



**Elgin County Council
Committee of the Whole Meeting
Orders of the Day**

**Tuesday, May 13, 2025, 9:30 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON**

Note for Members of the Public:
Please click the link below to watch the Meeting:
<https://www.facebook.com/ElginCounty>

Accessible formats available upon request.

	Pages
1. Meeting Call to Order	
2. Approval of Agenda	
3. Adoption of Minutes	2
4. Disclosure of Pecuniary Interest and the General Nature Thereof	
5. Members' Motions	
6. Reports of Council, Staff or Outside Boards	
6.1 Director of Engineering Services - Port Talbot Hill Reconstruction – Contract Award	6
6.2 Director of Planning and Development - Consent application delegated authority	10
6.3 Manager of Administrative Services/Deputy Clerk - AMO Delegation Requests 2025	16
7. Adjournment	



Elgin County Council
Committee of the Whole Meeting
Minutes

April 22, 2025, 9:30 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON

Members Present: Warden Grant Jones
Deputy Warden Ed Ketchabaw
Councillor Dominique Giguère
Councillor Mark Widner
Councillor Jack Couckuyt
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Nicholas Loeb, Director of Legal Services
Michele Harris, Director of Homes and Seniors Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator

1. Meeting Call to Order

The meeting was called to order at 9:57 a.m. with Warden Jones in the chair.

2. Approval of Agenda

Resolution Number: CW25-5

Moved by: Councillor Leatham
Seconded by: Councillor Giguère

RESOLVED THAT the agenda for the April 22, 2025 Committee of the Whole Meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Resolution Number: CW25-6

Moved by: Deputy Warden Ketchabaw
Seconded by: Councillor Sloan

RESOLVED THAT the minutes of the meeting held on April 8, 2025 be adopted.

Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Members' Motions

None.

6. Reports of Council, Staff or Outside Boards

6.1 Manager of Administrative Services - Approval of Fees and Charges 2025

The Manager of Administrative Services presented a report with proposed changes to the Fees and Charges By-Law for 2025.

Resolution Number: CW25-7

Moved by: Councillor Hentz

Seconded by: Councillor Leatham

RESOLVED THAT the report titled "Approval of Fees and Charges 2025" from the Manager of Administrative Services/Deputy Clerk dated April 22, 2025 be received and filed; and

THAT the changes to fees and charges identified in "Schedule A" of the aforementioned report be approved and imposed to commence on May 13, 2025; and

THAT the corresponding By-Law be considered for approval by Council.

Motion Carried.

6.2 Director of Financial Services/Treasurer - Elgin County Grant & Sponsorship Program: Wallacetown Agricultural Society Grant Application

The Director of Financial Services/Treasurer presented a report seeking Council's approval to award a capital grant to the Wallacetown Agricultural Society based on their application in alignment with the County's Grant and Sponsorship Policy.

Resolution Number: CW25-8

Moved by: Councillor Couckuyt

Seconded by: Councillor Hentz

RESOLVED THAT Elgin County Council approve a grant in the amount of \$5,727.79 to the Wallacetown Agricultural Society towards their 2025 office building project; and

THAT the Chief Administrative Officer/Clerk and the Warden be authorized to execute the Grant and Sponsorship Policy Agreement with the Wallacetown Agricultural Society.

Motion Carried.

6.3 Director of Engineering Services - Microsurfacing and Surface Treatment (Tender No. 2025-T13) and Culvert Rehabilitations (Tender No. 2025-T12) - Tender Awards

The Director of Engineering Services presented a report to Council summarizing the two (2) tenders that were advertised and issued for Microsurfacing / Surface Treatment and Culvert Rehabilitations on various roads as per the County's Procurement Policy.

Resolution Number: CW25-9

Moved by: Deputy Warden Ketchabaw

Seconded by: Councillor Noble

RESOLVED THAT Duncor Enterprises Inc. be selected to complete Microsurfacing and Surface Treatment on various roads, Tender No. 2025-T13 at a total price of \$839,495 (County Portion) exclusive of H.S.T.; and

THAT Laemers Excavating be selected to complete Culvert Rehabilitations on various roads, Tender No. 2025-T12 at a total price of \$394,063.51 inclusive of a \$50,000 contingency allowance and exclusive of H.S.T.; and

THAT the Warden and Chief Administrative Officer/Clerk be directed and authorized to sign the contracts.

Motion Carried.

6.4 Director of Engineering Services - Transportation Master Plan – Cycle Master Plan

The Director of Engineering Services presented a report on a draft Cycling Master Plan for Council's approval as part of the development of the County's first Transportation Master Plan.

Resolution Number: CW25-10

Moved by: Councillor Sloan

Seconded by: Councillor Hentz

RESOLVED THAT consideration of the Cycle Master Plan (CMP) be deferred to a future Committee of the Whole meeting to include results of a public consultation; and

THAT a report be brought forward giving separate consideration to works proposed for 2025.

Motion Carried.

6.5 Director of Engineering Services - Transportation Master Plan Initiatives – Road Rationalization

The Director of Engineering Services presented a report seeking Council's endorsement of the road rationalization recommendations and seeking Council's direction to develop an implementation action plan to advance road transfers as part of Phase 2 of the development of a County Transportation Master Plan.

Resolution Number: CW25-11

Moved by: Councillor Hentz

Seconded by: Deputy Warden Ketchabaw

RESOLVED THAT the County's Road and Bridge Rationalization Study be received and filed; and

THAT staff be directed to develop an implementation action plan and asset transfer protocol to facilitate the transfer of approximately twenty-four kilometres of County road sections to local jurisdictional ownership as identified in the study for approval by County Council at a future meeting in 2025; and

THAT staff be directed to begin the planning process for the permanent closure and subsequent removal of the Fulton Line Bridge and the Jamestown Line Bridge; and

THAT the following five (5) bridges be removed from the County's jurisdiction:

1. Edison Drive Bridge – Municipality of Bayham

2. Lings Bridge – Township of Southwold
3. McGinnis Bridge – Municipality of Central Elgin
4. Harkness Bridge – Municipality of Central Elgin
5. Fleming Creek Bridge – Municipality of West Elgin

Motion Carried.

6.6 Director of Community and Cultural Services - Aylmer Library Expansion - Lease and Space Needs Analysis

Council recessed at 11:40 a.m. and reconvened at 11:45 a.m.

The Director of Community and Cultural Services and the Director of Legal Services presented a report on the County authority of library locations and a space needs and leasing analysis for future expansion opportunities to be considered for the Aylmer Branch of the Elgin County Library.

Cynthia Grant, a Member of the Public, spoke to the report voicing her preference for a downtown location for the Aylmer Library.

Resolution Number: CW25-12

Moved by: Councillor Widner

Seconded by: Deputy Warden Ketchabaw

RESOLVED THAT Elgin County Council hereby adopts the leasing and space needs analysis as criteria for the consideration of proposals to expand, relocate or construct premises for the Aylmer Library as contained in the report titled "Aylmer Library Expansion - Lease and Space Needs Analysis" from the Director of Community and Cultural Services and Director of Legal Services dated April 22, 2025; and

THAT a copy of this report be circulated to the Councils of the Town of Aylmer and the Township of Malahide and the Board of Directors of the East Elgin Community Complex.

Yes (7): Warden Jones, Deputy Warden Ketchabaw, Councillor Giguère, Councillor Widner, Councillor Noble, Councillor Hentz, and Councillor Leatham

No (2): Councillor Couckuyt, and Councillor Sloan

Motion Carried. (7 to 2)

7. Adjournment

Resolution Number: CW25-13

Moved by: Councillor Widner

Seconded by: Councillor Sloan

RESOLVED THAT we do now adjourn at 12:23 p.m. to meet again on May 13, 2025 at 9:00 a.m.

Motion Carried.

Blaine Parkin,
Chief Administrative Officer/Clerk.

Grant Jones,
Warden.



Report to Committee of the Whole

From: Peter Dutchak, Director of Engineering Services
Mike Hoogstra, Manager of Procurement & Risk

Date: May 6, 2025

Subject: Port Talbot Hill Reconstruction – Contract Award

Recommendation(s):

THAT Clarke Construction Inc. be selected to complete the Port Talbot Hill Reconstruction located on Fingal Line (CR 16), Tender No. 2025-T15 at a total price of \$2,853,500.00 inclusive of a \$200,000 contingency allowance and exclusive of HST; and,

THAT contract administration and inspections services associated with the Port Talbot Hill Reconstruction project, previously awarded to Spriet Associates, be increased in the amount of \$72,000 (excluding HST); and,

THAT the Warden and Chief Administrative Officer be directed and authorized to sign the contract.

Introduction:

As part of the 2025 Capital Budget, tenders were advertised and issued as per the County's Procurement Policy for the reconstruction of the Port Talbot Hill, located on Fingal Line (County Road 16) between Thomas Line and Timber Road for approximately 1.3 kilometers in the Municipality of Dutton-Dunwich. A map of the project limits is shown below:



Background and Discussion:

Construction Tender

The Port Talbot Hill Reconstruction project reconstructs a 1.3km section of Fingal Line and includes an adjustment of the road geometry, illumination, new storm sewers, curb and gutter, road base and rehabilitation of road slopes.

A total of twenty-one (21) contractors downloaded tender documents for this project from the County's bidding system [bids&tenders](#). Seven (7) contractors submitted electronic bids for this tender which closed on April 23, 2025

Bids were received as follows:

Company	Bid Price¹ (exclusive of HST)
Clarke Construction Inc.	\$2,853,500.00
Titan Group Construction Inc.	\$2,924,504.00
PV-EX Construction Ltd.	\$2,963,975.04
598424 Ontario Ltd. o/a R. Russell Construction	\$3,167,238.11
Birnam Excavating Ltd.	\$3,329,685.83
St. Clair Mechanical Inc.	\$3,476,846.05
J-AAR Civil Infrastructures Limited	\$3,526,805.15

¹ Inclusive of a \$200,000 contingency allowance.

Clarke Construction Inc. submitted the lowest compliant bid for the project at a total price of \$2,853,500.00 exclusive of HST.

Consulting Services

Spriet Associates was contracted by the County through RFQ 2024-Q16 to provide complete design and engineering services for this project. This report also recommends the continued use of Spriet Associates for the Contract Administration and Inspection Services required for this project.

Continued use of Spriet Associates on this project is of financial advantage to the County because the firm has specific knowledge of the project and has undertaken work for which duplication would be required if another firm was selected. In accordance with the County's Procurement Policy, staff is recommending that Spriet Associates scope of work be further increased in the amount of \$72,000 to carry out contract administration and construction inspection services during the project.

Financial Implications:

The following summary of projected estimated costs is provided for review and will be confirmed throughout the project:

Construction Tender Value	\$ 2,853,500.00
Consulting (Engineering)	\$ 33,900.00
Consulting (Inspection during Construction)	\$ 72,000.00
<u>Net HST (1.76%)</u>	<u>\$ 52,085.44</u>
Total Project Costs¹	\$ 3,011,485.44
2025 Capital Budget Allocation	\$ 3,100,000.00
Forecast Budget Surplus/(Deficit)	\$ 88,514.56

¹ Inclusive of a \$200,000 contingency allowance.

Advancement of the Strategic Plan:

The infrastructure investment activities that result from completing this work develop, enhance and maintain county transportation assets to support current and future community needs, thus supporting Councils strategic strategy of sustainable community growth.

Local Municipal Partner Impact:

Elgin's local municipal partner staff have been provided the details regarding the County's 2025 road projects.

Communication Requirements:

Project sign boards will be installed in advance of all roadworks and project details will be posted on the Municipal 511 platform.

A weekly capital project update will be circulated to Elgin's local municipal partners and elected officials to advise them of the following weeks anticipated works.

Conclusion:

Staff recommends award of the project to the low bidder, Clarke Construction. Work on this project is scheduled to begin in June with substantial completion anticipated to be achieved by September 26, 2025.

As per the County of Elgin's Purchasing Policy, if change orders are required and the cost increases above the tender amount approved by Council by less than 10%, and the amount is within the overall budgeted project amount, work will proceed upon authorization by the Director.

However, if the cost increases above the tender amount approved by Council by more than 10%, the Director will prepare a further report to Council outlining the expenditures.

All of which is Respectfully Submitted

Approved for Submission

Peter Dutchak
Director of Engineering Services

Blaine Parkin
Chief Administrative Officer/Clerk

Mike Hoogstra
Manager of Procurement & Risk



Report to Committee of the Whole

From: Mat Vaughan, Director of Planning and Development

Date: May 13, 2025

Subject: Consent application delegated authority

Recommendation(s):

THAT the report titled “Report Consent application delegated authority” from the Director of Planning and Development dated May 13, 2025 be received and filed; and

THAT County Council repeal By-law No. 24-25 Planning Delegation of Authority and adopt an updated by-law as presented in this report.

Introduction:

Elgin County Land Division committee processes approximately 100 consent applications per year. Due to the County’s pre-consultation process, only roughly 1% of those applications are recommended for refusal. Many of these applications only require a short, standard list of conditions of approval and are considered by planning staff to be non-contentious. There is an opportunity to accelerate the processing time of these non-contentious consent applications by delegating approval authority from the county’s land division committee to senior planning staff. If delegated authority were granted to senior planning staff for non-contentious consent applications, it is estimated that the planning process would be reduced from 2-3 months to 1 month, and potentially even three weeks in certain circumstances.

Background and Discussion:

Consent applications (the division or modification of property lines), are under the approval authority of Elgin County. Currently, all consent applications are heard before the county’s land division committee. The committee meets once a month and considers 6-10 consent applications each meeting.

Consent applications start with the county’s pre-consultation process, where an applicant connects with a county planner to explain their intentions, and direction is provided by staff to the applicant to help them through the process. The applicant then makes a formal application submission, and the application is circulated to the relevant local municipal partner (LMP), other external review agencies (such as a conservation

authority) and to the surrounding neighbours for review and comment. In most cases, the planners and technical staff at the local level prepare a list of conditions of approval and present a short information report to the local council. This report, along with any technical considerations and a council resolution is forwarded to the County to be considered as part of the overall application review process. If there are no issues, the application is scheduled for the next available land division committee meeting. This process can take approximately 1 to 3 months depending on the complexity of the application, and whether any additional planning applications are required because of the nature of the proposed consent application.

To accelerate this process, planning staff are requesting delegated authority to approve non-contentious consent applications. If granted, this would remove the need to schedule non-contentious consent applications to a land division committee and save the applicant approximately 1-2 months of time.

To qualify as a non-contentious application, it must meet the following criteria:

- It is consistent with the Provincial Policy Statement (s. 3(5) Planning Act);
- It doesn't require a plan of subdivision for the proper and orderly development of the municipality (s. 53(1) Planning Act);
- It conforms with section 51(24) of the Planning Act;
- It conforms with the Elgin County Official Plan;
- It conforms with the local municipal Official Plan or Secondary Plan;
- It complies and conforms with the local municipal Zoning By-law (unless subject to a standard condition of rezoning or minor variance); and
- There are no unresolved objections/concerns raised from agencies or the public.

If the criteria above are met, the application would be deemed non-contentious.

Through the delegated authority consent process, LMPs, external agencies, and neighbours would continue to be circulated, and given notice of the application as required by the Planning Act.

What are others doing?

Out of a review of ten two-tier municipalities, (including Northumberland, Frontenac, Renfrew, Bruce, Huron, Lanark, Peterborough counties, and the and the united counties of Prescott and Russell, Stormont, Dundas and Glengarry, and Leeds and Grenville), nine are currently implementing delegated authority to senior planning staff to review non-contentious consent applications. Of those nine two-tier municipalities, approximately 90% of their consent applications now flow through their delegated approval process, which many explain has resulted in significant time savings for their applicants.

Financial Implications:

No financial implications are anticipated because of this change.

Advancement of the Strategic Plan:

Strategy 3: Service Excellence and Efficiency

Through delegated authority, consent application processing time can be reduced to provide a more streamlined, rapid process to the public and our development community.

Local Municipal Partner Impact:

Minimal impacts to our LMPs are anticipated because of this change.

Communication Requirements:

This process change has been discussed with our LMP planning departments, as well as with the county's development community through the most recent Development Information Group (DIG) meeting. Both staff, and stakeholders were pleased and offered to support to the proposed change.

A copy of this report was circulated to the land division committee on May 1, 2025.

Conclusion:

Planning staff are requesting delegated authority to approve non-contentious consent applications. This change would help to accelerate the consent application process and save applicants' valuable time. Should these changes result in resource savings for the County, planning staff will revisit the consent application fees to determine if consent fees can be adjusted to reflect those savings in the future.

In review of best practices across rural Ontario, this process change is in line with what other rural two-tier municipalities are doing to provide better customer service. The process change is in line with the county's new strategic plan as it promotes service excellence and improved efficiency. Through consultation, local technical staff and the development community are in favour of the proposed change.

Planning staff are of the opinion that this request will improve the planning process and recommend that the request for delegated authority for non-contentious consent applications be approved.

All of which is Respectfully Submitted

Approved for Submission

Mat Vaughan
Director of Planning and Development

Blaine Parkin
Chief Administrative Officer/Clerk

Attachment(s)

COUNTY OF ELGIN

By-Law No. 25-XX

**“A BY-LAW TO DELEGATE CERTAIN AUTHORITIES VESTED IN THE COUNCIL OF
THE CORPORATION OF THE COUNTY OF ELGIN AS THE APPROVAL AUTHORITY
WITH RESPECT TO PLANS OF SUBDIVISION, PLANS OF CONDOMINIUM,
CONSENTS AND PART LOT CONTROL BY-LAWS PURSUANT TO SECTION 22
AND 51 OF THE PLANNING ACT, TO THE DIRECTOR OF PLANNING AND
DEVELOPMENT FOR THE COUNTY OF ELGIN
AND TO REPEAL BY-LAW NO. 24-25.”**

WHEREAS Section 4 (1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, provides that the Minister may by order delegate to the Council of the Corporation of the County of Elgin the authority to approve, among other things, plans of subdivision, plans of condominium, consents and part lot control by-laws; and

WHEREAS Section 5 (1) of the Planning Act, Chapter P 13, R.S.O. 1990, as amended, provides that the Council may by by-law delegate all or any of the authority to approve, among other things, plans of subdivision, plans of condominium, consents and part lot control by-laws to a Committee of Council or to an Appointed Officer identified in the by-law by name or position occupied; and

WHEREAS County Council considers it advisable to delegate certain powers to the Director of Planning and Development for the County of Elgin, and, in the Director of Planning and Development's absence, the Director of Legal Services.

NOW THEREFORE, the Council of the Corporation of the County of Elgin enacts as follows:

1. THAT the Council of the County of Elgin delegates to the Director of Planning and Development and in his/her absence, the Director of Legal Services, the authority to:
 - a) Sign draft plans of subdivision for the purpose of indicating draft approval.
 - b) Sign draft plans of condominium for the purpose of indicating draft approval.
 - c) Sign local municipal Official Plan Amendments indicating approval.
 - d) Sign County Official Plan Amendments indicating approval.
 - e) Refuse to accept or further consider any application for plan of subdivision or plan of condominium until the prescribed information and material and the required fee and the draft plan are received, pursuant to section 51(19) of the Planning Act as amended.
 - f) Enter into negotiations/dispute resolution with those parties involved in an objection to a draft plan of subdivision or condominium or conditions thereof.
 - g) Decide whether a change to conditions of draft approval is minor for the purpose of giving notice and to approve such minor changes.

- h) Extend draft plan approval time periods.
 - i) Approve and sign final plans of subdivision and final plans of condominium for the purpose of indicating that final approval has been granted by the approval authority and is acceptable for registration purposes.
 - j) Approve part lot control by-laws for local municipalities passed under Section 50 of the Planning Act, as amended.
 - k) Approve non-contentious consent applications. For clarity, 'non-contentious' shall mean that a consent application satisfies the following requirements:
 - It is consistent with the Provincial Policy Statement (s. 3(5) Planning Act);
 - It doesn't require a plan of subdivision for the proper and orderly development of the municipality (s. 53(1) Planning Act);
 - It conforms with section 51(24) of the Planning Act;
 - It conforms with the Elgin County Official Plan;
 - It conforms with the local municipal Official Plan or Secondary Plan;
 - It complies and conforms with the local municipal Zoning By-law (unless subject to a standard condition of rezoning or minor variance); and
 - There are no unresolved objections/concerns raised from agencies or the public.
2. THAT this by-law shall come into force and effect on the date of its final passing by the Council of the Corporation of the County of Elgin.
3. THAT By-law No. 24-25 be repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 27TH DAY OF MAY 2025.

Blaine Parkin,
Chief Administrative Officer/Clerk.

Grant Jones,
Warden.



Report to Committee of the Whole

From: Katherine Thompson, Manager of Administrative Services/Deputy Clerk

Date: May 13, 2025

Subject: AMO Delegation Requests 2025

Recommendation(s):

THAT That the Committee of the Whole identify and provide direction regarding the provincial ministries and specific topics for which it wishes to request delegations at the 2025 AMO Conference, and

THAT these recommendations be brought forward for approval by County Council at its meeting on May 27, 2025.

Introduction:

As of May 1st, the Ministry of Municipal Affairs and Housing (MMAH) has opened the request for delegation process for the 2025 Association of Municipalities of Ontario (AMO) Conference. This annual opportunity allows registered delegates to engage directly with provincial ministries to advocate for local priorities. The deadline for submitting delegation requests is May 30, 2025.

Background and Discussion:

Elgin County Council is asked to consider which provincial ministries, if any, they would like to engage with during the AMO Conference this August and what specific topics should be addressed. Staff require direction from Council in order to prepare and submit targeted and effective delegation requests on behalf of the County.

Council is reminded that on February 11, 2025, following a delegation from the West Elgin Community Health Centre, a resolution was passed to request a delegation with the Ministry of Health at the AMO Conference. The focus of this request is to advocate for improved access to healthcare services in rural communities. At this time, staff are seeking further clarity from Council on the specific asks or areas of concern they wish to raise with the Ministry. This will allow staff to craft a compelling and clear delegation request that aligns with Council's advocacy goals.

Financial Implications:

None.

Advancement of the Strategic Plan:

Delegations should help the County advance one or more of its strategic goals.

Local Municipal Partner Impact:

None.

Communication Requirements:

Should Committee of the Whole and subsequently Council identify specific delegation topics for the AMO conference in August, staff will submit these requests before the deadline of May 30, 2025.

Conclusion:

Staff request that the Committee of the Whole engage in a discussion and provide direction on which ministries Council would like to request delegations with at AMO 2025 and the key topics to be addressed. Additionally, staff require more detailed input regarding the proposed Ministry of Health delegation to ensure the request is well-defined and focused on actionable outcomes related to healthcare access in rural Elgin County.

All of which is Respectfully Submitted

Approved for Submission

Katherine Thompson
Manager of Administrative Services/
Deputy Clerk

Blaine Parkin
Chief Administrative Officer/Clerk