign the one (1) year agreement with YWCA St. Thomas-Elgin for the use of the Terrace Lodge pool; and that the report titled “YWCA Pool Agreement Renewal” from the Director of Homes and Seniors Services dated November 1, 2019 be received and filed.

- Motion Carried.

6.9 **Homes – Dietary Policy Manual Review and Revisions – Director of Homes and Seniors Services**

The Director of Homes and Seniors Services presented the report detailing changes to the Elgin County Homes and Seniors Services Dietary Policy Manual.

Moved by: Councillor Marks  
Seconded by: Councillor French

Resolved that Council approve the County of Elgin Homes and Seniors Services Dietary Policy Manual review and revisions for 2019; and that the report titled "Homes – Dietary Policy Manual Review and Revisions" from the Director of Homes and Seniors Services dated November 1, 2019 be received and filed.

- Motion Carried.

6.10 **Housekeeping and Laundry Policy Manual Review and Revisions – Director of Homes and Seniors Services**

The Director of Homes and Seniors Services presented the report detailing changes to the Elgin County Homes and Seniors Services Housekeeping and Laundry Policy Manual.

Moved by: Councillor Purcell  
Seconded by: Councillor Mennill

Resolved that Council approve the County of Elgin Homes and Seniors Services Housekeeping and Laundry Policy Manual review and revisions for 2019; and that the report titled "Housekeeping and Laundry Policy Manual Review and Revisions" from the Director of Homes and Seniors Services dated November 1, 2019 be received and filed.

- Motion Carried.

6.11 **Homes – Nursing Policy Manual Review and Revisions – Director of Homes and Seniors Services**

The Director of Homes and Seniors Services presented the report detailing changes to the Elgin County Homes and Seniors Services Nursing Policy Manual.

Moved by: Councillor Jones  
Seconded by: Councillor Giguère

Resolved that Council approve the County of Elgin Homes and Seniors Services Nursing Policy Manual review and revisions for 2019; and that the report titled "Homes – Nursing Policy Manual Review and Revisions" from the Director of Homes and Seniors Services dated November 8, 2019 be received and filed.

- Motion Carried.

6.12 **T:GO Intercommunity Transit Pilot Project in the Municipality of Bayham – Director of Engineering Services**

The Director of Engineering Services presented the report detailing a proposed new transit route extension into Elgin County within the Municipality of Bayham.

Moved by: Councillor Purcell  
Seconded by: Councillor Marks

Resolved that the report titled "T:GO Intercommunity Transit Pilot Project in the Municipality of Bayham" from the Director of Engineering Services dated October 30, 2019 be received and filed; and that it be noted that a road user agreement is not required if a transit structure is not located within the County road allowance.

- Motion Carried.

6.13 **Contract Award of Tender – Village of Sparta Reconstruction Contract No. 2019-36 - Director of Engineering Services and Purchasing Coordinator**

The Director of Engineering Services presented the report detailing the results of the tender issued for the Village of Sparta Reconstruction project in the

Municipality of Central Elgin and recommended that Bre-Ex Construction Inc. be awarded the contract.

Moved by: Councillor Martyn  
Seconded by: Councillor Marks

Resolved that Bre-Ex Construction Inc. be selected for the Village of Sparta Reconstruction Project, Contract No. 2019-36 at a total price of \$2,108,457,08 exclusive of HST; and that additional project funds in the amount of \$275,000 (excluding HST) be preapproved for inclusion in the 2020 Capital Budget to fund the County's proportionate project cost in partnership with the Municipality of Central Elgin; and that the Warden and Chief Administrative Officer be directed an authorized to sign the contract.

- Motion Carried.

6.14 **Land Severances – Unsolicited Conveyance of Lands – Director of Engineering Services, County Solicitor, and Manager of Planning**

The Director of Engineering Services presented the follow-up report as requested by Elgin County Council detailing the potential repercussions on repealing the County's current policy not to accept unsolicited lands to accommodate Land Division Consent applications, as well as a legal opinion and report which considers an exemption for Notice of Application for Consent Application No. E 21/19 made by Vanquaethem Farms Ltd.

Moved by: Councillor Purcell  
Seconded by: Councillor Marks

Resolved that Elgin County grant an exemption for Consent Application E 21/19 made by Vanquaethem Farms Ltd. for the conveyance of a one-foot by one-foot parcel to the County; and that any costs associated with this conveyance or future reconveyance be borne by the applicant; and further that a letter be sent to the Ministry of Municipal Affairs and Housing relaying Elgin County Council's concerns with Planning Act Section 50 (12).

- Motion Carried.

6.15 **Imperial Road Transportation Impact Study Follow-up Site Visit – Director of Engineering Services**

The Director of Engineering Services presented the report summarizing additional updated data received from IBI Group in the fall of 2019 following their review of Imperial Road at Moore's Flower & Garden Centre and Clovermead Adventure Farm.

Moved by: Councillor Giguère  
Seconded by: Councillor Marks

Resolved that the report titled "Imperial Road Transportation Impact Study Follow-up Site Visit" from the Director of Engineering Services dated November 18, 2019 be received and filed.

- Motion Carried.

6.16 **Tourism Value Proposition and Investment Attraction Plan – General Manager of Economic Development**

The General Manager of Economic Development presented the report recommending that a Request for Proposal (RFP) be issued to retain a consultant to assist in the development of a tourism value proposition and investment attraction plan.

Moved by: Councillor Jones  
Seconded by: Councillor Martyn

Resolved that the report titled "Tourism Value Proposition and Investment Attraction Plan" from the General Manager of Economic Development dated November 18, 2019 be received and filed; and that a Request for Proposal (RFP) be issued to retain consultancy services to assist with the development of a Tourism Value Proposition and Investment Attraction Plan, as described in the November 18, 2019 Council report.

- Motion Defeated.

Council recessed at 9:58 a.m. and reconvened at 10:13 a.m.

6.17 **Lake Erie Region Source Protection Committee Appointment – Legislative Services Coordinator**

The Legislative Services Coordinator presented the report notifying Council of the resolutions passed by municipalities supporting the re-appointment of Lloyd Perrin to the Lake Erie Region Source Protection Committee.

Moved by: Councillor Marks  
Seconded by: Councillor Jones

Resolved that the recommendations supporting the re-appointment of Lloyd Perrin to the Lake Erie Region Source Protection Committee from the Township of Southwold, Township of Malahide, City of St. Thomas, and Municipality of Middlesex Centre be received and filed.

- Motion Carried.

6.18 **Bridging the Digital Divide Rural Broadband Conference – Chief Administrative Officer**

The Chief Administrative Officer advised that this report will be presented at the December 12, 2019 Elgin County Council meeting.

6.19 **Ontario Cannabis Legalization Fund (OCLIF) – Chief Administrative Officer**

The Chief Administrative Officer presented the report recommending that the funding received through the Ontario Cannabis Legalization Implementation Fund (OCLIF) be designated as one-time funding and be applied to the resources utilized to develop County policies, complete research and provide training and education with respect to recreational cannabis legalization.

Moved by: Councillor Purcell  
Seconded by: Councillor Giguère

Resolved that the report titled "Ontario Cannabis Legalization Fund (OCLIF)" from the Chief Administrative Officer dated October 24, 2019 be received and filed; and that the funding received through the Ontario Cannabis Legalization Implementation Fund (OCLIF) in the amount of \$56,092 be designated as one-time funding and be applied to the resources utilized to develop County policies, complete research and provide training and education with respect to recreational cannabis legalization.

- Motion Carried.

6.20 **Active Health Services Ltd. – Provision of Physiotherapy Services, Long-Term Care – Chief Administrative Officer**

The Chief Administrative Officer presented the report seeking Council's authorization for the Warden and Chief Administrative Officer to execute the

agreement for services that have been provided by Active Health Services Ltd. since the award of RFP No. 2015-11.

Moved by: Councillor Mennill  
Seconded by: Councillor Marks

Resolved that the Warden and Chief Administrative Officer be directed to execute the agreement with Active Health Services Ltd. (Bayshore Healthcare Ltd.) for a term ending June 19, 2020.

- Motion Carried.

6.21 **Highway 3 Transportation Needs Assessment Study – Chief Administrative Officer**

The Chief Administrative Officer presented the report recommending that the County of Elgin no longer proceed with the Highway 3 Transportation Needs Assessment Study from St. Thomas to Aylmer.

Moved by: Councillor French  
Seconded by: Councillor Martyn

Resolved that the Warden be directed to send a letter to the Ministry of Transportation, MPP Yurek, City of St. Thomas, Municipality of Central Elgin, Township of Southwold, Town of Aylmer, and Township of Malahide with notice that the County is not interested in pursuing the Highway 3 Transportation Needs Assessment Study from St. Thomas to Aylmer.

- Motion Carried.

6.22 **Terrace Lodge Redevelopment Fundraising Committee Annual Report – Chief Administrative Officer**

The Chief Administrative Officer presented the report summarizing the Terrace Lodge Redevelopment Fundraising Committee's activities for 2019.

Moved by: Councillor Mennill  
Seconded by: Councillor French

Resolved that the report titled "Terrace Lodge Redevelopment Fundraising Committee Annual Report" from the Chief Administrative Officer dated November 6, 2019 be received and filed.

- Motion Carried.

6.23 **Draft Fund Development Gift Acceptance Policy – Chief Administrative Officer**

The Chief Administrative Officer presented the report recommending approval of the Fund Development Gift Acceptance Policy which will ensure that informed decisions are made regarding the acceptance of gifts to benefit Elgin County and the donor, and that such gifts are receipted in accordance with the Canada Revenue Agency (CRA) and the Canadian Income Tax Act.

Moved by: Councillor Giguère  
Seconded by: Councillor Marks

Resolved that the Fund Development Gift Acceptance Policy be approved as presented.

- Motion Carried.

6.24 **Community Engagement – Strategic Plan Survey Distribution Update – Chief Administrative Officer**

The Chief Administrative Officer presented the report providing County Council with the information with respect to the promotion and distribution of Council Council's Draft Strategic Plan Survey.

Moved by: Councillor Jones  
Seconded by: Councillor Mennill

Resolved that the report titled "Community Engagement – Strategic Plan Survey Distribution Update" from the Chief Administrative Officer dated November 6, 2019 be received and filed.

- Motion Carried.

6.25 **Council Committee By-law and Revisions to Council's Procedural By-law – Chief Administrative Officer**

The Chief Administrative Officer presented three (3) documents for Council's review: 1) By-law 19-40 being a By-law "To Define the Mandate and Meeting Procedures for Committees Established by the Corporation of the County of Elgin"; 2) Revisions to By-law 18-38 being a By-law "To Regulate the Proceedings in the Municipal Council of the Corporation of the County of Elgin and Committees Thereof, and to Repeal By-law No. 11-06"; and 3) By-law 19-41 being a By-law "To Regulate the Proceedings in the Municipal Council of the Corporation of the County of Elgin and to Repeal By-law No. 18-38".

Moved by: Councillor Ketchabaw  
Seconded by: Councillor Marks

WHEREAS pursuant to Procedural By-law 18-38, Section 35 (b) which states that "Council shall adopt terms of reference and these terms of reference shall be reviewed with each term of Council and prior to any new Committee appointments";

AND WHEREAS Council directed that a By-law be drafted to define the mandate and meeting procedures for Committees established by the Corporation of the County of Elgin; be it therefore resolved

THAT Council hereby enact By-law 19-40 being a By-law "To Define the Mandate and Meeting Procedures for Committees Established by the Corporation of the County of Elgin";

AND THAT Council review changes to Council's Procedural By-law 18-38 and consent to changes made with respect to Council Committees;

AND THAT Council repeal By-law 18-38 being a By-law "To Regulate the Proceedings in the Municipal Council of the Corporation and Committees thereof, and To Repeal By-law No. 11-06" and hereby enact By-law 19-41 being a By-law "To Regulate the Proceedings in the Municipal Council of the County of Elgin, and to Repeal By-law No. 18-38;

AND THAT Council appoint Councillor Martyn to the Community Safety and Well-Being Coordinating Committee to serve along with Councillor French;

AND THAT Council appoint Councillor Giguère, Councillor Ketchabaw and Councillor French to the Council Budget Committee to serve along with the Warden;

AND FURTHER THAT the report titled "Council Committee By-law and Revisions to Council's Procedural By-law" from the Chief Administrative Officer dated October 28, 2019 be received and filed.

- Motion Carried.

6.26 **Community Safety and Well-Being Plan Issuance of RFP – Chief Administrative Officer**

The Chief Administrative Officer provided County Council with a copy of the Request for Proposal (RFP) 2019-40 issued on November 18, 2019 seeking



proposals from qualified proponents to develop a Community Safety and Well-Being (CSWB) Plan in accordance with the Police Services Act.

Moved by: Councillor Jones  
Seconded by: Councillor Mennill

THAT the report titled "Community Safety and Well-Being Plan Issuance of RFP" from the Chief Administrative Officer dated November 17, 2019 be received and filed.

- Motion Carried.

6.27 **Municipal Modernization Program – 2020 Service Review – Chief Administrative Officer**

The Chief Administrative Officer presented the report in order to assess whether Council wishes to complete a Municipal Service Review in 2020 and to seek direction for the Chief Administrative Officer to apply for the Municipal Modernization Program funding by the December 6, 2019 deadline, and to seek Council's direction for the use of the Improving Service Delivery and Efficiency Funding received earlier this year.

Moved by: Councillor Marks  
Seconded by: Councillor Mennill

WHEREAS Elgin County Council is committed to making informed, strategic choices about how municipal services are delivered;  
AND WHEREAS Elgin County Council wishes to examine how to improve services and assess service levels in the face of competing priorities and/or decreasing revenues and reduce costs;  
AND WHEREAS Elgin County Council wishes to set priorities and, where possible, reduce the cost of delivery while maintaining of improving services and service levels;  
THEREFORE, BE IT RESOLVED  
THAT Elgin County Council conduct a Municipal Services Review to identify actions and directions that could result in a more efficient and effective service delivery, organizational and operation arrangements and associated savings;  
AND THAT the CAO be directed to finalize and issue a Request for Proposal for a Service Delivery Review no later than mid-December 2019;  
AND THAT the Chief Administrative Officer be directed to submit an Expression of Interest Form and applicable supporting documentation to the Municipal Modernization Program no later than December 6, 2019;  
AND THAT the \$725,000 in funding received from the Province of Ontario through the *Improving Service Delivery and Efficiency Funding* be reserved for future use related to the Community Safety and Well-Being planning process and actions resulting from the recommendations of the Municipal Services Review or service efficiencies recommended by staff prior to the completion of the Municipal Services Review;  
AND FURTHER THAT the report titled "Municipal Modernization Program – 2020 Service Review" from the Chief Administrative Officer dated November 16, 2019 be received and filed.

- Motion Carried.

6.28 **Elgin County Land Division Activities for 2019 – Land Division Committee Chairman**

The Land Division Committee Chairman presented the report highlighting the 2019 activities of the Elgin County Land Division Committee.

Moved by: Councillor Purcell  
Seconded by: Councillor Mennill

Resolved that the report titled “Elgin County Land Division Activities for 2019” from the Elgin County Land Division Committee Chairman and the Manager of Planning dated November 6, 2019 be received and filed.

- Motion Carried.

## 7. COUNCIL CORRESPONDENCE

### 7.1 Items for Consideration

7.1.1 Municipality of Dutton Dunwich requesting Elgin County to investigate the feasibility and costs associated with the installation of traffic lights at the Currie Road/Talbot Line intersection.

7.1.2 Town of Aylmer requesting support and endorsement of a request for tax relief for the development of an affordable housing apartment building on Brown Street in Aylmer.

The following resolution was adopted in regards to Correspondence Item #7.1.1:

Moved by: Councillor Purcell  
Seconded by: Councillor Marks

Resolved that the Director of Engineering Services be directed to provide an assessment and a follow-up report to County Council with respect to the feasibility and costs associated with the installation of traffic lights at the Currie Road/Talbot Line intersection in the Municipality of Dutton Dunwich.

- Motion Carried.

The following resolution was adopted in regards to Correspondence Item #7.1.2:

Moved by: Councillor Purcell  
Seconded by: Councillor Ketchabaw

Resolved that staff be directed to provide additional information with respect to the ways in which Elgin County can support the Town of Aylmer and other local municipal partners in their affordable housing strategies.

- Motion Carried.

### 7.2 Items for Information (Consent Agenda)

7.2.1 Ministry of Finance announcing the release of the 2020 Ontario Municipal Partnership Fund (OMPF) allocations.

7.2.2 Grants Ontario Funding Opportunities – Investing in Canada Infrastructure Program: Green Stream.

7.3.3 Grey Sauble Conservation with a resolution requesting that the Minister of the Environment, Conservation and Parks gives clear direction as to what services are considered mandatory and non-mandatory and that no programs or services of the GSCA be wound down at this time.

7.3.4 Deputy Minister, Small Business and Red Tape Reduction, Ministry of the Economic Development, Job Creation and Trade announcing the launch of the Job Site Challenge.

7.3.5 Ministry of Economic Development, Job Creation and Trade announcing a package of over 80 proposed actions to eliminate unnecessary or outdated rules and streamline regulations that need updating.

7.3.6 Ministry of Natural Resources and Forestry responding to Warden McPhail's letter regarding invasive phragmites.

- 7.3.7 Ministry of the Attorney General providing an update with respect to the transfer of the prosecution of Part III matters under the Provincial Offences Act to municipalities.
- 7.3.8 Ministry of Natural Resources and Forestry with an Environmental Registry notice regarding proposal to amend three statutes and make a new regulation under the Lakes and Rivers Improvement Act.
- 7.3.9 Bill Hatanaka, Ontario Health Board Chair and Susan Fitzpatrick Ontario Health Interim CEO with a letter regarding Ontario Health Transitional Regional Leadership.
- 7.3.10 Township of Ramara with a resolution expressing the Township's desire that an exit clause be provided in any new Conservation Authorities Act.

The following resolution was adopted in regards to Correspondence Item #7.3.8:

Moved by: Councillor Purcell  
Seconded by: Councillor Mennill

Resolved that staff be directed to coordinate with staff of the Township of Malahide and the Municipality of Bayham to communicate with the Ministry of Natural Resources to advocate for changes to well licences pursuant to the Oil, Gas and Salt Resources Act to require payment of annual municipal taxes as a condition of licence renewal.

- Motion Carried.

The following resolution was adopted in regards to Correspondence Item #7.3.9:

Moved by: Councillor Purcell  
Seconded by: Councillor Jones

Resolved that the Chief Administrative Officer be directed to prepare an update regarding Ontario Health Teams for Council's review at the December 12, 2019 meeting.

- Motion Carried.

Moved by: Councillor Martyn  
Seconded by: Councillor French

Resolved that Correspondence Items #7.3.1-7.3.7, 7.3.10 be received and filed.

- Motion Carried.

## 8. OTHER BUSINESS

### 8.1 Statements/Inquiries by Members

- 8.1.1 Councillor Jones noted that the Township of Southwold is thrilled that the vacant building located next to Elgin Manor Long-Term Care Home has been purchased.
- 8.1.2 Warden McPhail informed Councillors that the County had completed their emergency management exercise last week and he recognized the Fire Training Officer/Community Emergency Management Coordinator for his expertise in the area of emergency management.
- 8.1.3 Councillor Marks relayed to Council how impressed he was with the new Provincial Offences Administration Building and associated Grand Opening last week. Additionally, Councillor Marks noted that he felt the 2019 Warden's Banquet was a great success.

8.1.4 Councillor Martyn reported that both she and Councillor Mennill attended the November 12, 2019 meeting of the Thames Valley District School Board to advocate against local school closures (Springfield Public School and New Sarum Public School).

8.2 **Notice of Motion**

None.

8.3 **Matters of Urgency**

8.3.1 A Rural Education Task Force is being created by Thames Valley District School Board and they are seeking the appointment of a member of Council. The first meeting will be held on Monday, January 13, 2020 at 5:30 p.m. at the Thames Valley District School Board office. Councillor Martyn volunteered to participate as a member of this committee.

Moved by: Councillor Purcell  
Seconded by: Councillor French

Resolved that Elgin County Council support the nomination of Councillor Martyn to the Thames Valley District School Board Rural Education Task Force; and that Councillor Giguère be appointed as an alternate; and further that a letter be sent to Thames Valley District School Board notifying them of this appointment.

- Motion Carried.

8.3.2 Warden McPhail requested Council's review and approval of a letter to be sent to Lord Elgin, 11<sup>th</sup> Earl of Elgin, Andrew Douglas Alexander Thomas Bruce, 15<sup>th</sup> Earl of Kincardine.

Moved by: Councillor Mennill  
Seconded by: Councillor Marks

Resolved that the Warden be directed to send an update on behalf of Elgin County Council to Lord Elgin, 11<sup>th</sup> Earl of Elgin, Andrew Douglas Alexander Thomas Bruce, 15<sup>th</sup> Earl of Kincardine.

- Motion Carried.

Council recessed at 11:09 a.m. and reconvened at 11:12 a.m.

**9. CLOSED MEETING ITEMS**

Moved by: Councillor Ketchabaw  
Seconded by: Councillor Marks

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**

*(b) personal matters about an identifiable individual, including municipal or local board employees – CAO Evaluation*

**In-Camera Item #2**

*(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 – Fire Training Officer/Community Emergency Management Coordinator Agreement*

In-Camera Item #3

*(c) a proposed or pending acquisition or disposition of land by the municipality or local board; (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 – Property Matters*

In-Camera Item #4

*(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 - Central Elgin Short Term Lease*

In-Camera Item #5

*(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 – Ambulance Services*

In-Camera Item #6

*(b) personal matters about an identifiable individual, including municipal or local board employees – Western Ontario Wardens Caucus*

In-Camera Item #7

*(b) personal matters about an identifiable individual, including municipal or local board employees*

In-Camera Item #8

*(b) personal matters about an identifiable individual, including municipal or local board employees – Organizational Review*

- Motion Carried.

**10. RECESS**

Council recessed at 12:00 p.m. and reconvened at 12:47 p.m.

**11. MOTION TO RISE AND REPORT**

Moved by: Councillor Purcell  
Seconded by: Councillor Jones

Resolved that we do now rise and report.

- Motion Carried.

In-Camera Item #1 – CAO Evaluation

Moved by: Councillor Marks  
Seconded by: Councillor Ketchabaw

Resolved that the Warden proceed as directed.

- Motion Carried.

In-Camera Item #2 – Fire Training Officer/Community Emergency Management Coordinator Agreement

Moved by: Councillor Jones  
Seconded by: Councillor French

Resolved that the Chief Administrative Officer and the County Solicitor proceed as directed.

- Motion Carried.

In-Camera Item #3 – Property Matters

Moved by: Councillor Giguère  
Seconded by: Councillor Jones

Resolved that the Chief Administrative Officer proceed as directed.

- Motion Carried.

In-Camera Item #4 – Central Elgin Short Term Lease

Moved by: Councillor Purcell  
Seconded by: Councillor Ketchabaw

Resolved that the Warden and Chief Administrative Officer proceed as directed.

- Motion Carried.

In-Camera Item #5 – Ambulance Services

Moved by: Councillor French  
Seconded by: Councillor Jones

Resolved that the Chief Administrative Officer proceed as directed.

- Motion Carried.

In-Camera Item #6 – Western Ontario Wardens Caucus

Moved by: Councillor Martyn  
Seconded by: Councillor Giguère

Resolved that the report from the Chief Administrative Officer be received.

- Motion Carried.

In-Camera Item #7

Moved by: Councillor French  
Seconded by: Councillor Marks

Resolved that the Chief Administrative Officer proceed as directed.

- Motion Carried.

In-Camera Item #8

Moved by: Councillor Marks  
Seconded by: Councillor Jones

Resolved that the verbal report from the Chief Administrative Officer be received.

- Motion Carried.

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

Moved by: Councillor Purcell  
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 No. 19-40 – Council Committee By-law**

BEING a By-law to Define the Mandate and Meeting Procedures for Committees Established by the Corporation of the County of Elgin.

Moved by: Councillor Mennill  
Seconded by: Councillor Marks

Resolved that By-law No. 19-40 be now read a first, second and third time and finally passed.

- Motion Carried.

**13.2 By-law No. 19-41 – Council Procedural By-law**

BEING a By-law to Regulate the Proceedings of the Municipal Council of the Corporation of the County of Elgin and to Repeal By-law No. 19-38.

Moved by: Councillor Giguère  
Seconded by: Councillor Jones

Resolved that By-law No. 19-41 be now read a first, second and third time and finally passed.

- Motion Carried.

**13.3 By-law No. 19-42 – 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 November 26, 2019 Meeting.

Moved by: Councillor Mennill  
Seconded by: Councillor Giguère

Resolved that By-law No. 19-42 be now read a first, second and third time and finally passed.

- Motion Carried.

**14. ADJOURNMENT**

Moved by: Councillor Marks  
Seconded by: Councillor Ketchabaw

Resolved that we do now adjourn at 1:55 p.m. to meet again on December 10, 2019 at the County Administration Building Council Chambers at 7:00 p.m.

- Motion Carried.



## REPORT TO COUNTY COUNCIL

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FROM: Duncan McPhail, Warden  
DATE: November 20, 2019  
SUBJECT: Municipal Overview Letter to Lord Elgin

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### **RECOMMENDATION:**

THAT the attached letter, drafted by Warden McPhail, dated November 26, 2019, be sent to Lord Elgin, the 11<sup>th</sup> Earl of Elgin, Andrew Douglas Alexander Thomas Bruce.

### **INTRODUCTION:**

Elgin County was incorporated in 1852 and, to recognize Elgin County as part of their centennial celebrations in 1952, Lord Elgin, the 11<sup>th</sup> Earl of Elgin, Andrew Douglas Alexander Thomas Bruce and 15<sup>th</sup> Earl of Kincardine presented Elgin County with a watch. The watch is something that has been treasured by each Warden of Elgin County and is presented from Past Warden to the newly elected Warden annually at the Warden's Inaugural meeting.

I attended an event at the Elgin Regiment earlier in 2019 and Lord Bruce (Lord Elgin's son), mentioned that his father would be thrilled to receive an update from the County of Elgin.

### **BACKGROUND:**

The purpose of this report is to seek Council's authorization to submit the attached letter to the 11<sup>th</sup> Earl of Elgin, Lord Elgin.

All of which is Respectfully Submitted

Duncan McPhail  
Warden





Lord Elgin, 11<sup>th</sup> Earl of Elgin, Andrew Douglas Alexander Thomas Bruce, 15<sup>th</sup> Earl of Kincardine

November 26, 2019

Your Lordship,

It is a privilege to provide you with an update on behalf of Elgin County Council. I have had the great pleasure of serving as Warden of Elgin County Council on three different occasions. During each term, I have been presented with and hold a Chain of Office and the pocket watch that your father, the 10<sup>th</sup> Earl of Elgin and 14<sup>th</sup> Earl of Kincardine, Edward James Bruce, presented to our Council as part of our Centennial celebrations in 1952. This generous gift is now steeped in tradition and has been passed down from Warden to Warden as a mark of pride in our municipality and to denote the authority and dignity attached to the Office of the Warden.

As part of the Centennial celebrations, your father laid the cornerstone for the St. Thomas Elgin General Hospital. You would be pleased to know that we are exceedingly proud that our local hospital has recently achieved accreditation with exemplary standing – the highest rating a health care organization in Canada can receive.

Earlier this month I attended several Remembrance Day ceremonies and I am pleased to report that large crowds of all ages joined to recall the end of WWI hostilities and all those who have served in our nation's defence. Elgin County is fortunate to be the stewards of a Victoria Cross, awarded to a fallen soldier, Ellis Wellwood Sifton, an Elgin County farmer, whose bravery at Vimy Ridge in 1917 earned him this highest award for valour. The Victoria Cross was part of one of the community commemorations and arrived by police escort.

Our Council has much to be proud of and it is clear that all sitting Councillors, both past and present, care deeply about our County – we are all passionate about the success of our community and we are committed to ensuring the financial sustainability of our services. By working together, we are seizing opportunities and overcoming challenges. I believe that Elgin County Council represents the best community in Ontario.

Over the past year, we have shown resilience and we remain steadfast in our commitment to listening to, and working with, our staff and residents to develop policies and guide services. I suspect the next three years of our term on Council will be momentous. The coming year alone will see the rebuild of a bridge that collapsed in February of 2018, a \$5M rehabilitation of the King George VI Lift Bridge in Port Stanley, and the commencement of a \$30M rehabilitation of Terrace Lodge, one of Elgin's three Long Term Care Homes.

We are preparing for the important work ahead of us by formalizing our strategic objectives and seeking input from our residents. The next three years will present us with both great opportunities as well as significant challenges. It is difficult, as local government, to keep up with a multitude of changes coming from other levels of government and global forces: a volatile economy, rising inflation and interest rates, and a lack of affordable housing. To keep moving forward, we know we have to face our challenges head-on.

We in Elgin have come a long way over the past number of years and our confidence in who we are and where we are headed as a County has grown significantly. We are building a County that has infrastructure for high-speed internet and one that is resilient despite competing demands for our resources and escalating costs. We will continue to encourage and support new ideas and take pride in seeing them take root and grow.

It is Council's desire that the children of Elgin County grow up and flourish in an "Elgin" that, over the long term, is sustainable -- in all forms of that word. A municipality that is able to afford important public services and one where we have a healthy natural environment and superior quality of life. Our County is breathtaking. Our idyllic rural landscapes, charming towns and villages, as well as waterfront living make life in Elgin County the ideal alternative to the hustle and bustle of city life.

Our Council has actively pursued "outside the box" solutions and opportunities to drive growth in our community and we anticipate a 5% increase in our population over the next 5 years. We know that by working together with our staff and our community, we will develop the full potential of our progressive community.

Thank you for your family's generous contributions to our heritage.

Yours Very Truly,

Duncan McPhail  
Warden, Corporation of the County of Elgin