ORDERS OF THE DAY

FOR TUESDAY, JULY 11, 2017 – 9:00 A.M.

ORDER

1st Meeting Called to Order

2nd Adoption of Minutes – June 13, 2017 and June 27, 2017

3rd Disclosure of Pecuniary Interest and the General Nature Thereof

4th Presenting Petitions, Presentations and Delegations

DELEGATION:

9:00 a.m. Heather Derks, Kate Hurst, Meagan Ruddock, Jessica Goodwill, Greg Fentie presenting their concerns re: Ministry of Education's recent announcement to overhaul the existing Pupil Accommodation Review Guidelines. (attached)

PRESENTATION:

11:30 a.m. International Plowing Match Legacy Agricultural Scholarship recipients.

5th Motion to Move Into "Committee Of The Whole Council"

6th Reports of Council, Outside Boards and Staff

7th Council Correspondence

1) Items for Consideration
2) Items for Information (Consent Agenda)

8th **OTHER BUSINESS**

1) Statements/Inquiries by Members
2) Notice of Motion
3) Matters of Urgency

9th Closed Meeting Items

10th Recess

11th Motion to Rise and Report

12th Motion to Adopt Recommendations from the Committee Of The Whole

13th Consideration of By-Laws

14th ADJOURNMENT

Lunch Will Be Provided & Casual Dress Permitted

NOTICE:

Deputy Warden for July	Councillor Jenkins
Deputy Warden for August	Councillor Marr
August 13-16, 2017	AMO Annual Conference – Ottawa
September 12, 2017	County Council Meeting
November 24, 2017	Warden's Dinner – Shedden Keystone Complex

Accessible formats available upon request.

DRAFT COUNTY COUNCIL MINUTES
Tuesday, June 13, 2017
Accessible formats available upon request.

The Elgin County Council met this day at the Administration Building at 9:00 a.m. with all members present.

Warden Jones in the Chair.

ADOPTION OF MINUTES

Moved by Councillor Currie
Seconded by Councillor Mennill

THAT the minutes of the meeting held on May 9, 2017 be adopted.

- Carried.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF – None.

DELEGATIONS

VON Middlesex-Elgin Current Services

Julie Simpson, Fund Development Coordinator, VON Middlesex-Elgin with a PowerPoint presentation outlining current services that VON provides and inviting Councillors to participate in the Great Community Run, Walk n' Roll in Mount Brydges on June 25.

Moved by Councillor Marr
Seconded by Councillor Martyn

THAT the presentation titled "VON Middlesex-Elgin Current Services" from the Fund Development Coordinator, VON Middlesex-Elgin be received and filed.

- Carried.

Medavie EMS Elgin Ontario 2016 Annual Report and Long-Term Ambulance Service Planning, Operating and Capital 2018 to 2027

Pauline Meunier, General Manager/Chief, Medavie EMS Elgin Ontario with a PowerPoint presentation outlining its 2016 Annual Report as well as a PowerPoint on Long-Term Service Planning which included a review of the existing long-term capital plan and potential external systems pressures.

Moved by Councillor Jenkins
Seconded by Councillor Ens

THAT the reports titled "Medavie EMS Elgin Ontario 2016 Annual Report" and "Long-Term Ambulance Service Planning, Operating and Capital 2018 to 2027" from the General Manager/ Chief of Medavie EMS Elgin Ontario, be received and filed.

- Carried.

Moved by Councillor Mennill
Seconded by Councillor Wiehle

THAT we do now move into Committee Of The Whole Council.

- Carried.

REPORTS

Long-Term Ambulance Service Planning – Senior Financial Analyst

The analyst presented the report reviewing the existing long-term capital plan for ambulance services.

Moved by Councillor Marr
Seconded by Councillor Martyn

THAT the changes outlined in the PowerPoint presentation and report titled “Long-Term Ambulance Service Planning” dated June 1, 2017 be included in the 2018 budget deliberations; and,

THAT the use of surplus capital from the 2017 capital budget include the purchase of one ambulance vehicle and computers in the 2018 capital budget; and,

THAT the report titled “Long-Term Ambulance Service Planning” from the Senior Financial Analyst, dated June 1, 2017 be forwarded to the City of St. Thomas for their information.

- Carried.

Engineering Services for Vienna and Sparta – Deputy Director of Engineering Services

The deputy director presented the report recommending that Council select Spriet Associates to provide engineering services for Plank Road and Sparta Line/Quaker Road.

Moved by Councillor Currie
Seconded by Councillor Jenkins

THAT Spriet Associates be selected to provide Engineering Services for Vienna (Plank Road) and Sparta (Sparta Line/Quaker Road), Contract #60901702/04, at a total price of $356,225.00 plus HST; and,

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

- Carried.

Quarterly Information Report – Contract Awards January 1, 2017 to March 31, 2017 – Purchasing Coordinator

The coordinator presented the report outlining the contract awards over $15,000 between January 1, 2017 and March 31, 2017 as per Elgin’s Procurement Policy.

Moved by Councillor Mennill
Seconded by Councillor Currie

THAT the report titled “Quarterly Information Report - Contract Awards, January 1, 2017 to March 31, 2017” from the Purchasing Coordinator, dated May 12, 2017 be received and filed.

- Carried.

Phone System Replacement – Manager of Information Technology

The manager presented the report recommending that Council authorize the replacement of the County of Elgin phone system by Kelcom Voice and Data Solutions.

Moved by Councillor Currie
Seconded by Councillor Martyn

THAT Kelcom Voice & Data Solutions be selected for the County portion of the phone system replacement project at a cost of $53,653, plus taxes; and,

THAT a contingency fund in the amount of $10,000 be set aside to address any unforeseen circumstances during the deployment of the new system; and,

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

- Carried.

Ministry of Health Funding Increase for Raw Food 2017 – Senior Financial Analyst

The analyst presented the report informing Council that the Province of Ontario will be increasing the Raw Food per diem from $8.33 to $9.00 on July 1, 2017. This increase will help Elgin to continue to provide quality meals for residents at its long-term care homes.

Moved by Councillor Marr
Seconded by Councillor Jenkins

THAT the report titled “Ministry of Health Funding Increase for Raw Food 2017” from the Senior Financial Analyst, dated May 11, 2017 be received and filed.

- Carried.

Annual Program Therapy Policy and Procedure Review and Revision – Manager of Program and Therapy Services

The Director of Homes and Seniors Services presented the report recommending that Council approve revisions to the Program and Therapy Policy and Procedure Manual.

Moved by Councillor Mennill
Seconded by Councillor Currie

THAT Council approve the County of Elgin Homes and Seniors Services review and revisions to the Program and Therapy Policy and Procedure Manual as presented; and,

THAT the report titled “Annual Program and Therapy Policy and Procedure Review and Revision” from the Manager of Program and Therapy Services, dated May 20, 2017, be received and filed.

- Carried.

Council recessed at 9:54 a.m. and reconvened at 10:06 a.m.

Accessibility Lift Procedure – Accessibility Coordinator

The coordinator presented the report recommending that Council approve a procedure for staff to follow when operating the Administration Building Accessibility Lift.

Moved by Councillor Marr
Seconded by Councillor Ens

THAT the document titled “Accessibility Lift Procedure” be approved by County Council.

- Carried.

Accessible Maintenance Procedures – Accessibility Coordinator

The coordinator presented the report recommending that Council approve the Accessible Maintenance Procedures document as required by The Integrated Accessibility Standards Regulation (O. Reg 191/11).

Moved by Councillor Currie
Seconded by Councillor Wiehle

THAT the document titled “Accessible Maintenance Procedures” be approved.

- Carried.

Final Approval Plan of Subdivision Jacklin Farm Phase 2, Central Elgin File No. 34T-CE1401 – Manager of Planning

The manager presented the report informing Council that final approval has been granted to the Plan of Subdivision Jacklin Farm Phase 2 located in Central Elgin.

Moved by Councillor Marr
Seconded by Councillor Currie

THAT the report titled “Final Approval for a Plan of Subdivision, Jacklin Farm Phase 2” from the Manager of Planning, dated June 1, 2017 be received and filed.

- Carried.

Final Approval Plan of Subdivision Talbotville Ridge, Southwold Township File No. 34T-SO1501 – Manager of Planning

The manager presented the report informing Council that final approval has been granted to the Plan of Subdivision Talbotville Ridge located in Southwold Township.

Moved by Councillor McWilliam
Seconded by Councillor Mennill

THAT the report titled “Final Approval for a Plan of Subdivision, Talbotville Ridge” from the Manager of Planning, dated June 1, 2017 be received and filed.

- Carried.

Final Approval Plan of Subdivision Little Creek Phase 4, Central Elgin File No. 34T-CE1601 – Manager of Planning

The manager presented the report informing Council that final approval has been granted to the Plan of Subdivision Little Creek Phase 4 located in Central Elgin.

Moved by Councillor Marr
Seconded by Councillor Jenkins

THAT the report titled “Final Approval for a Plan of Subdivision, Little Creek Phase 4” from the Manager of Planning, dated June 1, 2017 be received and filed.

- Carried.

Part-Time Library Supervisor to Full-Time – Director of Community and Cultural Services

The director presented the report recommending that Council approve the elevation of the last part-time supervisor position in the Elgin County Library system to full-time to better reflect the full scope of responsibility for the position and to promote consistency in the library’s supervisory complement.

Moved by Councillor Mennill
Seconded by Councillor Currie

THAT the part-time position of Library Supervisor for Springfield and Belmont branches of the Elgin County Library be increased to full-time status effective as soon as September 1, 2017; and,

THAT the associated annual wage increase be incorporated into 2018 budget deliberations.

- Carried.

April 2017 Budget Performance – Director of Financial Services

The director presented the report outlining the April 2017 budget performance with $147,000 favourable.

Moved by Councillor Jenkins
Seconded by Councillor Martyn

THAT the report titled “April 2017 Budget Performance” from the Director of Financial Services, dated May 26, 2017 be received and filed.

- Carried.

Impact of Fair Housing Plan on Multi-Residential Properties – Director of Financial Services

The director presented the report recommending that Council adopt By-Law 17-17 to amend By-Law 17-10 adopting a ratio of 1.0 for new multi-residential class as recommended by County treasurers.

Moved by Councillor Currie
Seconded by Councillor Marr

THAT By-Law 17-17 be passed to Amend By-Law 17-10 being a by-law to provide for the adoption of the 2017 Budget and to establish the 2017 tax ratios and rates.

- Carried.

CORRESPONDENCE

Items for Consideration

1. Monica L. Hawkins, Clerk, Municipality of East Ferris, seeking support for their resolution regarding the Trudeau Liberals removal of the tax-exempt portion of remuneration paid to local officials from their 2017 Federal Deficit Budget.

2. Frank Fernandez, Stop The Great Lakes Nuclear Dump, encouraging County Council to sign open letter to Minister McKenna, Ministry of Environment & Climate Change opposing Ontario Power Generation’s (OPG) plan to construct a nuclear waste repository on the shore of Lake Huron in Kincardine, Ontario.

3. M. Casavecchia-Somers, CAO/Clerk, Township of Malahide, with resolution seeking inclusion of sidewalk maintenance into proposed County Road Maintenance Agreement.

4. Clark Somerville, Federation of Canadian Municipalities (FCM) President, requesting the County of Elgin consider making a donation to the Canadian Red Cross to support flood-affected communities who have experienced spring flooding.

5. Hon. Bill Mauro, Minister of Municipal Affairs, announcing introduction of the proposed Building Better Communities and Conserving Watershed Act, 2017 in the legislature and providing information on how to comment on the proposed bill.

6. The United Counties of Leeds and Grenville, seeking support for their resolution that the Ministry of Transportation of Ontario look at measures to reduce speed and enforce these speed reductions on 400 series highways when severe storm conditions exist.

The following recommendation was adopted in regard to Correspondence Item #1:

Moved by Councillor Mennill
Seconded by Councillor Jenkins

THAT the Corporation of the County of Elgin support the resolution from the Municipality of East Ferris regarding the Trudeau Liberals’ removal of the tax-exempt portion of remuneration paid to local officials from their 2017 Federal Deficit Budget.

- Carried.

The following recommendation was adopted in regard to Correspondence Item #2:

Moved by Councillor Martyn
Seconded by Councillor Ens

THAT the Corporation of the County of Elgin support the open letter from Stop The Great Lakes Nuclear Dump to Canada's Minister of Environment and Climate Change opposing Ontario Power Generation's proposed Deep Geologic Repository.

- Carried.

The following recommendation was adopted in regard to Correspondence Item #3:

Moved by Councillor Mennill
Seconded by Councillor Jenkins

THAT Correspondence Item #3 be received and filed.

- Carried.

The following recommendation was adopted in regard to Correspondence Item #4:

Moved by Councillor Currie
Seconded by Councillor Mennill

THAT Correspondence Item #4 be received and filed.

- Carried.

The following recommendation was adopted in regard to Correspondence Item #5:

Moved by Councillor Mennill
Seconded by Councillor Marr

THAT Correspondence Item #5 be received and filed.

- Carried.

The following recommendation was adopted in regard to Correspondence Item #6:

Moved by Councillor Mennill
Seconded by Councillor Martyn

THAT Correspondence Item #6 be received and filed.

- Carried.

Items for Information (Consent Agenda)

1. Hilary Anderson, VP Corporate Services and CFO, South West Community Care Access Centre, with integration information on the Minister of Health and Long-Term Care's transfer order of all assets, liabilities, rights, obligations and employees of South West Community Care Access Centre (CCAC) to the South West Local Health Integration Network (LHIN) effective May 24th, 2017.

2. Bill Murch, Aylmer Library Expansion Supporters, informing County Council of results of the Aylmer Library petition to locate the new Aylmer Library in the downtown core area.

3. Nancie Irving, CMO, Town of Aylmer, with resolutions from the May 15, 2017 Aylmer Council meeting related to the proposed Aylmer Library.

4. Hon. Bill Mauro, Minister of Municipal Affairs, informing County Council that their ministry will not be moving forward with the proposals requiring regular inspections and pumping out of septic tanks.

5. SWIFT New Release titled “SWIFT launches procurement process with two stage request for pre-qualification (RFPQ).

6. AMO Communications titled “AMO Policy Update – Province Announces Emergency Services Changes Including Dispatch and Fire-Medic Pilots”.

7. Transportation in Elgin County Information Chart for Private and Volunteer Based Transportation.

8. South West Local Health Integration Network (LHIN) seeking candidates to serve on the South West Local Health Integration Network Board of Directors. Deadline to apply June 20, 2017.

Moved by Councillor Currie
Seconded by Councillor McWilliam

THAT Correspondence Items #1 – 8 be received and filed.

- Carried.

OTHER BUSINESS

Statements/Inquiries by Members

Councillor Marr asked the Director of Engineering Services to look into limited parking signs at Bridge Street and Colborne Street in Port Stanley.

Councillor Marr reminded Council that there would be a dedication for Hofhuis Park on June 24 in Port Stanley. Sylvia Hofhuis had a lengthy political career in Central Elgin and was a past Elgin County Warden. Doctor John Hofhuis served many years as County Coroner.

Councillor McWilliam let Council know that the Dunwich Scotch, a play based on a book by local author and economist John Kenneth Galbraith, would be performed at the Wallacetown Fairgrounds on June 16 and 17. Councillor McWilliam will be playing a role in the performance.

Councillor Wiehle congratulated Southwold Township and County of Elgin staff on the opening of the new Southwold Township Library, Shedden. The new facility is a wonderful addition to the Elgin County Library system.

The Warden thanked Council colleagues and staff for coming out to celebrate the Southwold Township Library, Shedden opening on June 9, 2017.

The Director of Homes and Seniors Services informed Council that an RFP had been issued for Salon Services at Bobier Villa. There was only one respondent and the price suggested was much higher than anticipated; therefore, the RFP has been reissued.

The Director of Homes and Seniors Services also informed Council that the County has received final preliminary plan approval for the redevelopment of Terrace Lodge which gives the architects the approval to move forward with the next steps of the process.

Notice of Motion – None.

Matters of Urgency – None.

Closed Meeting Items

Moved by Councillor Currie
Seconded by Councillor Mennill

THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss matters under Municipal Act Section 239.2;

(b) personal matters about an identifiable individual, including municipal or local board employees – CAO/Clerk Recruitment Update.
(a) the security of the property of the municipality or local board – Ontario Clean Water Agency – Lease Agreement.

- Carried.

Moved by Councillor Marr
Seconded by Councillor Currie

THAT we do now rise and report.

- Carried.

Moved by Councillor Marr
Seconded by Councillor Martyn

THAT the Warden and Chief Administrative Officer be authorized and directed to sign a lease agreement with the Ontario Clean Water Agency for Suite #305 and #370; and,

THAT the lease for Suite #305 commence on August 1, 2017 at a lease rate of $16.05 per square foot for three months, ($3,410.63 three month payment), plus the HST, and $16.35 per square foot ($13,897.50 annual payment), plus the HST, for year two. The new lease will be for Suites #305 and #370 at a lease rate of $16.70 per square foot ($36,406.00 annual payment), plus the HST, for year three, $17.05 per square foot ($37,169.00 annual payment), plus the HST, for year four, and $17.45 per square foot ($38,041.00 annual payment), plus the HST, for year five; and,

THAT the lease for both suites will expire on October 31, 2021; and,

THAT the suite will require capital improvements with approximate costs of $7,000.

- Carried.

A confidential update on recruitment for the CAO/Clerk position was presented by the Director of Human Resources.

Motion to Adopt Recommendations of the Committee of the Whole

Moved by Councillor Ens
Seconded by Councillor Jenkins

THAT we do now adopt recommendations of the Committee Of The Whole.

- Carried.

BY-LAWS

Moved by Councillor Currie
Seconded by Councillor Wiehle

THAT By-Law No. 17-17 “Being a By-Law to Amend By-Law 17-10 Being a By-Law to Provide for the Adoption of the 2017 Budget of the Corporation of the County of Elgin and to Establish the 2017 Tax Ratios, and to Establish the 2017 Tax Rates for the County Constituent Municipalities” be read a first, second and third time and finally passed.

- Carried.

Moved by Councillor Mennill
Seconded by Councillor Jenkins

THAT By-Law No. 17-18 “Being a By-Law to Authorize the Warden and Chief Administrative Officer/Clerk to Sign the Standard Elgin County Library Municipal Lease which includes a Repayable Loan involving Southwold Township Library, Shedden” be read a first, second and third time and finally passed.

- Carried.

Moved by Councillor Currie
Seconded by Councillor Marr

THAT By-Law No. 17-19 “Being a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the June 13, 2017 Meeting” be read a first, second and third time and finally passed.

- Carried.

ADJOURNMENT

Moved by Councillor McWilliam
Seconded by Councillor Mennill

THAT we do now adjourn at 10:59 a.m. and meet again on July 11, 2017 at the County Administration Building Council Chambers at 9:00 a.m.

- Carried.

Mark McDonald,
Chief Administrative Officer.

Grant Jones,
Warden.

DRAFT COUNTY COUNCIL MINUTES
Special In-Camera Meeting on Chief Administrative Officer/Recruitment
Tuesday, June 27, 2017
Accessible formats available up request.

The Elgin County Council met this day at the Administration Building at 9:00 a.m. All members present with Warden Jones in the Chair.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF – None.

Moved by Councillor Mennill
Seconded by Councillor Currie

THAT we do now move into Committee Of The Whole Council and proceed into closed meeting session in accordance with the Municipal Act to discuss matters under Municipal Act Section 239.2 *(b) personal matters about an identifiable individual, including municipal or local board employees* – Chief Administrative Officer/Clerk Recruitment.

- Carried.

The Chief Administrative Officer/Clerk left the meeting.

The Director of Human Resources provided guidance to Council as the candidates were interviewed.

Council recessed at 12:00 p.m. and reconvened at 12:45 p.m.

The Chief Administrative Officer/Clerk returned to the chambers.

Moved by Councillor Marr
Seconded by Councillor Currie

THAT we do now rise and report.

- Carried.

Staff Direction

The Director of Human Resources was authorized to follow the next steps in the recruitment process as directed by Council.

Motion to Adopt Recommendations of the Committee of the Whole

Moved by Councillor Mennill
Seconded by Councillor Wiehle

THAT we do now adopt recommendations of the Committee Of The Whole.

- Carried.

BY-LAW

Moved by Councillor Marr
Seconded by Councillor Martyn

THAT By-Law No. 17-20 “Being a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the June 27, 2017 Meeting” be read a first, second and third time and finally passed.

- Carried.

ADJOURNMENT

Moved by Councillor Wiehle
Seconded by Councillor Currie

THAT we do now adjourn at 1:55 p.m. and meet again on July 11, 2017 at the County Administration Building Council Chambers at 9:00 a.m.

- Carried.

Mark McDonald,
Chief Administrative Officer.

Grant Jones,
Warden.

Good morning!

Though the school PAR committee's were disbanded in May, a handful of us have continued working on our future options and we were pleasantly surprised when the Minister of Education announced on June 28th that there is now a moratorium on future PARs until they are able to over haul the funding formula and Pupil Accommodation Review Guidelines. The MOE now recognizes that these guidelines are flawed and unfair and she also acknowledged that there is value in rural education.

Sparta, New Sarum and Springfield would like to collaboratively request time at the July 11th meeting to ask for your endorsement in support of a retroactive moratorium on PAR decisions that were made in the 2016/2017 school year. It is our opinion that if the PAR guidelines and funding formula are too flawed moving forward to make decisions, then they were too flawed just over a month ago when the decision was made to close our 3 schools. A case could still be made for a new Belmont school as there may be health and safety issues at South Dorchester and Westminster schools that would exclude those 2 schools from the moratorium and see their closures move forward and a case made to build a smaller new Belmont school. We would appreciate the opportunity to talk more about this with Council.

Thank you

Meagan Ruddock

Ontario

NEWS

Ministry of Education

Province Strengthening Education in Rural and Northern Ontario

Plan to Improve Quality and Delivery of Rural Education for Students

June 28, 2017 11:45 A.M.

Ontario is taking steps to strengthen the quality and delivery of education in rural and Northern communities, to provide students with the best possible start in life and build a foundation for their future success.

Mitzie Hunter, Minister of Education, joined by parliamentary assistants Grant Crack, Granville Anderson and Lou Rinaldi were at Chemong Public School in Bridgenorth today to make the announcement.

Based on feedback heard during in-person rural education engagements and from on-line survey respondents this spring, Ontario's new plan will support rural and Northern students and communities through a series of steps, including:

- Overhauling the process that school boards use to review schools for potential closure. While the process is under review, school boards will not begin any new reviews, with the exception of those reviews which would support joint-use projects between school boards or for student safety.
- Providing a new Rural and Northern Education Fund for this September to further enhance students' learning experience in rural schools, with better programming such as French immersion, arts education and guidance counselling.
- Providing increased funding for co-operation between school boards including planning and building joint-use schools.
- Continuing investments in broadband speed, special education supports and experiential learning opportunities for rural and Northern students.

Strengthening education for students in rural and Northern communities is part of our plan to create jobs, grow our economy and help people in their everyday lives.

QUOTES

" Our government is committed to strengthening rural and Northern education. We are increasing our investment in rural and Northern students to help ensure that they have high-quality education services and programs that meet their needs."

- Mitzie Hunter

Minister of Education

" The feedback provided through rural education engagements and online survey respondents gave us valuable insight on how to improve the pupil accommodation review process and better support Ontario students living in rural and Northern communities."

- Granville Anderson

Parliamentary Assistant to the Minister of Education and MPP for Durham

QUICK FACTS

- An additional $20 million is being invested to support school boards in addressing local needs in rural and Northern communities, starting in September 2017.
- The province's commitment to fully reviewing and updating the pupil accommodation process will allow for further community consultation regarding school closure decisions.
- Further supports for schools boards to share space with each other and with community partners will also be made available to help ensure a sustainable presence within a community.
- The ministry hosted rural education engagements in 10 rural and Northern communities across the province to seek input from parents, students, communities, municipalities and school boards on how to strengthen education in rural and Northern Ontario.
- More than 1100 participants attended the stakeholder and public sessions and completed the online survey.

LEARN MORE

- Plan to Strengthen Rural and Northern Education
- Read the discussion paper
- Our vision for education in Ontario
- Capital Investments - Improving Ontario's Schools

Richard Francella Minister's Office
Richard.Francella@ontario.ca
Heather Irwin Communications Branch
Heather.Irwin@ontario.ca
416-325-2454

Available Online
Disponible en Français

Letter from the Ontario Alliance Against School Closures

For Immediate Release:

ONTARIO ALLIANCE AGAINST SCHOOL CLOSURES DEMANDS 2016-17 SCHOOL CLOSURES BE OVER-TURNED

Owen Sound - 6/29/17 - The Ministry of Education has announced plans to overhaul the Pupil Accommodation Review Guideline and to halt all school closure reviews until a new replacement document is written. This announcement is, in part, a response to the Ministry of Education fact-finding tour that visited ten communities in the province to receive feedback from local community members on issues affecting rural education. The Ontario Alliance Against School closures has stated that, it is a good sign that the province is starting to listen to the concerns of rural Ontario. Putting school closure reviews on hold until the guideline is rewritten is a positive step, however, in addition, decisions made under a flawed document should not stand.

According to a Ministry of Education announcement, "school boards will not have to reconsider past decisions". OAASC spokesperson Susan MacKenzie says that such a statement means that schools closed without a fair and democratic process in place will not receive a just decision. " Our rural communities have made it clear to Minister Hunter and her parliamentary assistants on their fact-finding tour, that we need our local schools. Today's announcement does not reflect that very clear and urgent need. We are asking the Ministry to recognize that, if the document is too flawed to use as a decision-making guideline in the coming year, then the school closure decisions that were made using this document as a guide were also flawed."

The Ministry announcement outlined a need for rural communities to find ways to use schools more fully. It has announced new money for joint-use school initiatives between boards and for community hub opportunities in school space. These opportunities are not greatly available in small rural communities, according to MacKenzie. She says what is lacking is a revised rural funding model that recognizes the unique needs of rural Ontario. "We need to save our schools and our communities and to do that base top-up funding for rural and northern schools must be restored. These current funding announcements will not help us keep our schools. They are big city solutions to small town problems and they don't work." She states that there is no mention of single school communities and how we need to ensure that no community is left without a school. "There is no mention of bus ride limits, only that more money will be spent on student transportation which translates into more and longer bus rides." MacKenzie worries that until these more permanent fixes are made rural schools will constantly be in jeopardy. "This announcement is a short term fix; it seems that the Ministry is just buying time to get through the next election but is not offering the educational security that our rural folks need."

ELGIN–MIDDLESEX–LONDON

JEFF YUREK, MPP

STATEMENT

FOR IMMEDIATE RELEASE

June 29, 2017

Statement from Jeff Yurek, MPP, Elgin-Middlesex-London

The following is a statement from MPP Jeff Yurek on the Liberal government's recent announcement to put a moratorium on future school closures until a review is complete:

"The Minister of Education has admitted that her government's existing accommodation review process is flawed weeks after the Thames Valley District School Board (TVDSB) made the decision to close 3 schools in Elgin County.

"While our community looks forward to the new school in Belmont and accepts the closures of South Dorchester and Westminster, I urge the TVDSB to revisit their decision to close Sparta, Springfield and New Sarum. The closures of these 3 schools should not go forward until the government corrects the funding formula for rural schools and a new accommodation review process is in place.

"It is unfortunate that the Minister of Education ignored the voices of parents and the impact of communities while allowing this flawed process to proceed.

"I will work to ensure that the review announced by the Minister will include the reinstatement of funding for rural schools and that impacts to communities are considered during the accommodation review process.

"This is the right thing to do for our children, our parents and our community."

– 30 –

CONTACT: Whitney McWilliam | P: 226-448-6741 | E: whitney.mcwilliam@pc.ola.org (mailto:whitney.mcwilliam@pc.ola.org)

© Copyright 2017 Jeff Yurek MPP | Elgin-Middlesex-London | All Rights Reserved

Laura Elliott, Director of Education and Secretary

May 30, 2017

Ministry of Education
22nd Floor Mowat Block
900 Bay Street
Toronto, ON M7A 1L2

Attention: Honourable Mitzie Hunter, Minister of Education

Dear Minister Hunter:

I am writing to share with you the complex concerns identified by Thames Valley District School Board Trustees over the capital and ongoing funding for schools in our communities, particularly in rural areas. Let me begin by acknowledging our sincere appreciation for the generous financial support Thames Valley has received from the Ontario government. This has allowed us to build many new schools and additions that are the source of great pride among our students, parents, staff members and community.

We are also keenly aware of the problem of declining enrolment and share your concerns over the subsequent inefficiencies created by thousands of empty pupil places – particularly while facilities age and become costly to maintain. Through careful planning and an extraordinary amount of public consultation, Thames Valley has closed 41 schools since 2006. During that time, 67 new schools have been built or significantly renovated.

After having conducted a large number of pupil accommodation reviews, Trustees have reached the conclusion that, while communities deeply value their schools, the current funding formula puts small schools at a disadvantage. This is particularly true in rural areas where consolidations may result in longer travel times for students.

In some cases, the funding formula requires boards to consider closing smaller schools that are operating at or over capacity and in reasonably good repair – leading the public to ponder whether we are "fixing a problem that does not exist." As elected Trustees, we find ourselves unable to fulfill the wishes of our constituents under the current capital funding process.

We respectfully request that you realign the funding process and polices for school consolidation.
Thank you for considering this request.

Sincerely,

Matt Reid
Chair of the Board

c.c.: Laura Elliott, Director of Education, Thames Valley District School Board
Ontario School Board Chairs

REPORTS OF COUNCIL AND STAFF

July 11, 2017

Council Reports – (ATTACHED)

Warden Grant Jones – International Plowing Match (IPM) Legacy Agricultural Scholarship - 2017 Winners

Councillors David Marr and Jim Jenkins – Annual Warden's Dinner

Staff Reports – (ATTACHED)

Manager of Museum and Archives – Elgin County Archives – Recent Acquisitions, Projects And Activities – June 2016 to June 2017

Director of Community and Cultural Services – STEAM Centre "Mission 150" Sponsorship

Manager of Planning – Final Approval for a Plan of Subdivision, Craigholme Estates Ltd. (Stage 2), Central Elgin, File No. 34T-01002

Manager of Planning – Approval for Official Plan Amendment No. 19, Bayham, File No. BA-OPA19-17, Owner: Edgar Floyd Matthews

Manager of Planning – Approval for Official Plan Amendment No. 20, Bayham, File No. BA-OPA20-17, Owner: Municipality of Bayham

Manager of Planning – Draft Approval for a Vacant Land Plan of Condominium, West Elgin, File No. 34CD-WE1401, Owner: Lighthouse Waterfronts Inc.

Chief Administrative Officer – Extension to the Waste Disposal Agreement

Chief Administrative Officer – Highlights of Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017 PowerPoint

Director of Homes and Seniors Services – Homes – Multi-Sector Service Accountability Agreement – Schedule G – Form of Compliance Declaration

Director of Homes and Seniors Services – Homes – Annual Laundry and Housekeeping Policy And Procedure Review – 2017

Director of Homes and Seniors Services – Hair Care Services at Bobier Villa – Contract Award

Director of Engineering Services – **R**ide **A**cross **C**ounty of **E**lgin in Support of United Way (RACE)

Deputy Director of Engineering Services – Ontario Municipal Commuter Cycling Program (OMCC)

Deputy Director of Engineering Services – Engineering Services for Wonderland Road

Deputy Director of Engineering Services – Council Chambers Presentation Equipment Modernization

Director of Financial Services – Capping and Clawback

Director of Financial Services – May 2017 Budget Performance

Director of Financial Services – 2016 Annual Report

REPORT TO COUNTY COUNCIL

FROM: Warden Grant Jones
Mr. Duncan McPhail, 2010 IPM Committee Chair
Brian Masschaele, Director of Community and Cultural Services

DATE: June 29, 2017

SUBJECT: International Plowing Match (IPM) Legacy Agricultural Scholarship - 2017 Winners

INTRODUCTION:

In 2011, County Council approved the allocation of $50,000 to be distributed over ten years for the creation of the "International Plowing Match Legacy Fund Scholarship". This report informs Council of the 2017 recipients which marks the sixth year of the program.

DISCUSSION/CONCLUSION:

The IPM Legacy Agricultural Scholarship Committee, consisting of the Warden, Chairman of the 2010 IPM Executive Committee and Director of Community and Cultural Services, recently adjudicated 2017 scholarship applications and are pleased to announce that the following individuals are this year's winners:

Female: Ms. Yasmine Farhan, City of St. Thomas - $2,500
Male: Mr. Bradley van Kasteren, Township of Malahide - $2,500

The adjudication committee is extremely pleased to recognize these deserving winners for their volunteer service, academic achievement, involvement in agriculture and plans for the future. Ms. Farhan is pursuing her PhD in Plant Agriculture from the University of Guelph. Her essay focused on the development of durable strategies to mitigate damage to corn caused by the western bean cutworm through host plant resistance and crop protection tools. Farm sites in Elgin County have been used for her fieldwork. Mr. van Kasteren is entering the Master of Science program in electrical and computer engineering at the University of Waterloo. His essay focused on how nanotechnology and electrical & computer engineering can be utilized to monitor environmental changes and also to more effectively deliver crop controls such as fertilizer in an environmentally-friendly manner. It also focused on how nanotechnology can be applied to agri-business applications such as turning agri-waste into energy.

The 2017 winners will serve as excellent ambassadors on behalf of the County as they pursue their respective research in agriculture. The adjudication committee would also like to acknowledge the excellent supporting work of the Marketing & Communications Coordinator in collating and distributing applications according to the terms of the scholarship criteria.

RECOMMENDATION:

THAT the Warden, County Council and 2010 IPM Executive Committee hereby acknowledge and congratulate Ms. Yasmine Farhan of the City of St. Thomas ($2,500) and Mr. Bradley van Kasteren of the Township of Malahide ($2,500) as the 2017 winners of the International Plowing Match Legacy Agricultural Scholarship.

All of which is Respectfully Submitted

Approved for Submission

Grant Jones
Warden

Mark G. McDonald
Chief Administrative Officer

Duncan McPhail
2010 IPM Committee Chair

Brian Masschaele
Director of Community and Cultural Services

REPORT TO COUNTY COUNCIL

FROM: Councillors David Marr and Jim Jenkins

DATE: June 23, 2017

SUBJECT: Annual Warden's Dinner

INTRODUCTION:

It is the policy of Council to arrange annual recognition to honour the outgoing warden for his/her year of service with the Social/Entertainment Committee planning the program. The gathering includes County Council, Senior Staff, Past Wardens and Spouses, the local M.P., M.P.P., the Mayor of St. Thomas, the County Solicitor, the County Auditor, and the Warden's list of invitees (family, friends etc.).

DISCUSSION:

The date for the Warden's Dinner has been set for Friday, November 24, 2017 at the Keystone Complex in Shedden, with the social hour beginning at 5:30 p.m. followed by dinner and program at 6:30 p.m.

The Social/Entertainment Committee has assigned a number of duties to Councillors for the event:

Chairpersons/Co-emcees – Councillors Marr and Jenkins; Grace – Councillor Martyn; Recognition of Past Wardens and Spouses – Councillor McWilliam; Moment of Silence for Past Wardens – Councillor Currie; Remarks to Warden - Councillors Marr and Jenkins; Presentation of gift to Warden Grant Jones - Past Warden Bernie Wiehle.

Dress for the Warden's banquet is the official County Council uniform.

RECOMMENDATION:

THAT the report titled "Annual Warden's Dinner 2017" from Councillors Marr and Jenkins, dated June 23, 2017 be received and filed.

All of which is Respectfully Submitted

Councillor David Marr
Councillor Jim Jenkins

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

PROGRAM

Welcome and Introduction of Warden, County Council, and Special Guests – **Chairpersons/Co-emcees – Councillors David Marr and Jim Jenkins**

Grace – **Councillor Martyn**

DINNER

Recognition of Past Wardens and Spouses in Attendance – **Councillor McWilliam**

Moment of Silence to Honour Past Wardens – **Councillor Currie**

Warden's Presentation: *Remarks:* **Councillors David Marr & Jim Jenkins**

Gift: **Past Warden Bernie Wiehle to Warden Grant Jones**

Warden's Remarks – **Warden Grant Jones**

REPORT TO COUNTY COUNCIL

FROM: Mike Baker, Manager of Museum and Archives
Gina Coady, Assistant Archivist

DATE: June 23, 2017

SUBJECT: Elgin County Archives – Recent Acquisitions, Projects and Activities – June 2016 to June 2017

INTRODUCTION:

The Elgin County Archives is pleased to present an overview of recent acquisitions, projects and activities for Council's information.

DISCUSSION/CONCLUSION:

This report provides information on recent acquisitions and projects of the Elgin County Archives, and work ongoing and recently completed by the Archives' staff, summer student employees, and contract employees.

Acquisitions

- McLachlin Hall, Alma College cornerstone and time capsule, 1888.
- Municipality of Central Elgin council minutes and by-laws, 1998-2015.
- Historical records, photographs and objects from the estate of Ken Verrell, principally documenting Elgin County and City of St. Thomas railway history, 1870s-present.
- Thames Valley District School Board Attendance Registers for Elgin County schools, 1890s-1930s.
- Municipal World: complete set of microfiche for the issues from 1891 to 1997.

Projects

The Elgin County Archives has worked with community organizations and municipal and provincial government partners on a variety of significant projects that are either completed, ongoing or projected as follows:

- Assisting the Department of National Defence and the Canadian Armed Forces by supplying images and information for use in a video tribute to Wallacetown native, Dutton resident and Second World War soldier Pte Kenneth Donald Duncanson, A88028 on the occasion of the re-interment of his remains at the Adegem Canadian War Cemetery, Belgium, September 14, 2016.
- Assisting the Southwold Township History Committee by providing images and information for use in a series of history tour brochures focusing on Southwold Township communities, including Fingal, Shedden and Talbotville.
- Assisted the 31CER ('The Elgins') Regimental Association, St. Thomas Downtown Development Board and the St. Thomas Elgin Public Art Centre in their initiatives to commemorate the 100th anniversary in June, 2016 of the deployment of the 91st Battalion, C.E.F. during the First World War.
- Completed digitization and online publication of approximately 250 Elgin County school attendance registers from the Thames Valley District School Board.

- Completed digitization and online publication of all pre-amalgamation Council Minutes and By-laws for all former municipalities in the current-day Municipality of Bayham, Township of Malahide, Municipality of Central Elgin, and Municipality of West Elgin. Digitization and online publication of the pre-amalgamation records for the rest of the municipalities is ongoing, as well as the digitization and online publication of post-amalgamation records.
- Contributed to an interactive exhibit planned for installation at the Canadian Museum of History, Gatineau, in July 2017, as part of celebrations marking the 150th anniversary of Canadian Confederation. The exhibit will focus on the Township of Southwold as an exemplar of the pioneer settlement experience in Upper Canada, 1790s to ca. 1850.
- Due to a generous donation of $5,000 from the Elgin County Branch of the Ontario Genealogical Society, the Archives is undertaking a project to digitize and publish online under license selected Township Survey Plans from the Archives of Ontario. This is a collection of outstanding regional and provincial significance comprising 33 original maps created between the 1790s and 1850s principally documenting the allocation of land to settlers in those areas of Upper Canada now located within Elgin County and throughout south western Ontario.

Social Media

The Archives continues to expand its online social media presence as a means of increasing awareness of its resources and services and communicating with patrons and stakeholders.

- The Archives recently surpassed 5 million views on its ***Flickr*** photo sharing site;
- The Archives regularly publicizes significant events and initiatives via its main and special ***Twitter*** feeds;
- The Archives ***Facebook*** page has maintained a substantial following;
- The Archives recently participated in the International Archives Day campaign on Twitter, an initiative promoted by the International Council on Archives. Staff highlighted significant items and collections housed at the Archives, and provided some behind-the-scenes images to raise awareness about the function and importance of archival practice.
- The Archives recently set-up a Hootsuite account, a free online software that will facilitate the management of all of social media accounts from one platform.

RECOMMENDATIONS:

THAT the report titled “Elgin County Archives – Recent Acquisitions, Projects and Activities” dated June 23, 2017 be received and filed; and,

THAT the Warden issue a letter of appreciation to the Elgin County Branch of the Ontario Genealogical Society in recognition of a $5,000 donation to the Elgin County Archives to assist with digitization projects..

All of which is Respectfully Submitted

Mike Baker
Manager of Museum and Archives

Gina Coady
Assistant Archivist

Approved for Submission

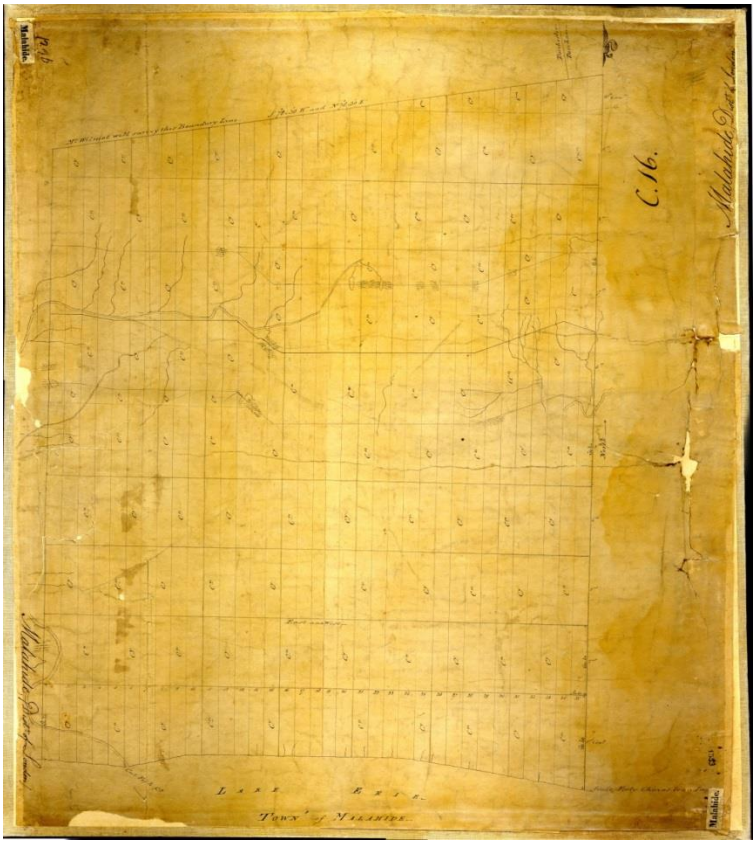
Mark G. McDonald
Chief Administrative Officer

Township Survey Plans from the Archives of Ontario

These are hand-written Thomas Talbot maps- There is clear evidence of the "rubbing out" of settlers' names. Also, the Elgin County Branch of the Ontario Genealogical Society will be listing the names for searching by genealogists.

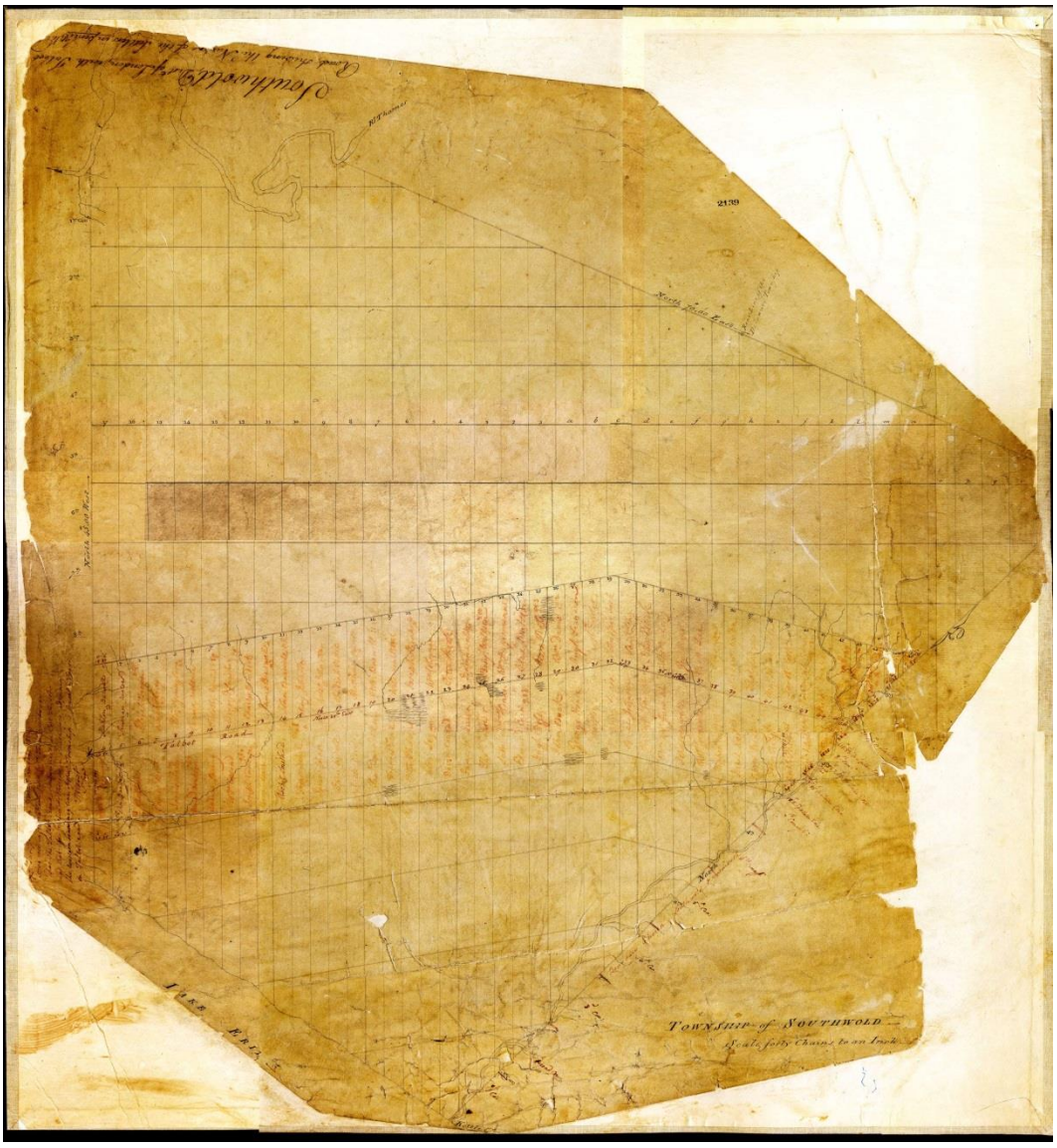
Map of Malahide Township, ca. 1810 (RG 1-470-0-0-141)

This map is the earliest Elgin County map from the 2017 Archives of Ontario loan. The map is mostly blank, shows a considerable number of lots reserved for Crown and clergy. There is also a notation at the top, reading, "Mr. Wilmot will survey this Boundary Line," suggesting that perhaps the surveying process was still underway at the time of the map's creation. The map also shows the attention to geographic detail that was necessary when composing them: every creek and swamp is displayed on the map, giving a clear and precise geographical look at Malahide during this time period.



Map of Southwold Township, ca. 1816 (RG 1-470-0-0-236)

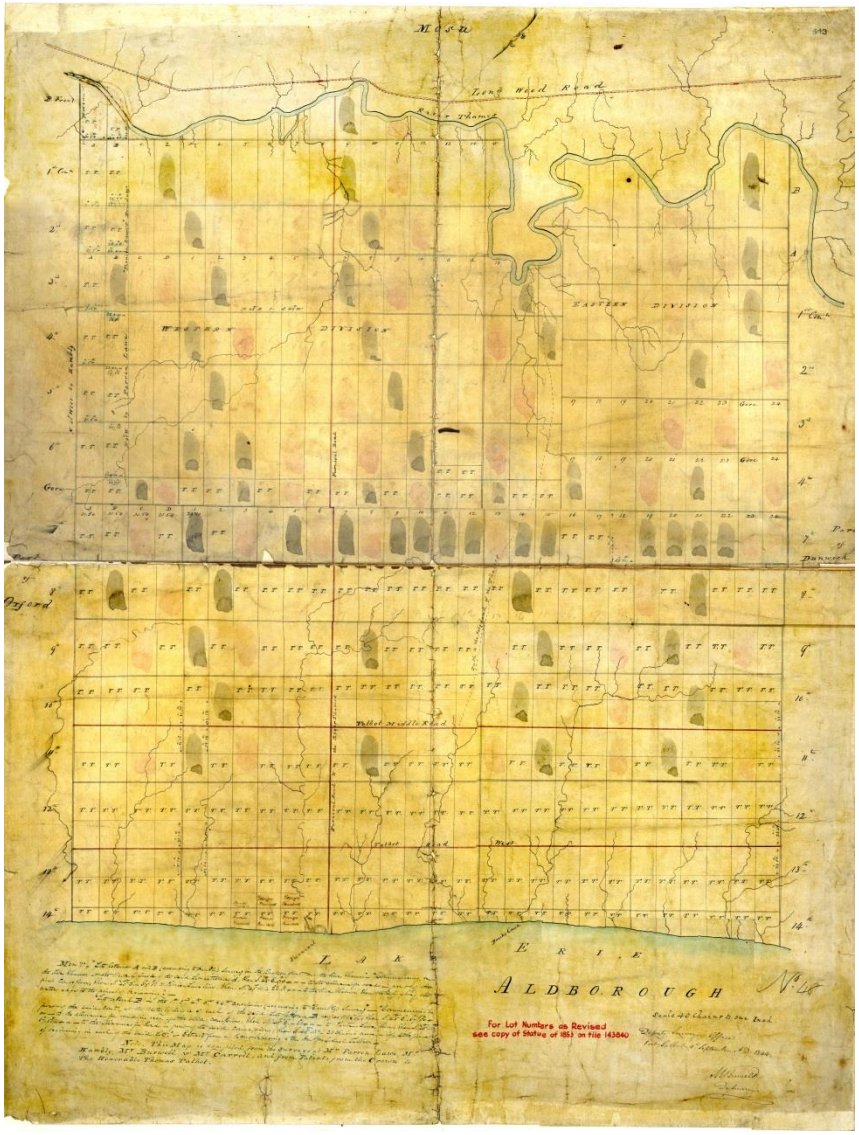
This 1816 map of Southwold is largely blank except for a series of settler names written in a small section in the middle, along Back Street (now Talbot Line), apparently written in a mix of pencil and inks, the latter of which are clearer. A small note, dated to August of 1816, speaks of Talbot Road and the geographic boundaries of Southwold, although fraying at the edges of the map make parts of this message difficult to decipher. Mahlon Burwell's name is prominently inscribed on a lot on the left side of the map.



Map of Aldborough Township, 1844 (RG 1-470-0-0-331)

A working copy of an 1844 map of Aldborough Township. Although a few settler names are marked on the map, the majority of lots are marked with grey and red ink markings to denote Church and Crown lands, respectively. A number of lots are marked T.T. (Thomas Talbot). There is a lengthy note at the bottom explaining which lots are designated by the letters ‘A’ and ‘B’; at lower left is a note with the names of the surveyors that helped make the map possible.

“Note: This Map is compiled from the Surveys of Mr. Parren Lawe, Mr. Hambly, Mr. Burwell, & Mr. Carroll, and from Patents from the Crown to The Honorable Thomas Talbot.” A signature on the lower right reads, “Deputy Surveyor’s Office, Port Talbot 4th September, AD 1844,” accompanied by the signature of a “Mr. Burwell, Deputy Surveyor”.

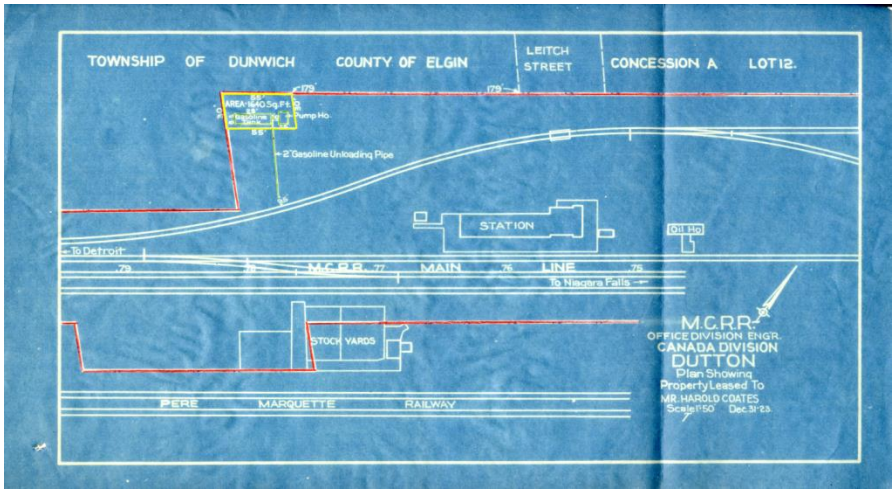


Ken Verrell Collection

This significant collection documents the impact railway had on Elgin County, with an emphasis on the Michigan Central Railroad Company and the London and Port Stanley Railway. The collection has national importance and is invaluable to railway researchers and to the local historic record. It is a large collection with several thousand items, including correspondence, lease agreements, maps, plans and drawings, mostly from the office of the MCRR Canadian Division Engineer located in St. Thomas. Together, these documents provide insight into the day-to-day interactions between local businesses, residents and the railway companies that were present in the county throughout its history. Additionally, these records increase our understanding of the county's economic development over time and document changes in the county's built environment as a result of the development of railway in the area. The collection also includes an extensive assortment of railway ephemera and photographic prints of locomotive engines that illustrate the evolution of railway technology from early steam engines to electrified and high-speed rail.

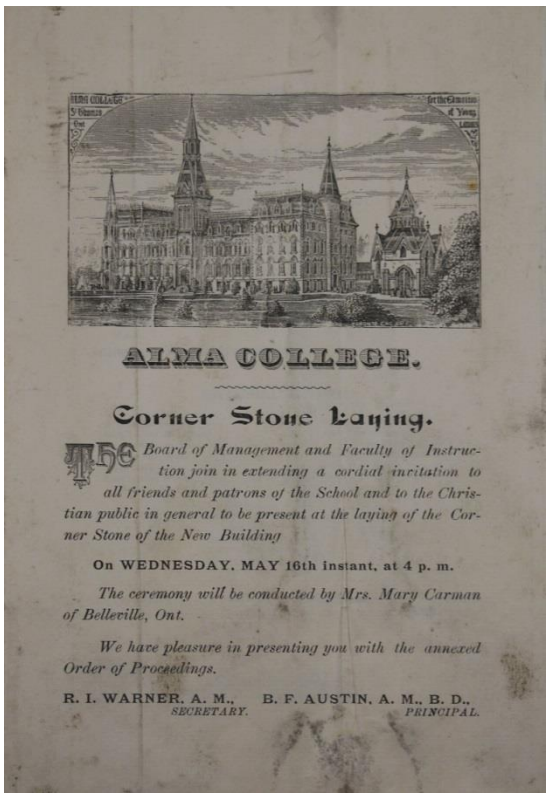
A London and Port Stanley Railway passenger train, including locomotive L1, at the L & PS Port Stanley beach terminal in July 1915. This was one of the first L & PS trains to operate following the electrification of the L & PS system.

Michigan Central Railroad Plan of Dutton Property, 1923



McLachlin Hall, Alma College, cornerstone and time capsule

Alma College McLachlin Hall Cornerstone Laying programme, 1888. Also in the McLachlin Hall cornerstone was the first Prospectus for Alma College, 1879, which states that Alma College has not yet been built.



ALMA COLLEGE.

Corner Stone Laying.

THE Board of Management and Faculty of Instruction join in extending a cordial invitation to all friends and patrons of the School and to the Christian public in general to be present at the laying of the Corner Stone of the New Building

On WEDNESDAY, MAY 16th instant, at 4 p. m.

The ceremony will be conducted by Mrs. Mary Carman of Belleville, Ont.

We have pleasure in presenting you with the annexed Order of Proceedings.

R. I. WARNER, A. M., SECRETARY. B. F. AUSTIN, A. M., B. D., PRINCIPAL.

REPORT TO COUNTY COUNCIL

FROM: Brian Masschaele, Director of Community and Cultural Services

DATE: June 29, 2017

SUBJECT: STEAM Centre “Mission 150” Sponsorship

INTRODUCTION:

The STEAM Centre based in St. Thomas is seeking sponsorship support for its “Mission 150” day taking place on September 30, 2017. This report recommends that County Council sponsor the event in the amount of $1,000.

DISCUSSION / CONCLUSION:

The STEAM Centre based in St. Thomas exists to empower all learners and makers in Southwestern Ontario to create the future through play, ingenuity and exploration using STEAM learning tools. On September 30, 2017, the Centre is hosting a “Mission 150” event that will involve over 125 students from Elgin County and St. Thomas involving sites throughout the County and City. Further information about this event is attached to this report.

Organizers are seeking community sponsorships for this event. As Council is aware, the Elgin County Library works collaboratively with the centre to promote programming in science, technology, engineering, arts and math to County youth. Staff feel it appropriate that County Council sponsor this event given the number of students involved and the fact that some sites will be located in the County. In this regard, staff recommend that the County be the “Exclusive Transportation Sponsor” or “Exclusive Mission Site Sponsor” in the amount of $1,000 on a one-time basis.

RECOMMENDATION:

THAT a $1,000 sponsorship of the STEAM Centre’s “Mission 150” event taking place on September 30, 2017 be hereby approved with funds drawn from the unspecified grant line of the 2017 Operating Budget.

All of which is Respectfully Submitted

Brian Masschaele
Director of Community and Cultural Services

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

STEAM

MISSION 150

LAUNCHING: September 30, 2017

Elgin County
Progressive by Nature

This project is funded in part by /
Ce projet est financé en partie par:

CANADA 150

Canada 150

STEAM Mission 150

STEAM Mission 150 is an exciting new event coming to St. Thomas and Elgin County this fall that will test students like never before while honouring the history of the local community, land and **Canada's 150th**!

This one-day event will see teams of students diving deep into **fun challenges that require creativity and collaboration** while tapping into **science, technology, engineering, art, and math** (STEAM) skills. And, just for fun, **15** brave teachers will be able to enter the Mission as well!

On September 30th, join us for an unforgettable day! With Mission sites scattered throughout the community and over **125** students, teachers and volunteers participating, Mission 150 is set to turn St. Thomas and Elgin County into a STEAM learning playground with a new adventure around every corner!

STEAM Mission 150: The Details

On September 30th, **60** students in grades 8 and 9 and **15** teachers from Southwestern Ontario will test themselves to complete strategically designed and located challenges of varying sizes and scales throughout St. Thomas and Elgin County.

With the support of over **50** volunteers, teams of Adventurers will complete **five** large challenges and **fifteen** small challenges, collecting points at each site to take home the top STEAM Mission 150 honours!

At the end of the route, participants arrive back to the Mission 150 Head Quarters to complete the day at the **STEAM Mission 150** Awards and Dinner.

When:	Saturday, September 30th, 2017 8:00am - 7pm
Where:	Headquarters - STEAM Education Centre (50 Wellington Street, St. Thomas) Five secret Mission sites scattered throughout St. Thomas and Elgin County
Why:	S-T-E-A-M is a critical way to understand and examine the world, and provides opportunities for learners of all ages to explore subjects by working on authentic, real world projects that create room for innovative thinking, collaboration and creativity. All funds raised will support the future of STEAM Education Centres programming, St. Thomas' Makerspace and the Community Members and Students who rely these resources.

M150 Schedule

8:00am	Registration opens, BREAKFAST provided
8:20am	Opening Ceremony
8.40am	Teams deploy to 1st Challenge Site
9:00am	1st Timed Challenge – 1.15 hrs
10:15am	Travel to 2nd Challenge Site
10:30am	2nd Timed Challenge – 1.15 hrs
11:45am	Travel to 3rd Timed Challenge
12:00pm	LUNCH delivered to each Challenge Site
12:45pm	3rd Timed Challenge – 1.15 hrs
2:00pm	Travel to 4th Timed Challenge
2:15pm	4th Timed Challenge – 1.15 hrs
3:30pm	Travel to 5th Timed Challenge
3:45pm	5th Timed Challenge – 1.15 hrs
5:00pm	Travel to Mission 150 Head Quarters
5:30pm	DINNER, and Mission 150 Awards

Partnership Opportunities

A range of sponsorship levels and benefits are described on the following pages. We look forward to working with you to customize a partnership package specific to your needs and company.

Exclusive Presenting Sponsor
$2500 (1 Available)

Exclusive Mission Site Sponsor
$1000 (5 Available)

Exclusive Apparel Sponsor
$1500 (1 Available)

Food Sponsor
$750 (3 Available)*

Exclusive Transportation Sponsor
$1000 (1 Available)

Volunteer Sponsor
$500 (2 Available)*

Exclusive Video Teaser Sponsor
$750 (1 Available)

Official Mission Sponsor
$350 (Limited Availability)

Official Supply Partner
(Limited Availability)

*Category exclusivity available.

Exclusive Presenting Sponsor

- Exclusive Presenting Partner
- Name presence tied into STEAM Mission 150 logo lockup optional
- Joint media release with photo opportunity
- Use of Mission 150 logo for own promotional use related to event
- Hyperlinked logo inclusion on Mission 150 webpage
- Logo or name recognition on all Participant, Volunteer, STEAM Staff and Board Apparel
- Opportunity for recognition on all transportation vehicles
- Recognition as the Exclusive Presenting Partner on ALL event communication:
  - Billboards, Radio, digital, point-of-purchase and print
  - STEAM Centre and Mission 150 social media channels
  - Event day collateral including program books, partner signage, awards, sponsor banners etc.
- Opportunity to customize HQ at both opening and closing times
- Opportunity to deliver welcome remarks at HQ, either opening or closing ceremony
- Volunteer opportunities for staff members

Exclusive Mission Site Sponsor (5)

- Exclusive Sponsor of one (1) of five Mission Sites
- Joint media release with photo opportunity
- Use of Mission 150 logo for own promotional use related to event
- Hyperlinked logo inclusion on Mission 150 event webpage
- Logo or name recognition on communications including:
  - Radio, digital, point-of-purchase and print
  - STEAM Centre and Mission 150 social media channels
  - Event day collateral including program books, partner signage, sponsor banners etc.
- Opportunity to customize or support activation at your Mission site and at Head Quarters
- Volunteer opportunities for staff members

Exclusive Apparel Sponsor

- Joint media release with photo opportunity
- Use of Mission 150 logo for own promotional use related to event
- Hyperlinked logo inclusion on Mission 150 event webpage
- Logo recognition on all Participant, Volunteer, STEAM Staff and Board Apparel
- Logo or name recognition on communications including:
  - Radio, digital, point-of-purchase and print
  - STEAM Centre and Mission 150 social media channels
  - Event day collateral including program books, partner signage, sponsor banners etc.
- Opportunity to contribute materials to Mission 150 challenges
- Volunteer opportunities for staff members

Food Sponsor (3)

- Joint media release with photo opportunity
- Use of Mission 150 logo for own promotional use related to event
- Hyperlinked logo inclusion on Mission 150 event webpage
- Exclusive Logo Recognition where food is served:
  - Breakfast station, Head Quarters
  - Lunch, Delivered to each Mission Site (5)
  - Dinner, Head Quarters
- Logo or name recognition on communications including:
  - Radio, digital, point-of-purchase and print
  - STEAM Centre and Mission 150 social media channels
  - Event day collateral including program books, partner signage, sponsor banners etc.
- Volunteer opportunities for staff members

*Category exclusivity available.

Exclusive Transportation Sponsor

- Joint media release with photo opportunity
- Use of Mission 150 logo for own promotional use related to event
- Hyperlinked logo inclusion on Mission 150 event webpage
- Opportunity to brand all event transportation vehicles with logo
- Logo or name recognition on communications including:
  - Radio, digital, point-of-purchase and print
  - STEAM Centre and Mission 150 social media channels
  - Event day collateral including program books, partner signage, etc.
- Volunteer opportunities for staff members

Volunteer Sponsor (2)

- Shared Logo recognition on all Volunteer apparel
- Shared Logo recognition on signage at Volunteer stations located at each Mission Site (5)
- Hyperlinked logo inclusion on Mission 150 event webpage
- Use of Mission 150 logo for own promotional use related to event
- Logo or name recognition on communications:
  - Radio, digital, point-of-purchase, and print
  - STEAM Centre and Mission 150 social media channels
  - Event day collateral including program books, partner signage, sponsor banners, etc.
- Opportunity to contribute snacks and other supplies for Volunteer event day packs
- Volunteer opportunities for staff members

*Category exclusivity available.

Exclusive Video Teaser Sponsor

- Exclusive recognition on three (3) Mission 150 Teaser Videos to approximately 125 students, teachers and volunteers participating, and countless community members through all STEAM Centre social media channels leading up to Mission 150 event day
- Hyperlinked logo inclusion on Mission 150 event webpage
- Use of Mission 150 logo for own promotional use related to event
- Logo or name recognition on communications:
  - Digital and print
  - STEAM Centre and Mission 150 social media channels
  - Event day collateral including program books, partner signage, sponsor banners etc.
- Volunteer opportunities for staff members

Official Mission Sponsor

- Logo or name recognition as an Official Mission 150 Sponsor on communications including Event Website, Social Media, and Print Media
- Logo or name presence on event day collateral and signage including program book and sponsor banners.
- Use of Mission 150 logo for own promotional use related to event
- Hyperlinked logo inclusion on Mission 150 event webpage
- Opportunity to contribute materials to Mission 150 challenges
- Opportunity to contribute snacks and other supplies for Volunteer event day packs
- Volunteer opportunities for staff members

Official Mission Supplier

With the contribution of items/materials for Mission 150 Challenges combined with a cash donation, Official Mission Supplier will receive:

- Logo or name recognition as an Official Mission Supplier on communications including Event Website, Digital Media, Social Media, and Print Media
- Logo or name presence on event day collateral and signage including program book, and sponsor banners
- Logo or name recognition where goods and/or services provided to Mission 150 are used
- Use of Mission 150 logo for own promotional use related to event
- Hyperlinked logo inclusion on Mission 150 event webpage
- Opportunity to contribute items to Volunteer Event Day Kit
- Volunteer opportunities for staff members

Sponsorship Benefits & Assets

Sponsorship Benefits	Presenting (1)	Mission Site (5)	Food (3)	Apparel (1)	Transportation (1)	Volunteer (2)	Video Teaser (1)	Mission (Unlimited)	Supplier (Unlimited)
Joint Media Release	Yes	Yes	Yes	Yes	Yes	-	-	-	-
Use of Mission 150 Logo	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Opportunity to Welcome Guests at HQ	Yes	-	-	-	-	-	-	-	-
Brand Activation at Head Quarters and/or Mission Sites (5)	Yes	Yes	-	-	-	-	-	-	-
Volunteer Opportunities	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Logo Branding on Apparel and Vehicles	Both	-	-	Apparel	Vehicles	Apparel	-	-	-
Marketing Assets									
Included in Mission 150 Logo Lock up	Yes	-	-	-	-	-	-	-	-
Hyperlinked logo or name on Mission 150 website	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Name or Logo on Mission 150 Digital	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Logo on Mission 150 Print Marketing	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-
Name on Mission 150 Print Marketing	-	-	-	-		-	Yes	Yes	Yes
Social Media mention on STEAM Centre channels	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

We look forward to seeing you on September 30, 2017!

For More Information,
please contact us:

Jessica Moyes
Jessica@steameducation.ca
226.212.0048 x102

www.steameducation.ca
@steameducentres
#STEAMMission150

REPORT TO COUNTY COUNCIL

FROM: Steve Evans, Manager of Planning

DATE: June 13, 2017

SUBJECT: Final Approval for a Plan of Subdivision
Craigholme Estates Ltd. (Stage 2)
Part Lot Blocks 172, 173, 179 and 180, Plan 33M-292
Municipality of Central Elgin
(Formerly the Village of Belmont)
County of Elgin
File No. 34T-01002

INTRODUCTION:

This report is to advise County Council that final approval was given for a plan of subdivision in the Village of Belmont on June 13, 2017. (see attached map)

DISCUSSION:

This plan of subdivision constitutes the second phase of a 38 lot draft plan of subdivision for single detached dwellings. The application was submitted to the Ministry of Municipal Affairs and Housing in 2001and draft plan approval was given by the OMB on March 9, 2004. The owner received final approval for phase 1 in 2015 and is now seeking final approval for phase 2 comprising 18 building lots.

The subject lands are located in the Village of Belmont and will be developed on full municipal services. The County has received clearance letters from the Municipality of Central Elgin, the Ministry of Culture and the Kettle Creek Conservation Authority. These letters indicate that all conditions of draft approval have been satisfied.

In accordance with By-Law No. 13-28 “A By-Law to Delegate Certain Authorities… ” the Manager of Planning has been given the authority to approve final plans of subdivision once all of the conditions of draft plan approval have been met and clearance letters have been received.

CONCLUSION:

This report is to advise that final approval of this plan of subdivision was granted and the plans were signed by the Manager of Planning on June 13, 2017 and forwarded to the Middlesex Land Registry office for registration. The Municipality of Central Elgin and the developer have been notified.

RECOMMENDATION:

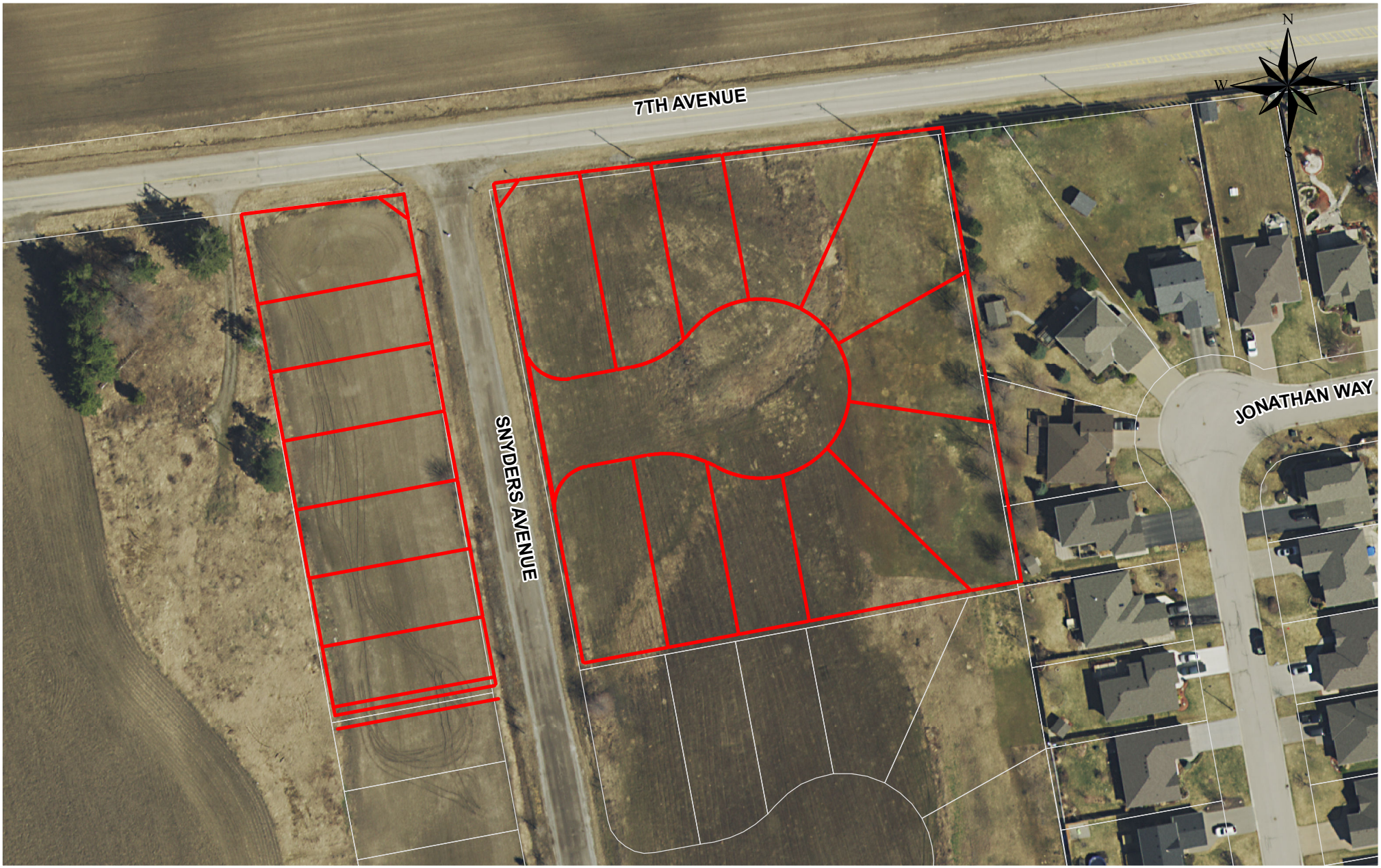
THAT the report titled “Final Approval for a Plan of Subdivision (Craigholme Estates Ltd. Stage 2)” from the Manager of Planning dated June 13, 2017 be received and filed.

All of which is Respectfully Submitted

Steve Evans
Manager of Planning

Approved for Submission

Mark G. McDonald
Chief Administrative Officer



Legend

Proposed Subdivision

Property Lines

Subdivision Plan Review

Craigholme Estates Subdivision

ElginCounty

Projection: NAD 83 UTM Zone 17. Date: June 15, 2017

DISCLAIMER:This drawing is neither a legally recorded map nor a survey and is not intended to be used as one.

FROM: Steve Evans, Manager of Planning

DATE: June 26, 2017

SUBJECT: Approval for Official Plan Amendment No. 19
34 Victoria and 49 Wellington Street,
Village of Port Burwell
Municipality of Bayham
File No.: BA-OPA19-17
Owner: Edgar Floyd Matthews

INTRODUCTION:

This report will provide County Council with information required in order to consider granting approval to the above noted Official Plan Amendment.

The Municipality of Bayham submitted Official Plan Amendment No. 19 to the County of Elgin on May 29, 2017 for approval. In accordance with Section 17 of the Planning Act the "Approval Authority" is required to make a decision in which it may approve, modify or refuse to approve an official plan amendment. If the "Approval Authority" fails to make a decision within 180 days after the amendment is received any person or public body may appeal to the Ontario Municipal Board. (see attachment)

DISCUSSION:

The lands that are the subject of this application for Official Plan Amendment approval are located at 34 Victoria and 49 Wellington Street, Port Burwell, Municipality of Bayham. The purpose of the Official Plan Amendment is to re-designate lands comprising 0.2 hectares (0.5 acres) from "Commercial" to "Residential" to recognize an existing residence at 49 Wellington Street and to allow for new residential development on property located at 34 Victoria Street.

The Elgin County Official Plan designates Port Burwell as a Tier 1 settlement area where full municipal services are available. The County Official Plan policies direct growth to Tier 1 settlement areas and supports redevelopment within these areas.

The Municipality of Bayham held a public meeting to consider this Official Plan Amendment on May 4, 2017. There were no members of the public present and no oral or written submissions were received by the Municipal Council.

The Municipality of Bayham received a planning report from its consultant IBI Group dated April 26, 2017 and a staff report dated May 18, 2017. Both reports supported the proposed Official Plan Amendment. As a result Bayham's Municipal Council adopted Official Plan Amendment No. 19 by By-Law 2017-045 on May 18, 2017 and submitted the Amendment to the County of Elgin for approval.

Based on the site-specific nature of this Official Plan Amendment and its location within a fully serviced settlement area, it was determined that circulation of this amendment to

agencies and/or ministries was not required. The Amendment will recognize an existing residential use and allow for future residential development on adjacent lands located at 34 Victoria Street. Such uses are considered to be compatible with other land uses in the vicinity.

CONCLUSION:

The Council of the Municipality of Bayham supports this Amendment and adopted it by By-Law 2017-045 on May 18, 2017.

The Manager of Planning has reviewed File No.BA-OPA19-17, along with the background material that was submitted by the Municipality of Bayham. Based on the above the Manager of Planning is satisfied that this Official Plan Amendment is consistent with the Provincial Policy Statement and conforms to both the County of Elgin and Municipality of Bayham Official Plans.

RECOMMENDATIONS:

THAT the Council of the Corporation of the County of Elgin gives approval to Official Plan Amendment No.19 to the Municipality of Bayham Official Plan, File No. BA-OPA19-17; and,

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

All of which is Respectfully Submitted

Steve Evans
Manager of Planning

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF BAYHAM

BY-LAW NO. 2017-045

THE Council of the Corporation of the Municipality of Bayham, in accordance with the provisions of the **PLANNING ACT**, hereby enacts as follows:

1) **THAT** Amendment No. 19 to the Official Plan of the Municipality of Bayham consisting of the attached map schedule is hereby adopted.

2) **THAT** the Clerk is hereby authorized and directed to make application to the County of Elgin for approval of the aforementioned Amendment No. 19 to the Official Plan of the Municipality of Bayham.

3) **THAT** no part of this By-law shall come into force and take effect until approved by Elgin County.

ENACTED AND PASSED this 18th day of May 2017.

MAYOR

CLERK

CERTIFIED that the above is a true copy of By-law No. 2017-045 as enacted and passed by the Council of the Corporation of the Municipality of Bayham.

DEPUTY **CLERK**

I, MARGARET UNDERHILL, DEPUTY CLERK of the Corporation of the Municipality of Bayham, certify that the foregoing is a certified true copy. Dated this 19th day of May, 2017

OFFICIAL PLAN

OF THE MUNICIPALITY OF BAYHAM

AMENDMENT NO. 19

1. PURPOSE

The purpose of the official plan amendment is to change the land use designation for 2,013m² (0.5 acres) of land from "Commercial" to "Residential" in the Official Plan of the Municipality of Bayham, which would facilitate a change in zoning on the same lands from Local Commercial (C2) Zone to a Village Residential (R1) Zone. The amendment is intended to recognize the existing residential use of the lands and to provide for residential development on the lands at 34 Victoria Street.

2. LOCATION

The area affected by this amendment is two rectangular parcels of land located on the north side of Wellington Street, between Victoria Street and Elizabeth Street in the Village of Port Burwell and known municipally as 34 Victoria Street and 49 Wellington Street.

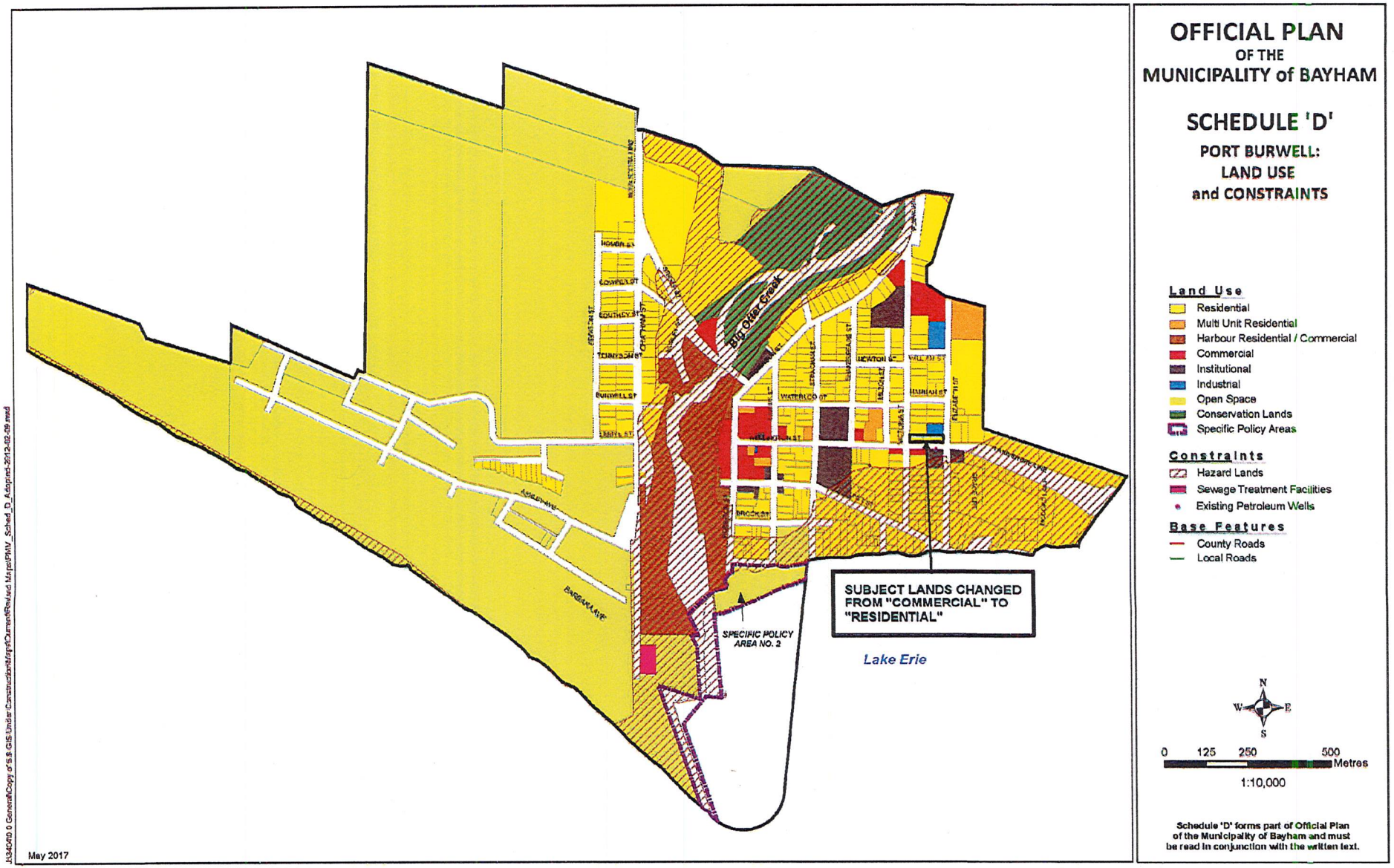
3. BASIS OF THE AMENDMENT

The application is deemed to be in accordance with the Provincial Policy Statement 2014 and the Official Plan of the County of Elgin. For a complete analysis of this criteria including why the proposed application is recommended for approval see the memorandum dated April 26, 2017 titled "*Edgar Floyd Matthews - Application for Official Plan and Zoning By-law Amendment - 34 Victoria Street and 49 Wellington Street, Port Burwell*", by IBI Group.

4. DETAILS OF THE AMENDMENT

a) Schedule "D" Port Burwell: Land Use and Constraints of the Official Plan of the Municipality of Bayham is hereby amended by changing from "Commercial" to "Residential" those lands outlined and marked as changed to "Residential" on the attached Schedule "D", which shall constitute part of this amendment.

b) The lands subject to this Amendment and designated "Residential" may be used, developed and zoned in accordance with the "Residential" designation policies of Section 4.2.2 of the Official Plan, as amended.


OFFICIAL PLAN
OF THE
MUNICIPALITY of BAYHAM
SCHEDULE 'D'
PORT BURWELL:
LAND USE
and CONSTRAINTS
Land Use
Residential
Multi Unit Residential
Harbour Residential / Commercial
Commercial
Institutional
Industrial
Open Space
Conservation Lands
Specific Policy Areas
Constraints
Hazard Lands
Sewage Treatment Facilities
Existing Petroleum Wells
Base Features
County Roads
Local Roads
N
W
E
S
0
125
250
500
Metres
1:10,000
Schedule 'D' forms part of Official Plan of the Municipality of Bayham and must be read in conjunction with the written text.
SUBJECT LANDS CHANGED FROM "COMMERCIAL" TO "RESIDENTIAL"
SPECIFIC POLICY AREA NO. 2
Lake Erie
Big Otter Creek
May 2017

REPORT TO COUNTY COUNCIL

FROM: Steve Evans, Manager of Planning

DATE: June 26, 2017

SUBJECT: Approval for Official Plan Amendment No. 20
20 Pitt Street,
Village of Port Burwell
Municipality of Bayham
File No.: BA-OPA20-17
Owner: Municipality of Bayham

INTRODUCTION:

This report will provide County Council with information required in order to consider granting approval to the above noted Official Plan Amendment.

The Municipality of Bayham submitted Official Plan Amendment No. 20 to the County of Elgin on June 8, 2017 for approval. In accordance with Section 17 of the Planning Act the "Approval Authority" is required to make a decision in which it may approve, modify or refuse to approve an official plan amendment. If the "Approval Authority" fails to make a decision within 180 days after the amendment is received any person or public body may appeal to the Ontario Municipal Board. (see attachment)

DISCUSSION:

The lands that are the subject of this application for Official Plan Amendment approval are located at 20 Pitt Street, Port Burwell, Municipality of Bayham. The purpose of the Official Plan Amendment is to re-designate lands comprising 0.06 hectares (0.15 acres) from "Residential" to "Institutional" to recognize the existing institutional use of the lands and to provide for the parcel to merge with the adjacent parcel, together currently known as the Port Burwell Marine Museum.

The Elgin County Official Plan designates Port Burwell as a Tier 1 settlement area where full municipal services are available. The County Official Plan policies direct growth to Tier 1 settlement areas and supports development within these areas.

The Municipality of Bayham held a public meeting to consider this Official Plan Amendment on May 18, 2017. There were no members of the public present and no oral or written submissions were received by the Municipal Council.

The Municipality of Bayham received a planning report from its consultant IBI Group dated May 8, 2017 and a staff report dated June 1, 2017. Both reports support the proposed Official Plan Amendment. As a result Bayham's Municipal Council adopted Official Plan Amendment No. 20 by By-Law 2017-054 on June 1, 2017 and submitted the Amendment to the County of Elgin for approval.

Based on the site-specific nature of this Official Plan Amendment and its location within a fully serviced settlement area, it was determined that circulation of this amendment to

agencies and/or ministries was not required. The Amendment will recognize an existing Institutional (Marine Museum) use and allow for the installation of an historic wheelhouse artefact on the subject lands.

CONCLUSION:

The Council of the Municipality of Bayham supports this Amendment and adopted it by By-law 2017-054 on June 1, 2017.

The Manager of Planning has reviewed File No.BA-OPA20-17, along with the background material that was submitted by the Municipality of Bayham. Based on the above the Manager of Planning is satisfied that this Official Plan Amendment is consistent with the Provincial Policy Statement and conforms to both the County of Elgin and Municipality of Bayham Official Plans.

RECOMMENDATIONS:

THAT the Council of the Corporation of the County of Elgin gives approval to Official Plan Amendment No. 20 to the Municipality of Bayham Official Plan, File No. BA-OPA20-17; and,

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

All of which is Respectfully Submitted

Steve Evans
Manager of Planning

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

AMENDMENT NUMBER 20

TO THE OFFICIAL PLAN

OF THE

MUNICIPALITY OF BAYHAM

SUBJECT: **Municipality of Bayham**
20 Pitt Street, Port Burwell

The following text and map schedule constitute Amendment Number 20 to the Official Plan of the Municipality of Bayham

OFFICIAL PLAN
OF THE
MUNICIPALITY OF BAYHAM

THE attached text and map schedule constituting Amendment No. 20 to the Official Plan of the Municipality of Bayham was prepared upon the recommendation of the Council of the Municipality of Bayham after evaluation of public input pursuant to the provisions of the **PLANNING ACT**.

THIS Amendment was adopted by the Council of the Corporation of the Municipality of Bayham by By-law No. 2017-054, in accordance with Section 17 of the **PLANNING ACT**, on the 1st day of June 2017.

MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF BAYHAM

BY-LAW NO. 2017- 054

THE Council of the Corporation of the Municipality of Bayham, in accordance with the provisions of the **PLANNING ACT**, hereby enacts as follows:

1) **THAT** Amendment No. 20 to the Official Plan of the Municipality of Bayham consisting of the attached map schedule is hereby adopted.

2) **THAT** the Clerk is hereby authorized and directed to make application to the County of Elgin for approval of the aforementioned Amendment No. 20 to the Official Plan of the Municipality of Bayham.

3) **THAT** no part of this By-law shall come into force and take effect until approved by Elgin County.

ENACTED AND PASSED this 1st day of June 2017.

MAYOR

CLERK

CERTIFIED that the above is a true copy of By-law No. 2017-054 as enacted and passed by the Council of the Corporation of the Municipality of Bayham.

DEPUTY CLERK

OFFICIAL PLAN

OF THE MUNICIPALITY OF BAYHAM

AMENDMENT NO. 20

1. PURPOSE

The purpose of the official plan amendment is to change the land use designation for 596 m² (0.1 acres) of land from "Residential" to "Institutional" in the Official Plan of the Municipality of Bayham, which would facilitate a change in zoning on the same lands from the Village Residential (R1) Zone to a Special Institutional (I-4) Zone. The amendment is intended to recognize the existing institutional use of the lands and to provide for the parcel to merge with the adjacent parcel, together currently known as the Port Burwell Marine Museum.

2. LOCATION

The area affected by this amendment is a rectangular parcel of land located on the south side of Pitt Street, east of Robinson Street in the Village of Port Burwell and known municipally as 20 Pitt Street.

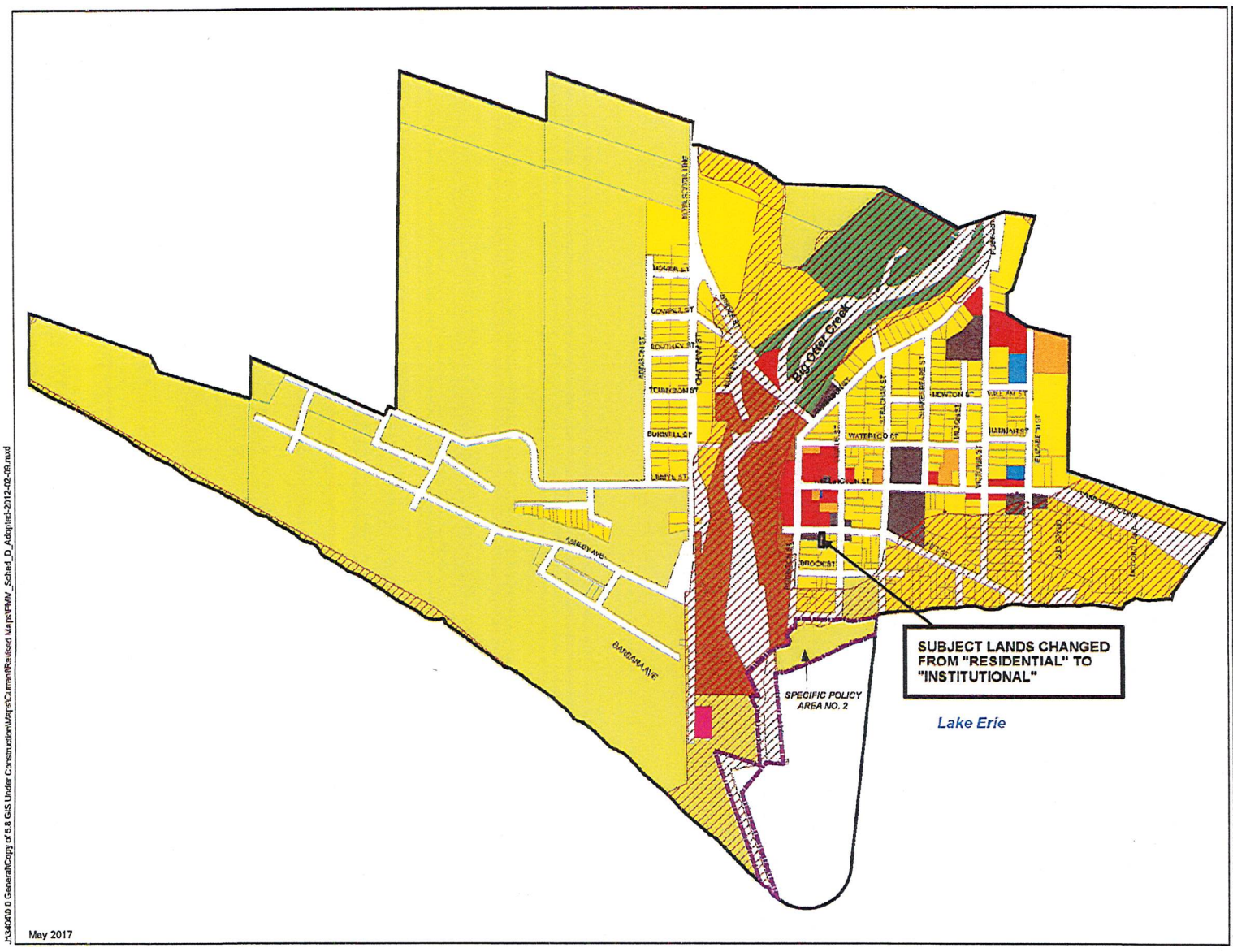
3. BASIS OF THE AMENDMENT

The application is deemed to be in accordance with the Provincial Policy Statement 2014 and the Official Plan of the County of Elgin. For a complete analysis of this criteria including why the proposed application is recommended for approval see the memorandum dated May 8, 2017 titled "*Municipality of Bayham - Application for Official Plan and Zoning By-law Amendment - 18-20 Pitt Street, Port Burwell*", by IBI Group.

4. DETAILS OF THE AMENDMENT

a) Schedule "D" Port Burwell: Land Use and Constraints of the Official Plan of the Municipality of Bayham is hereby amended by changing from "Residential" to "Institutional" those lands outlined and marked as changed to "Institutional" on the attached Schedule "D", which shall constitute part of this amendment.

b) The lands subject to this Amendment and designated "Institutional" may be used, developed and zoned in accordance with the "Institutional" designation policies of Section 4.5.7 of the Official Plan, as amended.



OFFICIAL PLAN
OF THE
MUNICIPALITY of BAYHAM

SCHEDULE 'D'

PORT BURWELL:
LAND USE
and CONSTRAINTS

Land Use
- Residential
- Multi Unit Residential
- Harbour Residential / Commercial
- Commercial
- Institutional
- Industrial
- Open Space
- Conservation Lands
- Specific Policy Areas

Constraints
- Hazard Lands
- Sewage Treatment Facilities
- Existing Petroleum Wells

Base Features
- County Roads
- Local Roads

N
W E
S

0 125 250 500 Metres

1:10,000

Schedule 'D' forms part of Official Plan of the Municipality of Bayham and must be read in conjunction with the written text.

May 2017

J:\340410.0 General\Copy of 5.8 GIS Under Construction\Maps\Current\Revised Maps\NEW_Sched_D_Adopted-2012-02-06.mxd

REPORT TO COUNTY COUNCIL

FROM: Steve Evans, Manager of Planning

DATE: July 4, 2017

SUBJECT: Draft Approval for a Vacant Land Plan of Condominium
Part Lot 5, Concession 14
Municipality of West Elgin
File No.: 34CD-WE1401
Owner: Lighthouse Waterfronts Inc.

INTRODUCTION:

This report will provide County Council with information required in order to consider granting draft plan approval to the above noted plan of condominium.

In accordance with Section 51 of the Planning Act the "Approval Authority" may give or refuse to give approval to a draft plan of subdivision/condominium.

DISCUSSION:

The lands that are the subject of this application for draft plan approval are located on Lot 5, Concession 14 in the Municipality of West Elgin. (see attached plan) The owner is requesting approval of a "Vacant Land Plan of Condominium" on which is proposed nine (9) detached residential dwellings.

The lands are located on lakefront property to the west of Port Glasgow and will be accessed from Gray Line which is an open municipal road. Surrounding land uses include agricultural lands to the west and north, Lake Erie to the south and a proposed, large residential/ commercial development (Seaside) to the east. The lands are designated "Lakeshore Area" with "Woodlands "and "Hazardous Lands" overlays. Residential uses are permitted along with agriculture as a secondary use.

This application was accepted as "complete" on January 21, 2015 by the County of Elgin. A statutory public meeting was held by the municipality on November 26, 2015 and no objections were raised by members of the public. A number of comments were received from various Ministries requesting compliance with standard conditions and policies; however there were no objections submitted. The Lower Thames Valley Conservation Authority (LTVCA) had concerns about establishing new development along the lakeshore which is prone to erosion. As a result the proponents engaged Shoreplan Engineering to carry out a Natural Hazards Assessment and their findings indicated that development can occur outside the shoreline hazard. The Owners approached the LTVCA Executive Committee for permission to build in this area. The committee's motion reads as follows: "*Moved that the Hearings and Personnel Committee accepts in principle the delineation of the critically regulated area as presented by Shoreplan and requests the applicant to resubmit the application based on a new lot plan layout which incorporates this line plus the 15 metre setback; as well as an appropriate setback from the ravine at the easterly end of the proposed development."*

Please note: The original application for draft plan approval requested eight (8) residential units; however that application was revised on October 26, 2016. The Municipality of West Elgin held a second public meeting on January 26, 2017 as a result of the revised plan. There were no objections raised by the public or from any Ministries or Agencies following the second public meeting.

The Municipality of West Elgin passed a resolution recommending approval of the draft plan of condominium and provided a list of conditions for final plan approval. The conditions are included with those attached to this report for County Council's review.

The proposed condominium development will be serviced with municipal piped water and the owner will be required to install individual on-site tertiary sewage treatment systems on each unit in accordance with the Ontario Building Code 2012.

The plan is consistent with the Provincial Policy Statement, complies with the County and West Elgin Official Plans and the lands will be zoned appropriately in the West Elgin Zoning By-Law.

CONCLUSION:

The Manager of Planning has reviewed File No. 34CD-WE1401 and has prepared conditions for draft approval which are attached for Council's review. These conditions have been reviewed by the Municipality of West Elgin and by the owner and no changes have been requested.

Based on the above the Manager of Planning is satisfied with the draft plan of condominium and the conditions as attached. If County Council approves this draft plan of condominium, the owner will be responsible for fulfilling the conditions as attached, within three (3) years of the decision by County Council before final approval can be given.

RECOMMENDATIONS:

THAT the Council of the Corporation of the County of Elgin grants draft plan approval to Lighthouse Waterfronts Inc. Draft Plan of Condominium in the Municipality of West Elgin File No. 34CD-WE1401; and,

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

All of which is Respectfully Submitted

Steve Evans
Manager of Planning

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

Applicant:	**Lighthouse Waterfronts Inc.**	**Date of Decision:**	**,2017**
File No.:	**34CD-WE1401**	**Date of Notice:**	**,2017**
Municipality:	**West Elgin**	**Last Date of Appeal:**	**,2017**
Subject Lands:	**Part Lot 5, Concession 14 Geographic Township of Aldborough Municipality of West Elgin**	**Lapsing Date:**	**,2020**

NOTICE OF DECISION
On Application for Approval of Draft Plan of Condominium
Section 51 of the Planning Act

Approval of Draft Plan of Condominium in respect of the subject lands noted above was given by the County of Elgin on _____. A copy of the conditions for final plan approval is attached.

When and How to File an Appeal
Notice to appeal the decision to the Ontario Municipal Board must be filed with the County of Elgin no later than 20 days from the date of this notice as shown above as the last date of appeal.

The notice of appeal should be sent to the attention of the Manager of Planning, at the address shown below and it must,
(1) set out the reasons for the appeal, and
(2) be accompanied by the fee prescribed under the Ontario Municipal Board Act in the amount of $300.00, payable by certified cheque to the Minister of Finance, Province of Ontario.

Who Can File an Appeal
Only individuals, corporations or public bodies may appeal the decision in respect of a proposed plan of subdivision / condominium to the Ontario Municipal Board. An appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group.

Right of Applicant or Public Body to Appeal Conditions
The applicant or any public body may, at any time before the final plan of subdivision / condominium is approved, appeal any of the conditions imposed by the County of Elgin by filing with the Manager of Planning a notice of appeal.

How to receive Notice of Changed Conditions
The conditions of an approval of draft plan of subdivision / condominium may be changed at any time before the final approval is given.

You will be entitled to receive notice of any changes to the conditions of approval of draft plan of subdivision / condominium if you have either,
(1) made a written request to be notified of the decision, or
(2) made a written request to be notified of changes to the conditions of approval of the draft plan of subdivision / condominium.

Other Related Applications:
Zoning By-Law Amendment _____

Getting Additional Information
Additional Information about the application is available for public inspection during regular office hours at the County of Elgin at the address noted below.

Mailing address for Filing a Notice of Appeal
County of Elgin
450 Sunset Drive, 3rd Floor
St. Thomas, ON N5R 5V1
Attention: Manager of Planning
Telephone: (519) 631-1460
Fax: (519) 633-7661
Email: sevans@elgin.ca

Applicant:	**Lighthouse Waterfronts Inc.**	**Date of Decision:**	**,2017**
File No.:	**34CD-WE1401**	**Date of Notice:**	**,2017**
Municipality:	**West Elgin**	**Last Date of Appeal:**	**,2017**
Subject Lands:	**Part Lot 5, Concession 14 Geographic Township of Aldborough Municipality of West Elgin**	**Lapsing Date:**	**,2020**

The conditions to final plan of approval for registration of this Condominium as provided by the County of Elgin are as follows:

No.	**Conditions**

1. That this approval shall apply to the draft plan of condominium, prepared by MTE/OLS Ltd. and certified by Trevor D.A. McNeil OLS, dated August 10, 2016, showing a total of 9 units for residential detached dwellings and common element areas containing a private, paved roadway, open space, conservation land and beach. The Plan is located within the Municipality of West Elgin and comprises Part of Lot 5, Concession 14, Geographic Township of Aldborough, Municipality of West Elgin, County of Elgin.

2. That the owner enters into a condominium agreement, pursuant to the authority of Section 51 (26) of the Planning Act R.S.O 1990, as amended, with the Municipality of West Elgin (Municipality) wherein the owner agrees to satisfy all the requirements, financial and otherwise, of the Municipality respecting the conditions of approval set out herein, and the laying out and development of the site, the installation of facilities and services including roads, on-site sewage collection systems, water distribution system, utilities, storm water management facilities and landscaping required for the development of the lands within the Plan.

3. That the agreement between the owner and the municipality be registered against the lands to which it applies once the declaration and description has been registered.

4. That the condominium declaration include the following provisions as approved by the Chief Administrative Officer of the Municipality of West Elgin:

    i) That all common element roadways must be maintained in a snow free condition void of any obstructions 12 months of the year.

    ii) That a private contractor will pick up and dispose of garbage refuse and recyclable materials from the development.

    iii) That the owner is required to install individual Class 4 on-site sanitary sewage treatment systems utilizing a “whitewater” tertiary treatment system and shallow buried trench disposal bed in accordance with the Ontario Building Code 2012.

    iv) That no building or other improvement be constructed or erected within or any grading or other interference be made to any area that has not been identified as stable top of bank by Golder and Associates in their report dated August 29, 2011 and addendum correspondence dated July 5, 2016 and the setback therefrom identified by Shoreplan Engineering Limited in their report dated June 16, 2014.

    v) That a post construction monitoring program is required by a qualified ecological consultant to protect and enhance Natural Heritage resources in accordance with the EIS completed by Biologic in December, 2014 with July, 2015 addendum.

    vi) That access shall be prohibited to all common areas containing steep slopes and protected vegetation, ensuring conservation.

5. That the street shall be named and new homes addressed to the satisfaction of the Municipality.

6. That the owner shall provide easements as may be required for utility, servicing, or drainage purposes in a form satisfactory to the Municipality or utility.

7. That the owner convey up to 5% of the land included in the plan to the municipality for park or other public recreation purposes. Alternatively, the Municipality may require cash-in-lieu of all or a portion of the conveyance.

8. That the Agreement between the Owner and Municipality shall contain provisions requiring:

   a) All development and onsite services must be erected in accordance with and respecting the "Erosion Hazard" line as identified by the Shoreplan report dated June 16, 2014 plus 15 metres landwards as agreed to in principle by the Hearings and Personnel Committee of the Lower Thames Valley Conservation Authority, September 3, 2014.

   a) The development shall be serviced with a piped municipal water supply at the developer's expense.

   b) That the Owner obtain an Environmental Compliance Approval from the Ministry of the Environment and Climate Change for storm water management prior to any development requiring a building permit. The condominium agreement between the Owner and the Municipality shall contain provisions regarding the development, implementation, installation and maintenance of the storm water management facilities.

   c) Any unplugged oil or gas wells discovered during the development process must be plugged in accordance with the Oil, Gas and Salt Resources Act.

   d) On-site archaeological monitoring must be provided at the developer's expense during any physical excavation of the subject lands in accordance with the recommendations of the Archaeological Assessment Stages 1-2 and 3 (AdHj-60) prepared by Detritus Consulting Ltd., July 2015.

9. That prior to final approval, the Approval Authority is to be advised by the Municipality that this proposed draft plan of condominium conforms to the Zoning By-Law as amended and the approved site plan.

10. That prior to final approval the Municipality shall confirm that there is uncommitted reserve water treatment capacity to service the development.

11. That the Owner is required to prepare an erosion and sediment control plan to the satisfaction of the Municipality and the Lower Thames Valley Conservation Authority prior to commencement of any development including grading and /or site alteration works upon the subject lands.

12. That the Owner shall be responsible for implementing and maintaining sediment and erosion controls on the subject lands until such time as the subject lands are fully developed.

13. Prior to final approval and the registration of the declaration and description the owner shall ensure that the declaration being submitted for registration contains a statement mentioning the conditions of this draft approval. A copy of the draft declaration shall be provided to the Municipality for review prior to clearance of the final plan by the Municipality.

14. That the condominium agreement between the owner and the Municipality contain provisions requiring the owner to implement the recommended mitigation measures of identified impacts as set out in Section 7 of the "Environmental Impact Study" prepared by BioLogic Inc. dated December 2014.

15. That the owner is advised to contact Bell Canada, prior to commencing any work within the Plan, to confirm that sufficient wire line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/ telecommunication service to the proposed development. In the event that such infrastructure is not available, the developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure. If the developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services).

16. That prior to final approval the Owner shall ensure that the requirements of Canada Post as set out below are satisfied.

    a) The owner shall:
        i include in all offers of purchase and sale, a statement that advises the prospective purchaser that mail will be delivered via a community mail box;

        ii note the locations of the community mail box within the development; and

        iii notify affected homeowners of any established easements granted to Canada Post to permit access to the community mail box.

    b) The owner further agrees to:
        i consult with Canada Post to determine suitable permanent locations for the community mail box, which locations shall be indicated by the developer on the appropriate servicing plans.

        ii prior to offering any units for sale, display a map on a wall of the sales office in a place readily accessible to potential homeowners that indicates the location of the community mail box within the development, as approved by Canada Post.

        iii provide a suitable and safe temporary site for a community mail box until curbs, sidewalks and final grading are completed at the permanent community mail box location

        iv provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin;

v provide the expected installation date for the community mail box pad; and

vi provide the following for the community mail box and to include these requirements on the appropriate servicing plans:

- Any required walkway across the boulevard, per municipal standards;
- Any required curb depressions for wheelchair access, with an opening of at least two metres (consult with Canada Post for detailed specifications); and
- A community mailbox concrete base pad per Canada Post specifications

17. That the Agreement between the Owner and the Municipality shall include a clause that the Owner agrees to inform all Purchasers of residential units by including a condition in all Purchase Agreements stating that the construction of additional public school accommodation is dependent upon funding approval from the Ontario Ministry of Education, therefore the subject community may be designated as a "Holding Zone" by the Thames Valley District School Board and pupils may be assigned to existing schools as deemed necessary by the Board.

18. That prior to final approval, arrangements shall be made to the satisfaction of the Municipality for the relocation of any utilities that may be required as a result of the development of the subject lands, such relocation shall be undertaken at the expense of the Owner.

19. That prior to final approval, the County of Elgin is to be advised in writing by the Municipality how conditions 1 through 15, 17, and 18 have been satisfied.

20. That prior to final approval the County of Elgin is to be advised in writing by Canada Post how condition 16 has been satisfied.

NOTES TO DRAFT APPROVAL

1. It is the applicant's responsibility to fulfill the conditions of draft approval.

2. It is suggested that the applicant be aware of:

   a) subsection 144 (1) of The Land Titles Act, which requires all new plans be registered in a land titles system;

   b) subsection 144 (2) - allows certain exceptions.

3. Inauguration, or extension of a piped water supply, a communal sewage system or a storm water management system, is subject to the approval of the Ministry of Environment under Section 52 and Section 53 of the Ontario Water Resources Act.

4. The Ministry of Environment must be advised immediately should waste materials or other contaminants be discovered during the development of this plan of condominium.

5. It is the applicant's responsibility to obtain the necessary permits from the Lower Thames Valley Conservation Authority (LTVCA) in accordance with Ontario Regulation 152/06 made pursuant to Section 28 of the Conservation Authorities Act. Permits shall be obtained prior to any development and/or alterations upon proposed units 1 to 9 inclusive. In addition the applicant is responsible for implementing, maintaining and notifying (LTVCA) in writing, of all sediment and erosion controls and maintenance, on the subject lands.

6. A copy of the condominium agreement and the declaration must be provided to the County of Elgin (Manager of Planning) prior to final plan approval.

7. If the agency's condition concerns a condition in the condominium agreement, a copy of the agreement should be sent to them. This will expedite clearance of the final plan.

8. Clearance is required from the following:

   - Scott Gawley, CAO Clerk
     Municipality of West; Elgin
     22413 Hoskins Line
     P.O. Box 490,
     Rodney ON N0L 2C0

   - Delivery Services Officer
     Delivery Planning
     Canada Post Corporation
     955 Highbury Ave.
     London, ON N5Y 1A3

9. All measurements on condominium final plans must be presented in metric units.

10. The final plan must be submitted digitally in AutoCAD (DWG) and Portable Document Format (PDF) with the appropriate citation from the Planning Act used. The AutoCAD (DWG) file must be consistent with the following standards:

    - Georeferenced to the NAD83 UTM Zone 17N coordinate system.
    - All classes of features must be separated into different layers.
    - Each layer should be given a descriptive name so that the class of feature it contains is recognizable.

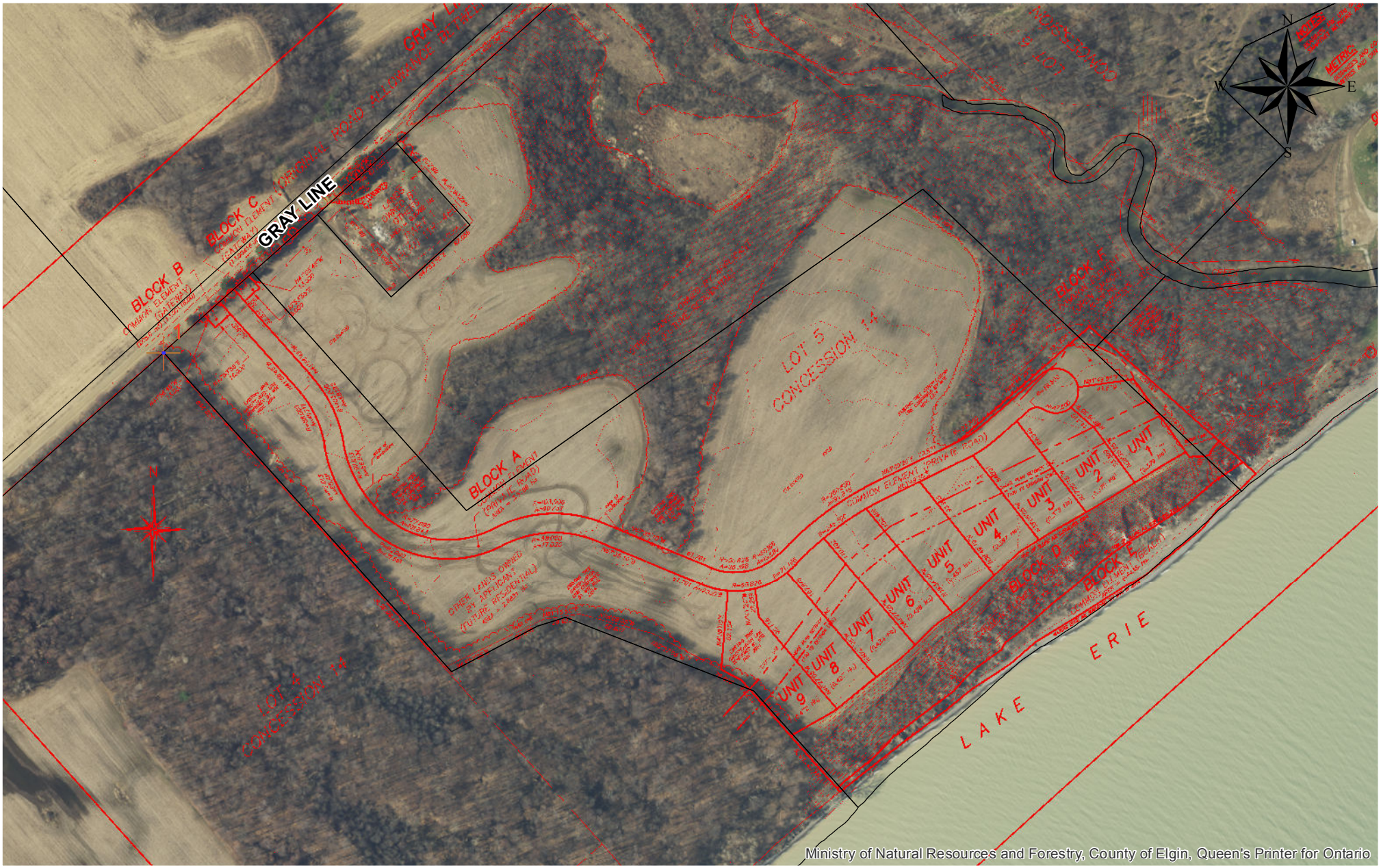
11. The final plan approved by the County of Elgin must include the following paragraph on all copies (3 mylars and 4 paper) for signature purposes:

    "Approval Authority Certificate
    Parts _____&_____ approved and Part _____ exempted under Section 9 of the Condominium Act and Section 51 of the Planning Act, on this _____ day of _____, 20___ .

    _____
    Manager of Planning"

12. The approval of this draft plan of condominium File No. 34CD-WE1401 will lapse on _____ pursuant to subsection 51 (32) of the Planning act, as amended. It is the responsibility of the owner to request an extension of the draft approval if one is needed. A request for extension should be made at least 60 days before the approval lapses since no extension can be given after the lapsing date. The request should include the reasons why an extension is needed and a resolution in support of the extension from the council of the Municipality.

13. The final plan approved by the County of Elgin must be registered within 30 days or the County may withdraw its approval under Subsection 51(59) of the Planning Act.



0 105 210 420 630 840 Meters 1:4,000

Legend

- Proposed Condominium (Overlay)
- Property Lines

Condominium Plan Review

Municipality of West Elgin

ElginCounty

Projection: NAD 83 UTM Zone 17. Date: July 6, 2017

DISCLAIMER:This drawing is neither a legally recorded map nor a survey and is not intended to be used as one.

REPORT TO COUNTY COUNCIL

FROM: Mark G. McDonald, Chief Administrative Officer

DATE: June 9, 2017

SUBJECT: Extension to the Waste Disposal Agreement

INTRODUCTION:

In June of 2009 Elgin, on behalf of local municipal partners, (except the host municipality of the Township of Southwold) negotiated a 10 year agreement for the disposal of waste with the City of Toronto (Green Lane Landfill). With the original agreement due to expire in 2019, an extension agreement (attached) has been negotiated and reviewed by local administrators. The purpose of this report is to seek council's authorization to sign the extension and to prepare the necessary by-law.

DISCUSSION:

The purpose of this agreement is to provide municipalities with an option to utilize the "Green Lane" site for solid, non-hazardous waste at a guaranteed tipping fee. Capacity will be made available and municipalities may "opt-in" if and when waste disposal is required. Signing the agreement does NOT mean that municipalities must utilize the site - it merely provides an option or template for use at a predetermined price should a municipality decide to avail itself of this service.

The extension agreement is to last until 2029 but can be terminated with two years' notice should sufficient volume not be available on the site. It should be emphasized that municipalities and the City will be tracking capacity and should know well in advance of two years if capacity is diminishing faster than anticipated.

A number of housekeeping amendments have been made to clarify responsibilities and common practices currently being implemented.

CONCLUSION:

This "back stop", "opt-in" extension to the current waste disposal agreement is being presented for Council's approval. The agreement offers a choice for municipalities regarding the disposal of solid non-hazardous waste.

RECOMMENDATIONS:

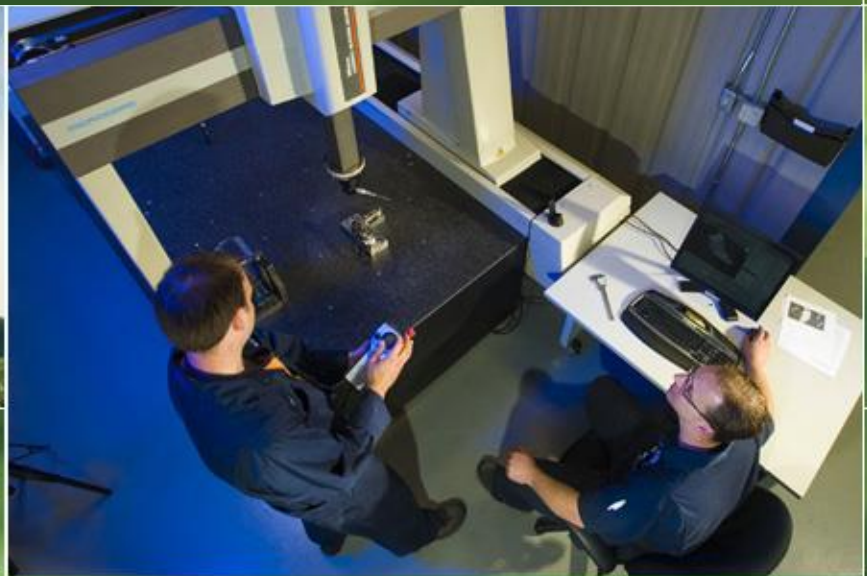
THAT the Warden and Chief Administrative Officer be authorized and directed to sign the Waste Disposal Extension Agreement with the City of Toronto and participating local municipalities; and,

THAT the necessary by-law be prepared.

All of which is Respectfully Submitted

Mark G. McDonald
Chief Administrative Officer

Progressive by Nature



Highlights of Bill 68

Modernizing Ontario's Municipal Legislation Act, 2017

Elgin County

Royal Assent on May 30th, 2017

Major changes for municipalities under:

- Municipal Act
- Municipal Conflict of Interest Act
- City of Toronto Act
- Municipal Elections Act
- and many others (Building Code, Public Inquires Act etc.)

Key changes

1) Must adopt a Code of Conduct
2) Must appoint an Integrity Commissioner (IC) or make arrangement for one with another municipality
3) Must assign functions and responsibilities to the Commissioner
4) Municipal Council can impose penalties (not the Commissioner who may only recommend penalties)
5) IC must publish written reasons for any decision
6) Municipalities must pass a resolution on how it intends to address a report on its conduct

Key changes (continued)

7) Municipalities must maintain a registry of each declaration of conflict of interest submitted by a member of council or local board

8) Said registry must be available for public inspection

9) Member must declare a conflict verbally and then submit their interest and general nature of the conflict in writing (which will be displayed in a public registry)

10) IC now responsible for Conflict of Interest inquiries, not just Code of Conduct matters

Integrity Commissioner - Duties

- An “elector” may apply in writing for an inquiry into Conflict of Interest by a council or board member
- Integrity Commissioner not required to be a municipal appointee
- Handle requests from members of council and local boards for advice respecting their obligations under the code of conduct, the municipal conflict of interest act and obligations under a procedure, rule or policy governing the ethical behaviour of members
- Provision of educational information to members of council, local boards, the municipality and the public about the municipality’s code of conduct and the municipal conflict of interest act

Other requirements

- *Local municipalities “may” appoint an alternate during the term of council who may attend any county council meeting where the “member” is absent for any reason. This raises questions, such as, does the alternate acquire a per diem? Is he or she eligible for benefits? Must they sign the County Code of Conduct? How do they stay informed for matters of continuity?
- *Municipalities must establish policies describing the relationship between members of council and employees of the municipality.
- *Policy required for the manner in which the municipality will protect and enhance the tree canopy and natural vegetation.
- *Pregnancy and parental leaves - the office of a member will not be considered as vacant for these leaves.

Still more …

- *Municipalities may establish Community Councils performing functions assigned by council.
- *May establish conditions requiring persons to pay an "administrative penalty" if a person has failed to comply with a by-law - but such penalty may not be punitive and shall not exceed the amount "reasonably" required to promote compliance with the by-law.
- *Electronic participation in a meeting allowed except for closed meeting but member shall not be included in the quorum – must update procedural by-law to permit this.

Conclusion

- These are just some of the changes affecting municipalities.
- The timing of changes is staggered with some changes occurring upon Royal Assent and others later according to specific schedules (for example, the term of Council will commence on November 15th instead of December 1st starting in 2022).
- Accordingly, Elgin County's Procedural By-law, Code of Conduct policy, and other by-laws need to be amended to fall into compliance.

Recommendation

- THAT the PowerPoint report from the Chief Administrative Officer titled “Bill 68, Modernizing Ontario’s Municipal Legislation Act, 2017” dated July 11th, 2017 be received and filed.

REPORT TO COUNTY COUNCIL

FROM: Rhonda L. Duffy, Director of Homes and Seniors Services

DATE: June 26, 2017

SUBJECT: Homes – Multi-Sector Service Accountability Agreement – Schedule G - Form of Compliance Declaration

INTRODUCTION:

The Corporation of the County of Elgin has a current Multi-Sector Service Accountability Agreement (M-SAA) in place with the South West Local Health Integration Network (SWLHIN). The SWLHIN requires the submission of a signed annual Declaration of Compliance – Schedule G.

DISCUSSION/CONCLUSION:

The Local Health System Integration Act, 2006 requires that the SWLHIN and Health Service Providers (HSP) enter into a service accountability agreement referred to as the M-SAA. The service accountability agreement supports a collaborative relationship between the SWLHIN and the HSP.

The M-SAA process requires submission of an annual Declaration of Compliance - Schedule G. To the best of staffs' knowledge the St. Thomas-Elgin Adult Day Program has complied with the requirements of the M-SAA.

RECOMMENDATION:

THAT staff be directed to sign the 2016 – 2017 Multi-Sector Service Accountability Agreement Declaration of Compliance – Schedule G.

All of which is Respectfully Submitted

Rhonda L. Duffy
Director of Homes and Seniors Services

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

REPORT TO COUNTY COUNCIL

FROM: Rhonda L. Duffy, Director of Homes & Seniors Services

DATE: June 26, 2017

SUBJECT: Homes – Annual Laundry and Housekeeping Policy and Procedure Review – 2017

INTRODUCTION:

The three Homes Managers of Support Services have worked collaboratively and are pleased to present Council with updated Housekeeping and Laundry Policies.

DISCUSSION:

The Housekeeping and Laundry Policies have been reviewed and revised for 2017 to ensure requirement have been incorporated according to the Long Term Care Act, 2007, Regulations and best practice guidelines.

Updates to several policies include:

- Policy 2.5 - Wet Floor mopping
- Policy 4.19 - Personal Belonging Inventory
- Section 4 - Personal Belongings Inventory Form
- Policy 6.5 - WHIMS
- Policy 7.3 - Tub Room Cleaning
- Policy 7.9 - Clostridium Difficile (c-diff – best product usage)

CONCLUSION:

The County of Elgin Homes staff continues to strive to ensure that policies and procedures remain current with practice and regulatory requirements and are included in annual revisions.

RECOMMENDATION:

THAT County Council reviews and approves the Housekeeping and Laundry policies for the County of Elgin Homes and Seniors Services dated May 2017.

All of which is Respectfully Submitted

Rhonda L. Duffy
Director of Homes & Seniors Services

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

REPORT TO COUNTY COUNCIL

FROM: Rhonda Duffy, Director of Homes and Seniors Services
Mike Hoogstra, Purchasing Coordinator

DATE: June 29, 2017

SUBJECT: Hair Care Services at Bobier Villa – Contract Award

INTRODUCTION:

The contract for Hair Care Services at Bobier Villa expired on June 15, 2017. The County was informed by the incumbent provider that they did not wish to renew the contract.

DISCUSSION:

The County issued a Request for Proposal (RFP) in April and the RFP closed in May. Unfortunately only one proposal was received and the County was unable to come to agreement with the Proponent. A second RFP was issued on June 9 and the RFP closed on June 27. Three proposals were received by the closing deadline.

Staff reviewed the three proposals based on experience/qualifications, understanding of the requirements, references/past performance and pricing. After combining the evaluation scores, the committee selected Nancy Voros as the highest scoring service provider. The hair care salon will be operated for a minimum of 12 hours per week over 2 days, similar to the previous provider. The hair care services will necessitate a small increase to residents in the second year of the contract that has not occurred since 2014. The rates for Terrace Lodge and Elgin Manor will mirror that of pricing at Bobier for the second year. The current and proposed rates are listed on Appendix A.

CONCLUSION:

Securing hair salon services for Bobier Villa has been a challenge over the years due to the availability of services within the area. Staff is pleased that a reputable local provider has bid on the contract for Bobier Villa providing a quality service at a competitive price.

RECOMMENDATIONS:

THAT Nancy Voros be selected to provide Hair Care Services at Bobier Villa for a two year term, at the proposed fee structure, with the option to renew for up to three additional one year terms; and,

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

All of which is Respectfully Submitted

Rhonda Duffy
Director of Homes and Seniors Services

Mike Hoogstra
Purchasing Coordinator

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

APPENDIX A
Hair Care Pricing

Service	Current	Proposed Year 1	Proposed Year 2
Wash / Set	$19.50	$19.50	$19.50
Wash / Cut / Set	$32.25	$32.25	$33.00
Wash / Perm / Set	$51.25	$51.25	$52.50
Wash / Perm / Cut / Set	$63.50	$63.50	$65.00
Wash / Colour / Set	$34.75	$34.75	$36.00
Wash / Colour / Cut / Set	$43.00	$43.00	$45.00
Cut & Set	$29.25	$29.25	$30.00
Ladies Cut / Dry / Style	$14.50	$14.50	$15.00
Cut only - Women	$13.50	$13.50	$14.00
Cut only - Men	$11.75	$11.75	$12.50
Men’s Cut / Dry / Style	$12.75	$12.75	$14.00
Set only (no shampoo)	$16.50	$16.50	$18.00
Bang Trim	$3.00	$3.00	$3.00
Beard Trim	$6.00	$6.00	$6.00
Comb out & curling iron	$12.75	$12.75	$13.00

* HST included

FROM: Jennifer Ford , Senior Financial Analyst
Clayton Watters, Director of Engineering Services

DATE: June 27, 2017

SUBJECT: **R**ide **A**cross **C**ounty of **E**lgin in Support of United Way (RACE)

INTRODUCTION:

This report seeks approval from Council to support a new event as a collaborative effort with Railway City Cycling Club in the form of a bicycle Ride Across the County of Elgin (RACE) in support of United Way.

DISCUSSION:

For the past two years, the County's Director of Engineering has embarked on fundraising rides across the County to raise money for United Way. In an effort to increase the ridership and offer a new and exciting opportunity for bike riders to enjoy the countryside of Elgin County, the local cycling group was contacted to see if they had any interest and the expertise to host such an event. The Railway City Cycling Club shared that had not yet found the anchor event to inspire them but had a keen interest and desire to run some type of special club touring event in the County. After internal discussions, it was decided that moving forward with this event as a fundraiser for United Way would fit well with their club's vision and values.

A gathering area will be required as a start and end point for the race and the County Administration Building was suggested. The venue offers a large parking lot with easy access to both Sunset Road and John Wise Line, and within the County. The building also offers washroom facilities for cyclists. The garage could be used to accommodate the registration area with close proximity to garbage facilities and available hydro if necessary. It is suggested that the building be made available at no cost for use by the club to support their fundraising efforts during this event.

As the inaugural year and to ensure participant safety, the ride will be listed as an inter club event through the Ontario Cycling Association (OCA) and open to members only of the Railway City Cycling Club (RCC) , London Centennial Wheelers (LCW), London City Cycling (LCC) and Silver Spokes Cycling Club (SSCC) in Tillsonburg. Interested participants may register through the Cycle Component Network (CNN) service that links the clubs.

It should be noted that this event is not part of the fundraising activities of the internal ECUWSEC group but rather as a collaborative effort between Railway City Cycling, United Way and the County of Elgin. The United Way will offer its support by way of donation receipts for donations over $20, will promote the event on their website and through social media, and will offer their services to provide assistance with creation of an automated

signup form as needed. The United Way will attend to offer greetings and thank the riders for their support. Since the event will be run through the RCC Club, it will be covered by the OCA insurance.

The event will take place on Sunday, September 24, 2017 to provide opportunity for bikers to participate in the Ride as a weekend event. As an added incentive for participants to fundraise, it is suggested that the County of Elgin, sponsor a friendly Yellow Jersey competition. The Yellow Jersey will be awarded as a thank you to the person who raises the most money for United Way in recognition of their fundraising efforts. The Warden would also attend the event to bring greetings to the bikers and to award the Yellow Jersey in the morning.

CONCLUSION:

The Ride Across County of Elgin (RACE) is shaping up to be a signature event for 2017. It is evident that this type of a RIDE for our County aligns well with the expectations of all partners involved and provides an opportunity to further showcase the beauty of our area.

Staff seek Council's approval to support what is hoped to be an annual cycling event. Staff suggest that the Warden sponsor a Yellow Jersey contest to encourage the fundraising aspect of the RACE. Staff also suggest that the Administration building is well suited as the event sight and that its use outside of regular office hours be approved to allow access to such items as washrooms, garbage facilities, the parking lot, the garage, and limited use of hydro.

RECOMMENDATIONS:

THAT Council endorse the use of the County Administration Building by the Railway City Cycling Club for the Ride Across County of Elgin (RACE) in support of United Way; and ,

THAT the Warden sponsor a Yellow Jersey competition to further encourage participants to fundraise for United Way.

All of which is Respectfully Submitted

Jennifer Ford
Senior Financial Analyst

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

Clayton Watters,
Director of Engineering Services

FROM: Peter Dutchak, Deputy Director of Engineering Services

DATE: June 29, 2017

SUBJECT: Ontario Municipal Commuter Cycling Program (OMCC)

INTRODUCTION:

The Province of Ontario has launched the Ontario Municipal Commuter Cycling Program (OMCC) to advance commuter cycling improvements. Municipalities must declare their interest in participating in the program annually and this year's deadline is August 18th, 2017. This report recommends that Council declare their interest to participate in the program.

DISCUSSION/CONCLUSION:

The OMCC program funds new cycling infrastructure specifically for commuter cyclists. Projects must be contained within a Council approved Cycling Plan and must be completed before December 30, 2020. Funding is provided to participating municipalities using an allocation formula based upon a combination of commuter cyclists and population. The exact amount of potential funding available for the County is unknown but is assumed to be approximately $50,000 annually for each year of the four year program. Approved projects are funded up to 80% of the eligible capital costs.

The program defines commuter cycling as, "daily or frequent cycling to and from workplaces, schools, businesses and major retail locations that support motor vehicle trip reductions". A proposed project must be identified within a Council approved Cycling Plan and be approved by the Ministry of Transportation before it is constructed. The program will also fund the cost of developing a Council approved plan that incorporates commuter cycling projects. Currently, no routes exist in the current Cycle Master Plan that satisfy the program requirements. Therefore, staff recommends that the first project presented to the Province for OMCC funding be the revision of the current Cycling Master Plan to incorporate commuter cycling routes on County roads.

A revision of the Cycle Master Plan would update the plan to include all the developed routes that have been installed on County roads since the original plan had been prepared in 2014 (i.e. Sunset Road, Imperial Road, East Road, Dexter Line). The update would also identify commuter cycling routes that satisfies the requirements of the OMCC program so that available funding can be utilized. Wonderland Road has recently become a County Road and may be a suitable commuter route that satisfies the program requirements to have paved shoulders installed as cycle lanes as part of the construction planned in 2019. A Cycle Master Plan update would also incorporate Wonderland Road and identify other potential commuter cycling routes that may satisfy the OMCC program. Staff also proposes to engage the same firm that developed the existing Cycle Master Plan to revise and update this document.

RECOMMENDATIONS:

THAT County Council declare participation in the Ontario Municipal Commuter Cycling Program (OMCC); and,

THAT the first project proposed to the Province under the OMCC Program be an update of the current Cycling Master Plan as it relates to County roads.

All of which is Respectfully Submitted

Peter Dutchak
Deputy Director of Engineering Services

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

Ministry of Tourism, Culture and Sport

Minister

9th Floor, Hearst Block
900 Bay Street
Toronto, ON M7A 2E1

Ministry of Transportation

Minister

3rd Floor, Ferguson Block
77 Wellesley St W.
Toronto, ON M7A 1Z8

June 15, 2017

Dear partners and stakeholders,

We are pleased to announce the launch of the Ontario Municipal Commuter Cycling Program (OMCC) on May 29, 2017. OMCC is a four year, cost-shared, direct funding program for infrastructure projects, with the goal to support and develop commuter cycling. OMCC is a key component of Ontario's Climate Change Action Plan, through which, Ontario is committing to increase funding to advance commuter cycling improvements. On behalf of the Ontario government, we are pleased to invite you to participate in the program.

The purpose of OMCC is to provide direct, dedicated and annual funding to Ontario municipalities to support the implementation of commuter cycling infrastructure. As OMCC is supported by proceeds from Ontario's cap and trade program, use of OMCC funding is directed to capital investments in creating or enhancing commuter cycling infrastructure. The goal is to encourage people to get out of their cars and onto bikes for their daily commute or other frequent trips. This investment will also support Ontario's Cycling Tourism Plan by providing funding to commuter cycling infrastructure at major destinations and tourist sites.

Every municipality in Ontario, large and small, will be eligible to apply for OMCC funding in any or all of its four years. Participating municipalities will be required to declare their interest and identify their eligible projects on an annual basis. The funding for any given participating municipality will be based upon the number of participating municipalities, and is anticipated to vary from year to year.

Municipalities interested in participating in OMCC for the 2017 Fiscal Year have until **August 18, 2017** to submit a Participation Declaration. OMCC funding for the 2017 Fiscal Year will be announced by September 25, 2017.

You can learn more about OMCC on the Ontario cycling web hub at http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantOpportunities/PRDR017150 . Application and program information is located at Grants Ontario at GrantsOntarioCS@Ontario.ca. You can also learn more by contacting the Ministry of Transportation about the program by phone: 416-325-6691 or 1-855-216-3090 or by email: cycling@ontario.ca.

Further information about Ontario's Climate Change Action Plan can be accessed at https://www.ontario.ca/page/climate-change-action-plan.

Sincerely,

Steven Del Duca
Minister of Transportation

Eleanor McMahon
Minister of Tourism, Sport and Culture

c. John Lieou, Assistant Deputy Minister, Ministry of Transportation
c. Jamie Austin , Director, Transportation Policy Branch, Ministry of Transportation
c. Steve Harlow, Assistant Deputy Minister, Sport, Recreation and Community Programs Branch, Ministry of Tourism, Culture and Sport

ElginCounty
Progressive by Nature

REPORT TO COUNTY COUNCIL

FROM: Peter Dutchak, Deputy Director of Engineering Services
Mike Hoogstra, Purchasing Coordinator

DATE: June 20, 2017

SUBJECT: Engineering Services for Wonderland Road

INTRODUCTION:

This report provides details on the Request for Proposal (RFP) for Engineering Services for the reconstruction of Wonderland Road in Southwold Township and seeks Council's approval to award the contract.

DISCUSSION:

The approved Capital Plan includes the reconstruction of Wonderland Road from Ron McNeil Line to the City of London limits in 2019. In order to prepare for this work, an RFP was issued for Engineering Services.

The RFP for Engineering Services was issued on April 6, 2017 and closed on April 27, 2017. Nineteen (19) firms downloaded the RFP document from Biddingo. The five (5) firms noted below submitted a proposal for this project.

- AGM Engineering
- GM Blue Plan Engineering
- MTE Consultants
- Spriet Associates
- Stantec Consulting

A two envelope system was used for this RFP; the Engineering firms were required to submit their price for the project in a separate sealed envelope. The firms were first scored on the following criteria:

i) Demonstrated understanding of Work Program / Approach and Methodology
ii) Responsiveness to the RFP, completeness of submission
iii) Completeness and experience of proposed team
iv) Knowledge of similar projects
v) Time / availability to work on our project and meet proposed schedule
vi) References

The Evaluation Committee reviewed each proposal independently and the scores were combined. Firms achieving a minimum score of 45 out of 60 had their pricing envelopes opened. One of the five firms did not achieve the minimum score of 45. The Purchasing Coordinator opened the four price envelopes and factored the cost into the overall score.

The firm that achieved the highest overall score is Spriet Associates. The total cost for Engineering Services is $229,770.00 plus HST. This amount includes the costs for complete design services, full time construction inspection and contract administration services. The proposal submitted by Spriet Associates was the highest scoring proposal and also offered the lowest overall cost.

CONCLUSION:

In order to prepare for planned road reconstruction projects, an RFP for Engineering Services was solicited for the reconstruction of Wonderland Road in 2019.

The RFP was individually scored and then averaged before the pricing envelopes were opened. The submitted prices formed 40% of the overall score. Spriet Associates achieved the highest overall score and also submitted the lowest cost. The price is within the budget allocation for the project.

RECOMMENDATIONS:

THAT Spriet Associates be selected to provide Engineering Services for Wonderland Road, Contract #60901701 at a total price of $229,770.00 plus HST; and,

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

All of which is Respectfully Submitted

Peter Dutchak
Deputy Director of Engineering Services

Mike Hoogstra
Purchasing Coordinator

Clayton Watters
Director of Engineering Services

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

REPORT TO COUNTY COUNCIL

FROM: Peter Dutchak, Deputy Director of Engineering Services

DATE: June 14, 2017

SUBJECT: Council Chambers Presentation Equipment Modernization

INTRODUCTION:

Staff has been directed by County Council to report with options to "modernize" the Council Chamber's audio / visual presentation equipment. This report discusses two options proposed by staff.

DISCUSSION/CONCLUSION:

The Council Chambers at the Administration Building is used regularly by County Council, the Municipality of Central Elgin's Council, plus other community groups and for special meetings. Presentations are delivered using a standard laptop, projector and screen. The main disadvantage of the current system is the location of the projector and screen and how it conflicts with the public galleries. The operation of the projector by the presenter's remote control also has its challenges due to the position the podium must be in, not to obstruct the screen.

At least two options exist to improve the existing system and operation.

Option #1

Replace the projector and screen with a large (86") flat panel monitor for a total estimated cost of $12,000. This solution would improve the operation of presentations and eliminate the projection glare towards the front public gallery. The presenter would broadcast their presentation from a laptop or tablet on the podium. This solution would not provide presentation viewing for the public seated in the front gallery and the presentation podium must still be positioned to the side so the screen is not blocked for Council. The existing County and Central Elgin, coat of arms display would also have to be relocated with this option. An illustrated rendition of this option is attached as the first image to this report.

Option #2

Install a 3 monitor, overhead display cluster. This solution would see a ceiling mounted cluster containing 3 – 60" flat panel screens, located in front of the staff desks and above the existing planter boxes. One screen is directed towards Council, one screen directed towards the north gallery and one screen directed towards the south gallery. The front gallery would be able to view the screens on a slight angle depending on their position. The presenter would broadcast their presentation from a laptop or tablet on the podium. The advantages of this solution would be that the presentation podium could be centred and most locations within the chambers could view a screen from their position. This solution is estimated to cost $10,000 for all equipment and installation.

Two illustrated renditions of this option are attached to this report, showing the view from the CAO's position and from the south public gallery.

Option #2 provides many advantages over option #1 and therefore staff recommends implementing option #2 with funds allocated from the projected capital budget surplus.

RECOMMENDATIONS:

THAT a three monitor display cluster be installed in Council Chambers as detailed in this report; and,

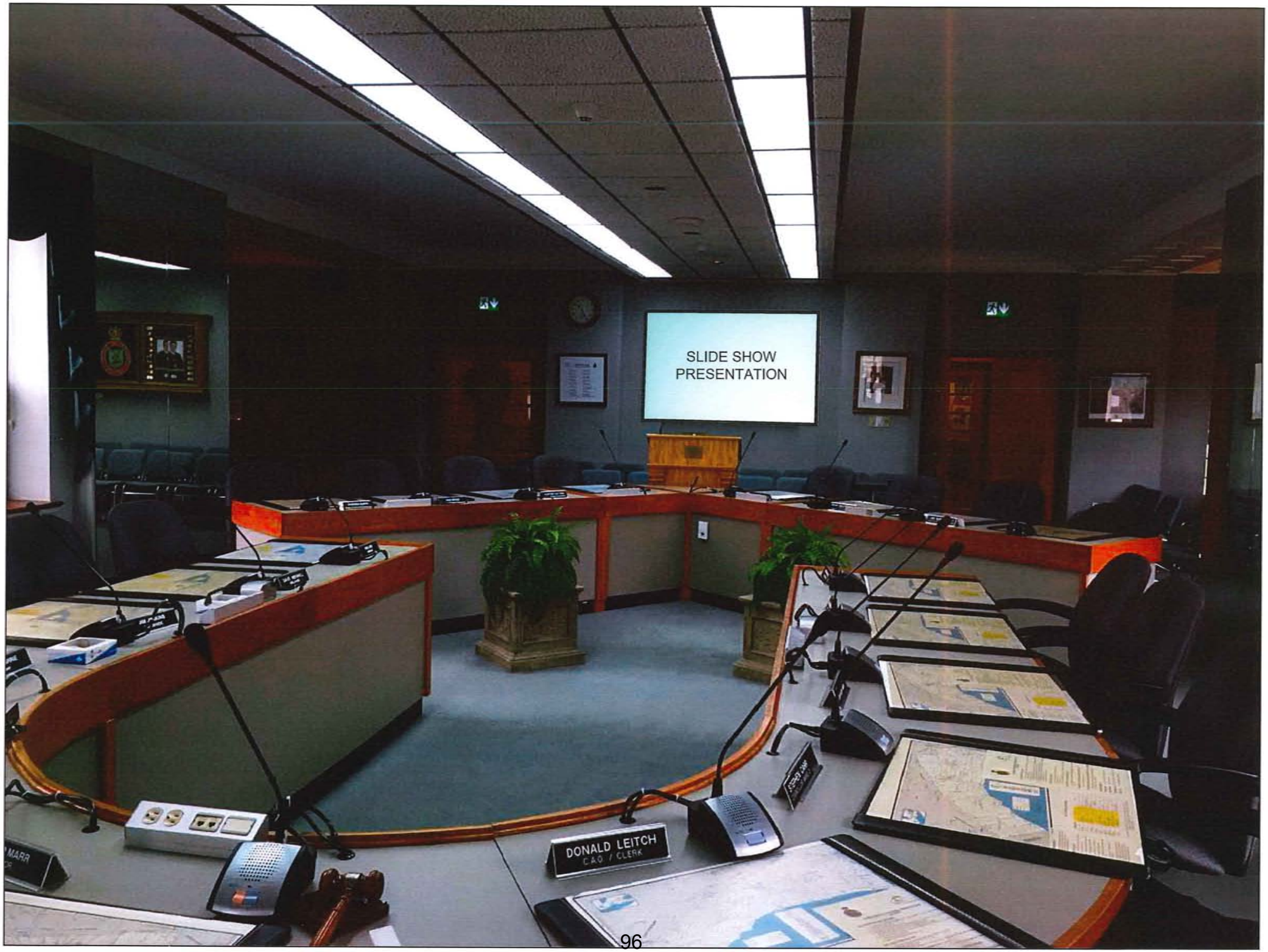
THAT the estimated cost of $10,000 be allocated from the Misc. Capital Projects account (26601514).

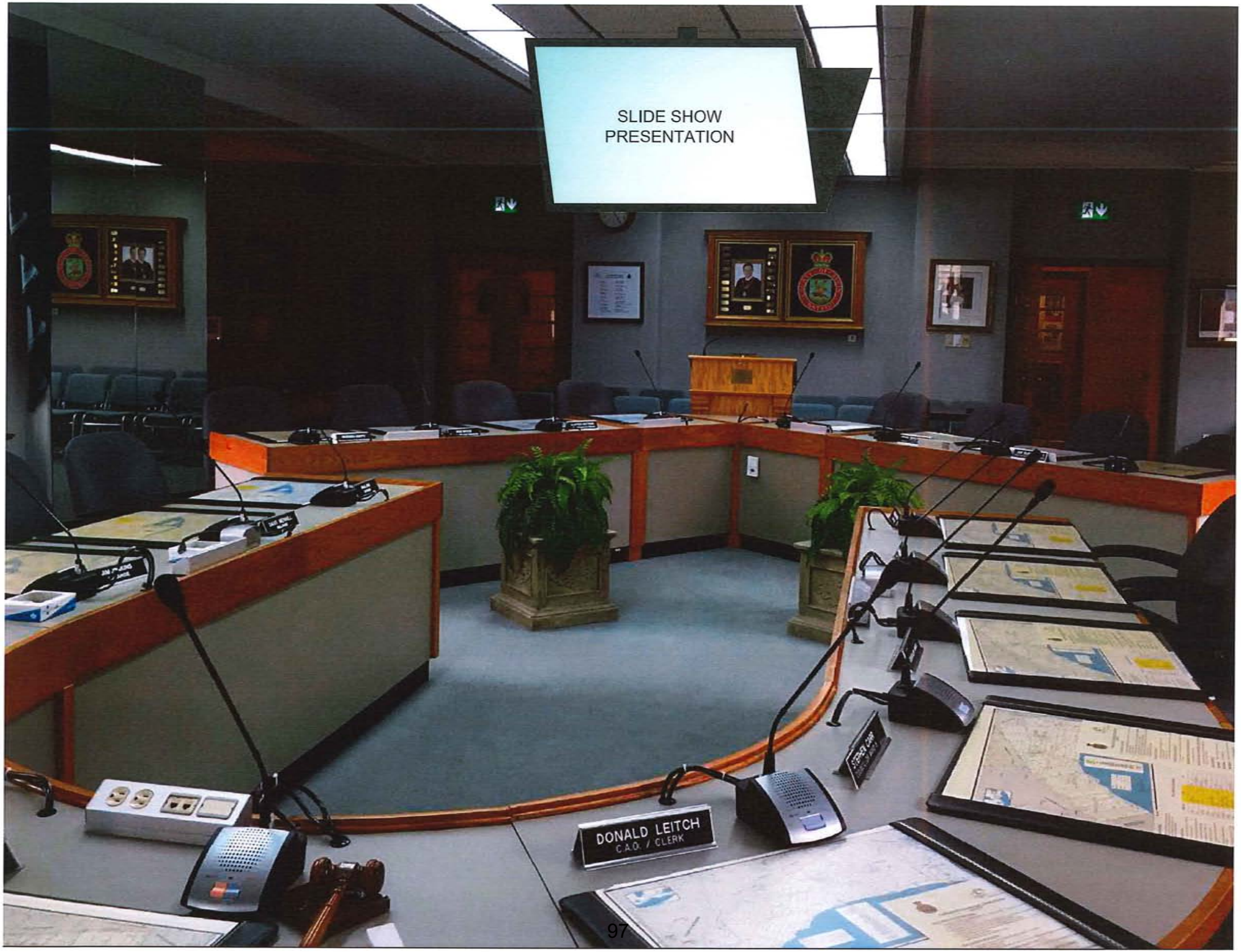
All of which is Respectfully Submitted

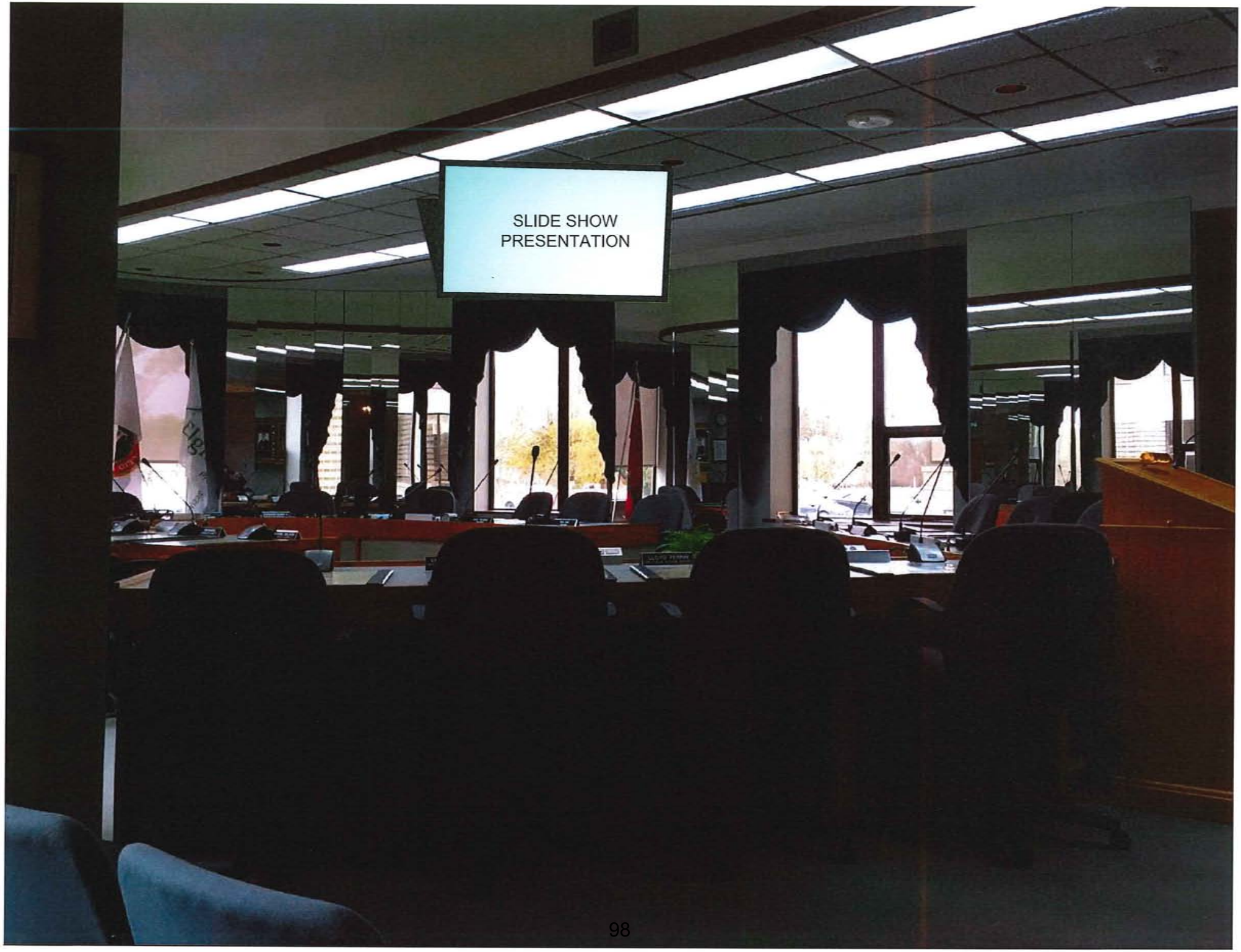
Peter Dutchak
Deputy Director of Engineering Services

Approved for Submission

Mark G. McDonald
Chief Administrative Officer


SLIDE SHOW
PRESENTATION
DONALD LEITCH
CAO / CLERK


SLIDE SHOW
PRESENTATION
DONALD LEITCH
C.A.O. / CLERK


SLIDE SHOW
PRESENTATION

ElginCounty
Progressive by Nature

REPORT TO COUNTY COUNCIL

FROM: Jim Bundschuh, Director of Financial Services

DATE: June 21, 2017

SUBJECT: Capping and Clawback

INTRODUCTION:

Each year Council has the opportunity to review its current tax policy.

DISCUSSION:

When CVA assessment was introduced in 1998, the goal was to have fair taxation in which properties of equal value would pay equal taxes. This new system created an outcry amongst property owners that had previously enjoyed relatively lower taxes in comparison to their neighbours. Despite the fact that this new system was ultimately fairer than the prior system, the significant increase in taxes for some properties caused by the transition was a concern. As a result, the province introduced a capping/ clawback program to soften the blow. Under the capping program, properties owners that previously were paying taxes lower than their property's CVA taxes had their tax increases capped to a manageable increase. Since the capping/clawback program is revenue neutral, those properties that had been paying taxes below their CVA tax level bear the cost of the capping program through clawbacks. These properties are enjoying reductions in their taxes, but not to the full extent due to this clawback feature of the program. The workload of the program becomes less each year. In fact for 2017 there remain only 16 commercial and 2 industrial properties in the program.

The tax tools that the county has previously implemented, remain the same tools available to the county for 2017. The local treasurers recommend that these optional tools be utilized to their full extent. These tools include excluding properties from the program if they crossed over from capped to clawed back, or vice versa. Once a property is at CVA tax, they will stay at CVA tax. The county also selected the option that would exclude properties from the capping program if the amount of the cap was below $500. Also selected was the option that would exclude properties from a clawback if the amount of the clawback was below $500. Previously the maximum for the Prior Year CVA Tax Limit was set to 10%. Elgin County exited the multi-residential capping program in 2016.

CONCLUSION:

The local treasurers were polled regarding the capping options and all agree upon the following options:

a) Set the annualized tax limit increase to a maximum of 10%; and
b) Set an upper limit on annual increases at the greater of the amount calculated under a) and up to 10% of the previous year's annualized CVA tax; and

c) Establish a capping adjustment threshold of up to $500 for increasing properties, decreasing properties or both, whereby no capping/clawback adjustments less than the threshold amount would be applied; and
d) Exclude properties that were at CVA tax in the previous year from the capping and clawback calculation in the current year; and
e) Exclude properties that would move from being capped in the previous year to be clawed back in the current year or from being clawed back in the previous year to be capped in the current year as a result of the changes to the CVA tax.

RECOMMENDATION:

THAT County tax policy set the annualized tax limit increase at 10%; the prior years current value assessment (CVA) tax limit increase at 10%; the CVA threshold for protected (increasing) properties at $500; the CVA threshold for clawed back (decreasing) properties at $500; exclude properties that were at CVA tax in the previous year from the capping and clawback calculation in the current year; and exclude properties that would move from being capped in the previous year to be clawed back in the current year or from being clawed back in the previous year to be capped in the current year as a result of the changes to the CVA tax; and,

THAT the necessary by-laws be adopted.

All of which is Respectfully Submitted

Jim Bundschuh
Director of Financial Services

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

REPORT TO COUNTY COUNCIL

FROM: Jim Bundschuh, Director of Financial Services

DATE: June 26, 2017

SUBJECT: May 2017 Budget Performance

INTRODUCTION:

Attached is the April budget comparison for the County with performance the month of $24,000 with year-to-date (YTD) performance of $209,000.

DISCUSSION:

The performance for the month of May was comprised of only minor variations to budget for all line items, representing less than 1% of costs.

RECOMMENDATION:

THAT the report titled “May 2017 Budget Performance” dated June 26, 2017 be received and filed.

All of which is Respectfully Submitted

Jim Bundschuh
Director of Financial Services

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

County of Elgin

Budget Comparison

As of May 31, 2017

		FULL YEAR	YTD				Current Month		
		Budget	Budget	Actual	Perform.		Budget	Actual	Perform.
		Net	Net	Net	Net	% Of Budget	Net	Net	Net
1	TAXES	(33,434,548)	**5,355**	**5,356**	**(1)**	**0%**	**-**	**-**	**-**
2	INTEREST CHARGES & INCOME	(100,000)	(42,299)	(43,457)	1,158	43%	(8,333)	(10,199)	1,865
3	SOCIAL SERVICES - ST. THOMAS	2,441,629	813,876	855,604	(41,728)	35%	203,469	213,901	(10,432)
4	HEALTH UNIT	893,464	372,277	305,567	66,709	34%	74,455	74,455	-
5	GRANTS	322,528	313,421	313,421	-	97%	-	-	-
6	RENTAL INCOME	(112,017)	(104,132)	(104,132)	-	93%	(20,826)	(20,826)	-
7	PROPERTY ASSESSMENT	747,785	373,893	373,892	0	50%	-	-	-
8	ONTARIO MUNICIPAL PARTNERSHIP FUN	(870,200)	(434,800)	(435,100)	300	50%	(217,400)	(217,550)	150
9	PROJECTS	892,000	99,038	99,037	1	11%	4,903	4,903	-
		-	**-**	**-**	**(0)**	**0%**	**-**	**-**	**-**
10	**Total Corporate**	**(29,219,359)**	**1,396,628**	**1,370,189**	**26,440**	**-5%**	**36,268**	**44,684**	**(8,417)**
11	WARDEN AND COUNCIL	380,769	159,547	138,403	21,144	36%	39,673	32,481	7,192
12	ADMINISTRATIVE SERVICES	571,700	210,496	213,624	(3,128)	37%	46,017	45,982	35
13	FINANCIAL SERVICES	613,425	242,671	240,303	2,368	39%	50,429	50,306	122
14	HUMAN RESOURCES	560,660	212,722	207,244	5,478	37%	43,900	43,575	325
15	ADMINISTRATION BUILDING	532,286	191,897	184,147	7,750	35%	24,737	24,508	229
16	CORPORATE SERVICES	667,096	466,015	455,910	10,105	68%	8,351	7,503	848
17	ENGINEERING SERVICES	10,264,791	1,382,010	1,351,628	30,382	13%	294,077	289,222	4,855
18	HOMES FOR SENIORS SERVICES	5,171,321	820,420	755,586	64,835	15%	201,049	185,072	15,977
19	MUSEUM/ARCHIVES	(69,128)	(140,975)	(146,854)	5,879	212%	(178,687)	(179,557)	870
20	LIBRARY SERVICES	2,599,945	897,106	890,946	6,160	34%	164,756	165,098	(341)
21	INFORMATION TECHNOLOGIES	986,797	312,842	303,447	9,395	31%	79,187	79,092	95
22	PROVINCIAL OFFENSES	(80,029)	(245,040)	(241,346)	(3,694)	302%	70,220	70,220	-
23	COLLECTIONS - POA	(17,168)	(1,979)	(643)	(1,337)	4%	81,828	81,828	-
24	AMBULANCE & EMERGENCY SERVICES	2,845,400	1,308,457	1,299,983	8,474	46%	253,084	254,564	(1,480)
25	ECONOMIC DEVELOPMENT & TOURISM	1,133,956	285,497	266,839	18,657	24%	93,322	89,555	3,767
		-	**-**	**-**	**-**		**-**	**-**	**-**
26	**Total Departmental**	**26,161,820**	**6,101,685**	**5,919,216**	**182,469**	**23%**	**1,271,942**	**1,239,449**	**32,494**
27	**Total**	**(3,057,539)**	**7,498,313**	**7,289,405**	**208,909**	**-238%**	**1,308,210**	**1,284,133**	**24,077**

REPORT TO COUNTY COUNCIL

FROM: Jim Bundschuh, Director of Financial Services

DATE: June 21, 2017

SUBJECT: 2016 Annual Report

INTRODUCTION:

The attached draft 2016 Annual Report is a document that allows Council to communicate the state of the Corporation to the residents of Elgin County. It speaks to the achievements, the financial results and performance measures for 2016.

DISCUSSION:

The Financial Information Return (FIR) is provincially mandated reporting documents in a standardized format required to be reported to the province and published for the public. The intent of the Annual Report is to make the information from the FIR easy to understand using charts and explanations. The Annual Report and FIR are to be published on the County's website for access by the public.

The audited consolidated financial statements are expected to be completed by the auditor by September and will be presented to Council at that time

RECOMMENDATION:

THAT the 2016 Annual Report, Financial Information Return (FIR) be approved for publication.

All of which is Respectfully Submitted

Jim Bundschuh
Director of Financial Services

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

Elgin County
Progressive by Nature

2016 ANNUAL REPORT

for the year ended December 31, 2016

This page intentionally left blank.

Table of Contents

Table of Contents....3
Message from the Warden (2016)....4
2016 Awards and Achievements....6
2016 Budget....8
2016 Financial Results....10
    Revenues and Costs....10
    Municipal Position....14
Municipal Performance Measures Program (MPMP)....17

Message from the Warden (2016)

On behalf of Elgin County Council and staff, we are pleased to provide you with the Annual Report for the year ending in December 31, 2016.

Situated in the heart of Southwestern Ontario, along 120 km of Lake Erie's north shore, The County of Elgin is comprised of seven partner municipalities and spans an area of 186,000 hectares. A diversified economy of innovative agri-businesses, small and medium-sized manufacturing operations, and hard-working entrepreneurial firms make Elgin County a great place to do business. Elgin's vibrant communities, friendly people, and pristine natural landscapes make it the perfect place to call home.

The County of Elgin serves 50,000 residents providing a broad range of services that include maintenance of County roads and bridges, three long-term care homes, ten library branches, an extensive archival collection, economic development services, tourism promotion and a museum that preserves Elgin's rich cultural heritage.

In 2015 Elgin County Council developed a new vision that will guide it to the end of its four-year term. Priorities include financial sustainability, investment in infrastructure, maintenance of assets, promotion of Elgin's businesses, and health recruitment.

I am proud to say that 2016 has been a productive year for Elgin County. Together, Council and staff have been able to accomplish a great deal.

Council oversaw the completion of several significant infrastructure projects that have been planned for several years with the reconstruction of both Dexter Line and Miller Road coming to fruition. The County assumed responsibility for Wonderland Road from the Township of Southwold which the County will begin repairs on in 2017.

Council demonstrated its support of the small business community through the continued commitment to the Elgincentives Community Improvement Plan, a program that has grown substantially throughout 2016.

Libraries remain hubs of education and community development and Council's commitment to the Elgin County Library system remained strong in 2016. Attendance at library programming and events grew as new technologies and initiatives were introduced at all ten branches. Renovations to the Belmont branch were completed and ground was broken on a new library branch in Southwold Township.

Elgin continues to provide the highest level of care for residents at our three long-term care homes. In 2016, Elgin received approval from the Province to redevelop Terrace Lodge, a project that can now move forward into its next phase.

We recognized the importance of honouring and preserving our rich history in 2016 through Museum and Archives projects that commemorated significant milestones for the Elgin Regiment. Additionally Council made the commitment to construct a new Elgin

County Heritage Centre that will house the Elgin County Museum's future exhibits in a more visible and accessible manner.

Looking forward to 2017, Council will continue to implement its vision for the next two years of the Council term and will support initiatives that continue to make Elgin County the best place to live, work, and play.

Bernie Wiehle

2016 Elgin County Warden

2016 Awards and Achievements

In 2016 Council and staff maintained a commitment to excellence, continuous improvement, and forward-thinking initiatives. The County invested in crucial infrastructure projects, supported local business growth, and committed to programs that will improve the quality of life for current and future residents. The details of these achievements are as follows:

After many years of careful planning, Elgin County was able to realize the completion of several significant infrastructure projects. The Ontario Community Infrastructure Fund (OCIF) provided Elgin County with $2 million for the Dexter Line realignment project, and $1.35 million for the Miller Road project, both of which were completed in 2016. In 2016, Council approved the assumption of Wonderland Road from the Township of Southwold and in return Magdala Road, Mill Road, and Southdel Road were transferred to Southwold.

Accessibility renovations that were started in 2015 for the Belmont Library were completed in 2016, with a grand opening celebration taking place in July. The result is a much more accessible facility that now has an elevator serving both floors and an expansion to the children's programming area resulting in approximately 700 square feet of more space, bringing the total facility size to 3,200 square feet.

The Township of Southwold approved a new facility for the Shedden Library as an addition to the Keystone Complex. Construction began in October 2016 for completion in spring 2017 under its new name, Southwold Township Library, Shedden. The project will triple the size of the previous location to approximately 3,600 square feet in a much more accessible facility.

Elgin County Council approved the construction of the Elgin County Heritage Centre in late 2016. The new facility will serve as the Elgin County Museum's exhibit and programming facility, providing a much more visible and accessible location than the current location on the 4th floor of the Elgin County Administration Building. The approximately $1 million project is made possible by a funding partnership between Elgin County Council and the federal government's Canada Cultural Spaces Program which will contribute $485,000 towards the project. The facility is expected to open in late 2017.

Museum and Archives staff provided extensive support to recognize the Centennial of the Elgin Regiment's deployment for the First World War and the 150th anniversary of the regiment's founding. This included displays at an anniversary weekend which took place in late June. Elgin County Council is proud of the historic and on-going partnership with 'The Elgins' which is the last surviving county regiment in Canada still bearing the name of the county in which it is situated.

The Elgincentives county-wide community improvement plan flourished in 2016. The response from the local business community was overwhelmingly positive. At the close of 2016, the County had provided 50 different projects with a total of $350,000 in funding.

Combined with the contributions from property owners, this has resulted in projects valuing over $1M in business improvement projects that include façade improvements, energy efficiency retrofits, property improvements, signage, and building development grants.

In May, the County launched a new tourism promotional video showcasing its natural beauty and promoting leisure activities to potential tourists. By the end of 2016 this video had been viewed 347,783 times online.

In 2016, a full-time in-house County Solicitor was hired. Legal services were made available to Elgin's municipal partners, conservation authorities, and the City of St. Thomas. This resulted in the savings of approximately $100,000.

Careful planning allowed the County to find over $2.8 Million in efficiencies over the last seven year budget cycle and staff will continue to find $400,000 a year in efficiencies for the next three years to bring the total to $4 Million.

2016 Budget

Council focused on achieving an affordable tax increase in 2016, while maintaining and expanding on previous service enhancements. These service enhancements included $30 million of expenditures to rebuild Terrace Lodge, and investing into the County's economic growth through the $1 million Community Improvement Plan (CIP) and the $0.5 million SWIFT broadband project. In addition, the County relocated a portion of Dexter Line to protect this access road from erosion. New service improvements for 2016 included added ambulance shift coverage in the east end to improve response times, financing the Health Recruitment initiative and funding the Clean Water initiative.

Council's strategic vision has been to maintain service levels while achieving an affordable tax increase. Council's commitment to service is evident through the funding Council has provided to programs and projects valued by the County's residents. These programs and projects span the gambit from health care to economic development to infrastructure to the environment. The funding highlights are as follows:

1. $30 million rebuild of Terrace Lodge and capital maintenance projects for Elgin Manor and Bobier Villa of $8.0 million over the next ten years.
2. $2.0 million granted to the St. Thomas Elgin General Hospital through 2016 with a further $1.5 million in contributions planned for a total of $3.5 million.
3. $1 million in CIP funding to improve streetscapes and improve the economic outlook for the County's businesses.
4. Two satellite offices for the Elgin Business Resource Centre (EBRC) saw funding increases to allow the EBRC to continue to assist the County's budding entrepreneurs and help create local jobs.
5. $0.5 in funding to attract government and private sector support for high speed internet (SWIFT).
6. An increase of Emergency Medical Services (EMS) hours to improve response times in the east end of the County with costs totalling $250,000 annually.
7. The county roads received $9.2 million in 2016 capital budget funding, with a further $99 million for the next nine years focused on timely investments in existing infrastructure to ensure the lowest possible lifecycle costs. The 2016 capital plan includes rehabilitation of Miller Road, relocation of Dexter Line, rehabilitation of Furnival Road, and resurfacing of Plank Road.
8. Purchase of $3.3 million of books for libraries over the next ten years as well as a $0.1 million annual lease increase for new Aylmer and Shedden libraries.
9. $40,000 grant to the Clean Water Initiative.
10. $75,000 in added funding for Health Recruitment to attract new doctors and nurse practitioners to the region.

Through the ten-year plan, Council focused on ensuring the long-term financial stability of the County. If timely investments are not made to infrastructure, replacement costs will be substantially greater in the future. Although the use of reserves can allow for a short-term loss in municipal position (comparable to owner's equity at a personal level), an ongoing reduction in municipal position through insufficient taxation and neglected infrastructure

will ultimately materialize as costly asset replacements and even higher tax increases. The $1.8 million OCIF grant for Miller Road compliments the $150 million infrastructure investment the County already planned to spend over the next ten years and further strengths the County's municipal position.

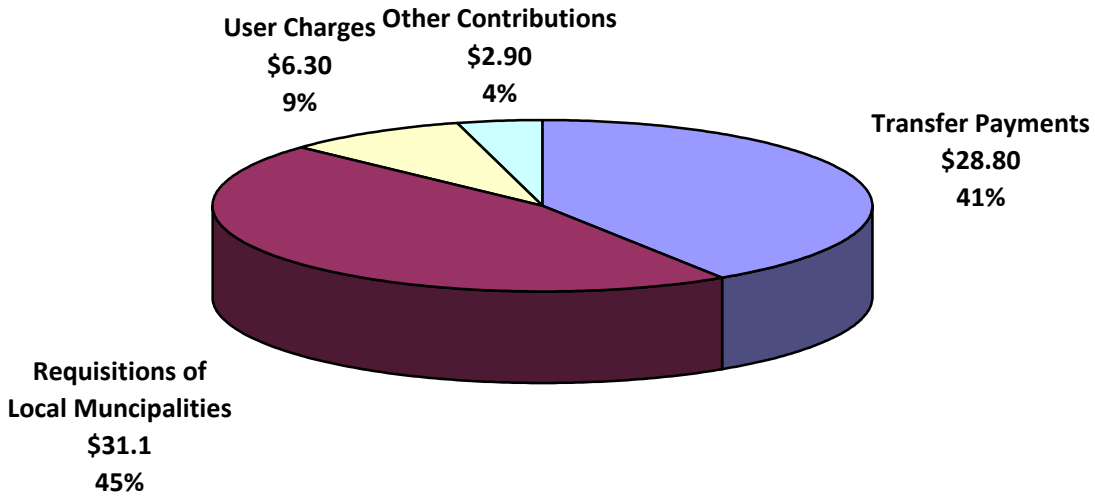
2016 Financial Results

The consolidated financial statements have been prepared in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants. The statements and related information are the responsibility of management and include the County's share of the financial activities of the Elgin-St. Thomas Board of Health. The *Municipal Act, 2001* requires that the County appoint an independent auditor to express an opinion as to whether the financial statements present fairly the County's financial position and operating results. As part of the annual audit, the auditors will deliver a written report providing their opinion on the results of the financial statement audit.

Revenues and Costs

The consolidated statement of operations reports annual revenue and expenses for 2016 on a comparative basis to the prior year and the budget. The net of revenue and expenses is the change in economic resources available to the County and thereby results in a change in the accumulated surplus.

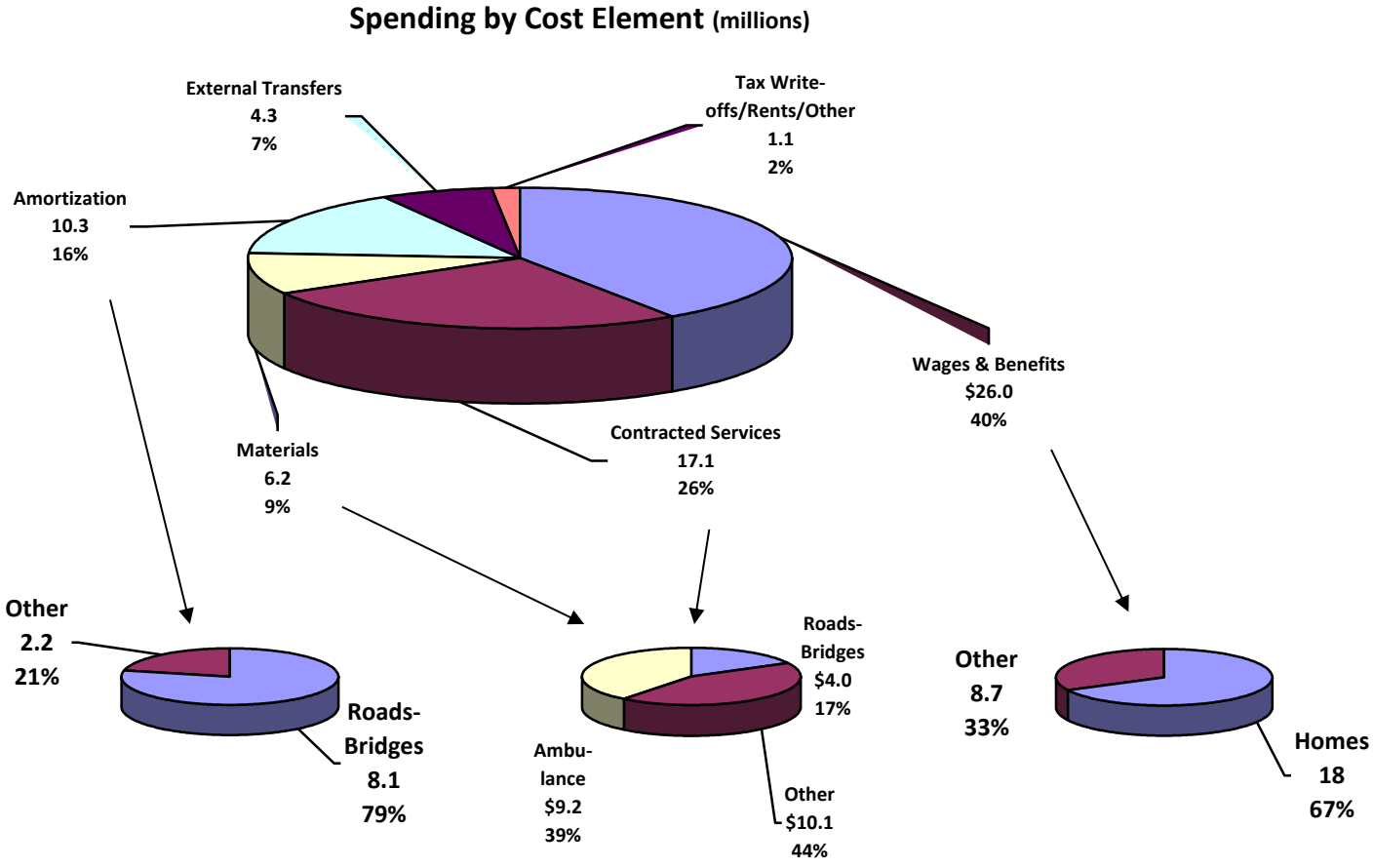
Sources of Revenue (Millions)



In 2016, the County received revenue of $70.6 million and incurred expenses of $65.7 million for a net gain of $4.9 million. The vast majority of revenue is derived from property tax revenue and transfer payments from the provincial and federal governments.

2012 was the first year that transfer payments were less than tax revenue, and now stands at 45% of revenue being derived from taxes and only 41% from transfer payments.

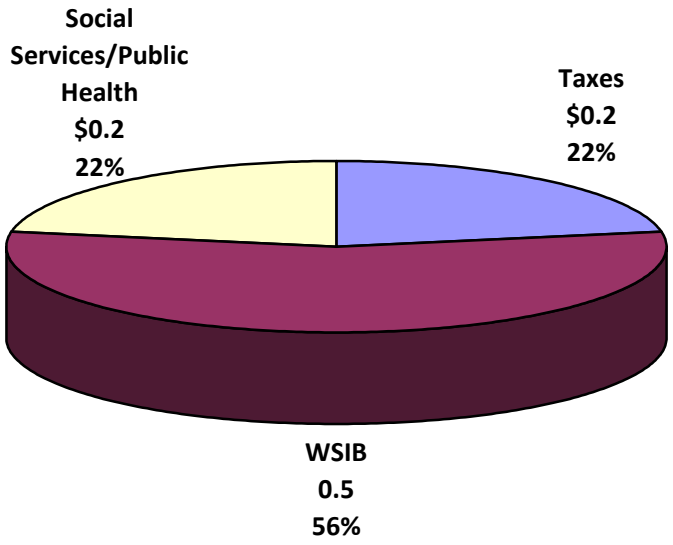
Annual OMPF (Ontario Municipal Partnership Fund) payments have been reduced resulting in a cumulative loss of $4 million in OMPF transfer payments placing an increased burden on Elgin County rate payers.



Of the total expenditures of $65.7 million, wages and benefits account for 40% of those expenditures, with two-thirds of these expenses occurring at the long-term care homes. Contracted services and materials combined account for a further 35% of cost with over half attributed to ambulance and roads-bridges. Sixteen percent of expenses are a result of amortization with this sector being dominated by roads-bridges with 79% of the amortization cost. External transfers are predominately to the City of St. Thomas for providing Social Services. In addition, Provincial Offences fines collected net of expenses flow through as transfers to the local municipalities.

The 2016 budget planned for net income of $4.0 million, however due to tight financial controls and other factors, Elgin achieved $0.9 million of performance resulting in actual net income of $4.9 million. Significant performance to budget is as follows:

Budget Performance (millions)

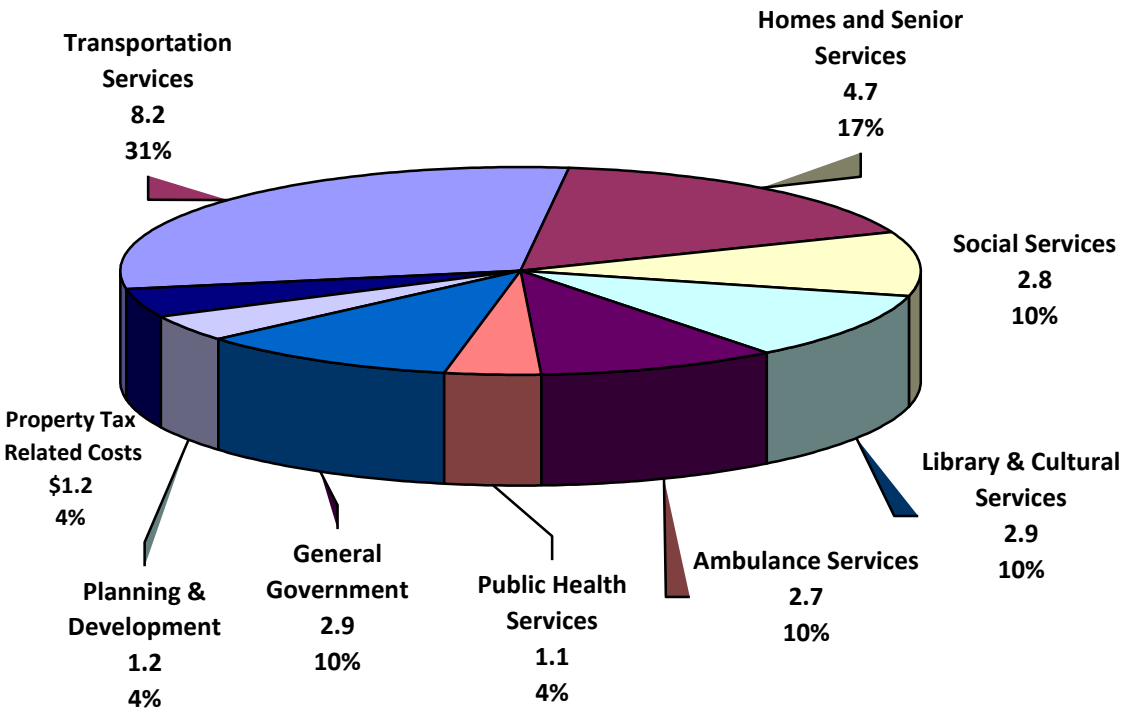


Tax performance is due to Payment-In-Lieu (PIL), Supplemental and Write-Offs, which provided favourable performance of less than 1%. Social services and public health, services funded by the County, had reduced charges, predominately due to cancellation of Public Health one-time business cases. WSIB cost can vary significantly from one year to the next, with a single settlement costing $0.3 million.

The negative project performance is partially due to the remaining portion of Miller Road OCIF project funding that will now be received in 2017. In addition, favourable pricing on the Dexter Line project has resulted in a reduction in the OCIF project funding. The reduced OCIF revenue is partially offset by the added funding received for Terrace Lodge.

In addition, negative project performance of $0.5 million was fully offset by favourable miscellaneous performance.

Net Spending by Service Category (millions)

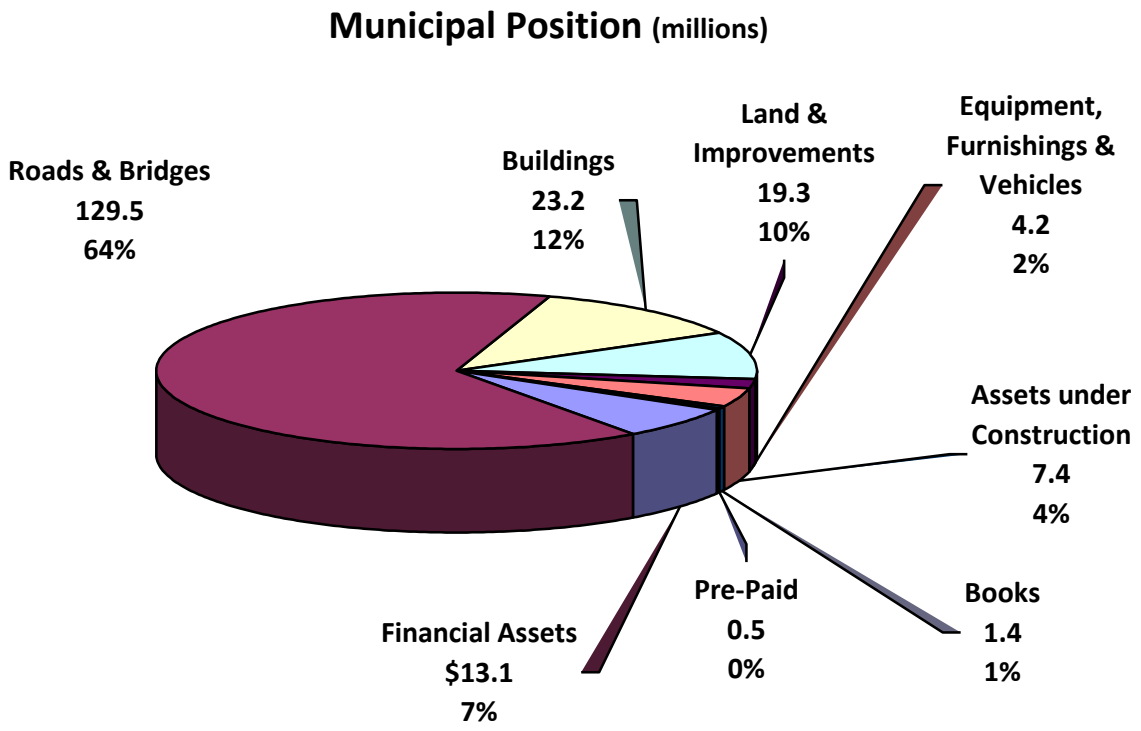


Net spending represents that County's total expenditures less funding from external sources. In other words, it represents the amount County rate payers are contributing to through the levy. Transportation is the single largest net cost to Elgin County with 31% of net expenditures. Soft services which include Homes & Senior Services, Social Services, Library, Ambulance and Public Health services combined account for over half of the County's net expenditures.

Expenditures of 4% each are the result of planning and property tax related costs, whereas general government accounts for 10% of the County's net spending. It is important to note that general government includes the costs of information technology, finance and human resources departments required to support the above mentioned services being provided to Elgin's residents. It also includes a $0.25 million grant to the hospital redevelopment as part of $3.5 million ten-year commitment. The Property tax related costs are comprised of Municipal Property Assessment Corporation (MPAC) costs and tax write-offs. MPAC is a not-for-profit corporation whose main responsibility is to provide its customers - property owners, tenants, municipalities, government, and business stakeholders - with consistent and accurate property assessments. Every municipality in Ontario is assessed its share of the cost of operating this corporation.

Municipal Position

The consolidated statement of financial position reports the County's financial and non-financial assets, liabilities and accumulated surplus as of December 31st, 2016 on a comparative basis. Financial assets are those assets on hand, which could provide resources to discharge liabilities to finance future operations. The difference between financial assets and liabilities, or net financial assets, is an indicator of Elgin County's ability to finance future activities and to meet its liabilities and commitments. Non-financial assets represent economic resources that will be employed by the County to deliver programs and provide services in the future. The sum of financial assets and non-financial assets represents the accumulated surplus, or municipal equity/position of the County.



By the end of 2016 the County municipal position was $198.6 million. Elgin County's municipal position is composed of both financial and non-financial assets. The financial assets of $13.1 million, up $1.4 million from the prior year, comprise 7% of the County's equity. A portion of these financial assets play a key role in allowing the County of Elgin to meet its financial obligations during the three-month period between receipts of property tax revenue. The remainder represents the self-funded capital required to rebuild Terrace Lodge.

The non-financial assets represent the infrastructure of the County. The County's equity in non-financial assets is predominately comprised of roads and bridges (64% - down from 68% in the prior year related to timing of projects coming into service), assets under construction (4% - up from 1% in prior year buildings (12%) and land and land improvements (10%), which includes land for roads as well as building. Sustaining this infrastructure is critical to the long-term success of the County. This is achieved through Council's commitment to making timely investments into the capital maintenance of the assets. For example, Council has committed $30 million to rebuild Terrace Lodge and has increased annual investments into roads and bridges from $7 million to $11 million over the ten-year period ending 2020.

The Plan to Support Current Service Levels table shows how the annual investment in infrastructure compares to required investment based on lifecycle years and costing. The required investment based on this methodology is $16 million. The ten-year financial plan includes an average investment of $15.6 million; a shortfall of $0.4 million. With the large investment being made into Terrace Lodge, this ten-year period is seeing a larger than normal investment in building which, in future ten-year plans, will see a migration of funding toward the core infrastructure (roads and bridges). This will ultimately reduce the current level of core infrastructure deficit. Even taking this into account, the small deficit of $0.4 million will remain, but this should be mitigated using investment strategies such as micro-surfacing, in-place recycling and engineering efficiencies such as coordinating project to take advantage of repurposing road materials.

The $16.1 million annual requirement does not include expansions items such as uploaded assets (e.g. Wonderland Road), enhanced assets (e.g. Avon Road), growth related expansion (e.g. signalization) or enhanced services (e.g. bike lanes). In the past Council has used capital surplus to fund such initiatives. This practice can continue, provided Council continues to prioritize capital surplus to these needs, the rate of expansionary needs does not increase and higher rates of inflation do not erode levels of capital surplus from what has previously been experienced. If any of these factors change, then incremental tax increases above what was previously planned would be necessary to avoid negatively impacting the service levels provided by Elgin's infrastructure.

Plan to Support Current Service Levels							
		Average Annual Costs				Replacement Costs	
Asset Type	**Units**	**Unit Cost**	**Requirement**	**Ten-Year Plan**	**Over/ (Short)**	**Unit Cost**	**Total**
			($mil)	($mil)	($mil)		($mil)
Linear Assets (km)							
Road Surface - Rural	550	$ 11,111	$ 6.1			$ 300,000	$ 165.0
Road Surface - Urban	50	32,955	1.6			1,200,000	60.0
Road Surface Treatment	100	16,875	1.7			200,000	20.0
Road Base - Rural	650					379,080	246.4
Road Base - Urban	50	7,582	0.4			379,080	19.0
Bridges and Culverts (each)							
Typical Bridge	59	26,800	1.6			2,000,000	118.0
Large Culvert	79	5,000	0.4			500,000	39.5
Major Maintenance (slope failure)			0.5				
Total Core Infrastructure			**$ 12.3**	**$ 10.8**	**$ (1.5)**		**$ 667.9**
Non-Linear Assets							
Buildings (sq.ft.)	313,674	$ 9	2.8	3.8	1.1	$ 300	94.1
Equipment			1.0	1.0	-		0.0
Land (Book Value)							18.0
Total Non-Linear			**$ 3.8**	**$ 4.8**	**$ 1.1**		**$ 112.1**
Total Asset Value			**$ 16.1**	**$ 15.6**	**$ (0.4)**		**$ 779.9**
Less Rural Road Base and Land							264.4
Total Replacement Costs							**$ 515.6**

Municipal Performance Measures Program (MPMP)

MPMP is a performance measurement and reporting system that promotes local government transparency and accountability. It also provides municipalities with useful data to make informed municipal service level decisions while optimizing available resources. The County inspects road conditions every 2 years and has a consultant complete bridge inspections every 2 years. In both cases, the work was completed in 2014 and will be done again in 2017. The following are the highlights comparing 2016, 2014/5 and 2012/3.

		2012/3	2014/5	2016
Adequacy of Roads	% of paved lane kilometres rated adequate	56.3%	60.1%	58.3%
Adequacy of Bridges & Culverts	% of bridges and culverts where the condition is rated as good to very good.	83.5%	83.5%	83.5%
Maintenance Costs	Per paved lane kilometre	$3,034	$3,042	$3,115
General Government	General Government - % of costs for governance, corporate management and program support.	3.9%	3.9%	$4.4%

A road is adequate when surface distress is minimal and no maintenance or rehabilitation action is required. A bridge or culvert is rated in good to very good condition if distress to the primary components is minimal, requiring only maintenance. Primary components are the main load carrying components of the structure, including the deck, beams, girders, abutments, foundations. The past deterioration of the road and bridge system that occurred for approximately two decades starting around the 1990s is being addressed by Council through the long-term planning that sees the annual capital spending on the road system increasing from $4.9 million in 2010 to $11.9 million by 2024.

Paved roads are defined as roads with asphalt surface, concrete surface, composite pavement, portland cement or surface treatment. Maintenance includes frost heave/base/utility cut repair, cold mix patching, hot mix patching, shoulder maintenance, surface maintenance, surface sweeping and surface flushing. Surface maintenance activities include crack sealing, spray patching and slurry seal. Also included in these costs are bridge maintenance and winter control costs, but amortization is excluded. The County of Elgin contracts with its seven member municipalities to provide road maintenance based on a set per kilometre dollar amount.

General government administration includes departments primarily involved in general administration, financial management and human resources. The costs provide governance, corporate management and support to the operational departments. Excluded from these costs are amortization, MPAC and tax write-offs.

For your online source of information regarding:

- *Consolidated Financial Statements*
- *Financial Information Return (FIR)*
- *Municipal Performance Measures Program (MPMP)*
- *Council Remuneration*
- *Salaries over $100,000*

Please visit: ***http://www.elgincounty.ca/ElginCounty/Finance/financefiles.php***

Elgin County
Progressive by Nature

450 Sunset Drive
St. Thomas, Ontario, N5R 5V1
Tel: (519) 631-1460
Web: elgincounty.ca

CORRESPONDENCE – July 11, 2017

Item for Consideration – (Attached)

1. Kevin Powers, Director, Public Affairs, Ontario Power Generation (OPG) Nuclear seeking support for the creation of a Deep Geologic Repository (DGR).

From: POWERS Kevin -STAKEREL <kevin.powers@opg.com>
Date: June 14, 2017 at 1:19:52 PM EDT
To: "'mmcdonald@elgin.ca'" <mmcdonald@elgin.ca>
Subject: **Ensuring a Safe, Permanent Solution to Manage Nuclear Waste**

Mark McDonald, CAO
County of Elgin
St. Thomas, ON

June 14, 2017

Dear Mark McDonald,

For 40 years, nuclear generation has provided about half of Ontario's electricity. This reliable and affordable power comes with the critical responsibility of safely storing the waste produced. Over the past 13 years, Ontario Power Generation (OPG) has studied and consulted on the creation of a Deep Geologic Repository (DGR), a safe, permanent solution for Ontario's low- and intermediate-level nuclear waste.

This letter outlines our plans for the long-term management of Ontario's nuclear waste. We are working with provincial and federal regulators to develop a solution that ensures the safety of all communities.

Our long-term disposal strategy ensures the environment will be protected. We encourage you, your municipality and the residents you serve to visit these resources about OPG's DGR:

· Input from Scientists

· Site Characteristics Naturally Isolate and Contain the Waste

· Protecting Lake Huron

Currently, low- and intermediate-level waste is stored in warehouses and in-ground containers at the Bruce nuclear site. Although we could continue to securely store the waste like this, we have a responsibility to future generations to find a long-term solution.

That's why, with the support of the Municipality of Kincardine and technical experts, we have proposed the creation of a DGR. Years of research have provided scientific evidence indicating this site is ideally suited for isolating the waste.

We would like the opportunity to answer questions you may have about the DGR and discuss what it will mean for your municipality and its residents.

If you are interested in speaking with me or a subject matter expert, I will be happy to arrange an individual briefing.

I look forward to hearing from you.

Best regards,

Kevin Powers
Director, Public Affairs, OPG Nuclear
Phone: (416) 592-8470
Email: Kevin.powers@opg.com

CORRESPONDENCE – July 11, 2017

Items for Information (Consent Agenda) – (Attached)

1. Jennifer Reynaert, Administrator/Deputy Clerk, Town of Aylmer with resolution from the June 12, 2017 Aylmer Council meeting related to the County Road Maintenance Agreement.

2. Kathleen Vukovics, Environmental Coordinator, HATCH with information on the Eleven (11) Solar Projects proposed in Elgin County.

3. Cathy Crane, Chair, Board of Governors, with St. Thomas Elgin General Hospital Board of Governors Highlights dated June 2017.

4. Linda Long, Executive Director, Quad County Support Services thanking Council for grant of $2,000.

5. Elgin County Press Release titled "High Speed Fibre Internet now at John Kenneth Galbraith Reference Library in Dutton".

From: "Jennifer Reynaert" <jreynaert@town.aylmer.on.ca>

To: "Don Leitch (DLeitch@centralelgin.org)" <DLeitch@centralelgin.org>, "sgawley@westelgin.net" <sgawley@westelgin.net>, "cao@duttondunwich.on.ca" <cao@duttondunwich.on.ca>, "cao@southwold.ca" <cao@southwold.ca>, "Michelle Casavecchia-Somers" <MCasavecchia@malahide.ca>, "Paul Shipway (PShipway@bayham.on.ca)" <PShipway@bayham.on.ca>, "Mark McDonald" <mmcdonald@elgin.ca>

Cc: "Rod Tapp" <rtapp@town.aylmer.on.ca>, "Peter Dutchak" <pdutchak@elgin.ca>

Subject: County Road Maintenance Agreement

Resolution from the Council meeting held on June 12, 2017:

(The related correspondence and staff report is attached)

Resolution No. 254-17

Moved by Councillor McDonald and seconded by Councillor Oslach:

That the following action be taken with respect to the Report ADMIN 30-17 from the Administrator, about the County Road Maintenance Agreement:

(a) That the Report be received for information;

(b) That Council directs Staff to proceed with the County Road Maintenance Agreement negotiations; and further,

(c) That Council directs Staff to circulate a copy of Report ADMIN 30-17 to Elgin County Staff and to the Elgin County lower tier municipalities.

The motion is Carried.

Regards,

Jennifer Reynaert
Administrator/Deputy Clerk
Town of Aylmer
46 Talbot Street West
Aylmer, ON N5H 1J7
519-773-3164

Town of Aylmer

46 Talbot Street West

Aylmer, ON N5H 1J7

(519) 773-3164

Report Title:	Report ADMIN 30-17 – County Road Maintenance Agreement
Submitted for:	June 12, 2017
Report Author:	Jennifer Reynaert, Administrator/Deputy Clerk

Recommendation:

That Report ADMIN 30-17 entitled County Road Maintenance Agreement;

(a) Be received for information;

(b) Council directs staff to proceed with County Road Maintenance Agreement negotiations; and further,

(c) Council directs staff to circulate a copy of Report ADMIN 30-17 to staff at the County of Elgin and Elgin County lower tier municipalities.

Background and Analysis:

The County of Elgin and the lower tier municipalities have regularly negotiated collectively for the routine maintenance of Elgin County roads and bridges. The Town has entered into Road Maintenance Agreements with the County related to County owned roads and bridges located within the Town of Aylmer. By-Law 13-13 authorized the execution of a Road Maintenance Agreement with the County of Elgin (attached). This agreement expires on December 31, 2017.

The Municipal Act 2001, permits a municipality to enter into agreements for the joint management and operation of, among other things, a road system. Further related to this by Order, on May 15, 1997, made by Allan Leach, Minister of Municipal Affairs and Housing outlined, the responsibility for among other things, the maintenance of the County road system was transferred from the County to the lower tier municipalities.

In February 2017, the Town was circulated correspondence from the County of Elgin (attached). The County identified the current agreement is due to expire on December 31, 2017. County staff indicated they would meet with area Road Supervisors to review the existing agreement with a goal of extending the terms and making minor improvements where necessary. Elgin County staff and all lower tier municipal road authority staff are currently in the process of reviewing the existing agreement. Historically, changes and revisions to new draft agreements would be discussed at this stage in the process.

Correspondence has been received from the Township of Malahide requesting lower tier consideration and support for sidewalk maintenance. The resolution further indicates no objection to including roadside vegetation control and bicycle lane maintenance subject to those being fully funded by the County (attached Township resolution and report).

The Municipal Act, 2001, S.O. 2001, c.25 contains specific direction related to sidewalks (see inserted below) which would require considerations should sidewalk maintenance be considered:

Upper-tier sidewalks

55 (1) An upper-tier municipality is not responsible for the construction and maintenance of sidewalks on its highways and the lower-tier municipality in which the highways are located is responsible for the construction and maintenance of the sidewalks and has jurisdiction over that part of the highway, unless the municipalities agree otherwise. 2001, c. 25, s. 55 (1).

Injury, damages

(2) A lower-tier municipality that is responsible for the construction and maintenance of the sidewalks on upper-tier highways is liable for any injury or damage arising from the construction or presence of the sidewalk to the same extent and subject to the same limitations to which a municipality is liable under section 44 in respect of a sidewalk on its own highway. 2001, c. 25, s. 55 (2).

Improvements on upper-tier highways

(3) A lower-tier municipality may, with the agreement of the upper-tier municipality, construct a sidewalk or other improvement or service on an upper-tier highway and the lower-tier municipality is liable for any injury or damage arising from the construction or presence of the sidewalk, improvement or service. 2001, c. 25, s. 55 (3).

Staff supports including roadside vegetation control maintenance, bicycle lane maintenance and sidewalk maintenance in the discussions already underway with the County. The collective discussions analyzing the merit of changes and revisions have been beneficial overall in the past and staff is recommending this approach continues

Respectfully submitted,

Jennifer Reynaert
Administrator

ElginCounty
Progressive by Nature

REPORT TO COUNTY COUNCIL

FROM: Peter Dutchak, Deputy Director of Engineering Services

DATE: February 15, 2017

SUBJECT: County Road Maintenance Agreement

INTRODUCTION:

The current County Road Maintenance Agreement expires on December 31st, 2017 and therefore a revised agreement must be prepared and executed.

DISCUSSION / CONCLUSION:

Elgin's local municipalities have been maintaining the County Road system since 1997 under formal agreements. The agreement was substantially revised in 2013 after many years of experience. The new agreement has been very successful by defining responsibilities, allowing flexibility to municipalities to determine how services are delivered and providing sufficient funding to maintain the County road system. The current agreement expires at the end of 2017 and therefore a revised agreement must be created and executed to extend the term and make minor improvements.

Staff plans on meeting with the area Road Supervisors and the County Solicitor during the coming months to review the existing agreement with a goal of extending the term and making only minor improvements where necessary. Once a draft agreement is prepared, staff will report back to Council and seek approval to circulate the draft agreement to our municipal partners for their comments.

RECOMMENDATIONS:

THAT the report titled, "County Road Maintenance Agreement" be received and filed.

All of which is Respectfully Submitted

Peter Dutchak
Deputy Director of Engineering Services

Approved for Submission

Mark G. McDonald
Chief Administrative Officer

87 John Street South
Aylmer ON N5H 2C3
Phone: 519-773-5344
Fax: 519-773-5334
www.malahide.ca

the TOWNSHIP of MALAHIDE
A proud tradition, a bright future.

May 8, 2017

Mayor and Members of Council
Elgin County Lower Tier Municipalities

- Town of Aylmer
- Municipality of Bayham
- Municipality of Central Elgin
- Municipality of Dutton/Dunwich
- Municipality of West Elgin
- Township of Southwold

RE: Elgin County Road Maintenance Agreement

At its regular meeting held on May 4, 2017, the Council of The Corporation of the Township of Malahide passed the following Resolution:

> ***THAT Report No. PS-17-19 entitled "Elgin County Road Maintenance Agreement Update" be received;***
>
> ***AND THAT the Township Staff be directed to advise the County of Elgin that the Township of Malahide has no objections to an increased level of service for roadside vegetation control being included in the proposed County Road Maintenance Agreement; subject to it being fully funded by the County;***
>
> ***AND THAT the Township Staff be directed to advise the County of Elgin that the Township of Malahide has no objections to incorporating bike lane maintenance into the proposed County Road Maintenance Agreement; subject to it being fully funded by the County;***
>
> ***AND THAT the Township Staff be directed to negotiate the inclusion of sidewalk maintenance into the proposed County Road Maintenance Agreement for all sidewalks located within County road allowances;***
>
> ***AND THAT a copy of Report No. PS-17-19 and its recommendations be forwarded to the other lower tier municipalities in the County of Elgin to seek their support for the inclusion of sidewalk maintenance in the proposed Country Road Maintenance Agreement.***

We enclose herewith a copy of Staff Report No. PS-17-19 entitled "Elgin County Road Maintenance Agreement Update". We ask that you give consideration to the information

contained in the report and request your support for the inclusion of sidewalk maintenance in the proposed County Road Maintenance Agreement.

Please do not hesitate to contact either myself or Director of Physical Services Rob Johnson if you require any further information.

Yours very truly,
TOWNSHIP OF MALAHIDE

M Casavecchia-Somers

M. CASAVECCHIA-SOMERS, D.P.A., C.M.O., CMM III
Chief Administrative Officer/Clerk

Copy - Rob Johnson, Director of Physical Services

Report to Council

REPORT NO.: PS-17-19

DATE: March 27, 2017

ATTACHMENT:

SUBJECT: **Elgin County Road Maintenance Agreement Update**

Recommendation:

THAT Report No. PS-17-19 entitled "Elgin County Road Maintenance Agreement Update" be received;

AND THAT the Township Staff be directed to advise the County of Elgin that the Township of Malahide has no objections to an increased level of service for roadside vegetation control being included in the proposed County Road Maintenance Agreement; subject to it being fully funded by the County;

AND THAT the Township Staff be directed to advise the County of Elgin that the Township of Malahide has no objections to incorporating bike lane maintenance into the proposed County Road Maintenance Agreement; subject to it being fully funded by the County;

AND THAT the Township Staff be directed to negotiate the inclusion of sidewalk maintenance into the proposed County Road Maintenance Agreement for all sidewalks located within County road allowances;

AND THAT a copy of Report No. PS-17-19 and its recommendations be forwarded to the other lower tier municipalities in the County of Elgin to seek their support for the inclusion of sidewalk maintenance in the proposed Country Road Maintenance Agreement.

Background:

As the Council is aware, the County of Elgin and the Township of Malahide regularly enter into Road Maintenance Agreements for the routine maintenance of Elgin County roads and bridges that are located within Malahide Township. In the past, all of the lower tier municipalities have negotiated collectively with the County to obtain a standard agreement.

The latest agreement came into effect on January 1, 2013 and was for a five year term, ending December 31, 2017. As such, the County Staff have approached Malahide Township Staff and Staff from all of the other lower tier municipalities to begin the process of negotiating another agreement.

The current agreement was a significant departure from the previous agreements. The most significant changes were to the specific terms of agreement. The goal of all parties during the last negotiation was to better clarify the terms and conditions in order to remove some of the generality and ambiguity from the contract. The current agreement better defined the scope of services, and the respective roles and responsibilities. The Township Staff feel that the parties have benefited from the clarity provided in the current agreement.

Comments/Analysis:

The initial discussion has lead the Township Staff to believe that all parties are generally satisfied with the provisions of the current agreement and that only changes to the Scope of Services are required. Even with pending regulatory changes, it would appear that the parties are satisfied that the provisions will adequately address current and future maintenance requirements.

With respect to the changes to the Scope of Services, there are several modifications being proposed that the Township Staff wish to bring to the Council's attention. The proposed changes are: fence line-to-fence line roadside vegetation control (County proposal), the recognition that sidewalks on Elgin County road allowances are an Elgin County responsibility (Malahide proposal), and that bike lane maintenance costs be included (County & Malahide proposal). These proposals are discussed in greater detail below.

Bike Lane Maintenance Costs

Firstly, Malahide Staff wish to recognize that the newly constructed bike lanes are a welcome addition to Malahide road network; and the County should be recognized for this initiative and encouraged to continue with the recommendations of the Elgin St. Thomas Cycling Master Plan.

To their credit, the County of Elgin Staff from the inception of the bike lanes have recognized that, along with increased capital costs, the bike lanes will likely have additional maintenance costs and monitoring responsibilities. The County, thus far, has paid for those maintenance items that can be definitively related to the maintenance of the bike lanes. During the development of the bike lanes, the County Staff and the Township Staff agreed to undertake regular maintenance and to monitor the ongoing costs so as to develop a funding model that could be included in the new agreement. It would appear that this is being addressed. The Township Staff have no objection to incorporating bike lane maintenance into the new agreement; subject to it being fully funded by the County.

Fence Line-to-Fence line Vegetation Control

The County of Elgin Staff propose the inclusion of full width roadside mowing and brushing, from roadside shoulder to property line on all the County roads on a three year cycle. This would equate to completing one-third (1/3) of all County roads each year. The Township Staff have no objection to this proposal; subject to the County of Elgin fully funding the program.

The Township currently contracts out roadside grass cutting and vegetation control. In an effort to secure better pricing and to provide some stability to the program, the Township has traditionally tendered for a 3 year period. The roadside grass cutting contract is currently out for tender. The tender documents have been prior to release to include provisional items to address this increase in level of service.

It is anticipated that there will be increased costs during the period where the program is being established. This is due to the type of vegetation likely to be encountered during the first 3 years of the program. The Township Staff anticipate that a combination of mowing and brushing activities will be required. It is anticipated, that that once the program is established, the ongoing cost to deliver the program will stabilize.

Sidewalks

Currently, sidewalks are not addressed in the agreement. The Township Staff would like to see the obligation for sidewalks that are on County Roads become a County responsibility. Currently, the County does not undertake any capital or maintenance obligations for sidewalks.

Under the current arrangement, if a lower tier municipality receives a request for sidewalks on a County road, the County's position is that the obligation to install and maintain the sidewalk is at the lower tier municipality's expense. The Township Staff feels that the obligation to provide sidewalks on Elgin County roads should rest with the County.

Most jurisdictions recognize that the road allowance is no longer exclusive for motor vehicles and that their scope of responsibilities includes the provision of infrastructure for pedestrians and cyclists. The Township Staff feels that this obligation to provide this service has been imposed onto the lower tier municipalities. In many cases, it is an onerous and costly task to provide this infrastructure. In Malahide, sidewalks on County roads have been constructed to a higher standard than would be seen on a local road.

From the Staff's perspective, it would appear that the most demand for sidewalks is on Elgin County roads. This was especially evident during the development of the Springfield Sidewalk Master Plan. Where, in most cases, residents/pedestrians were satisfied to share the local roads with cars and bicycles, they were not willing to do so when they reached the County roads. The County road typically sees higher traffic volumes with increased truck traffic. The need for sidewalk to provide adequate separation is of greater importance. Pedestrian safety on County roads was a major element of the Sidewalk Master Plan. Given the County's position of not providing sidewalks, it left the Township with little choice but to develop infrastructure on County property. It is likely that this trend will increase.

Malahide Staff propose the inclusion of sidewalk maintenance within the County of Elgin road allowances as a part of the agreement. With provincially legislated accessibility requirements and the increasing interest in the Elgin-St. Thomas Health Unit's *Active Elgin* initiative, the Township Staff feels that the County should take the lead on all pedestrian facilities within their road allowances.

Summary:

As the Council is aware, the Township of Malahide/County of Elgin Road Maintenance Agreement ends December 31, 2017 and, as such, negotiations for a new agreement have commenced.

Both the County and the Township Staff wish to see changes to the Scope of Services. Specifically, the County wishes to see the inclusion of fence line-to-fence line roadside vegetation control; the Township Staff wish to see County recognition that sidewalks on County road allowances are a County responsibility, and both the County and Township Staff wish to see bike lane maintenance include in the Scope of Service.

The Township Staff have no objections to an increased level of service for roadside vegetation control; subject to it being fully funded by the County. The Township Staff have no objection to incorporating bike lane maintenance; subject to it being fully funded by the County. The Township Staff wishes to see the County recognize that sidewalks on County roads are a County responsibility.

As Malahide typically negotiates jointly with the other lower tier municipalities, the Staff are recommending that the Council endorse the recommendations contained within this Report and that such an endorsement along with the Staff Report be forwarded to the other Elgin County lower tier municipalities for their consideration.

Financial Implications to Budget:

The anticipated changes to the County Road Maintenance Agreement will not impact the current Township of Malahide Budget.

Relationship to Cultivating Malahide:

The Cultivating Malahide Integrated Community Sustainability Plan (ACSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Government. One of the goals that support the "Embody Financial Efficiency throughout Decision-Making" Strategic Pillar is ensuring that the cost of maintaining municipal infrastructure is equitably borne by current and future ratepayers.

Submitted by:	Approved by:	Approved for Council:
Ryan DeSutter, Roads & Construction Manager	Robert Johnson, Director of Physical Services	

HATCH

Suite 300, 4342 Queen Street
Niagara Falls, Ontario, Canada L2E 7J7
Tel: +1 (905) 374 5200 www.hatch.com

June 14, 2017

Mark McDonald, CAO/Clerk
Elgin County
450 Sunset Drive
St. Thomas, ON N5R 5V1

Subject: MNO Solar FIT 4 LP - Eleven (11) Solar Project Proposed in Elgin County

German Solar Corporation (GSC) on behalf of MNO Solar FIT 4 LP (hereinafter referred to as the "Proponent") is proposing to construct, install and operate eleven (11) ≤500 kilowatt (kW) solar photovoltaic (PV) renewable energy solar facilities within the Township of Southwold, County of Elgin. The proposed projects have been awarded Independent Electricity System Operator (IESO) contracts under the Feed-in Tariff (FIT) Program. These Projects require Renewable Energy Approvals (REAs) to be issued in accordance with the provisions of the *Ontario Environmental Protection Act* Part V.0.1 and Ontario Regulation (O. Reg.) 359/09. Hatch Ltd. (Hatch) has been retained to assist in fulfilling the requirements of the REA process.

The Proponent has prepared the draft REA reports for the proposed Projects as required by Section 18(3) of O. Reg. 359/09. Per the requirements of O. Reg. 359/09, these draft reports are being issued for your review 90 days in advance of the final public meeting. We have attached copies of the draft reports as well as the updated Municipal Consultation Forms for you to complete and return following your review of the documents. It would be much appreciated if you were able to review and provide any comments, and the completed Municipal Consultation Forms, within the next 90 days.

A Notice of Public Meeting will be issued to the public 60 days in advance of the final public meeting, and these reports will be issued for a 60-day public review period at the same time. This Notice will be issued to yourself as well.

© Hatch 2017 All rights reserved, including all rights relating to the use of this document or its contents.

If you have any questions or would like to discuss any aspect of the Projects, please do not hesitate to contact the undersigned at 905-374-0701 ext. 5343 or Kathleen.vukovics@hatch.com.

Kind Regards,

Kathleen Vukovics, Environmental Coordinator

KMV: gf

Attachments
Updated Municipal Consultation Forms

The Draft REA Reports (are listed below and) are attached for each of the following Projects:
First Line Solar Project
Second Line Solar Project
Lawrence Road Solar Project
County Road #18 Solar Project
Fourth Line Solar Project
County Road #20 Solar Project
Closed Road Allowance Solar Project
Stafford Line Solar Project
Oneida Road Solar Project
County Road 119 Solar Project
John Wise Line Solar Project

Draft REA Reports Enclosed for Each Project:
Draft Project Description Report
Draft Construction Plan Report
Draft Design and Operations Plan Report
Draft Decommissioning Plan Report
Draft Water Assessment Report
Draft Natural Heritage Assessment Report
Noise Assessment Report
Stage 1 Archaeological Assessment Report
Cultural Heritage Assessment Report

© Hatch 2017 All rights reserved, including all rights relating to the use of this document or its contents.

St. Thomas Elgin General Hospital

STEGH Board of Governors Highlights

Board Meeting Minutes and our Annual Report are posted on our website.

JUNE 2017

- The Board of Governors welcomed Frances Ellett, Brian Orr, Pete vanderWesten, and Pete Williams to the Board of Governors at our Annual General Meeting on June 14, 2017.

- The Board of Governors approved the 2017-2018 Quality Improvement Plan (QIP). The two metrics that remain unchanged in the 2017-2018 include Time to Physician Initial Assessment and Discharge Summaries to be completed within 48 hours. New metrics focus on safety, patient experience, quality, people and financial stewardship, aligning with the Board Scorecard.

- Redevelopment Project is continuing on schedule and on budget. Substantial completion is expected in November with services and patients moved in January 2018. Our Operational Readiness Steering Committee continues to actively engage leaders in the four areas involved (Surgical Services, Emergency, Mental Health and Medical Devices Reprocessing) and support services (IT, Maintenance, Housekeeping) to ensure a smooth transition occurs for staff and patients.

- STEGH is playing an integral role in the South West Stroke Project. This project is realigning stroke care in the South West Local Health Integration Network to ensure people who have a stroke or TIA (transient ischemic attack or mini-stroke) receive the best possible stroke care, and achieve the best possible outcomes. STEGH is one of seven designated stroke units in the region, which offers acute, and rehabilitative stroke care, and a secondary stroke prevention clinic.

- The Board of Governors continues to support our journey of continuous improvement using Lean Methodology.

- This past fiscal year saw the departure of Paul Collins, President and CEO, and the arrival of our new CEO, Dr. Nancy Whitmore. Paul's contributions to STEGH, to healthcare, and to our community are well known and well respected. To honour his legacy, STEGH launched the Paul Collins Lean Leadership Award this past spring. The Paul Collins Lean Leadership Award recognizes the work of an individual or team who has made significant contributions to Lean Process Improvement by valuing the knowledge of Lean and using skills and ability to create innovative and practical application that improve patient care. This award serves to recognize excellence and extraordinary effort in application of Lean methodology and draws attention to the important role individuals play in continuous improvement at STEGH. Paul Collins was the successful recipient of this award and will be invited to present this award on an annual basis.

Sincerely,
Cathy Crane, Chair, Board of Governors

St. Thomas Elgin General Hospital

Quad County Support Services

Mailing Address: P. O. Box 65, Wardsville, Ontario, N0L 2N0

Telephone 519-693-4812
Fax 519-693-7055

June 19, 2017

Warden Jones
County Administration Building
450 Sunset Drive
St. Thomas, ON
N5R 5V1

Dear Warden Jones and Council Members:

On behalf of the individuals we support, the Board of Directors and myself, I would like to thank you for your most generous grant of $2000 to Quad County Support Services.

This grant will be used to enhance the supports for individuals that access our day supports. Recently the Ministry of Community and Social Services has announced that all Sheltered Workshops in Ontario must be closed by January 2019. Quad County ceased the operation of its sheltered workshop in September 2015 in anticipation of this order. One fallout of this closure has been that individuals no longer receive the traditional stipend that they have been receiving. This has had additional impacts on their ODSP which has resulted in one of the most vulnerable population of individuals, who already live below the poverty line being subjected to further reductions in income. During this time our day services have been undergoing a transition to providing more inclusive supports in the community to secure real jobs paying minimum wage and volunteer positions. The individuals we support have much to offer the communities that they live in and our goal is to assist each individual to find their place in the community. In addition, we recently secured an Employment and Modernization Grant from the Ministry of Community and Social Services to run a summer program which will assist us to link with youth from the local high schools. Again the focus is on securing real summer jobs and assisting them to acquire skills that will be needed as they transition out of high school. This will also help us to establish a partnership with the WESS WORKS program which will be starting in September 2017 at the closed WESES school in West Lorne.

Once again I would like to thank you for your grant. Quad County is currently in the process of doing a strategic plan to be completed in October and I look forward to sharing this with you in the future.

Sincerely,

Linda Long

Linda Long
Executive Director

RECEIVED

JUN 28 2017

COUNTY OF ELGIN
ADMINISTRATIVE SERVICES

FOR IMMEDIATE RELEASE

High Speed Fibre Internet now at John Kenneth Galbraith Reference Library in Dutton

Elgin County, June 26th, 2017

The John Kenneth Galbraith Reference Library in Dutton is now home to some of the fastest Internet speeds in Elgin County due to a recent upgrade to Fibre Internet. Patrons that frequent the library can now access the Internet more quickly and efficiently via Wi-Fi on their personal devices, or at one of the free access public computer stations. The Dutton branch has five PC computer stations, and one I-Mac station as well mobile devices that can be used for connecting on-line that are available for free to the community. The upgrade to Fibre Internet means that a consistent 50 Megabytes per hour speed for downloading and uploading materials will be replacing the 0.5 megabyte upload speeds, and 6 Megabyte download speeds of days past.

In rural areas, where consistent Internet access can still be a challenge, the library is an important access point for research, e-mail, social media, and information gathering. Many patrons use the library to connect with services and agencies on-line, to search for jobs and create resumes, work on projects, take on-line courses, and much more. Being able to offer consistent and fast browsing speeds is an important part of the services the Elgin County Library offers.

"Although we have been offering public access Wi-Fi and Internet services in Dutton for some time, patrons will see a significant improvement in their experience. We welcome community members, entrepreneurs, and students to stop by and stay a while. The library is not only a place to check out books. It's a vibrant place to write your next great novel, find a new job, search for resources, and visit with friends" says Elgin County Warden Grant Jones. Dutton Dunwich Mayor Cameron McWilliam comments "I am really pleased that our residents now have access to fast and reliable Internet service at the library. This is a great step forward in making fibre connectivity available to businesses and households in our municipality."

Visit the John Kenneth Galbraith Reference Library in Dutton this July and August to try out the new Fibre Internet. Let us know you thoughts and enter for a chance to win one of several prizes.

For more information contact:
Sandra Poczobut, Manager of Programming and Community Development
Ph: 519-631-1460 x 151 E-mail: spoczobut@elgin.ca

- 30 -

County of Elgin
450 Sunset Drive
St. Thomas, Ontario
N5R 5V1 Canada
Phone: 519-631-1460
Fax: 519-633-7661
www.elgin-county.on.ca

COUNTY OF ELGIN

By-Law No. 17-21

"BEING A BY-LAW TO AUTHORIZE THE WARDEN AND THE CHIEF ADMINISTRATIVE OFFICER TO SIGN AN EXTENSION AGREEMENT WITH THE CITY OF TORONTO RELATING TO WASTE DISPOSAL WITH A COMMON TIPPING FEE FOR PARTICIPATING MUNICIPALITIES"

WHEREAS pursuant to Section 75 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended "an upper-tier municipality may designate any of its waste management services or facilities for the management of waste or any class of waste of any of its lower-tier municipalities for which it has the power to provide the service or facility."

WHEREAS in 2009 the County of Elgin did authorize the preparation of a solid, nonhazardous waste disposal agreement for waste disposal capacity for its eligible Lower-Tier Municipal Partners at the Green Lane Landfill Site; and

WHEREAS as said agreement is due to expire in 2019; and

WHEREAS each Municipality may choose to execute the Agreement in order to use the Green Lane Landfill Site or may choose not to enter into the Agreement; and

WHEREAS the Agreement shall not commence in respect of a Municipality until such time as any existing agreement for waste disposal contractual services respecting that Municipality within the County of Elgin has concluded or is terminated; and,

WHEREAS an extension agreement under certain terms and conditions has been reached by the County of Elgin and the City of Toronto.

NOW THEREFORE the Warden and the Chief Administrative Officer are hereby authorized to sign the extension agreement between the County of Elgin and the City of Toronto, under certain terms and conditions, for waste disposal with a common tipping fee for participating municipalities.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11TH DAY OF JULY 2017.

Mark G. McDonald, Chief Administrative Officer.	Grant Jones, Warden.

COUNTY OF ELGIN

By-Law No. 17-22

"BEING A BY-LAW TO ESTABLISH REVENUE NEUTRAL CLAWBACK

PERCENTAGES FOR CERTAIN PROPERTY CLASSES"

WHEREAS Section 330(1) of the Municipal Act, S.O. 2001, c.25 states that the Council of a municipality other than a lower-tier municipality, may pass a by-law to establish a percentage by which tax decreases are limited for a taxation year in respect of properties in any property class subject to Part IX of the said Act in order to recover all or part of the revenues foregone as a result of the application of Section 329 of the said Act to other properties in the property class; and

WHEREAS for the purposes of this by-law, the commercial classes shall be considered a single property class and the industrial classes shall be deemed to be a single property class; and

WHEREAS limits to tax decreases for any class may only be established in order to recover all or part of the foregone revenue in respect of the same property class.

NOW THEREFORE, the Municipal Council of the Corporation of the County of Elgin enacts as follows:

1. THAT for the taxation year 2017, the percentage determined under Section 330(1) of the Municipal Act, S.O. 2001 are as follows:

	Commercial	Industrial
Decrease Clawback	59.2899%	6.9037%
Decrease Retained	40.7101%	93.0963%

2. THAT in accordance with the provisions of the Section 330(1) of the Municipal Act, S.O. 2001 the County is deemed to be the banker and no lower tier member municipality shall have a surplus or a shortfall as a result of the application of this By-Law, and further, if the County experiences a shortfall or excess as a result of the application of the banking function under this By-Law, any such shortfall/excess shall belong to the County.

3. THAT the intra-municipal adjustment due to the application of this by-law, with the County acting as the banker, shall be paid by the member municipalities on December 15th, 2017.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11th DAY OF JULY 2017.

Mark G. McDonald,
Chief Administrative Officer.

Grant Jones,
Warden.

COUNTY OF ELGIN

By-Law No. 17-23

"BEING A BY-LAW TO ADOPT OPTIONAL TOOLS FOR THE PURPOSES OF ADMINISTERING LIMITS FOR THE COMMERCIAL, INDUSTRIAL AND MULTI-RESIDENTIAL PROPERTY CLASSES"

WHEREAS the County of Elgin (hereinafter called the "Municipality"), in accordance with Section 329.1 of the Municipal Act, 2001, S.0. 2001, c.25, as amended (hereinafter called the "Act"), may modify the provisions and limits as set out in Section 329 of the Act, with respect to the calculation of taxes for municipal and school purposes payable in respect of property in the commercial, industrial and multi-residential property class; and

WHEREAS the Municipality must similarly modify the provisions and limits as set out in Section 332 of the Act with respect to the "tenant cap" calculations; and

WHEREAS this by-law shall only apply to properties in any of the Commercial, Industrial and Multi-Residential property classes to which Part IX of the Act applies; and

WHEREAS for the purposes of this by-law the commercial classes shall be considered a single property class and the industrial classes shall be deemed to be a single property class; and

WHEREAS "CVA taxes" means, the taxes for municipal and school purposes that would be levied for the taxation year, but for the application of Part IX of The Act; and

AND WHEREAS "capped taxes" means, the taxes for municipal and school purposes that shall be levied for the taxation year as a result of the application of Part IX of *The Act*; and

WHEREAS the Council may pass a by-law to apply any one or any combination of the following options:

a) Set the annualized tax limit increase to a maximum of 10%; and/or
b) Set an upper limit on annual increases at the greater of the amount calculated under a) and up to 10% of the previous year's annualized CVA tax; and/or
c) Establish a capping adjustment threshold of up to $500 for increasing properties, decreasing properties or both, whereby no capping/clawback adjustments less than the threshold amount would be applied; and/or
d) Exclude properties that were at CVA tax in the previous year from the capping and clawback calculation in the current year; and/or
e) Exclude properties that would move from being capped in the previous year to be clawed back in the current year or from being clawed back in the previous year to be capped in the current year as a result of the changes to the CVA tax.

WHEREAS a by-law passed to adopt the provisions of Subsection 329.1 paragraphs 1 and 2 of the Act, provides that such provisions shall also apply to Section 332 of the Act with respect to the "tenant cap" calculations; and

WHEREAS the Council has reviewed the provisions of Section 329.1 of the Act and hereby deems it necessary and appropriate to adopt optional tools for the purpose of administering limits for the Commercial, Industrial and Multi-Residential property classes.

NOW THEREFORE the Municipal Council of the Corporation of the County of Elgin hereby enacts as follows:

1. THAT paragraphs 1, 2, and 3, of Subsection 329.1(1) of the Act shall apply to the Commercial, Industrial and Multi-Residential property classes for 2017.

2. THAT:

a) In determining the amount of taxes for municipal and school purposes for the year under Subsection 329(1) and the amount of the tenant's cap under Subsection 332(5), the greater of the amounts determined under paragraphs i) and ii) as set out below shall apply in determining the amount to be added under paragraph 2 of Subsection 329(1), and the increasing amount under paragraph 2 of Subsection 332(5),

i) The percentage set out in Subsection 329(1) paragraph 2 and in Subsection 332(5) paragraph 2 shall be ten per cent (10%), and

ii) The amount of the CVA taxes for the previous year multiplied by ten per cent (10%).

b) The amount of the taxes for municipal and school purposes for a property for a taxation year shall be the amount of the uncapped taxes for the property for the year if the amount of the uncapped taxes exceeds the amount of the taxes for municipal and school purposes for the property for the taxation year as determined under section 329, as modified under section 329.1 of The Act and this By-law, by five-hundred dollars ($500.00) or less.

c) The amount of the taxes for municipal and school purposes for a property for a taxation year shall be the amount of the uncapped taxes for the property for the year if the amount of the taxes for municipal and school purposes for the property for the taxation year as determined under section 330, as modified under section 329.1 of The Act and this By-law exceed the uncapped taxes, by five-hundred ($500.00) or less.

d) Exclude properties that were at CVA tax in the previous year from the capping and clawback calculation in the current year;

e) Exclude properties that would move from being capped in the previous year to be clawed back in the current year or from being clawed back in the previous year to be capped in the current year as a result of the changes to the CVA tax;

3. THAT this By-Law shall come into force and take effect upon its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11th DAY OF JULY 2017.

Mark G. McDonald, Chief Administrative Officer.	Grant Jones, Warden.

COUNTY OF ELGIN

By-Law No. 17-24

"BEING A BY-LAW TO APPOINT JULIE GONYOU AS

CHIEF ADMINISTRATIVE OFFICER/CLERK AND TO DEFINE THE DUTIES THEREOF"

WHEREAS pursuant to Section 228 (1) of the Municipal Act, R.S.O. 2001, as amended, a municipality shall appoint a Clerk responsible for statutory and other duties as are assigned; and,

WHEREAS pursuant to Section 229, of said Act, a municipality may appoint a Chief Administrative Officer who shall be responsible for exercising general control and management of the affairs of the municipality and for performing such other duties as are assigned;

NOW THEREFORE the Municipal Council of the Corporation of the County of Elgin (hereinafter referred to as "the Corporation") enacts as follows:

1. THAT Julie Gonyou be and is hereby appointed Chief Administrative Officer/Clerk of the Corporation effective on September 5th, 2017.

2. THAT the Chief Administrative Officer/Clerk shall be responsible only to the Council of the Corporation, perform such duties as are lawfully prescribed and generally manage the business affairs of the Corporation in a diligent, competent and lawful manner through Department Heads and others reporting to her and subject always to the policies and directions of Council.

3. THAT the Chief Administrative Officer/Clerk shall co-ordinate, lead and direct the Department Heads in the efficient administration of the Corporation in a diligent, competent and lawful manner through Department Heads and others reporting to her and subject always to the policies and directions of Council.

4. THAT the Chief Administrative Officer/Clerk shall delegate appropriate duties and responsibilities to Department Heads within the approved organizational structure.

5. In keeping with By-Law 09-29, being a by-law to delegate to certain persons on behalf of the corporation the authority to hire employees, enter into contracts of employment and terminate the employment of employees the Chief Administrative Officer/Clerk shall have the following authority:

   a) to hire employees on behalf of the corporation;
   b) to enter into contracts of employment with employees on behalf of the corporation;
   c) to terminate the employment of employees in accordance with the contractual entitlements of the employees.

6. THAT the Chief Administrative Officer/Clerk shall attend all meetings of County Council and may attend its standing or ad-hoc committees except when excused from doing so by the Warden by reason of sickness, vacation or attendance elsewhere on Corporation business, with the right to speak, but not to vote thereat.

7. THAT the Chief Administrative Officer/Clerk shall meet regularly with and co-ordinate the activities of the Department Heads of the Corporation through a management committee for the purpose of developing policy recommendations, determining staff development needs and coordinating administrative activities.

8. THAT the Chief Administrative Officer/Clerk shall ensure that information and reports requested by Committee/Council or which could be of assistance to Committee/ Council are obtained or prepared and submitted for consideration.

9. THAT the Chief Administrative Officer/Clerk shall refer sensitive or serious issues to Committee/Council and recommend responses or solutions.

10. THAT the Chief Administrative Officer/Clerk shall, in accordance with County Policy, conduct annual performance evaluations of Department Heads

11. THAT the Chief Administrative Officer/Clerk shall develop and implement, in conjunction with the Department Heads, long-term plans and objectives within the County, including recommending changes to the organizational structure to improve effectiveness and/ or efficiency.

12. THAT the Chief Administrative Officer/Clerk shall consult with Council, Department Heads, Local Boards and Committees to assist in determining effective programs and ensuring efficient operation within approved budgets and in compliance with applicable legislation.

13. THAT the Chief Administrative Officer/Clerk shall assist in the exercise of general financial control of all departments, in conjunction with the Director, Financial Services/ Treasurer.

14. Despite anything herein contained, this by-law shall not be deemed to empower the Chief Administrative Officer/Clerk, in any way whatsoever, to exercise or encroach upon the powers of Council.

15. THAT the Chief Administrative Officer/Clerk shall perform all of the powers and duties of the position as prescribed by the Statutes of Ontario and as may be from time to time prescribed by the Council.

16. THAT the incumbent will be subject to a twelve (12) month probationary period as per County policy.

17. THAT at least once per year, the Chief Administrative Officer/Clerk shall meet with the Warden or his/her designate for the purpose of a performance appraisal.

18. THAT a complete job description shall be attached to this by-law as Schedule “A”.

19. THAT this by-law shall not be repealed except by by-law, passed by a vote of 60% of all members of Council, at a meeting duly called, in accordance with the procedural by-law.

20. THAT this by-law shall not come into force and take effect until September 5th, 2017.

21. THAT any by-law contrary to this one shall be repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11th DAY OF JULY 2017.

Mark G. McDonald, Chief Administrative Officer	Grant Jones, Warden

By-Law 17-24 Schedule "A"

Title: **Chief Administrative Officer/Clerk**
Status: **Full-time**
Department: **Administrative Services**
Reports To: **County Council**

SUMMARY OF POSITION:

Acts as Secretary of and provides administrative services to County Council and specified Council Committees, prepares budgets for own Department, maintains liaison with a wide variety of parties concerned with the operation of County government and co-ordinates relations between Council and staff on matters affecting the County as a whole.

WORK PERFORMED:

1. Manages the Administrative Services Department, including Planning, Legal Services, Tree Commissioner/Weed Inspector, Police Services (Board Only), Economic Development and Tourism.
2. Co-ordinates, leads and directs the Department Heads in the efficient administration of the municipality, in accordance with the policies and plans approved and established by County Council.
3. Provides support and assistance where required to other Officers of the Corporation in the discharge of their statutory duties.
4. Consults with Council, Department Heads, Local Boards and Committees to assist in determining effective programs and ensuring efficient operation within approved budgets and in compliance with applicable legislation.
5. Ensures that information and reports, requested by Committee/Council or which could be of assistance to Committee/Council, are obtained or prepared and submitted to the Committee/Council.
6. Refers sensitive or serious issues to Committee/Council and to recommend responses or solutions.
7. Involved in the recruitment, selection, and discipline (including termination) of all Department Heads, with such process being conducted in conjunction with the Director of Human Resources and in accordance with Council policy.
8. Conduct performance evaluations of Department Heads in accordance with County policy.
9. Develops and implements, in conjunction with the Department Heads, long-term plans and objectives within the County; including recommending changes to the organizational structure to improve effectiveness and/or efficiency.
10. Exercises all of the powers and duties of the position of Chief Administrative Officer and Clerk, as prescribed by the Statutes of Ontario, and as may be from time to time prescribed by the Council.
11. Plans, directs, organizes and controls the on-going operation of the Administrative Services Department in accordance with the Statutory Duties laid out in the Municipal Act, other relevant Acts, and as assigned by Council.
12. Custodian of all records and accounts of the Corporation required for public inspection, certifying copies when required by external agencies and giving evidence in Court when subpoenaed as Officer of the Corporation.
13. Advises and counsels Council, its Committees, and special purpose bodies, on the jurisdictional and legal authority for Corporate actions during meetings of Council and Committees as well as in other actions required by law, keeping abreast of constant change in statute and regulation and advising how this legislation would impact on possible Council action.
14. Acts as Council's parliamentarian recommending changes and improvements to the Rules of Order and counsels Council on appropriate procedure for orderly conduct of business.
15. Acts as Council's protocol officer assisting in the planning of receptions, banquets, openings, counselling Warden on ceremonial duties, and attends Civic functions.
16. Directly reports to the Warden and Council.
17. Acts as liaison between the Council and the Management Team.
18. Acts as Secretary of all Council Committees as directed by Council by: Preparing and circulating agendas, ensuring all relevant items are included and attaching all necessary documentation; Attending committee meetings, recording decisions, writing and circulating minutes, producing and distributing correspondence and reporting results from meetings and following-up to ensure committee decisions have been carried-out; Advising committee members on matters within their jurisdiction and informing them of relevant items concerning other committees and the County as a whole.
19. Acts as Secretary of Council as above and as Chairman for annual election of Warden.
20. Prepares all by-laws and other legal documents for presentation to Council and where necessary consults with County Solicitor.
21. Ensures that all by-laws requiring approval from other agencies or levels of Government are presented to the appropriate party for approval.
22. Co-ordinates new and proposed legislation to the Department Heads and committees and follows-up on the same.
23. Acts as central reference source for inquiries from the public regarding County operations, providing prompt and accurate responses and referring technical items to the appropriate department; Co-ordinates flow of information and instructions between Council and departments, interprets Council's wishes and informs Department Heads of County-wide policies and directives affecting their operations; Assists in developing policies and procedures affecting operation of entire County and co-ordinates their submission to, and discussion by Council with Department Heads.

24. Provides information to, and answers questions from elected officials, staff of local municipalities, business and community representatives and the public on operations of County government; Maintains continuing liaison with personnel of provincial government departments and agencies, utilities, professionals, consultants, local groups and others interested in County government.
25. Prepares and submits budget for Administrative Services Department and Council expenses and administers department within budget, reports periodically to Council on operation vs. budget.
26. Maintains departmental budget involving independent decisions about expenditures and priorities pertaining to Administrative Services.
27. Researches grant possibilities, and communicate the same to Council and/or the appropriate committee. Forwards grant applications to the appropriate Ministry or agency on behalf of the County Department.
28. Processes applications to the Ontario Municipal Board for financial or other purposes.
29. Supervises all Departmental Staff: Interviews, screens and selects all staff within County policy guidelines; Reviews the performance of staff, takes corrective action where needed and recommends salary and status changes; Deals with disciplinary matters in the Department and, if necessary, terminates within County policy guidelines.
30. Directs Tree Commissioner/Weed Inspector/By-law Enforcement Officer, County Planner, County Solicitor and General Manager of Economic Development.
31. Acts as Secretary/Administrator to Elgin Group Police Services Board.
32. Responsible for the day-to-day administration of the Municipal Freedom of Information and Protection of Privacy Act for the County, and/or delegates same.
33. Responsible for developing, with the assistance of the Department Heads, and delivering an orientation program to new members of Council following regular municipal elections.
34. Assuming ownership responsibility and maintenance as required by the legislation, for property and buildings owned by the County.
35. Contributes effort and ideas supporting the County of Elgin's Mission Statement, goals, and strategic vision.
36. Assembles data and prepares periodic special reports, manuals and correspondence.
37. Severe costs are associated with any errors made in this position (i.e. incorrect budget projections, incorrect automation plans, not projecting technological changes, violation of Labour Relations Act, etc.)
38. Works with the Department Heads in the development of policies, standards and procedures for the Human Resources Policy Manual.
39. Reviews existing Administrative Services systems and recommends/implements productivity enhancement tools and software for approval.
40. Maintains a high degree of confidentiality in performing daily job tasks and relations with other parties.
41. Complies with appropriate legal regulations regarding Administrative Services.
42. Complies with the County's Code of Ethics.
43. Must be imaginative and possess thorough decision making skills to meet often non-routine needs of the department in an efficient and economical manner.
44. Incumbent uses research (i.e. reference manuals), analytical and reasoning skills to handle multiple tasks.
45. Incumbent must possess excellent conflict management and leadership skills to work within a unionized environment.
46. Interpersonal skills are essential to deal with a wide variety of contacts.
47. Maintains effective communication with volunteers, the general public, suppliers, etc. Failure to maintain contact with these parties could result in a breakdown in communication.
48. Takes, as time permits, high profile appointments with municipal organizations such as OMAA, AMO, etc.

QUALIFICATIONS:

1. A University graduate degree or equivalent in Business/Municipal Administration and/or relevant education, experience, and training.
2. A.M.C.T. Designation is an asset.
3. Experience working directly with Council and involvement with staff supervision.
4. Strong and demonstrated interpersonal, analytical and communication skills.
5. At least 10 years of senior municipal experience preferred.
6. A valid driver's license and a dependable vehicle are required.

Prepared By: _____	Date: _____	Effective Date:	**Jan, 2017**
Approved By: _____	Date: _____	JD Code:	**AS-001**
Employer Signature: _____	Date: _____		

CLOSED MEETING AGENDA

July 11, 2017

Staff Reports:

1) Chief Administrative Officer / County Solicitor – *Municipal Act Section 239.2 (a) the security of the property of the municipality or local board* – Theft/Conversion of County Property

2) Director of Human Resources – *Municipal Act Section 239.2 (b) personal matters about an identifiable individual, including municipal or local board employees* – Update on Succession Planning in the Engineering Services Department (**VERBAL**)