



## Elgin County Council

### Minutes

**December 12, 2024, 9:00 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 (virtual) Councillor Todd Noble Councillor Mike Hentz Councillor Richard Leatham (virtual)
Staff Present:	Blaine Parkin, Chief Administrative Officer/Clerk Brian Masschaele, Director of Community & Cultural Services Amy Thomson, Director of Human Resources (virtual) Nicholas Loeb, Director of Legal Services Peter Dutchak, Director of Engineering Services Mat Vaughan, Director of Planning and Development Katherine Thompson, Manager of Administrative Services/Deputy Clerk Mike Hoogstra, Manager of Procurement and Risk Ryan Terpstra, Manager of Corporate Facilities Andrea Loughlean, Manager of Emergency Management & Elgin-Middlesex Regional Fire School Paul Clarke, Junior Planner Madeleine Howard, Curator Jenna Fentie, Legislative Services Coordinator 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 Jones in the chair.

#### 2. **Adoption of Minutes**

Moved by: Councillor Hentz

Seconded by: Councillor Couckuyt

RESOLVED THAT the minutes of the meeting held on November 26, 2024 be adopted.

Motion Carried.

#### 3. **Disclosure of Pecuniary Interest and the General Nature Thereof**

None.

#### 4. **Presenting Petitions, Presentations and Delegations**

##### 4.1 **Southwestern Public Health & Planet Youth Elgin-St. Thomas Coalition - Planet Youth Presentation**

Planet Youth Elgin-St. Thomas Coalition Member Charlee Kirby and the Southwestern Public Health (SWPH) Health Promoter and Planet Youth Elgin-St. Thomas Coalition Lead Jessica Austin provided a presentation to County Council detailing the Planet Youth Icelandic Model for Substance Prevention and how the Coalition is adapting this model to tackle youth substance use and wellbeing in our region.

Moved by: Councillor Giguère  
Seconded by: Councillor Couckuyt

RESOLVED THAT the presentation from the Planet Youth St. Thomas-Elgin Coalition be received and filed.

Motion Carried.

#### **4.2 Town of Aylmer Chief Administrative Officer - County Collaboration - Library Services Facilities Funding**

The Chief Administrative Officer of the Town of Aylmer provided a delegation to County Council regarding Correspondence Item 7.1.1 request for the Library Board to establish a stakeholders committee.

Moved by: Deputy Warden Ketchabaw  
Seconded by: Councillor Hentz

RESOLVED THAT the delegation from the Chief Administrative Officer of the Town of Aylmer be received and filed.

Motion Carried.

### **5. Committee of the Whole**

Moved by: Councillor Noble  
Seconded by: Councillor Leatham

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

Motion Carried.

### **6. Reports of Council, Outside Boards and Staff**

#### **6.1 2023/2024 Warden Ed Ketchabaw - Warden's Activity Report (November/December 2024)**

2023/2024 Warden Ed Ketchabaw presented the report detailing his activities as Warden for the month of November and early December 2024.

Moved by: Councillor Widner  
Seconded by: Councillor Hentz

RESOLVED THAT the report titled "Warden's Activity Report (November/December 2024)" from the 2023/2024 Warden Ed Ketchabaw dated December 12, 2024 be received and filed.

Motion Carried.

#### **6.2 Elgin County Land Division Chairman Tom Marks - Elgin County Land Division 2024 Annual Report**

Chairman of the Elgin County Land Division Committee, Tom Marks, and Junior Planner/Secretary Treasurer of the Elgin County Land Division Committee, Paul Clarke, presented the Elgin County Land Division Committee's 2024 Annual Report.

Moved by: Councillor Hentz  
Seconded by: Councillor Couckuyt

RESOLVED THAT the report titled “Elgin County Land Division 2024 Annual Report” from the Elgin County Land Division Committee Chairman and the Secretary-Treasurer dated December 12, 2024 be received and filed.

Motion Carried.

**6.3 Joint Accessibility Advisory Committee Chair Tom Marks – Joint Accessibility Advisory Committee 2024 Annual Report**

The Chair of the Joint Accessibility Advisory Committee, Tom Marks, presented the Joint Accessibility Advisory Committee's 2024 Annual Report.

Moved by: Councillor Noble  
Seconded by: Councillor Sloan

RESOLVED THAT the report titled “Joint Accessibility Advisory Committee 2024 Annual Report” from the Committee Chair dated December 12, 2024 be received and filed.

Motion Carried.

**6.4 Finance Committee Chair Ed Ketchabaw - Finance Committee 2024 Annual Report**

The Finance Committee Chair Ed Ketchabaw presented the Finance Committee's 2024 Annual Report.

Moved by: Deputy Warden Ketchabaw  
Seconded by: Councillor Giguère

RESOLVED THAT the report titled “Finance Committee 2024 Annual Report” from the Committee Chair dated December 12, 2024 be received and filed.

Motion Carried.

**6.5 Growth Planning Steering Committee Chair Ed Ketchabaw - Growth Planning Steering Committee 2024 Annual Report**

The Growth Planning Steering Committee Chair Ed Ketchabaw presented the Growth Planning Steering Committee's 2024 Annual Report.

Moved by: Deputy Warden Ketchabaw  
Seconded by: Councillor Widner

RESOLVED THAT the report titled “Growth Planning Steering Committee 2024 Annual Report” from the Committee Chair dated December 12, 2024 be received and filed.

Motion Carried.

**6.6 Human Resources Committee Chair Ed Ketchabaw – Human Resources Committee 2024 Annual Report**

Human Resources Committee Chair Ed Ketchabaw presented the Human Resources Committee's 2024 Annual Report.

Moved by: Councillor Hentz  
Seconded by: Councillor Leatham

RESOLVED THAT the report titled “Human Resources Committee 2024 Annual Report” from the Committee Chair dated December 12, 2024 be received and filed.

Motion Carried.

**6.7 Rural Initiatives and Planning Advisory Committee Chair Ed Ketchabaw - Rural Initiatives and Planning Advisory Committee 2024 Annual Report**

The Chair of the Rural Initiatives and Planning Advisory Committee presented the Rural Initiatives and Planning Advisory Committee 2024 Annual Report.

Moved by: Councillor Noble  
Seconded by: Councillor Couckuyt

RESOLVED THAT the report titled "Rural Initiatives and Planning Advisory Committee Annual Report" from the Committee Chair dated December 12, 2024 be received and filed.

Motion Carried.

**6.8 Terrace Lodge Redevelopment Steering Committee Chair Ed Ketchabaw - Terrace Lodge Redevelopment Steering Committee 2024 Annual Report**

The Chair of the Terrace Lodge Redevelopment Steering Committee presented the Terrace Lodge Redevelopment Steering Committee 2024 Annual Report.

Moved by: Councillor Noble  
Seconded by: Councillor Giguère

RESOLVED THAT the report titled "Terrace Lodge Redevelopment Steering Committee 2024 Annual Report" from the Committee Chair dated December 12, 2024 be received and filed.

Motion Carried.

**6.9 Councillor Giguère, Councillor Hentz, and the Curator - Elgin County Museum 2024 Annual Report**

Councillor Giguère, Councillor Hentz, and the Curator presented the Elgin County Museum 2024 Annual Report.

Moved by: Councillor Giguère  
Seconded by: Deputy Warden Ketchabaw

RESOLVED THAT the report titled "Elgin County Museum 2024 Annual Report" from Councillor Dominique Giguère, Councillor Mike Hentz, and the Curator dated December 12, 2024 be received and filed.

Motion Carried.

**6.10 Councillor Giguère, Councillor Hentz, Director of Community and Cultural Services, and the Curator - Dissolution of Elgin County Museum Advisory Committee**

Councillor Giguère, Councillor Hentz, the Director of Community and Cultural Services, and the Curator presented the report seeking Council's direction on dissolving the Elgin County Museum Advisory Committee.

Moved by: Councillor Noble  
Seconded by: Councillor Giguère

RESOLVED THAT the Elgin County Museum Advisory Committee be hereby dissolved subject to the terms and conditions outlined in the December 12, 2024 report titled "Dissolution of Elgin County Museum Advisory Committee"; and

THAT By-Law No. 21-38 “Being a By-Law to Provide for the Operation of the Elgin County Museum” and By-Law 23-01 “To Define The Mandate And Meeting Procedures for Committees Established by the Corporation of the County of Elgin” be accordingly amended for the future adoption by Elgin County Council; and

THAT the Warden on behalf of Elgin County Council issue letters of appreciation to the volunteer members of the Elgin County Museum Advisory Committee thanking them for their past service.

Motion Carried.

**6.11 Manager of Procurement and Risk - Procurement Activity Report Q3 (July 1, 2024 to September 30, 2024)**

The Manager of Procurement and Risk presented the report detailing Procurement Activity from July 1, 2024 to September 30, 2024.

Moved by: Councillor Hentz

Seconded by: Councillor Leatham

RESOLVED THAT the report titled “Procurement Activity Report Q3 (July 1, 2024 to September 30, 2024)” from the Manager of Procurement & Risk dated December 12, 2024 be received and filed.

Motion Carried.

**6.12 Manager of Procurement and Risk - Integrity Commissioner and Closed Meeting Investigator – Contract Award**

The Manager of Procurement and Risk presented a report seeking Council's direction on awarding the Integrity Commissioner and Closed Meeting Investigator Services contract.

Moved by: Deputy Warden Ketchabaw

Seconded by: Councillor Couckuyt

RESOLVED THAT the contract for Integrity Commissioner and Closed Meeting Investigator be awarded to ADR Chambers Inc. for the period of January 1, 2025 to May 31, 2027; and

THAT the Warden and Chief Administrative Officer/Clerk be authorized to sign a contract on terms acceptable to the Director of Legal Services.

Motion Carried.

**6.13 Director of Engineering Services - Engineering Services – Village of Fingal Reconstruction – Contract Award**

Council recessed at 10:06 a.m. and reconvened at 10:21 a.m.

The Director of Engineering Services presented the report seeking Council's direction to award the Request for Proposal 2024-P33 contract for Engineering Services associated with the Village of Fingal Reconstruction project.

Moved by: Councillor Hentz

Seconded by: Deputy Warden Ketchabaw

RESOLVED THAT the contract for Engineering Services associated with the Village of Fingal Reconstruction project, Request for Proposal 2024-P33 be awarded to AECOM Canada Ltd. in the amount of \$628,039.00 (excluding HST); and

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

Motion Carried.

#### **6.14 Director of Engineering Services - Parking By-Law Amendments**

The Director of Engineering Services presented the report to Council identifying two areas along County roads where staff recommends the establishment of restricted parking to facilitate the safe and orderly flow of traffic.

Moved by: Councillor Hentz

Seconded by: Deputy Warden Ketchabaw

RESOLVED THAT the report titled "Parking By-Law Amendments" from the Director of Engineering Services dated December 12, 2024 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 incorporate the following restricted parking locations:

- St. George Street (CR 26) from Wellington Road to Parkins Avenue, being a distance of 1,290m.
- Fulton Street (CR 41) from Elm Street to Snow Street, being a total distance of 190m.

Motion Carried.

#### **6.15 Manager of Emergency Management & Elgin Middlesex Regional Fire School - Emergency Management By-Law and Plan Update**

The Manger of Emergency Services & Elgin Middlesex Regional Fire School presented the report seeking Council's approval to update the County by-laws that adopt and/or appoints the Emergency Management program, emergency response plan, and Community Emergency Management Coordinator into one all-encompassing by-law.

Moved by: Councillor Giguère

Seconded by: Councillor Noble

RESOLVED THAT the report titled "Emergency Management By-Law and Plan Update" from the Manager of Emergency Management & Elgin Middlesex Regional Fire School dated December 12, 2024 be received and filed.

Motion Carried.

#### **6.16 Manager of Administrative Services/Deputy Clerk - Proposed Changes to Elgin County Council Meeting Structure**

The Manager of Administrative Services/Deputy Clerk presented the report seeking Council's feedback on proposed changes to the existing structure of Council meetings in follow-up to Council's direction at the October 22, 2024 meeting.

Councillor Sloan left the meeting at 11:02 a.m.

Moved by: Councillor Hentz

Seconded by: Councillor Giguère

RESOLVED THAT the report titled "Proposed Changes to Elgin County Council Meeting Structure" from the Manager of Administrative Services/Deputy Clerk dated December 12, 2024 be received and filed; and

THAT County Council provide feedback to staff regarding the proposed Elgin County Council meeting structure; and

THAT this feedback be incorporated into a draft Procedural By-Law to be brought forward for Council's consideration.

Motion Carried.

**6.17 Director of Legal Services and Director of Planning and Development - LS 24-12 – Planning Services Agreement**

The Director of Legal Services and the Director of Planning and Development presented the report seeking Council's approval of a shared planning services agreement.

Moved by: Councillor Hentz

Seconded by: Councillor Giguère

RESOLVED THAT the report titled "LS 24-12 – Planning Services Agreement" from the Director of Legal Services and the Director of Planning and Development dated December 12, 2024 be received and filed; and

THAT the Council of the Corporation of the County of Elgin approve the form of agreement for County planning services to be rendered to interested local municipal partners, substantially in the form of the attached Appendix "A" for presentation and negotiation with local municipalities; and

THAT planning staff be directed to continue discussions with County local municipal partners in providing planning services; and

THAT the Director of Planning and Development be authorized to execute planning service agreement(s) with local municipalities and any related supplemental documents.

Motion Carried.

**6.18 Director of Planning and Development - Approval of the West Elgin Official Plan**

The Director of Planning and Development and the County Planning Consultant, Paul Hicks, Principal & Associate of Re:Public Urbanism, provided Council with information required to consider granting approval to the Official Plan of the Municipality of West Elgin.

Moved by: Councillor Leatham

Seconded by: Deputy Warden Ketchabaw

RESOLVED THAT the Council of the Corporation of the County of Elgin repeals the Official Plan of the Municipality of West Elgin as adopted by By-law No. 2008-13 and all subsequent amendments thereto; and

THAT the Council of the Corporation of the County of Elgin modifies and approves the Official Plan of the Municipality of West Elgin as adopted by By-law 2023-75 as detailed in the attached decision; and

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

Motion Carried.

**7. Council Correspondence**

**7.1 Items for Consideration**

**7.1.1 Email and attachments from the Town of Aylmer re: County Collaboration - Library Services, Facilities & Funding**

Moved by: Councillor Couckuyt

Seconded by: Deputy Warden Ketchabaw

RESOLVED THAT Council direct the Director of Community and Cultural Services to bring forward a report regarding the Town of Aylmer's request to establish a committee to advance the matter of the Aylmer Library.

Motion Carried.

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

Moved by: Councillor Giguère

Seconded by: Councillor Noble

RESOLVED THAT the Warden write to the Home Builder's Association acknowledging receipt of their letter and its inclusion as part of the December 12, 2024 Council Agenda and establish the development of a plan for increased relationship building and communication going forward.

Motion Carried.

Moved by: Councillor Widner

Seconded by: Councillor Leatham

RESOLVED THAT Elgin County Council support the resolution from Saugeen Shores regarding intimate partner violence.

Motion Carried.

Moved by: Councillor Noble

Seconded by: Councillor Hentz

RESOLVED THAT Correspondence Items 7.2.1 and 7.2.3 and 7.2.4 be received and filed.

Motion Carried.

### **7.2.1 Letter from Minister Calandra re: changes to the Planning Act to accelerate implementation of the province's additional residential unit (ARU) framework**

### **7.2.2 Resolution from Saugeen Shores re: Intimate Partner Violence**

### **7.2.3 Resolution from Township of Puslinch re: enabling greater use of excess soil**

### **7.2.4 Resolution from Town of New Tecumseth re: Land Transfer Tax**

### **7.2.5 Home Builders Association - Planning Fees**

## **8. Other Business**

### **8.1 Statements/Inquiries by Members**

#### **8.1.1 Deputy Warden Ketchabaw - Holiday Parades**

Deputy Warden Ketchabaw stated that there are two remaining 2024 Christmas parades in Elgin County on Saturday, December 14, 2024 in Straffordville and Dutton. Warden Jones stated that he intends to attend and invited other Councillors to join.

#### **8.1.2 Warden Jones - Elgincentives Program**

Warden Jones stated that the Manager of Economic Development, Tourism and Strategic Initiatives invites residents and business to share their feedback regarding "Elgincentives", Elgin County's Community Improvement Plan, through an open survey on [www.engageelgin.ca](http://www.engageelgin.ca) under "Elgincentives Review."

### **8.2 Notice of Motion**



None.

### **8.3 Matters of Urgency**

None.

## **9. Closed Meeting Items**

Councillor Noble left the meeting at 11:54 a.m.

Moved by: Councillor Noble

Seconded by: Deputy Warden Ketchabaw

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 - Closed Meeting Minutes - November 26, 2024

Closed Meeting Item #2 - Approval of Commercial Lease - Ontario Clean Water Agency

(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

Motion Carried.

### **9.1 Closed Meeting Minutes - November 26, 2024**

### **9.2 Director of Engineering Services - Approval of Commercial Lease – Ontario Clean Water Agency**

## **10. Motion to Rise and Report**

Moved by: Councillor Couckuyt

Seconded by: Councillor Giguère

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - Closed Meeting Minutes - November 26, 2024

Moved by: Councillor Hentz

Seconded by: Councillor Leatham

RESOLVED THAT the closed meeting minutes from the meeting held on November 26, 2024 be adopted.

Motion Carried.

Closed Meeting Item #2 - Approval of Commercial Lease - Ontario Clean Water Agency

Moved by: Councillor Widner

Seconded by: Councillor Hentz

RESOLVED THAT the report titled “Approval of Commercial Lease - Ontario Clean Water Agency” from Ryan Terpstra, Manager of Corporate Facilities dated December 12, 2024 be received and filed; and

THAT Elgin County Council approve a new commercial one-year term Lease Agreement between Ontario Clean Water Agency (OCWA), and Elgin County in relation to Suites 305 and 370. Lease is commencing November 1, 2024, at an annual rent of \$41,202.

Motion Carried.

**11. Motion to Adopt Recommendations from the Committee of the Whole**

Moved by: Councillor Giguère

Seconded by: Councillor Leatham

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. 24-42 No-Parking Amendment St. George Street and Fulton Street**

BEING a By-Law 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 Hentz

Seconded by: Councillor Couckuyt

RESOLVED THAT By-Law No. 24-42 be now read a first, second, and third time and finally passed.

Motion Carried.

**12.2 By-Law No. 24-43 Elgin Emergency Management Program and Emergency Response Plan By-Law**

BEING a By-Law to Adopt an Emergency Management Program and Emergency Response Plan for the County of Elgin and to Meet Other Requirements under the Emergency Management and Civil Protection Act.

Moved by: Councillor Leatham

Seconded by: Councillor Hentz

RESOLVED THAT By-Law No. 24-43 be now read a first, second, and third time and finally passed.

Motion Carried.

**12.3 By-Law No. 24-44 To Appoint ADR Chambers Inc.**

BEING a By-Law to Appoint ADR Chambers Inc. as the Integrity Commissioner and Closed Meeting Investigator for the Corporation of the County of Elgin and to Repeal By-Law 22-43.

Moved by: Councillor Couckuyt

Seconded by: Deputy Warden Ketchabaw

RESOLVED THAT By-Law No. 24-44 be now read a first, second, and third time and finally passed.

Motion Carried.

**12.4 By-Law No. 24-45 Fees and Charges By-Law Amendment**

BEING a By-Law to Amend By-Law 24-26 A Schedule of Services and Activities Subject to Fees and Charges by the County of Elgin.

Moved by: Councillor Giguère

Seconded by: Councillor Leatham

RESOLVED THAT By-Law No. 24-45 be now read a first, second, and third time and finally passed.

Motion Carried.

**12.5 By-Law No. 24-46 Confirmation**

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the December 10 & 12, 2024 Meetings.

Moved by: Councillor Hentz  
Seconded by: Councillor Couckuyt

RESOLVED THAT By-Law No. 24-46 be now read a first, second, and third time and finally passed.

Motion Carried.

**13. Adjournment**

Moved by: Councillor Giguère  
Seconded by: Councillor Hentz

RESOLVED THAT we do now adjourn at 12:01 p.m. to meet again on January 14, 2025 at 9:00 a.m.

Motion Carried.

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Blaine Parkin,  
Chief Administrative Officer/Clerk.

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Grant Jones,  
Warden.