

**ELGIN COUNTY COUNCIL**

**MINUTES**

**June 9, 2020**

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

Staff Present: Julie Gonyou, Chief Administrative Officer (in-person)  
Jim Bundschuh, Director of Financial Services (electronic)  
Brian Lima, Director of Engineering Services (electronic)  
Brian Masschaele, Director of Community and Cultural Services (electronic)  
Amy Thomson, Director of Human Resources (electronic)  
Michele Harris, Director of Homes and Senior Services (electronic)  
Alan Smith, General Manager of Economic Development (electronic)  
Nancy Pasato, Manager of Planning (electronic)  
Jeff Lawrence, Tree Commissioner/Weed Inspector (electronic) (report only)  
Natalie Marlowe, Library Coordinator (electronic)  
Mike Hoogstra, Purchasing Coordinator (electronic)  
Al Reitsma, Manager of Information Technology (electronic) (report only)  
Katherine Thompson, Supervisor of Legislative Services (electronic)  
Carolyn Krahn, Legislative Services Coordinator (in-person)

**1. CALL TO ORDER**

Elgin County Council met this 9<sup>th</sup> day of June, 2020 in the Administrative Boardroom, at the County Administration Building, St. Thomas at 9:00 a.m. with Warden Mennill in the chair. The Councillors and some staff participated electronically by video conference.

**2. ADOPTION OF MINUTES**

Moved by: Councillor Ketchabaw  
Seconded by: Councillor Purcell

Resolved that the minutes of the meeting held on May 26, 2020 be adopted.

**Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

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

None.

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

##### 4.1 Introduction of Nancy Pasato, Manager of Planning

The Warden welcomed the new Manager of Planning. Nancy Pasato comes from the City of London, where she has worked in planning roles of increasing responsibility for the past twenty (20) years.

##### 4.2 Thames Valley District School Board – Meagan Ruddock

Meagan Ruddock on behalf of the Thames Valley District School Board requested Council's support in encouraging the community to decorate their yards and businesses with decorative lights this June in celebration and recognition of the Class of 2020.

Moved by: Councillor Martyn  
Seconded by: Councillor Ketchabaw

Resolved that the letter from Meagan Ruddock, Thames Valley District School Board, be received and filed; and, that staff proceed with notifying the local municipal partners; and, that staff coordinate messaging on electronic signage across Elgin County; and that consistent messaging is used as much as possible with the local municipal partners in celebration of students in Elgin County in 2020.

##### **Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

#### 5. COMMITTEE OF THE WHOLE

Moved by: Councillor Jones  
Seconded by: Councillor Marks

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

##### **Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

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

**6.1 COVID-19 Update – Warden**

The Warden provided an update on the County’s response to the COVID-19 pandemic. He emphasized that Elgin County’s Long-Term Care Homes team is deeply committed to providing the highest level of care and service possible and that County Homes have taken all precautions possible to stop the spread of COVID-19. While the pandemic is not over yet, staff are beginning to look ahead and build the roadmap to our new reality – one where COVID-19 is present in our community.

Moved by: Councillor McPhail  
Seconded by: Councillor French

Resolved that the report from Warden Mennill, titled “COVID-19 Update” dated June 2, 2020 be received and filed.

**Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

**6.2 Tree Commissioner/Weed Inspector Quarterly Report January – March 2020 – Tree Commission/Weed Inspector**

The Tree Commissioner presented a summary of activity related to the Elgin Woodlands Conservation By-Law for the period of January 1, 2020 to March 31, 2020 and weed inspection activity for the first quarter.

Moved by: Councillor Ketchabaw  
Seconded by: Councillor Giguère

Resolved that the report titled “Tree Commissioner/Weed Inspector Quarterly Report January – March 2020” from the Tree Commissioner/Weed Inspector, dated June 1, 2020 be received and filed.

**Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

6.3 **Homes – Notice and Extension of Service Accountability Agreement(s) SAA – Extending Letter – Director of Homes and Senior Services**

The Director of Homes and Senior Services presented a report on the extension of service accountability agreements (SAA). In light of the current pandemic, the Local Health Integration Networks (LHINs) and Ontario Health (OH) recognize it is not realistic to press ahead and engage in a SAA refresh process that would further pressure health service providers and the system as a whole. The LHINs and OH have received Ministry of Health (MOH) endorsement to continue with the extension of the 2020/21 fiscal year SAA for the period of July 1, 2020 to March 31, 2021.

Moved by: Councillor Marks  
Seconded by: Councillor Jones

Resolved that the report titled: “Homes – Notice and Extension of Service Accountability Agreement(s) SAA – Extending Letter” dated June 2, 2020 be received and filed; and, that Council authorize the Warden and Chief Administrative Officer to sign the Notice and Extension of Service Accountability Agreement(s) SAA Extending Letter.

**Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

6.4 **Elgin County Library Performance Analysis – Director of Community and Cultural Services**

The Director of Community and Cultural Services provided further context on the library’s recent performance based on annual statistics compiled by the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTC).

Moved by: Councillor Purcell  
Seconded by: Councillor Martyn

Resolved that the report titled “Elgin County Library Performance Analysis” from the Director of Community and Cultural Services dated June 9, 2020 be received and filed.

**Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

6.5 **Wide Area Network Services – RFP Contract Award – Manager of Information Technology**

The Manager of Information Technology provided details on Request for Proposal (RFP) No. 2020-P28 recently issued by the County for the provision of High-Speed Wide Area Network (WAN) connectivity between existing facilities. The County of Elgin WAN consists of private high-speed connections between the Administration Building data centre and the County's three (3) Long-Term Care Homes. Because Elgin Manor serves as the backup data centre for the County, the connection between it and the Administration Building is ten (10) times faster than the connection with the other Homes. The increased speed provides the capacity necessary to operate hot standby servers as well as off-site backups of all servers and data.

One (1) complete proposal submission was received from Eastlink. The cost of this agreement would be \$4,500 per month, an increased cost of \$500 from the 2015 price of \$4,000. This increase is a little over 2% per year and is contained within the IT budget. The new agreement provides the following increased services:

- A doubling of bandwidth to the Administration Building from 1000 Mbps, which previously cost \$2,125 monthly, to 2000 Mbps for \$2,325 monthly – a doubling of speed for a \$200 per month increase; and
- An internet connection for each of the three (3) Long-Term Care Homes at \$100 each.

The total cost for the enhanced services from Eastlink is \$54,000 per year. The pricing is guaranteed for the three (3) year term of the agreement.

Moved by: Councillor Jones  
Seconded by: Councillor Martyn

Resolved that Eastlink be selected to provide Wide Area Network Services to the County's four facilities identified in the RFP for a three (3) year term for a total price of \$54,000 per year with the option to extend the current agreement for an additional two (2) years; and, that the Warden and Chief Administrative Officer be authorized to sign the supporting agreement.

**Recorded Vote**

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks		No	
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère		No	
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		7	2	0

- Motion Carried.

6.6 **Quarterly Information Report - Contract Awards – January 1, 2020 to March 31, 2020 – Purchasing Coordinator**

The Purchasing Coordinator provided information on the exercise of delegated authority for all contracts awarded that exceed \$15,000 including amendments and renewals for the period from January 1, 2020 to March 31, 2020.

Moved by: Councillor Marks  
Seconded by: Councillor Jones

Resolved that the report titled “Quarterly Information Report - Contract Awards, January 1, 2020 to March 31, 2020” dated May 28, 2020 be received and filed.

**Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

**6.7 Capping and Claw-back – Director of Financial Services**

The Director of Financial Services presented a report on the recommended capping and claw-back options for 2020.

Moved by: Councillor Purcell  
Seconded by: Councillor Ketchabaw

Resolved that County tax policy set the annualized tax limit increase at 10%; the prior years current value assessment (CVA) tax limit increase at 10%; the CVA threshold for protected (increasing) properties at \$500; the CVA threshold for clawed-back (decreasing) properties at \$500; exclude properties that were at CVA tax in the previous year from the capping and claw-back calculation in the current year; and exclude properties that would move from being capped in the previous year to be clawed back in the current year or from being clawed back in the previous year to be capped in the current year as a result of the changes to the CVA tax; and, exclude reassessment related increases from the capping calculation; and, that the necessary by-law be adopted.

**Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

**6.8 Contract Award – Administration Building Cooling Tower and South Wing Roof Replacement Project - Tender No. 2020-T23 – Director of Engineering Services**

The Director of Engineering Services presented details on the tender issued for the Administration Building Cooling Tower and South Wing Roof Replacement Project. Work on this project is expected to begin in September with completion scheduled for the end of November.

Moved by: Councillor McPhail  
Seconded by: Councillor Marks

Resolved that Triumph Roofing & Sheet Metal Inc. be selected for the Administration Building Cooling Tower and South Wing Roof Replacement Project, Tender No. 2020-T23 at a total price of \$497,000.00 (exclusive of HST), and that the funding deficit be funded from the Exterior Building Repair Capital Project; and, that the Warden and Chief Administrative Officer be authorized to sign the contract.

**Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

**6.9 Elgin County 2020 – 2022 Strategic Plan Promotion – Supervisor of Legislative Services and Community Relations**

The Supervisor of Legislative Services and Community Relations presented a draft promotional plan for the Elgin County 2020 – 2022 Strategic Plan. The draft plan includes presentations to various stakeholders to ensure that both Council and staff remain focused on the goals of the plan and that all County activities align with its strategic objectives.

Moved by: Councillor Giguère  
Seconded by: Councillor Marks

Resolved that the June 1, 2020, report titled, “Elgin County 2020-2022 Strategic Plan Promotion,” submitted by the Supervisor of Legislative Services and Community Relations, be received and filed for information; and that Elgin County Council provide feedback regarding the promotion of the Elgin County 2020-2022 Strategic Plan.

**Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

**6.10 New Council Committees: Environmental Committee Update and Connectivity Committee Terms of Reference – Chief Administrative Officer**

The Chief Administrative Officer provided an update on the Environmental Committee, presented for Council’s approval Terms of Reference for the Connectivity Committee and proposed the names of two (2) Members of Council to serve on the Committee.

Moved by: Councillor Purcell  
Seconded by: Councillor French

Resolved that the report from the Chief Administrative Officer, titled “New Council Committees: Environmental Committee Update and Connectivity Committee Terms of Reference” dated June 2, 2020 be received and filed; and that Council approve the Terms of Reference for the Connectivity Committee as presented and direct staff to amend Council’s Committee By-Law 19-40 to include the Terms of Reference for the Connectivity Committee; and further that Council appoint Councillor Marks and Councillor Giguère to the Connectivity Committee, as recommended by Warden Mennill.

**Recorded Vote**

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

**6.11 COVID-19 Business Continuity Planning – May 2020 – Chief Administrative Officer**

The Chief Administrative Officer presented Elgin County’s Reopening Strategy. The Reopening Strategy follows a phased approach; it will continue to evolve; and it will be updated regularly.

Moved by: Councillor Jones  
Seconded by: Councillor Giguère

Resolved that the report titled “Elgin County Reopening Strategy” from the Chief Administrative Officer dated June 2020 be received and filed.

**Recorded Vote**

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

**7. COUNCIL CORRESPONDENCE**

**7.1 Items for Consideration**

None.



**7.2 Items for Information (Consent Agenda)**

- 7.2.1 Karen Vecchio, Member of Parliament – Elgin-Middlesex-London, with a report entitled “Connect Canada – Conservative Call to Action on Rural Internet Access.”
- 7.2.2 Homes and Senior Services with their June Newsletter.
- 7.2.3 The Ministry of Education with a letter regarding internet connectivity for students.
- 7.2.4 The Municipality of Central Elgin with a letter endorsing correspondence sent from the County of Elgin to the Honourable Ernie Hardeman supporting Bill 156.

Moved by: Councillor French  
Seconded by: Councillor Giguère

Resolved that Correspondence Items #1-4 be received and filed.

**Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

**8. OTHER BUSINESS**

**8.1 Statements/Inquiries by Members**

None.

**8.2 Notice of Motion**

None.

**8.3 Matters of Urgency**

8.3.1 Councillor Purcell presented information on a near accident at the intersection of Currie Road and Talbot Line. Residents have expressed concern about the safety of this intersection.

Moved by: Councillor Purcell  
Seconded by: Councillor McPhail

Resolved that Engineering Services document the cost of two options for the intersection of Currie Road and Talbot Line, the first option being the installation of traffic lights at the intersection and the second option being the creation of a four-way stop with a reduced speed limit and appropriate signage; and, that the Director of Engineering Services report the same with a recommended solution at the next Council meeting.

**Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		

Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

8.3.2 The Warden requested that an item be added to the Closed Meeting Agenda under *Municipal Act Section 239 2(e) litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board; and (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* – Port Bruce Bridge.

Moved by: Councillor Purcell  
Seconded by: Councillor Giguère

Resolved that the Port Bruce Bridge litigation/potential litigation item as requested by the Chief Administrative Officer be added to the agenda for the Closed Meeting.

**Recorded Vote**

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

**9. CLOSED MEETING ITEMS**

Moved by: Councillor Martyn  
Seconded by: Councillor French

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

In-Camera Item #1

*(e) litigation or potential litigation, including matters before administrative tribunals affecting 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* – Port Bruce Bridge

In-Camera Item #2

*(b) personal matters about an identifiable individual, including municipal or local board employees; (d) labour relations or employee negotiations* – Service Delivery Review

**Recorded Vote**

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		

Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

## 10. RECESS

Council recessed at 10:05 a.m. and reconvened at 10:10 a.m.

## 11. MOTION TO RISE AND REPORT

Moved by: Councillor Ketchabaw

Seconded by: Councillor Jones

Resolved that we do now rise and report.

### Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

### In-Camera Item #1 – Port Bruce Bridge

Moved by: Councillor Purcell

Seconded by: Councillor McPhail

Resolved that staff proceed as directed.

### Recorded Vote

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

### In-Camera Item #2 – Service Delivery Review

Moved by: Councillor Marks

Seconded by: Councillor Giguère

Resolved that the report from StrategyCorp Inc. be received.

**Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

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

Moved by: Councillor Jones  
Seconded by: Councillor Martyn

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

**Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

**13. CONSIDERATION OF BY-LAWS**

**13.1 By-law 20-27 – Capping/Claw-back**

BEING a By-law to Adopt Optional Tools for the Purposes of Administering Limits for the Commercial, Industrial and Multi-Residential Property Classes.

Moved by: Councillor Ketchabaw  
Seconded by: Councillor McPhail

Resolved that By-Law No. 20-27 be now read a first, second and third time and finally passed.

**Recorded Vote**

		<b>Yes</b>	<b>No</b>	<b>Abstain</b>
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		

Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

13.2 **By-law 20-28 – 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 9, 2020 Meeting.

Moved by: Councillor French

Seconded by: Councillor Martyn

Resolved that By-Law No. 20-28 be now read a first, second and third time and finally passed.

**Recorded Vote**

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn	Yes		
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		9	0	0

- Motion Carried.

14. **ADJOURNMENT**

Moved by: Councillor Marks

Seconded by: Councillor Jones

Resolved that we do now adjourn at 11:02 a.m. to meet again on June 23, 2020 at 9:00 a.m.

**Recorded Vote**

		Yes	No	Abstain
West Elgin	Duncan McPhail	Yes		
Dutton Dunwich	Bob Purcell	Yes		
Central Elgin	Sally Martyn		No	
Central Elgin	Tom Marks	Yes		
Southwold	Grant Jones	Yes		
Aylmer	Mary French	Yes		
Malahide	Dominique Giguère	Yes		
Bayham	Ed Ketchabaw	Yes		
Malahide	Warden Dave Mennill	Yes		
		8	1	0

- Motion Carried.

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Julie Gonyou,  
Chief Administrative Officer.

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Dave Mennill,  
Warden.

Wide Area Network Services – RFP Contract Award  
Manager of Information Technology

June 9, 2020

## WAN RFP Council Presentation – June 9, 2020

The County of Elgin wide area network or WAN consists of private high-speed connections between the administration building data centre and the County's 3 long-term care homes. Because Elgin Manor serves as the backup data centre for the County the connection between it and the administration building is 10 times faster than the connection with the other homes. The increased speed provides the capacity necessary to operate hot standby servers as well as off-site backups of all servers and data.

Data traffic volume between the administration building and our 9 libraries can be handled by public internet connections such as Bell, EastLink and Rogers which secured using GRE (Generic Routine Encapsulation) protocol and was not included in this WAN RFP.

The WAN provides staff at the long-term care homes with access to resources at the data center such as the file server. The WAN is also used to route internet traffic from all locations, both staff and public, through the firewall out to the internet.

The current contract for WAN services with EastLink has been in place for 5 years. During that time EastLink has responded to our need for increased internet capacity, driven by the homes and the libraries, by providing incremental bandwidth increases as no charge.

A review of our WAN requirements identified the following needs:

1. Provide backup internet connections to each of the long-term care homes. Although the loss of the internet connection at the administration building is infrequent a backup internet connection would insure that the critical connection to resident care and pharmacy information is not lost.
2. Increased internet bandwidth to meet the demand from staff and the public, primarily from the libraries.

In order to meet the increased demand and to future proof the WAN for the next 3 to 5 years the RFP included an increase in bandwidth to administration building from 1000 to 2000 Mbps. This is necessary to deal with the increased internet speeds at the libraries and to accommodate IT services provided to municipal partners.

## WAN RFP Council Presentation – June 9, 2020

The increased bandwidth of the WAN connection to the administration building means that an upgrade to our main router will also be required this year. This upgrade was part of our asset management plan and is contained within 2020 capital budget.

On April 29<sup>th</sup> the County issued a request for proposal to provide a high-speed wide area network to included the administration building and our 3 long-term care homes.

The RFP closed on May 20, 2020. Questions were received during the process from Proponents and Addendum 1 was issued. An extension for the RFP was not requested during the question period.

The County received two electronic submissions. Upon further review of the proposals received, one complete proposal was received from Eastlink and one partial proposal was received from Packet-Tel Corp to service one of the four facilities with internet service only.

Due to the fact that only one complete submission was received, a formal RFP evaluation was not conducted. It should be noted however that both proposals were reviewed in depth.

Staff has reviewed the Eastlink proposal and is recommending that a new agreement be entered into with Eastlink for a three-year term. Eastlink has provided excellent service in the past and the pricing received is favourable.

The new \$4,500 a month agreement has an increased cost of \$500 from the 2015 price of \$4,000, representing an increase a little over 2% per year and is contained within the IT budget. The new agreement provides the following increased services:

- A doubling of bandwidth to the county building from 1000 Mbps, which previously cost \$2,125 monthly, to 2000 Mbps for \$2,325 monthly. A doubling of speed for \$200 per month increase.
- An internet connection for each of the 3 long-term care homes at \$100 each



## WAN RFP Council Presentation – June 9, 2020

The total cost for the enhanced services from Eastlink is \$54,000 per year. The pricing is guaranteed for the 3 year term of the agreement.