



**Elgin County Council**  
**Committee of the Whole Meeting**  
**Minutes**

**May 13, 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 (virtual)  
                                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  
                                Mat Vaughan, Director of Planning and Development  
                                Holly Hurley, Director of People & Culture  
                                Andrew Parker, Manager of Roads and Asset Management  
                                Katherine Thompson, Manager of Administrative  
                                Services/Deputy Clerk  
                                Jenna Fentie, Legislative Services Coordinator  
                                Stefanie Heide, Legislative Services Coordinator

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**1. Meeting Call to Order**

The meeting was called to order at 9:30 a.m. with Warden Jones in the chair.

**2. Approval of Agenda**

**Resolution Number: CW25-14**

Moved by: Councillor Hentz  
Seconded by: Councillor Noble

RESOLVED THAT the agenda for the May 13, 2025 Committee of the Whole Meeting be approved as presented.

Motion Carried.

**3. Adoption of Minutes**

**Resolution Number: CW25-15**

Moved by: Councillor Hentz  
Seconded by: Councillor Noble

RESOLVED THAT the minutes of the meeting held on April 22, 2025 be adopted.

Motion Carried.

**4. Disclosure of Pecuniary Interest and the General Nature Thereof**

Councillor Widner declared a conflict in regards to item 6.1 - Director of Engineering Services - Port Talbot Hill Reconstruction - Contract Award. Councillor Widner will not participate in the discussion or vote on this item.

**5. Members' Motions**

None.

**6. Reports of Council, Staff or Outside Boards**

**6.1 Director of Engineering Services - Port Talbot Hill Reconstruction – Contract Award**

Councillor Widner declared a conflict with this item. Councillor Widner left the Chambers during discussion and did not vote on this item.

The Manager of Roads and Asset Management presented the report recommending that Clarke Construction be awarded the contract for the Port Talbot Hill Reconstruction project, and the continued use of Spriet Associates for the contract administration and inspection services required for this project.

**Resolution Number: CW25-16**

Moved by: Councillor Noble

Seconded by: Councillor Hentz

RESOLVED 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.

Motion Carried.

**6.2 Director of Planning and Development - Consent application delegated authority**

The Director of Planning and Development presented the report recommending that County Council delegate approval authority for non-contentious consent applications from the County's Land Division Committee to senior Planning staff in order to accelerate processing time.

**Resolution Number: CW25-17**

Moved by: Councillor Hentz

Seconded by: Councillor Couckuyt

RESOLVED 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 Authority and adopt an updated by-law as presented in this report.

Motion Carried.

**6.3 Manager of Administrative Services/Deputy Clerk - AMO Delegation Requests 2025**

The Manager of Administrative Services/Deputy Clerk presented the report seeking direction on which ministries Council would like to request delegations with at the 2025 Association of Municipalities of Ontario (AMO) Conference.

**Resolution Number: CW25-18**

Moved by: Councillor Widner

Seconded by: Councillor Hentz

RESOLVED THAT staff prepare a draft delegation request based on outstanding questions and issues regarding rural healthcare and a draft delegation request to the MTO regarding costs associated with the purchase of municipal vehicles; and

THAT these draft delegation requests be brought forward to County Council for approval at their meeting on May 27, 2025.

Motion Carried.

**7. Adjournment**

**Resolution Number: CW25-19**

Moved by: Councillor Leatham

Seconded by: Councillor Widner

RESOLVED THAT we do now adjourn at 10:11 a.m. to meet again on May 27, 2025 at 9:30 a.m.

Motion Carried.

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Blaine Parkin,  
Chief Administrative Officer/Clerk.

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Grant Jones,  
Warden.