



**ELGIN COUNTY COUNCIL
MINUTES**

**November 28, 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
 Councillor Mark Widner
 Councillor Jack Couckuyt
 Councillor Andrew Sloan (virtual)
 Councillor Todd Noble
 Councillor Mike Hentz
 Councillor Richard Leatham

Staff Present: Don Shropshire, Chief Administrative Officer/Clerk
 Brian Masschaele, Director of Community & Cultural Services
 Amy Thomson, Director of Human Resources
 Jennifer Ford, Director of Financial Services/Treasurer
 Nicholas Loeb, Director of Legal Services
 Jenna Fentie, Manager of Administrative Services/Deputy Clerk
 Paul Hicks, Acting Manager of Planning (virtual)
 Mike Hoogstra, Manager of Purchasing and Risk (virtual)
 Natalie Marlowe, Manager of Library Services
 Michael Baker, Manager of Museum and Archives
 Sarah Savoie, Accessibility Coordinator (virtual)
 Stefanie Heide, Legislative Services Coordinator

1. CALL TO ORDER

The meeting was called to order at 9:01 a.m. with Warden Ketchabaw in the Chair.

2. ADOPTION OF MINUTES

Moved by: Councillor Hentz
Seconded by: Councillor Leatham

RESOLVED THAT the minutes of the meeting held on November 14, 2023 be adopted.

Motion Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None.

4. PRESENTING PETITIONS, PRESENTATIONS AND DELEGATIONS

4.1 Bonnie Rowe, Elder Abuse Elgin - Elder Abuse Elgin Presentation

A Senior Volunteer of the Elder Abuse Elgin Board, Bonnie Rowe, provided a presentation to County Council on Elder Abuse Elgin.

Moved by: Councillor Couckuyt
Seconded by: Councillor Widner

RESOLVED THAT the presentation from Elder Abuse Elgin be received and filed.

Motion Carried.

5. COMMITTEE OF THE WHOLE

Moved by: Deputy Warden Jones
Seconded by: Councillor Noble

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

Motion Carried.

6. REPORTS OF COUNCIL, OUTSIDE BOARDS AND STAFF

6.1 Manager of Museum and Archives - Elgin County Museum 2023 Annual Report

Councillor Giguère, Councillor Hentz, and the Manager of Museum and Archives presented the Elgin County Museum's 2023 Annual Report.

Warden Ketchabaw stated that this is the last annual report for the Manager of Museum and Archives as the Manager will be retiring. The Warden and Council thanked the Manager of Museum and Archives for his years of service.

Moved by: Councillor Leatham
Seconded by: Councillor Hentz

RESOLVED THAT the report titled "Elgin County Museum 2023 Annual Report" dated November 28, 2023 from Councillor Dominique Giguère, Councillor Mike Hentz, and the Manager of Museum and Archives be received and filed.

Motion Carried.

6.2 Acting Manager of Planning - 34T-WE2301; Applicant – CJDL Engineering; Owner – Donwest Construction

The Acting Manager of Planning presented the report that provides Council with the information required to consider approving Draft Plan of Subdivision by CJDL Consulting Engineers on behalf of Donwest Construction.

Moved by: Councillor Noble
Seconded by: Councillor Leatham

RESOLVED THAT the Council of the Corporation of the County of Elgin grant draft plan approval to Draft Plan of Subdivision by CJDL Consulting Engineers on behalf of Donwest Construction dated April 5, 2023; and

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

Motion Carried.

6.3 Manager of Library Services - Elgin County Library Membership and Circulation Policy Adoption

The Manager of Library Services presented the report that provides Council with the information required to consider approving a policy to

govern membership and circulation services offered by Elgin County Library and its ten branches.

Moved by: Deputy Warden Jones
Seconded by: Councillor Couckuyt

RESOLVED THAT the report titled "Elgin County Library Membership and Circulation Policy Adoption" dated November 28, 2023 from the Manager of Library Services be received and filed; and

THAT the Elgin County Library Membership and Circulation Policy attached as Appendix A to the report titled "Elgin County Library Membership and Circulation Policy Adoption" dated November 28, 2023 be hereby adopted.

Motion Carried.

6.4 Accessibility Coordinator - Elgin County and LMPs Joint Diversity, Equity, and Inclusion Plan 2024-2026

The Accessibility Coordinator presented the report that provides Council with the information required to review, provide input on, and approve the Joint Diversity, Equity and Inclusion (DEI).

The Warden stated that this Thursday is the Accessibility Coordinator's last day with the County and the Warden and Council thanked the Accessibility Coordinator.

Moved by: Councillor Noble
Seconded by: Deputy Warden Jones

RESOLVED THAT the report titled "Elgin County and LMPs Joint Diversity, Equity, and Inclusion Plan 2024-2026" dated November 28, 2023 from the Accessibility Coordinator be received, filed, and approved.

Motion Carried.

6.5 Manager of Procurement & Risk - Procurement Activity Report Q3 (July 1, 2023 to September 30, 2023)

The Manager of Procurement & Risk presented the report that provides details relevant to the exercise of delegated authority for all contracts awarded that exceed \$15,000 for the period of July 1, 2023 to September 20, 2023.

Moved by: Councillor Hentz
Seconded by: Councillor Giguère

RESOLVED THAT the report titled "Procurement Activity Report Q3 (July 1, 2023 to September 30, 2023)" dated November 28, 2023 from the Manager of Procurement & Risk be received and filed.

Motion Carried.

6.6 Manager of Procurement & Risk - General Insurance and Risk Management Services Program for 2024

The Manager of Procurement & Risk presented the report recommending that Council approve the General Insurance and Risk Management Services Program proposed by Marsh Canada Limited be approved at the annual premium cost of \$573,931 plus taxes for the period of December 15, 2023 to December 15, 2024.

Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT the General Insurance and Risk Management Services Program proposed by Marsh Canada Limited (“Marsh”) be approved at the annual premium cost of \$573,931 plus taxes commencing December 15, 2023 and expiring on December 15, 2024; and

THAT the Manager of Procurement & Risk and Director of Financial Services/Treasurer be authorized to renew the policy.

Motion Carried.

6.7 Manager of Administrative Services/Deputy Clerk - 2024 County Council Meeting Schedule

The Manager of Administrative Services/Deputy Clerk presented the report seeking Council's approval of the 2024 Elgin County Council Meeting Schedule.

Moved by: Councillor Widner

Seconded by: Councillor Giguère

RESOLVED THAT the report titled “2024 County Council Meeting Schedule” dated November 28, 2023 from the Manager of Administrative Services/Deputy Clerk be received and filed; and

THAT the 2024 County Council Meeting schedule be approved as presented; and

THAT notice of the 2024 schedule of County Council Meetings and any special meetings outside of the adopted schedule of regular meetings of Council be made available from the Municipal Office and posted on the County's website in accordance with Elgin County Council's Procedural By-Law.

Motion Carried.

6.8 Director of Legal Services - Indemnification By-Law

The Director of Legal Services presented the report seeking Council's approval for an indemnification by-law that sets out the eligibility criteria, exceptions, protocols and extent of indemnification of County employees, Members of Council, Members of Local Boards, and volunteers.

Moved by: Councillor Giguère

Seconded by: Councillor Noble

RESOLVED THAT the report titled "Indemnification By-Law" dated November 28, 2023 from the Director of Legal Services be received and filed; and

THAT the Director of Legal Services be directed to provide more information to County Council at the January 09, 2024 meeting.

Motion Carried.

6.9 Director of Legal Services - Delegation of Authority By-Law

The Director of Legal Services presented the report recommending that County Council pass a comprehensive delegation of authority by-law which will formalize practices and processes for officers and employees of the County to efficiently operate their departments.

Moved by: Councillor Sloan

Seconded by: Councillor Widner

RESOLVED THAT the report titled "Delegation of Authority By-Law" dated November 28, 2023 from the Director of Legal Services be received and filed; and

THAT the Director of Legal Services be directed to provide more information to Council at the January 09, 2024 meeting.

Motion Carried.

7. COUNCIL CORRESPONDENCE

7.1 Items for Consideration

None.

7.2 Items for Information (Consent Agenda)

None.

8. OTHER BUSINESS

8.1 Statements/Inquiries by Members

8.1.1 Councillor Widner - Land Division Committee Inspections

Councillor Widner noted that he has received inquiries from Land Division Committee Members seeking clarification on whether they are permitted to conduct site visits related to consent applications. The Chief Administrative Officer/Clerk acknowledged the confusion, and will work with the Planning Technician/Land Division Secretary-Treasurer and Director of Legal Services to ensure clear communications are provided to the Land Division Committee Members.

8.1.2 Councillor Giguère - Giving Tuesday

Councillor Giguère stated that today is Giving Tuesday and encouraged members of Council to consider donating to the Terrace Lodge Comforts of Home Fundraising Campaign at donatetoterracelodge.ca. Councillor Giguère acknowledged and thanked the Warden for the donation that he personally made at the Warden's Banquet.

8.1.3 Warden Ketchabaw - Local Holiday Parades

The Warden encouraged Councillors to attend Holiday Parades in neighbouring local municipalities within Elgin.

8.1.4 Warden Ketchabaw - Thank You to Council

Warden Ketchabaw thanked Council for their support this past year.

8.2 Notice of Motion

None.

8.3 Matters of Urgency

None.

9. CLOSED MEETING ITEMS

Moved by: Councillor Noble

Seconded by: Councillor Widner

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 - November 14, 2023 Closed Meeting Minutes

Closed Meeting Item #2 - Human Resources Update

(d) labour relations or employee negotiations

Closed Meeting Item #3 - IT Update

(a) security of the property of the municipality or local board

Closed Meeting Item #4 - Boundary Adjustment Matter Update

(h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them

Motion Carried.

9.1 Closed Meeting Minutes - November 14, 2023

9.2 Director of Human Resources - Human Resources Update

9.3 Director of Financial Services/Treasurer - IT Update

9.4 Director of Legal Services - Boundary Adjustment Matter Update (verbal)

10. MOTION TO RISE AND REPORT

Moved by: Councillor Noble

Seconded by: Councillor Couckuyt

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - November 14, 2023 Closed Meeting Minutes

Moved by: Councillor Leatham

Seconded by: Deputy Warden Jones

RESOLVED THAT the closed meeting minutes of the meeting held on November 14, 2023 be adopted.

Motion Carried.

Closed Meeting Item #2 - Human Resources Update

Moved by: Councillor Noble

Seconded by: Councillor Giguère

RESOLVED THAT the confidential report from the Director of Human Resources be received for information.

Motion Carried.

Closed Meeting Item #3 - IT Update

Moved by: Councillor Noble

Seconded by: Deputy Warden Jones

RESOLVED THAT the confidential report from the Director of Financial Services/Treasurer be received for information.

Motion Carried.

Closed Meeting Item #4 - Boundary Adjustment Matter

Moved by: Councillor Widner
Seconded by: Councillor Noble

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

THAT staff proceed as directed.

Motion Carried.

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

Moved by: Deputy Warden Jones
Seconded by: Councillor Noble

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. 23-43 Indemnification By-Law

BEING a By-Law to Provide for the Indemnity and Defence of Members of Council, Members of Local Boards, Employees and Volunteers of the County Against Loss or Liability Incurred while Acting on Behalf of the County.

Moved by: Deputy Warden Jones
Seconded by: Councillor Hentz

RESOLVED THAT By-Law No. 23-43 be now read a first and second time.

Motion Carried.

12.2 By-Law No. 23-44 Delegation of Authority

BEING a By-Law to Delegate Authority to Officers and Employees of the Corporation of the County of Elgin.

Moved by: Councillor Leatham
Seconded by: Councillor Noble

RESOLVED THAT By-Law No. 23-44 be now read a first and second time.

Motion Carried.

12.3 By-Law No. 23-45 Confirmation

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the November 28, 2023 Meeting.

Moved by: Councillor Hentz
Seconded by: Deputy Warden Jones

RESOLVED THAT By-Law No. 23-45 be now read a first, second, and third time and finally passed.

Motion Carried.

13. ADJOURNMENT

Moved by: Councillor Widner
Seconded by: Councillor Couckuyt

RESOLVED THAT we do now adjourn at 12:05 p.m. to meet again on December 5, 2023 at 7:00 p.m.

Motion Carried.

Don Shropshire,
Chief Administrative Officer/Clerk.

Ed Ketchabaw,
Warden.