

## ELGIN COUNTY COUNCIL

### MINUTES

**November 23, 2021**

Elgin County Council met this 23<sup>rd</sup> day of November 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 (electronic)  
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)  
Brian Masschaele, Director of Community & Cultural Services (Council Chambers)  
Michele Harris, Director of Homes and Seniors Services (electronic)  
Nancy Pasato, Manager of Planning (Council Chambers)  
Stephen Gibson, County Solicitor (Council Chambers)  
Jeff Brock, Director of Information Technology Services (electronic)  
Amy Thomson, Director of Human Resources (Council Chambers)  
Katherine Thompson, Manager of Administrative Services (Council Chambers)  
Jenna Fentie, Legislative Services Coordinator (Council Chambers)  
Carolyn Krahn, Legislative Services Coordinator (Council Chambers)  
Sarah Savoie, Accessibility Coordinator (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: Deputy Warden Mennill  
Seconded by: Councillor Purcell

RESOLVED THAT the minutes of the meeting held on November 9, 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 French  
Seconded by: Councillor Ketchabaw

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

- Motion Carried.

**Additional Reports**

Moved by: Deputy Warden Mennill  
Seconded by: Councillor McPhail

RESOLVED THAT County Council consider two additional reports titled “Appointment of Treasurer and Deputy Treasurer” and “Appointment of Deputy Clerk and Deputy Clerks (Alternate)” from the Chief Administrative Officer.

- Motion Carried.

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

**6.1 Joint Multi-Year Accessibility Plan 2021 – 2026 – Accessibility Coordinator**

The Accessibility Coordinator presented the Joint Multi-Year Accessibility Plan 2021 – 2026 for County Council’s review and approval.

Moved by: Councillor Jones  
Seconded by: Councillor Martyn

RESOLVED THAT the Joint Multi-Year Accessibility Plan 2021-2026 be approved for implementation; and

THAT the report titled “Joint Multi-Year Accessibility Plan 2021-2026” dated November 23, 2021 be received and filed.

- Motion Carried.

**6.2 Library, Museum, and Archives Service Updates – September to November 2021 – Director of Community and Cultural Services**

The Director of Community and Cultural Services presented the service and project updates for Elgin County Library, Elgin County Museum, and Elgin County Archives for the period of September to November 2021 relative to the province’s COVID-19 re-opening framework.

Moved by: Councillor Giguère  
Seconded by: Councillor Martyn

RESOLVED THAT the report titled “Library, Museum and Archives Service Updates – September to November 2021” dated November 23, 2021 from the Director of Community and Cultural Services be received and filed.

- Motion Carried.

**6.3 Meals on Wheels Agreement Elgin/WECHC – Director of Homes and Seniors Services**

The Director of Homes and Seniors Services presented the report seeking Council’s approval for the execution of the Meals on Wheels Supply Agreement between Elgin County and the West Elgin Community Health Centre.

Moved by: Councillor Purcell  
Seconded by: Councillor Ketchabaw

RESOLVED THAT the report titled “Meals on Wheels Agreement Elgin/WECHC” dated November 15, 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 West Elgin Community Health Centre for the time period of January 5, 2022 to January 4, 2024.

- Motion Carried.

6.4 **Compensation Review – RFP Award – Director of Human Resources**

The Director of Human Resources presented the report seeking Council's approval to award selection for the Compensation Review and Pay Equity Analysis of Non-Union Staff, County Councillors and Boards of Council Request for Proposal.

Moved by: Councillor McPhail  
Seconded by: Councillor Giguère

RESOLVED THAT the provision of consulting services associated with the Compensation Review and Pay Equity Analysis be awarded to Gallagher Benefits Services (Canada) Group Inc. in the amount of \$25,465 (excluding HST); and

THAT the Warden and Chief Administrative Officer be authorized to sign the supporting consulting service agreement.

- Motion Carried.

6.5 **Organizational Culture Initiative – Update – Director of Human Resources**

The Director of Human Resources provided an update to County Council on the organizational culture work that is presently underway at the County of Elgin.

Moved by: Deputy Warden Mennill  
Seconded by: Councillor French

RESOLVED THAT the report titled "Organizational Culture Initiative -Update" dated November 17, 2021 from the Director of Human Resources be received and filed.

- Motion Carried.

6.6 **Approval for Official Plan Amendment No. 10, Municipality of Central Elgin – Manager of Planning**

The Manager of Planning presented the report outlining the information required for County Council to consider granting approval to the Official Plan Amendment No. 10 to the Municipality of Central Elgin Official Plan, File No. CE OPA 10-21.

Moved by: Councillor Martyn  
Seconded by: Councillor Jones

RESOLVED THAT the Council of the Corporation of the County of Elgin approves Official Plan Amendment No. 10 to the Municipality of Central Elgin Official Plan, File No. CE OPA 10-21; and

THAT staff be directed to provide notice of this decision in accordance with the Planning Act.

- Motion Carried.

6.7 **Draft Plan of Subdivision Craigholme Estates Phase 6, Municipality of Central Elgin – Manager of Planning**

The Manager of Planning presented the report outlining the information required for County Council to consider granting draft plan approval to the Draft Plan of Subdivision for Craigholme Estates Limited in the Municipality of Central Elgin.

Moved by: Councillor Martyn  
Seconded by: Councillor McPhail

RESOLVED THAT the Council of the Corporation of the County of Elgin grants draft plan approval to the Draft Plan of Subdivision for Craigholme Estates Limited in the Municipality of Central Elgin (Belmont) File No. 34T-CE1902; and

THAT staff be directed to provide notice of this decision subject to the conditions of final approval in accordance with the Planning Act.

- Motion Carried.

6.8 **Bridge Weight By-law Amendments – General Manager of Engineering, Planning and Enterprise/Deputy CAO**

The General Manager of Engineering, Planning and Enterprise/Deputy CAO presented the report recommending amendments to the posted load limit postings on Fulton Bridge (B-23), Gillets Bridge (B-27), and Phillmore Bridge (B-49).

Moved by: Councillor Purcell  
Seconded by: Councillor Ketchabaw

RESOLVED THAT the report titled “Bridge Weight By-Law Amendments” dated November 23, 2021 from the General Manager of Engineering, Planning and Enterprise/Deputy CAO be deferred; and

THAT staff be directed to gather additional information regarding the classification and weight limits of bridges to be presented at a future meeting.

- Motion Carried.

6.9 **Currie Road Pedestrian Crossing – Village of Dutton – General Manager of Engineering, Planning and Enterprise/Deputy CAO**

The General Manager of Engineering, Planning and Enterprise/Deputy CAO presented the report recommended that staff be directed to procure and install a Level 2 Type “C” Pedestrian Crossover on Currie Road (CR 8) at the intersection at Mary Street in the Village of Dutton.

Moved by: Councillor Purcell  
Seconded by: Councillor Jones

RESOLVED THAT the report titled “Currie Road Pedestrian Crossing – Village of Dutton” dated November 23, 2021 from the General Manager of Engineering, Planning and Enterprise/Deputy CAO be received and filed; and

THAT staff be directed to procure and install a Level 2 Type “C” Pedestrian Crossover on Currie Road (CR 8) at the intersection at Mary Street in the Village of Dutton; and

THAT this project be included in the 2022 Capital Budget.

- Motion Carried.

6.10 **Port Stanley Community Policing Requests – General Manager of Engineering, Planning and Enterprise/Deputy CAO**

The General Manager of Engineering, Planning and Enterprise/Deputy CAO presented the report recommending the implementation of a no-parking zone on Sunset Road.

Moved by: Deputy Warden Mennill  
Seconded by: Councillor Jones

RESOLVED THAT the report titled “Port Stanley Community Policing Requests” dated November 23, 2021 from the General Manager of Engineering, Planning and Enterprise/Deputy CAO be received and filed; and

THAT By-Law 20-05 Being a Consolidated By-Law for the Regulation of Traffic Including Parking on County Roads be amended to include:

County Road #4 (Sunset Road), from the north property limits of Warren Street (CR #21) for a distance of 105 m north on the east side of Sunset Road.

- Motion Carried.

6.11 **Request for Ambulance Donation – Chief Administrative Officer**

The Chief Administrative Officer presented the report seeking Council's consideration of the request from St. John's Ambulance for the donation of the surplus vehicle that is currently on loan to them.

Moved by: Councillor French  
Seconded by: Councillor Martyn

RESOLVED THAT Elgin County Council direct the Chief Administrative Officer to discuss the proposed donation of a surplus ambulance to St. John's Ambulance with the City of St. Thomas; and

THAT the Chief Administrative Officer be directed to provide a follow-up report including recommended next steps to County Council at a future meeting.

- Motion Carried.

6.12 **Proposed Amendments to By-Law No. 19-41 "To Regulate the Proceedings of the Municipal Council of the Corporation of the County of Elgin and to Repeal By-Law No. 18-38" – Chief Administrative Officer**

The Chief Administrative Officer presented the report recommending that Council consider clarifying and amending the procedures for the Inaugural Meeting and Annual Election of the Warden.

Moved by: Councillor McPhail  
Seconded by: Councillor Ketchabaw

RESOLVED THAT the report from the Chief Administrative Officer titled "Proposed Amendments to By-Law No. 19-41 'To Regulate the Proceedings in the Municipal Council of the Corporation of the County of Elgin and to Repeal By-Law No. 18-38'" be received and filed; and

THAT Council approve the proposed amendments as presented to By-Law 19-41 "To Regulate the Proceedings in the Municipal Council of the Corporation of the County of Elgin and to Repeal By-Law No. 18-38".

- Motion Carried.

6.13 **Appointment of Deputy Clerk and Deputy Clerks (Alternate) – Chief Administrative Officer**

The Chief Administrative Officer presented the report to seek approval and authorization for a By-Law appointing a Deputy Clerk, a Deputy Clerk (alternate) and a Deputy Clerk (alternate) for the purpose of planning matters, in conformance with the *Municipal Act, 2001*, S.O. 2001, c. M. 25, as amended.

Moved by: Councillor Giguère  
Seconded by: Councillor Jones

RESOLVED THAT the report titled "Appointment of Deputy Clerk and Deputy Clerks (Alternate)" dated November 19, 2021 from the Chief Administrative Officer be received and filed; and

THAT Council approve and authorize By-Law No. 21-44 "BEING a By-Law to Appoint a Deputy Clerk and Deputy Clerks (Alternate) for the Corporation of the County of Elgin and to Repeal By-Law No. 20-30".

- Motion Carried.

6.14 **Appointment of Treasurer and Deputy Treasurer – Chief Administrative Officer**

The Chief Administrative Officer presented the report to seek approval and authorization for a By-Law appointing a Treasurer and Deputy Treasurer, in conformance with the *Municipal Act, 2001*, S.O. 2001, c. M. 25, as amended.

Moved by: Councillor McPhail  
Seconded by: Councillor Purcell

RESOLVED THAT the report titled “Appointment of Treasurer and Deputy Treasurer” dated November 19, 2021 from the Chief Administrative Officer be received and filed; and

THAT Council approve and authorize By-Law No. 21-45 “BEING a By-Law to Appoint a Treasurer and Deputy Treasurer for the Corporation of the County of Elgin and to Repeal By-Law No. 08-29 and By-Law No. 20-31.

- Motion Carried.

**7. COUNCIL CORRESPONDENCE**

7.1 **Items for Consideration**

None.

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

7.2.1 Second Stage Housing with their Fall/Winter 2021 Newsletter.

Moved by: Councillor Giguère  
Seconded by: Councillor Jones

RESOLVED THAT Correspondence Item #7.2.1 be received and filed.

- Motion Carried.

**8. OTHER BUSINESS**

8.1 **Statements/Inquiries by Members**

Deputy Warden Mennill introduced and shared a video honouring Warden Marks that was presented at the Annual Warden’s Banquet on Friday, November 19, 2021, and congratulated Warden Marks on a successful term as Elgin County Warden.

8.2 **Notice of Motion**

None.

8.3 **Matters of Urgency**

None.

**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

*(a) the security of the property of 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 - Insurance*

In-Camera Item #2

*(a) the security of the property of 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 – Telecommunications*

In-Camera Item #3

*(a) the security of the property of the municipality or local board – Property Matter*

In-Camera Item #4

The County Solicitor acted as Clerk for In-Camera Item #4.

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

- Motion Carried.

Council recessed at 9:57 a.m. and reconvened at 10:10 a.m.

**10. MOTION TO RISE AND REPORT**

Moved by: Councillor Ketchabaw  
Seconded by: Deputy Warden Mennill

RESOLVED THAT we do now rise and report.

- Motion Carried.

In-Camera Item #1 – Insurance

Moved by: Councillor Ketchabaw  
Seconded by: Deputy Warden Mennill

RESOLVED THAT staff proceed as directed.

- Motion Carried.

In-Camera Item #2 – Telecommunications

Moved by: Councillor Purcell  
Seconded by: Councillor French

RESOLVED THAT staff proceed as directed.

- Motion Carried.

In-Camera Item #3 – Property Matter

Moved by: Councillor McPhail  
Seconded by: Councillor Giguère

RESOLVED THAT the confidential report from the Chief Administrative Officer be received.

- Motion Carried.

In-Camera Item #4 – CAO Performance Review

Moved by: Councillor Giguère  
Seconded by: Councillor Martyn

RESOLVED THAT the County Solicitor proceed as directed.

- Motion Carried.

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

Moved by: Councillor French  
Seconded by: Councillor McPhail

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

- Motion Carried.

**12. CONSIDERATION OF BY-LAWS**

**12.1 By-Law No. 21-41 – Regulation of Traffic**

To Amend the Schedule to By-Law No. 20-05 Being a Consolidated By-Law for the Regulation of Traffic Including Parking on County Roads.

Moved by: Councillor Martyn  
Seconded by: Deputy Warden Mennill

RESOLVED THAT By-Law No. 21-41 be now read a first, second and third time and finally passed.

- Motion Carried.

**12.2 By-Law No. 21-42 – Procedural By-Law Amendment**

BEING a By-Law to Amend By-Law No. 19-41, Referred to as the Procedural By-Law.

Moved by: Councillor Purcell  
Seconded by: Councillor Ketchabaw

RESOLVED THAT By-Law No. 21-42 be now read a first, second and third time and finally passed.

- Motion Carried.

**12.3 By-Law No. 21-43 – Appointing Deputy Clerk and Deputy Clerks (Alternate)**

BEING a By-Law to Appoint a Deputy Clerk and Deputy Clerks (Alternate) for the Corporation of the County of Elgin and to Repeal By-Law No. 20-30.

Moved by: Councillor McPhail  
Seconded by: Deputy Warden Mennill

RESOLVED THAT By-Law No. 21-43 be now read a first, second and third time and finally passed.

- Motion Carried.

**12.4 By-Law No. 21-44 – Appointing Treasurer and Deputy Treasurer**

BEING a By-Law to Appoint a Treasurer and Deputy Treasurer for the Corporation of the County of Elgin and to Repeal By-Law No. 08-29 and By-Law No. 20-31.

Moved by: Councillor Giguère



Seconded by: Councillor McPhail

RESOLVED THAT By-Law No. 21-44 be now read a first, second and third time and finally passed.

- Motion Carried.

12.5 **By-Law No. 21-45 – 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 23, 2021 Meeting.

Moved by: Councillor Purcell  
Seconded by: Councillor French

RESOLVED THAT By-Law No. 21-45 be now read a first, second and third time and finally passed.

- Motion Carried.

**13. ADJOURNMENT**

Moved by: Councillor Martyn  
Seconded by: Deputy Warden Mennill

RESOLVED THAT we do now adjourn at 12:10 p.m. to meet again on December 7, 2021 at 7:00 p.m.

- Motion Carried.

---

Julie Gonyou,  
Chief Administrative Officer.

---

Tom Marks,  
Warden.