



**Elgin County Council
Regular Council Meeting
Minutes**

**March 10, 2026, 9:00 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 Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Councillor Jack Couckuyt (with notice)

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
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Mike Hoogstra, Manager of Purchasing and Risk
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator

1. Meeting Call to Order

The meeting was called to order at 9:02 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Moved by: Councillor Hentz
Seconded by: Deputy Warden Jones

RESOLVED THAT the agenda for the March 10, 2026 County Council Meeting be approved as presented.

Motion Carried.

3. Introductions, Recognitions, Memorials

None.

4. Adoption of Minutes

Moved by: Councillor Leatham
Seconded by: Councillor Sloan

RESOLVED THAT the minutes of the meeting held on February 24, 2026 be adopted.

Motion Carried.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

6. Presenting Petitions, Presentations and Delegations

None.

7. Motion to Adopt Recommendations from the Committee of the Whole

7.1 Warden Giguère - ADM 26-08 - Recommendations from Committee of the Whole – February 24, 2026

Moved by: Deputy Warden Jones

Seconded by: Councillor Hentz

RESOLVED THAT items CW26-20-CW26-21 from the Committee of the Whole meeting dated February 24, 2026, and the recommendations therein be adopted.

Motion Carried.

8. Committee Recommendations

8.1 Recommendation from the February 24, 2026 Elgin/Central Elgin Joint Accessibility Advisory Committee Meeting

Moved by: Councillor Noble

Seconded by: Councillor Leatham

RESOLVED THAT item JAAC 26-03 from the February 24, 2026 Elgin/Central Elgin Joint Accessibility Advisory Committee and the recommendations therein be adopted.

Motion Carried.

9. Reports for Information and Immediate Consideration

9.1 Director of Engineering Services - ENG 26-04 Transportation Master Plan – Final Report

The Director of Engineering Services presented the final Elgin County Transportation Master Plan reports for Council's information.

Moved by: Councillor Hentz

Seconded by: Deputy Warden Jones

RESOLVED THAT the report titled “ENG 26-04 Transportation Master Plan – Final Reports” from the Director of Engineering Services, dated March 10, 2026 be received and filed.

Motion Carried.

9.2 Director of Engineering Services - ENG 26-07 Tender Awards for Cold In-Place Asphalt Recycling (Tender No. 2026-T05), Hot Mix Asphalt Paving (Tender No. 2026-T06), and Culvert Rehabilitations (Tender No. 2026-T07)

The Director of Engineering Services presented the report that seeks approval to award tenders for county road capital projects including Cold In-Place Asphalt Recycling, Hot Mix Asphalt Paving, and Culvert Rehabilitations.

Moved by: Councillor Widner
Seconded by: Councillor Ketchabaw

RESOLVED THAT Roto-Mill Inc. be selected to complete Cold In-Place Asphalt Recycling on various roads, Tender No. 2026-T05 at a total price of \$1,978,191.24 inclusive of a \$50,000 contingency allowance and exclusive of HST; and

THAT Brantco Construction be selected to complete Hot Mix Asphalt Paving on various roads, Tender No. 2026-T06 at a total price of \$5,415,177.50 inclusive of a \$250,000 contingency allowance and exclusive of HST; and

THAT Laemers Excavating be selected to complete Culvert Rehabilitations on various roads, Tender No. 2026-T07 at a total price of \$380,382.66, inclusive of a \$50,000 contingency allowance and exclusive of HST; and

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

Motion Carried.

9.3 Director of Homes and Seniors Services - HSS 26-02 Incontinence Products for Elgin County Homes (RFP) No. 2025-P47) - Contract Award

The Director of Homes and Seniors Services presented the report that provides details on the Request for Proposal (RFP) for Incontinence Products for the County's three long-term care homes and seeks Council's approval to award the contract to Cardinal Health Canada Inc.

Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT the contract for Incontinence Products for Elgin County Homes be awarded to Cardinal Health Canada Inc. for a two-year term; and

THAT staff be authorized to extend the contract for an additional three (3) one-year terms, in accordance with section 7.6 of the Procurement Policy, subject to satisfactory performance during the initial two-year contract term; and

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

Motion Carried.

10. Council Correspondence

Moved by: Councillor Noble
Seconded by: Councillor Hentz

RESOLVED THAT Correspondence Item 10.1 be received and filed.

Motion Carried.

10.1 Western Ontario Wardens' Caucus February 2026 Newsletter

10.2 Flag Raising and Proclamation Request from the Elgin County Drowning Prevention Coalition

Moved by: Councillor Leatham
Seconded by: Councillor Sloan

RESOLVED THAT the flag raising and proclamation request from the Elgin County Drowning Prevention Coalition be approved.

Motion Carried.

11. Statements/Inquiries by Members

None.

12. Closed Meeting Items

Moved by: Councillor Widner

Seconded by: Councillor 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 - February 24, 2026

Closed Meeting Item #2 - PAC26-01 ONA Bargaining Mandate

(d) labour relations or employee negotiations

Closed Meeting Item #3 - Human Resources Matter (verbal)

(b) personal matters about an identifiable individual, including municipal or local board employees

Motion Carried.

12.1 Closed Meeting Minutes - February 24, 2026

12.2 Director of People and Culture - PAC26-01 ONA Bargaining Mandate

12.3 Chief Administrative Officer/Clerk - Human Resources Matter (verbal)

13. Motion to Rise and Report

Moved by: Councillor Ketchabaw

Seconded by: Councillor Widner

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - Closed Meeting Minutes - February 24, 2026

Moved by: Deputy Warden Jones

Seconded by: Councillor Leatham

RESOLVED THAT the February 24, 2026 closed meeting minutes be adopted.

Motion Carried.

Closed Meeting Item #2 - PAC26-01 ONA Bargaining Mandate

Moved by: Councillor Hentz

Seconded by: Councillor Widner

RESOLVED THAT staff proceed as directed.

Motion Carried.

Closed Meeting Item #3 - Human Resources Matter (verbal)

Moved by: Councillor Noble
Seconded by: Councillor Sloan

RESOLVED THAT the confidential report from the Chief Administrative Officer/Clerk be received and filed.

Motion Carried.

14. Consideration of By-Laws

14.1 By-Law No. 26-12 Confirmation

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the March 10, 2026 Meeting.

Moved by: Councillor Noble
Seconded by: Councillor Sloan

RESOLVED THAT By-Law No. 26-12 be now read a first, second, and third time and finally passed.

Motion Carried.

15. Adjournment

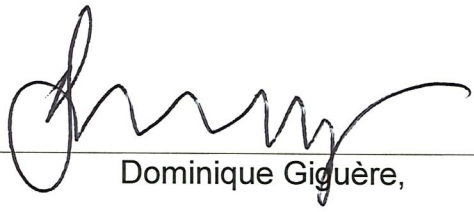
Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT we do now adjourn at 10:21 a.m. to meet again on March 24, 2026 at 9:00 a.m.

Motion Carried.



Blaine Parkin,
Chief Administrative Officer/Clerk.



Dominique Giguère,
Warden.