



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

**March 24, 2026, 9:30 a.m.**  
**Council Chambers**  
**450 Sunset Drive**  
**St. Thomas ON**

Members Present: Warden Dominique Giguère  
Deputy Warden Grant Jones  
Councillor Ed Ketchabaw  
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  
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  
Joe Anne Holloway, Director of Homes and Seniors Services  
Carolyn Krahn, Manager of Economic Development, Tourism & Strategic Initiatives  
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 11:01 a.m. with Warden Giguère in the chair.

**2. Approval of Agenda**

**Resolution Number: CW26-30**

Moved by: Councillor Leatham  
Seconded by: Councillor Noble

RESOLVED THAT the agenda for the March 24, 2026 Committee of the Whole Meeting be approved as presented.

Motion Carried.

**3. Adoption of Minutes**

**Resolution Number: CW26-31**

Moved by: Deputy Warden Jones  
Seconded by: Councillor Sloan

RESOLVED THAT the minutes of the meeting held on March 10, 2026 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 Director of Community and Cultural Services - CCS 26-02  
Unscheduled Closing of County Facilities Policy Approval**

The Director of Community and Cultural Services presented a report for Council's consideration recommending a policy be adopted to guide the decision-making process for closing certain County offices and/or facilities either owned or leased by the County of Elgin, including library branches.

**Resolution Number: CW26-32**

Moved by: Councillor Ketchabaw

Seconded by: Councillor Widner

RESOLVED THAT the Unscheduled Closing of County Facilities Policy as attached as Appendix A to the report titled "CCS 26-02 Unscheduled Closing of County Facilities Policy Approval" from the Director of Community and Cultural Services dated March 24, 2026 be hereby approved.

Motion Carried.

**7. Adjournment**

**Resolution Number: CW26-33**

Moved by: Councillor Widner

Seconded by: Councillor Sloan

RESOLVED THAT we do now adjourn at 11:10 a.m. to meet again on April 14, 2026 at 9:30 a.m.

Motion Carried.

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Blaine Parkin,  
Chief Administrative Officer/Clerk.

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Dominique Giguère,  
Warden.