

## ELGIN COUNTY COUNCIL

### MINUTES

**September 28, 2021**

Elgin County Council met this 28th day of September 2021. The meeting was held in a hybrid in-person/electronic format with Councillors and staff participating as indicated below.

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

Staff Present: Julie Gonyou, Chief Administrative Officer (Council Chambers)  
Brian Lima, General Manager of Engineering, Planning & Enterprise/Deputy Chief Administrative Officer (Council Chambers)  
Jim Bundschuh, Director of Financial Services (electronic)  
Michele Harris, Director of Homes and Seniors Services (Council Chambers)  
Amy Thomson, Director of Human Resources (Council Chambers)  
Brian Masschaele, Director of Community and Cultural Services (Council Chambers)  
Jeff Brock, Director of Information Technology Services (electronic)  
Nancy Pasato, Manager of Planning (Council Chambers)  
Nick Loeb, Senior Legal Counsel (Council Chambers)  
Katherine Thompson, Manager of Administrative Services (Council Chambers)  
Jenna Fentie, Legislative Services Coordinator (Council Chambers)  
Carolyn Krahn, Legislative Services Coordinator (Council Chambers)  
Natalie Marlowe, Library Coordinator (Council Chambers)  
Susan Morrell, Library Branch Supervisor (electronic)  
Dalene Vanzyl, Library Branch Supervisor (electronic)

#### 1. CALL TO ORDER

The meeting convened at 9:00 a.m. with Warden Marks in the chair.

#### 2. ADOPTION OF MINUTES

Moved by: Councillor Martyn  
Seconded by: Deputy Warden Mennill

RESOLVED THAT the minutes of the meeting held on September 14, 2021 be adopted.

- 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 Jones  
Seconded by: Councillor Ketchabaw

RESOLVED THAT we do now move into Committee of the Whole Council.

- Motion Carried.

Moved by: Deputy Warden Mennill  
Seconded by: Councillor McPhail

RESOLVED THAT an additional report be considered regarding a request received from the Township of Malahide to extend Community Emergency Management Coordinator services currently offered by the County of Elgin on an interim basis.

- Motion Carried.

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

**6.1 Strategic Plan Staff Action Plan Update September 2021 – Chief Administrative Officer**

The Chief Administrative Officer presented Council with an updated Action Plan originally developed by staff in February/March 2020 and most recently updated and presented to Council on May 25, 2021. The actions contained within the Plan support Elgin County Council's Strategic Plan 2020-2022.

Moved by: Councillor Purcell  
Seconded by: Councillor French

RESOLVED THAT the Elgin County Council Strategic Plan – Staff Action Plan Update – September 2021 report from the Chief Administrative Officer, dated September 22, 2021 be received and filed.

- Motion Carried.

**6.2 Economic Development – Chief Administrative Officer and General Manager of Engineering, Planning, & Enterprise/Deputy CAO**

The Chief Administrative Officer and the General Manager of Engineering, Planning, & Enterprise/Deputy CAO presented the reimagined Economic Development and Tourism Business Plan for Council's consideration.

Moved by: Councillor Jones  
Seconded by: Councillor Purcell

RESOLVED THAT Elgin County Council hereby endorse the Economic Development and Tourism Business Plan as presented; and

THAT Elgin County Council review and amend the Economic Development and Tourism Business Plan as part of its Strategic Planning discussions in January 2022; and

THAT Elgin County Council consider its investment in County-delivered Economic Development and Tourism Services as part of its 2022 Budget deliberations; and further

THAT Staff be directed to work with the St. Thomas Economic Development Corporation, the City of St. Thomas and regional municipal partners to identify opportunities for enhanced partnership and collaboration.

- Motion Carried.

6.3 **Additional Report – Request for Extension of Community Emergency Management Coordinator (CEMC) Services to the Township of Malahide – Chief Administrative Officer**

Staff received a request from the Township of Malahide to extend Community Emergency Management Coordinator (CEMC) services that the County was offering on an interim basis. The Township has asked for an extension of the services until December 2022. The Chief Administrative Officer advised that there is an established pilot program in place with the Municipality of Dutton Dunwich, Municipality of West Elgin, and the Township of Southwold. The Chief Administrative Officer recommended that Council consider supporting an extension of the CEMC service to the Township of Malahide until the end of the pilot program on October 30, 2021. Staff will bring a report to Council's October 14, 2021 meeting evaluating the pilot program and will provide recommended next steps for Council's consideration.

Moved by: Deputy Warden Mennill  
Seconded by: Councillor Giguère

RESOLVED THAT the County Council supports the extension of Community Emergency Management Coordinator (CEMC) services to the Township of Malahide until October 30, 2021; and

THAT staff be directed to provide a report to Council evaluating the pilot program with the Municipality of Dutton Dunwich, Municipality of West Elgin, and the Township of Southwold with recommended next steps at their October 14, 2021 meeting.

- Motion Carried.

6.4 **Elgin County Library Policy Revision – “Code of Conduct for Elgin County Library Patrons” – Director of Community & Cultural Services**

The Director of Community & Cultural Services presented the report recommending revisions to the Elgin County Library's "Code of Conduct for Elgin County Library Patrons" as part of an on-going review of library policies.

Moved by: Councillor Martyn  
Seconded by: Councillor French

RESOLVED THAT the report titled "Elgin County Library Policy Revision – Code of Conduct for Elgin County Library Patrons" dated September 28, 2021 from the Director of Community & Cultural Services be received and filed; and

THAT the "Code of Conduct for Elgin County Library Patrons" be hereby adopted.

- Motion Carried.

6.5 **A Path Forward on Library Fines – Director of Community & Cultural Services**

The Director of Community & Cultural Services, Library Coordinator, and Library Supervisors provided a presentation recommending that Council authorizes a public consultation process on a path forward for the reduction and/or elimination of Elgin County Library fines.

Moved by: Councillor Martyn  
Seconded by: Councillor McPhail

RESOLVED THAT Elgin County Council hereby authorizes a public consultation process on a path forward for the reduction and/or elimination of Elgin County Library fines as outlined in the presentation "A Path Forward on Library Fines" by the Director of Community & Cultural Services at the September 28, 2021 meeting of Elgin County Council; and

THAT the results of this public consultation, along with recommendations on a path forward for the elimination and/or reduction of Elgin County Library fines, be presented to Elgin County Council as soon as feasible with the necessary amendments reflected in the draft 2022 budget; and

THAT the presentation titled “A Path Forward on Library Fines” dated September 28, 2021 from the Director of Community & Cultural Services be received and filed for information.

- Motion Carried.

6.6 **Official Plan Review Discussion Paper #3 – Elgin Natural Heritage Systems Study, Source Water Protection, and Environmental Policy Amendments – Manager of Planning**

The Manager of Planning provided an update on the Elgin County Official Plan review and presented the report that provides possible policy changes based on the draft policy documents “Elgin Natural Heritage Systems Study (2019)” and “Source Protection Plan (2017)”.

Moved by: Councillor Jones  
Seconded by: Councillor Martyn

RESOLVED THAT the report titled “Official Plan Review – Discussion Paper #3 – Elgin Natural Heritage Systems Study, Source Water Protection, and Environmental Policy Amendments” dated September 22, 2021 from the Manager of Planning be received and filed.

- Motion Carried.

6.7 **Antenna Lease Agreement – Whites Station – QuaeNet Canada Inc./Elgin (County) – County Solicitor and General Manager of Engineering, Planning, & Enterprise/Deputy CAO**

The General Manager of Engineering, Planning, & Enterprise/Deputy CAO presented the report informing Council as to a proposed draft Antenna Lease Agreement between Elgin County and QuaeNet Canada Inc., as successor to Turris Communications Ltd., and relating to existing installations attaching to a rooftop tower at the Whites Station facility and to seek Council approval and authorization for execution of the draft agreement on behalf of Elgin.

Moved by: Councillor Jones  
Seconded by: Councillor French

RESOLVED THAT the report titled “Antenna Lease Agreement – Whites Station – QuaeNet Canada Inc./Elgin (County)” dated September 17, 2021 from the County Solicitor and the General Manager of Engineering, Planning, & Enterprise/Deputy CAO be received and filed; and

THAT County Council approve the draft Antenna Lease Agreement between QuaeNet Canada Inc. and the Corporation of the County of Elgin in relation to wireless antenna installations at Whites Station, Central Elgin; and

THAT County Council further authorize execution of said draft Antenna Lease Agreement as described in Recommendation 2 above by the Warden and Chief Administrative Officer on behalf of Elgin County.

- Motion Carried.

6.8 **Central Elgin Antennas Licence Agreement, County Administration Building – Senior Counsel**

The Senior Counsel presented the report seeking approval and authorization for the execution of a proposed Antennas Licence Agreement between Elgin County

and The Corporation of the Municipality of Central Elgin with regard to antennas affixed to the roof of the Elgin County Administration Building.

Moved by: Councillor Ketchabaw  
Seconded by: Councillor McPhail

RESOLVED THAT the report titled “Central Elgin Antennas Licence Agreement, County Administration Building” dated September 7, 2021 from the Senior Counsel be received and filed; and

THAT County Council approve and authorize the Warden and Chief Administrative Officer to execute a proposed Antennas Licence Agreement as between Elgin County and The Corporation of the Municipality of Central Elgin.

- Motion Carried.

6.8 **Meals on Wheels Agreement Elgin/VON – Director of Homes and Seniors Services**

The Director of Homes and Seniors Services presented the report seeking Council’s approval to execute the Meals on Wheels Supply Agreement between Elgin County and Victorian Order of Nurses for Canada – Ontario Branch (VON).

Moved by: Councillor Martyn  
Seconded by: Councillor Giguère

RESOLVED THAT the report titled “Meals on Wheels Agreement Elgin/VON” dated September 21, 2021 from the Director of Homes and Seniors Services be received and filed; and

THAT Council authorize the Warden and Chief Administrative Officer to execute the agreement between Elgin and Victorian Order of Nurses (VON) for the time period of October 1, 2021 to September 20, 2023.

- Motion Carried.

6.9 **Homes - Infection Control Policy 2.10 – Immunization – Staff COVID-19 – Director of Homes and Seniors Services**

Moved by: Councillor Jones  
Seconded by: Councillor Ketchabaw

RESOLVED THAT the report titled “Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19” from the Director of Homes and Seniors Services be deferred and reconsidered following Closed Session.

- Motion Carried.

**7. COUNCIL CORRESPONDENCE**

7.1 **Items for Consideration**

7.1.1 Allison Adams, Manager of Legislative Services/Clerk, Township of Malahide with a resolution requesting a review of the Imperial Road and John Wise Line intersection.

Moved by: Deputy Warden Mennill  
Seconded by: Councillor Jones

RESOLVED THAT staff be directed to review the intersection of Imperial Road and John Wise Line in the Township of Malahide to determine what safety enhancements could be implemented; and

THAT this intersection be reviewed during the completion of the County of Elgin Transportation Masterplan; and

THAT staff report back to Council with the results of their review.

- Motion Carried.

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

7.2.1 Jeff Yurek, MPP, Elgin-Middlesex-London with a letter regarding drowning prevention in St. Thomas-Elgin.

7.2.2 SWIFT Monthly Project Update.

7.2.3 Diana Wilson, Deputy Clerk, Township of Malahide with a resolution requesting copies of County policies regarding facilitating internet projects.

Moved by: Deputy Warden Mennill

Seconded by: Councillor Giguère

RESOLVED THAT Correspondence Items #7.2.1 – 7.2.3 be received and filed.

- Motion Carried.

## 8. **OTHER BUSINESS**

### 8.1 **Statements/Inquiries by Members**

Councillor French announced her intention to run for the position of Warden for 2022.

### 8.2 **Notice of Motion**

None.

### 8.3 **Matters of Urgency**

None.

## 9. **CLOSED MEETING ITEMS**

Moved by: Councillor Martyn

Seconded by: Councillor Ketchabaw

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

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

- Motion Carried.

Council recessed at 9:51 a.m. and reconvened at 10:00 a.m.

## 10. **MOTION TO RISE AND REPORT**

Moved by: Councillor Giguère

Seconded by: Deputy Warden Mennill

RESOLVED THAT we do now rise and report.

- Motion Carried.

In-Camera Item #1 – Labour Relations

Moved by: Councillor Ketchabaw  
Seconded by: Councillor McPhail

RESOLVED THAT the report from the Director of Homes and Seniors Services be received.

- Motion Carried.

**11. REPORTS OF COUNCIL, OUTSIDE BOARDS AND STAFF (continued)**

**11.1 Infection Control Policy 2.10 – Immunization – Staff COVID-19 – Director of Homes and Seniors Services**

The Director of Homes and Seniors Services presented the report seeking direction from County Council regarding the adoption of the Homes Draft Infection Control Policy 2.10 “Immunization – Staff COVID-19” policy changes. The Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19 policy updates align with the September 2, 2021 ministry directive option(s) and increasing trends in for-profit, not-for-profit and municipal Long-Term Care Homes across the province of Ontario.

Moved by: Councillor Martyn  
Seconded by: Deputy Warden Mennill

RESOLVED THAT the report titled “Homes – Infection Control Policy 2.10 – Immunization – Staff COVID-19” dated September 21, 2021 be received and filed; and

THAT Council approves the Homes Draft Infection Control Policy 2.10 “Immunization – Staff COVID-19” policy changes.

- Motion Carried.

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

Moved by: Councillor Jones  
Seconded by: Councillor French

RESOLVED THAT we do now adopt recommendations of the Committee Of The Whole.

- Motion Carried.

**13. CONSIDERATION OF BY-LAWS**

**13.1 By-Law 21-36 – 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 September 28, 2021 Meeting.

Moved by: Councillor Purcell  
Seconded by: Councillor Ketchabaw

RESOLVED THAT By-Law No. 21-36 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 11:07 a.m. to meet again on October 12, 2021 at 9:00 a.m.

- Motion Carried.

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Julie Gonyou,  
Chief Administrative Officer.

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Tom Marks,  
Warden.