

## ELGIN COUNTY COUNCIL

### MINUTES

**September 14, 2022**

Elgin County Council met this 14<sup>th</sup> day of September 2022 at the Masonic Centre of Elgin, 42703 Fruit Ridge Line, St. Thomas ON. The meeting was held in a hybrid format with Councillors and staff participating as indicated below.

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

Regrets: Councillor Dave Mennill (previous notice provided)

Staff Present: Julie Gonyou, Chief Administrative Officer (Masonic Centre)  
Brian Lima, General Manager of Engineering, Planning & Enterprise/Deputy CAO (Masonic Centre)  
Michele Harris, Director of Homes and Seniors Services (Masonic Centre)  
Amy Thomson, Director of Human Resources (virtual)  
Brian Masschaele, Director of Community & Cultural Services (virtual)  
Jennifer Ford, Director of Financial Services/Treasurer (virtual)  
Terri Benwell, Administrator, Bobier Villa and Elgin Manor (Masonic Centre)  
Nicholas Loeb, Senior Legal Counsel (Masonic Centre)  
Mike Hoogstra, Manager of Procurement & Risk (report only; virtual)  
Jenna Fentie, Manager of Administrative Services (Masonic Centre)  
Natalie Marlowe, Library Coordinator (report only)  
Sarah Savoie, Accessibility Coordinator (report only; virtual)  
Delany Leitch, Business Enterprise Facilitator (Masonic Centre)  
Stefanie Heide, Legislative Services Coordinator (Masonic Centre)

#### 1. CALL TO ORDER

The meeting convened at 9:02 a.m. with Warden French in the chair.

Councillors and Staff observed a moment of reflection to mourn and reflect on the life and legacy of Queen Elizabeth II.

#### 2. ADOPTION OF MINUTES

Moved by: Councillor Purcell  
Seconded by: Councillor Jones

RESOLVED THAT the minutes of the meeting held on August 9, 2022 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: Deputy Warden Marks  
Seconded by: Councillor Ketchabaw

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

- Motion Carried.

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

6.1 **Warden's Activity Report (August) and COVID-19 Update – Warden French**

Warden French provided County Council with a high-level summary of the County's response to the pandemic as well as a list of events and meetings she attended and organized on behalf of County Council.

Moved by: Councillor Martyn  
Seconded by: Councillor McPhail

RESOLVED THAT the report titled "Warden's Activity Report (August) and COVID-19 Update" dated August 26, 2022 from Warden French be received and filed.

- Motion Carried.

6.2 **Elgin-St. Thomas Age Friendly Network - Update – Chief Administrative Officer**

The Chief Administrative Officer presented the report recommending that the County take a leadership role in organizing a multi-stakeholder team that will set priorities and action plans, and provide community leadership. Through this role, the County of Elgin will re-engage, provide leadership and staff support to the Elgin-St. Thomas Age Friendly Network.

Moved by: Councillor Martyn  
Seconded by: Councillor Jones

RESOLVED THAT the report titled "Elgin-St. Thomas Age Friendly Network - Update" dated September 7, 2022 from the Chief Administrative Officer be received and filed for information; and

THAT Elgin County Council direct staff to re-engage the Elgin-St. Thomas Age Friendly Network.

- Motion Carried.

6.3 **2021 Financial Statements Overview – Director of Financial Services/Treasurer**

The Director of Financial Services/Treasurer presented the report serving to update Council on the year end results and obtain approval to affix signatures and distribute these documents in order to finalize the 2021 financial year end.

Moved by: Councillor Ketchabaw  
Seconded by: Deputy Warden Marks

RESOLVED THAT the report titled "2021 Financial Statements Overview" dated September 6, 2022 from the Director of Financial Services/Treasurer be received; and

THAT County Council approve the 2021 Financial Statements as presented and authorize the Warden, Chief Administrative Officer and Treasurer to sign and publish same for public and funding partner use.

- Motion Carried.

6.4 **Procurement Activity Report (April 1, 2022 to June 30, 2022) – Manager of Procurement & Risk**

The Manager of Procurement & Risk presented the Procurement Activity Report covering the period from April 1, 2022 to June 30, 2022.

Moved by: Councillor Jones  
Seconded by: Councillor Giguère

RESOLVED THAT the report titled “Procurement Activity Report (April 1, 2022 to June 30, 2022)” dated August 24, 2022 from the Manager of Procurement & Risk be received and filed.

- Motion Carried.

6.5 **Best Practice Spotlight Organization (BPSO) County of Elgin Homes – Director of Homes & Seniors Services**

The Director of Homes & Seniors Services presented the Best Practice Spotlight Organization (BPSO) County of Elgin Homes presentation.

Moved by: Councillor Purcell  
Seconded by: Councillor Jones

RESOLVED THAT the presentation titled “Best Practice Spotlight Organization (BPSO) County of Elgin Homes” dated September 14, 2022 from the Director of Homes & Seniors Services be received and filed.

- Motion Carried.

6.6 **Accessibility Content Style and Design Guide and Creating Accessible Documents Guide – Accessibility Coordinator**

The Accessibility Coordinator presented the report on the Accessibility Content Style and Design Guide and the Creating Accessible Documents Guide.

Moved by: Deputy Warden Marks  
Seconded by: Councillor Jones

RESOLVED THAT the Elgin County ‘Accessibility Content Style and Design Guide’ and ‘Creating Accessible Documents Guide’ be received for information.

- Motion Carried.

6.7 **Elgin County Library Policy Revision – “Collection Development Policy” – Library Coordinator**

The Library Coordinator presented the report recommending revisions to Elgin County Library’s “Collection Development Policy” as part of an ongoing review of library policies.

Moved by: Councillor Giguère  
Seconded by: Councillor Martyn

RESOLVED THAT the report titled “Elgin County Library Policy Revision – Collection Development Policy” dated September 1, 2022 from the Library Coordinator be received and filed; and

THAT the “Collection Development Policy” be hereby adopted.

- Motion Carried.

6.8 **Elgin County Library Programming Update – Digital Services Librarian**

Moved by: Councillor McPhail  
Seconded by: Councillor Ketchabaw

RESOLVED THAT the report titled “Elgin County Library Programming Update” be deferred.

- Motion Carried.

6.9 **Official Plan Amendment No. 1 to the Official Plan of the Township of Southwold File No. SO OPA 22-01 – General Manager of Engineering, Planning & Enterprise/Deputy CAO**

The General Manager of Engineering, Planning & Enterprise/Deputy CAO presented the report that provides County Council with information required in order to consider granting approval to Official Plan Amendment No. 1 to the Official Plan of the Township of Southwold File No. SO OPA 22-01.

Moved by: Councillor Purcell  
Seconded by: Councillor Jones

RESOLVED THAT the Council of the Corporation of the County of Elgin approves Official Plan Amendment No. 1 to the Township of Southwold Official Plan; and

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

- Motion Carried.

6.10 **Official Plan Amendment No. 5 to the Official Plan of the Municipality of Dutton Dunwich File No. DD OPA 22-05 – General Manager of Engineering, Planning & Enterprise/Deputy CAO**

Moved by: Councillor Jones  
Seconded by: Deputy Warden Marks

RESOLVED THAT Official Plan Amendment No. 5 to the Official Plan of the Municipality of Dutton Dunwich be deferred for consideration at a future meeting.

- Motion Carried.

6.11 **Request for Exemption from Draft Plan Approval for Plan of Condominium on Part of Park Lot 6, Plan 145; Parts 1, 2 and Parts 7-10, 11R-8159, in the Town of Aylmer, County of Elgin (85 Forest Street, Aylmer) – General Manager of Engineering, Planning & Enterprise/Deputy CAO**

The General Manager of EPE/Deputy CAO presented the report that provides County Council with information required in order to consider granting an exemption to draft plan approval to the Plan of Condominium on Part of Park Lot 6, Plan 145; Parts 1, 2, and 7-10, 11R-8159 in the Town of Aylmer (85 Forest Street).

Moved by: Councillor Jones  
Seconded by: Councillor McPhail

RESOLVED THAT the Council of the Corporation of the County of Elgin, in accordance with Section 9 of the *Condominium Act*, grants an exemption to draft plan approval for a Draft Plan of Phased Condominium on Part of Park Lot 6, Plan 145; Parts 1, 2 and Parts 7-10, 11R-8159 (85 Forest Street), in the Town of Aylmer, File No.43CD-AY2201; and

THAT staff be directed to prepare and issue a certificate of exemption, and sign and submit the final plans to the Land Registry Office in accordance with the requirements of the *Planning Act* and *Condominium Act*.

- Motion Carried.

6.12 **Traffic Calming Options – East Road – General Manager of Engineering, Planning & Enterprise/Deputy CAO**

The General Manager of EPE/Deputy CAO presented the report that provides appropriate options for a traffic calming pilot project on East Road in Port Stanley as directed by Council.

Moved by: Deputy Warden Marks  
Seconded by: Councillor Martyn

RESOLVED THAT staff proceed with a pilot traffic calming initiative on East Road in Port Stanley as detailed in the General Manager's report entitled "Traffic Calming Options" as Option 1, with an estimated cost of \$15,000, provided that the Municipality of Central Elgin fund all costs associated with installation, maintenance and removal; and

THAT staff be directed to evaluate the 1-year pilot project and provide a follow up report to County Council immediately after the pilot project is completed.

- Motion Carried.

6.13 **Request to Extend Reduced Speed Zone – Hamlet of Eden – General Manager of Engineering, Planning & Enterprise/Deputy CAO**

The General Manager of Engineering, Planning & Enterprise/Deputy CAO presented the report detailing the resident request to extend the reduced speed zone along Plank Road (CR #19). The report recommends an amendment to the reduced speed zone by-law to support an extension of the reduced speed zone at the north and south limits of Eden.

Moved by: Councillor Ketchabaw  
Seconded by: Deputy Warden Marks

RESOLVED THAT the report titled "Request to Extend Reduced Speed Zone – Hamlet of Eden" from the General Manager of Engineering, Planning, & Enterprise (EPE) / Deputy CAO, dated September 14, 2022 be received and filed; and

THAT the By-Law 20-58, being a by-law to authorize speed limits be amended to state:

The 50km/h reduced speed zone along Plank Road; from 880 metres south of the north property line of County Road 44 to 565 metres north of the north property line of County Road 44.

- Motion Carried.

6.14 **POA Generator Installation – Tender Award – General Manager of Engineering, Planning & Enterprise/Deputy CAO**

The Chief Administrative Officer noted that, upon closer inspection, the project significantly exceeds the budgeted amount for 2022 and would fall under lame duck. The report was not considered.

6.15 **Elgin / Diamond Senior Living Corp. – Royal Oak Senior Living – Elgin Manor Waste Water Treatment Plant Service Agreement – General Manager of Engineering, Planning & Enterprise/Deputy CAO**

The General Manager of Engineering, Planning & Enterprise/Deputy CAO presented the report that seeks Council's approval for the execution of a five-year Service Agreement with Diamond Senior Living Corp for the provision of waste water treatment utilizing the Elgin Manor Waste Water Treatment Facility to support the Royal Oak Senior Living Facility.

Moved by: Councillor Martyn  
Seconded by: Councillor Jones

RESOLVED THAT the report titled "Elgin / Diamond Senior Living Corp. – Royal Oak Senior Living – Elgin Manor Waste Water Treatment Plant Service Agreement" dated September 7, 2022 from the General Manager of Engineering, Planning & Enterprise/Deputy CAO be received and filed; and

THAT Elgin County Council authorize the Warden and Chief Administrative Officer to execute the Service Agreement with Diamond Senior Living Corp. on behalf of the municipal corporation.

- Motion Carried.

6.16 **Proposed Redistribution of Federal Electoral Districts– Chief Administrative Officer**

The Chief Administrative Officer presented the report that provides background and analysis of the proposed new electoral map released by the Federal Electoral Boundaries Commission for the Province of Ontario on August 19, 2022.

Moved by: Councillor Ketchabaw  
Seconded by: Councillor Martyn

RESOLVED THAT the report titled "Proposed Redistribution of Federal Electoral Districts" from the Chief Administrative Officer dated September 7, 2022 be received for information; and

THAT the County of Elgin coordinate efforts with Local Municipal Partners and the City of St. Thomas to represent interests and concerns pertaining to the proposed federal electoral boundary districts; and

THAT the County of Elgin develop a submission and make a presentation at the Federal Electoral Boundaries Commission for the Province of Ontario; and

THAT the submission and presentation guiding principle be that the County of Elgin be fully contained and represented within one federal electoral district with the entirety of Elgin County and the City of St. Thomas.

- Motion Carried.

6.17 **Integrity Commissioner, Closed Meeting Investigator and Municipal Ombudsman – Contract Award – Chief Administrative Officer**

The Chief Administrative Officer presented the report recommending that Aird & Berlis LLP be awarded the contract for Integrity Commissioner, Closed Meeting Investigator and Municipal Ombudsman for a two-year term, with the option to extend the contract for an additional two-year term.

Moved by: Councillor Ketchabaw  
Seconded by: Deputy Warden Marks

RESOLVED THAT the contract for Integrity Commissioner, Closed Meeting Investigator and Municipal Ombudsman be awarded to Aird & Berlis LLP for a two-year term; and

THAT staff be authorized to extend the contract for an additional two-year term, subject to section 7.6 of the Procurement Policy; and

THAT the Warden and Chief Administrative Officer be authorized to sign a contract for Integrity Commissioner, Closed Meeting Investigator and Municipal Ombudsman services on terms and conditions acceptable to the County Solicitor and Chief Administrative Officer.

- Motion Carried.

## 7. COUNCIL CORRESPONDENCE

### 7.1 Items for Consideration

None.

### 7.2 Items for Information

7.2.1 Nina Bifulchi, Mayor, Town of Wasaga Beach with a resolution addressing concerns with the Strong Mayors, Building Homes Act.

7.2.2 VON Middlesex-Elgin Community Corporation 2021-2022 Annual Report.

Moved by: Councillor Jones  
Seconded by: Councillor Martyn

RESOLVED THAT correspondence items 7.2.1 – 7.2.2 be received and filed.

- Motion Carried.

## 8. OTHER BUSINESS

### 8.1 Statements/Inquiries by Members

None.

### 8.2 Notice of Motion

None.

### 8.3 Matters of Urgency

None.

## 9. CLOSED MEETING ITEMS

Moved by: Councillor Giguère  
Seconded by: Councillor Jones

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

*(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 – Contract Negotiations*

### In-Camera Item #2

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

- Motion Carried.

**10. MOTION TO RISE AND REPORT**

Moved by: Councillor Giguère  
Seconded by: Deputy Warden Marks

RESOLVED THAT we do now rise and report.

- Motion Carried.

In-Camera Item #1 – Contract Negotiations

Moved by: Councillor Purcell  
Seconded by: Councillor Jones

RESOLVED THAT staff proceed as directed.

- Motion Carried.

In-Camera Item #2 – Organizational Update

Moved by: Councillor McPhail  
Seconded by: Councillor Giguère

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

- Motion Carried.

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

Moved by: Councillor Ketchabaw  
Seconded by: Councillor Jones

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. 22-40 – Speed Zone Amendment**

BEING a By-Law to Amend the Schedule to By-Law No. 20-58 Being a By-Law to Authorize Speed Limits.

Moved by: Councillor Ketchabaw  
Seconded by: Councillor Martyn

RESOLVED THAT By-Law No. 22-40 be now read a first, second and third time and finally passed.

- Motion Carried.

**12.1 By-Law No. 22-41 – Confirming 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 14, 2022 Meeting.

Moved by: Councillor Jones  
Seconded by: Deputy Warden Marks



RESOLVED THAT By-Law No. 22-41 be now read a first, second and third time and finally passed.

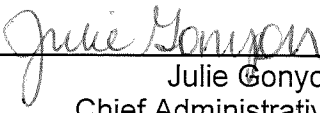
- Motion Carried.

**14. ADJOURNMENT**

Moved by: Deputy Warden Marks  
Seconded by: Councillor Purcell

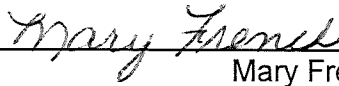
RESOLVED THAT we do now adjourn at 11:58 a.m. to meet again on September 27, 2022 at 9:00 a.m.

- Motion Carried.



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Julie Gonyou,  
Chief Administrative Officer.



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Mary French,  
Warden.