



**ELGIN COUNTY COUNCIL  
MINUTES**

**September 12, 2023, 9:00 a.m.  
Council Chambers  
450 Sunset Drive  
St. Thomas ON**

Members Present: Warden Ed Ketchabaw  
Deputy Warden Grant Jones  
Councillor Dominique Giguère (virtual)  
Councillor Mark Widner  
Councillor Andrew Sloan  
Councillor Todd Noble  
Councillor Mike Hentz

Members Absent: Councillor Jack Couckuyt (with notice)  
Councillor Richard Leatham (with notice)

Staff Present: Don Shropshire, Chief Administrative Officer/Clerk  
Michele Harris, Director of Homes and Seniors Services  
Nicholas Loeb, Director of Legal Services  
Peter Dutchak, Acting Director of Engineering Services  
Jenna Fentie, Manager of Administrative Services/Deputy Clerk  
Mike Hoogstra, Manager of Purchasing and Risk (virtual)  
Carolyn Krahn, Manager of Economic Development, Tourism & Strategic Initiatives  
Ryan Terpstra, Manager of Corporate Facilities  
Paul Hicks, Acting Manager of Planning (virtual)  
Stefanie Heide, Legislative Services Coordinator

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**1. CALL TO ORDER**

The meeting was called to order at 9:00 a.m. with Warden Ketchabaw in the Chair.

**2. ADOPTION OF MINUTES**

Moved by: Councillor Sloan  
Seconded by: Councillor Noble

RESOLVED THAT the minutes of the meeting held on August 8, 2023 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 Jones

Seconded by: Councillor Hentz

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

Motion Carried.

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

### **6.1 Warden Ketchabaw - Warden's Activity Report August 2023**

Warden Ketchabaw presented the report detailing his activity for the month of August 2023.

Moved by: Councillor Noble

Seconded by: Councillor Widner

RESOLVED THAT the report titled "Warden's Activity Report August 2023" dated September 12, 2023 from Warden Ketchabaw be received and filed.

Motion Carried.

### **6.2 Acting Manager of Planning - Town of Aylmer Official Plan Amendment No. 24, 245 and 249 John Street South, Aylmer**

The Acting Manager of Planning presented the report that provides County Council with the information required in order to consider granting approval to Official Plan Amendment No. 24 to the Town of Aylmer Official Plan.

Moved by: Deputy Warden Jones

Seconded by: Councillor Noble

RESOLVED THAT the Council of the Corporation of the County of Elgin approve Official Plan Amendment No. 24 to the Official Plan of the Town of Aylmer; and

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

Motion Carried.

### **6.3 Acting Manager of Planning - Redline Revision, Creek's Edge Subdivision, Municipality of West Elgin, County of Elgin**

The Acting Manager of Planning presented the report that provides County Council with information required to consider granting approval to a proposed modification to the existing draft plan of subdivision.

Moved by: Councillor Noble

Seconded by: Deputy Warden Jones

RESOLVED THAT the Council of the Corporation of the County of Elgin grant approval to a revised Draft Plan of Subdivision, as prepared by Strik Baldinelli Moniz, and dated June 28, 2023.

Motion Carried.

### **6.4 Manager of Procurement & Risk - Procurement Activity Report Q2 (April 1, 2023 to June 30, 2023)**

The Manager of Procurement & Risk presented the report that summarizes the County's procurement activity for the second quarter of 2023 in accordance with the reporting requirements as set out in section 12.2 of the Procurement Policy.

Moved by: Councillor Hentz  
Seconded by: Councillor Sloan

RESOLVED THAT the report titled "Procurement Activity Report Q2 (April 1, 2023 to June 30, 2023)" dated August 21, 2023 from the Manager of Procurement & Risk be received and filed.

Motion Carried.

**6.5 Manager of Economic Development, Tourism and Strategic Initiatives - Request for Support - Fanshawe Corporate Training Solutions (CTS)**

The Manager of Economic Development, Tourism and Strategic Initiatives presented the report detailing the request for support from Fanshawe Corporate Training Solutions for their application to the Ontario Vehicle Innovation Network's (OVIN) Content Partnerships (CP) Program, and for County staff to participate on a program advisory committee.

Moved by: Deputy Warden Jones  
Seconded by: Councillor Widner

RESOLVED THAT the Warden be directed to provide a letter of support for Fanshawe Corporate Training Solutions' (CTS) application to the Ontario Vehicle Innovation Network's (OVIN) Content Partnerships (CP) Program; and

THAT staff be directed to participate in the program advisory committee.

Motion Carried.

**6.6 Director of Homes and Seniors Services - Homes - Pharmacy Services**

The Director of Homes and Seniors Services presented the report seeking Council approval for the execution of an amending agreement with CareRx Pharmacy to extend pharmacy services until January 29, 2024.

Moved by: Councillor Noble  
Seconded by: Councillor Hentz

RESOLVED THAT the report titled "Homes – Pharmacy Services" dated September 5, 2023 from the Director of Homes and Seniors Services be received and filed; and

THAT Council authorize the Warden and Interim Chief Administrative Officer to execute an amending agreement with CareRx Holdings Inc. to extend pharmacy services for a term ending on January 29, 2024.

Motion Carried.

**6.7 Director of Homes and Seniors Services - Meals on Wheels Agreement Elgin/VON**

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

Moved by: Councillor Noble  
Seconded by: Councillor Sloan

RESOLVED THAT the report titled "Meals on Wheels Agreement Elgin/VON" dated September 5, 2023 from the Director of Homes and Seniors Services be received and filed; and

THAT Council authorize the Warden and Interim Chief Administrative Officer to execute the agreement between Elgin and Victorian Order of Nurses (VON) for the time period of October 1, 2023 to September 30, 2025.

Motion Carried.

**6.8 Director of Homes and Seniors Services - Revised HR Policy 8.60: Asbestos in Buildings**

The Director of Homes and Seniors Services presented a revised HR Policy 8.60 for Council's consideration. The revisions to the policy flow from requirements of the Ministry of Labour arising out of a field visit.

Moved by: Councillor Sloan

Seconded by: Councillor Noble

RESOLVED THAT the report titled "Revised HR Policy 8.60: 'Asbestos in Buildings'" dated September 12, 2023 from the Director of Homes and Seniors Services, Director of Human Resources, and Manager of Corporate Facilities be received and filed; and

THAT County Council approve the revised HR Policy: 8.60 Asbestos in Buildings.

Motion Carried.

**6.9 Manager of Corporate Facilities - Terrace Lodge Asbestos Abatement - Tender Award**

The Manager of Corporate Facilities presented the report recommending that Schouten Environmental Inc. be selected for the Terrace Lodge Asbestos abatement.

Moved by: Councillor Widner

Seconded by: Councillor Sloan

RESOLVED THAT Schouten Environmental Inc. be selected for the Terrace Lodge Asbestos abatement, Contract No. 2023-Q35 at a total price of \$113,350.00 exclusive of H.S.T.; and

THAT Funds from the Terrace Lodge Redevelopment Project contingency budget be allocated towards the Terrace Lodge Asbestos abatement.

Motion Carried.

**6.10 Acting Director of Engineering Services - Environmental Assessment - Highway 3 and 4 Widening and Talbotville Bypass**

The Acting Director of Engineering Services presented the report that discusses recommended design alternatives and other study considerations to be presented to the MTO for consideration as part of their public consultation phase of the Preliminary Design, Detailed Design and Class Environmental Study (Class EA) for improvements to Highway 3 from Highway 4 to Centennial Avenue within the City of St. Thomas. The report also discusses staff's remarks regarding the preliminary design options for County Council's consideration and input so that a formal submission can be provided to the MTO during the study's public comment period.

Moved by: Deputy Warden Jones

Seconded by: Councillor Hentz

RESOLVED THAT the report titled "Environmental Assessment – Highway 3 and 4 Widening and Talbotville Bypass", dated July 25, 2023 from the

Acting Director of Engineering Services be received and filed; and

THAT the interchange alternative preferences and other study design considerations identified in the report and by County Council regarding Wonderland Road at its September 12, 2023 meeting be forwarded to the Ministry of Transportation's study design team and for inclusion in their Transportation Environmental Study Report (TESR).

Motion Carried.

#### **6.11 Manager of Administrative Services/Deputy Clerk - December 2023 Council Meeting Schedule Amendment**

The Manager of Administrative Services/Deputy Clerk presented the report seeking Council's approval to change the December 7, 2023 County Council meeting to December 6, 2023 as requested by a member of Council.

Moved by: Councillor Sloan

Seconded by: Councillor Hentz

RESOLVED THAT the report titled "December 2023 Council Meeting Schedule Amendment" dated September 12, 2023 from the Manager of Administrative Services/Deputy Clerk, be received and filed; and

THAT County Council consent to amending the 2023 Council Meeting schedule by changing the second meeting in December from December 7, 2023 to December 6, 2023 at 9:00 a.m.; and

THAT staff be directed to provide public notice of the schedule change.

Motion Carried.

#### **6.12 Chief Administrative Officer/Clerk - Physician Recruitment**

The Chief Administrative Officer/Clerk presented the report seeking Council's support for the request to collaborate with several neighbouring Ontario Health Teams on a proposal aimed at international physician recruitment.

Moved by: Councillor Sloan

Seconded by: Deputy Warden Jones

RESOLVED THAT the report titled "Physician Recruitment" dated September 6, 2023 from the Chief Administrative Officer/Clerk be received and filed; and

THAT Council approve the invitation to collaborate on the international physician recruitment.

Motion Carried.

### **7. COUNCIL CORRESPONDENCE**

#### **7.1 Items for Consideration**

None.

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

Moved by: Councillor Widner

Seconded by: Councillor Noble

RESOLVED THAT Correspondence Items #7.2.1 - 7.2.5 be received and filed.

Motion Carried.

- 7.2.1 Resolution from the Township of Malahide regarding road safety concerns on Imperial Road between Glencolin Line and College Line**
- 7.2.2 Resolution of the Municipality of Bayham regarding dangerous driving on Plank Road, Eden**
- 7.2.3 Association of Municipalities Ontario 2022 Annual Report**
- 7.2.4 Quad County Support Services Summer Newsletter**
- 7.2.5 Letter from OPP Municipal Policing Bureau regarding the distribution of police record check revenue to municipalities**

**8. OTHER BUSINESS**

**8.1 Statements/Inquiries by Members**

**8.1.1 Warden Ketchabaw - Birthday Wishes**

Warden Ketchabaw wished Councillor Noble a happy birthday.

**8.1.2 Warden Ketchabaw - 2023 Warden's Golf Tournament**

Warden Ketchabaw congratulated and thanked all participants and sponsors for their involvement in the Warden's Charity Golf Tournament. The Warden informed Council that the tournament raised \$19,000 for four local charities across Elgin County who address the worthy causes of homelessness and inclusivity. The Warden thanked staff volunteers who contributed their time to this effort.

**8.2 Notice of Motion**

None.

**8.3 Matters of Urgency**

None.

**9. CLOSED MEETING ITEMS**

Moved by: Councillor Sloan  
Seconded by: Councillor Noble

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):

Closed Meeting Item #1 - August 8, 2023 Closed Meeting Minutes

Closed Meeting Item #2 - Advice - Facilities

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Motion Carried.

**9.1 Closed Meeting Minutes - August 8, 2023**

**9.2 Director of Legal Services - Advice - Facilities**

**10. MOTION TO RISE AND REPORT**

Council recessed at 9:59 a.m. and reconvened at 10:12 a.m.

Moved by: Councillor Hentz  
Seconded by: Councillor Sloan

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1: August 8, 2023 Closed Meeting Minutes

Moved by: Councillor Noble  
Seconded by: Councillor Widner

RESOLVED THAT the August 8, 2023 closed meeting minutes be adopted.

Motion Carried.

Closed Meeting Item #2 - Advice - Facilities

Moved by: Councillor Sloan  
Seconded by: Deputy Warden Jones

RESOLVED THAT the confidential report from the Director of Legal Services be received for information.

Motion Carried.

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

Moved by: Councillor Widner  
Seconded by: Councillor Hentz

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. 23-36 Confirmation**

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the September 12, 2023 Meeting.

Moved by: Deputy Warden Jones  
Seconded by: Councillor Noble

RESOLVED THAT By-Law No. 23-36 be now read a first, second, and third time and finally passed.

Motion Carried.

**13. ADJOURNMENT**

Moved by: Councillor Widner  
Seconded by: Deputy Warden Jones

RESOLVED THAT we do now adjourn at 10:42 a.m. to meet again on September 26, 2023 at 9:00 a.m.

Motion Carried.

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Don Shropshire,  
Chief Administrative Officer/Clerk.

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Ed Ketchabaw,  
Warden.