



**ORDERS OF THE DAY**  
**FOR TUESDAY, MAY 8, 2018 – 9:00 A.M.**

**ORDER**

- 1st Meeting Called to Order
- 2nd Adoption of Minutes – April 10, 2018 & April 19, 2018
- 3rd Disclosure of Pecuniary Interest and the General Nature Thereof
- 4th Presenting Petitions, Presentations and Delegations

**DELEGATION:**

**9:00 a.m.** Cynthia St. John, CEO, Southwestern Public Health with PowerPoint titled “Welcome to Public Health”. (attached)

- 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 – none
- 10th Motion to Rise and Report
- 11th Recess
- 12th Motion to Adopt Recommendations from the Committee Of The Whole
- 13th Consideration of By-Laws
- 14th ADJOURNMENT

**LUNCH WILL BE PROVIDED**

**NOTICE:**

May 22, 2018	County Council Meeting
June 12, 2018	County Council Meeting
June 20, 2018	10 <sup>th</sup> Annual Elgin County Warden’s Charity Golf Tournament – Kettle Creek Golf and Country Club
November 23, 2018	Warden’s Dinner – Masonic Centre of Elgin

***Accessible formats available upon request.***

DRAFT COUNTY COUNCIL MINUTES  
Tuesday, April 10, 2018  
*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 Marr in the Chair.

Warden Marr announced that an addendum would be added to the agenda at the end of the Reports section.

**ADOPTION OF MINUTES**

Moved by Councillor Jenkins  
Seconded by Councillor Jones

THAT the minutes of the meeting held on March 27, 2018 be adopted.

- Carried.

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

**DELEGATIONS**

**Proposed Location of Temporary Bailey Bridge, Port Bruce**

Jerry Lee, Chair of the Port Bruce Rate Payers Association with a presentation regarding concerns around a potential location of a temporary bridge in Port Bruce.

Moved by Councillor Wiehle  
Seconded by Councillor Martyn

THAT the presentation from the Port Bruce Rate Payers Association regarding the proposed location of a temporary Bailey Bridge in Port Bruce be received and filed.

- Carried.

**Ontario Age Friendly Communities Symposium**

Jessica Lang, Health Promoter, Healthy Communities, Elgin St. Thomas Public Health and Elizabeth Sebestyen, Director, St. Thomas – Elgin Social Services with a PowerPoint presentation sharing the highlights from the Age Friendly Community Symposium in Toronto and congratulating Elgin County for receiving the AFC Award in Category 1 – Community Action Plan in Planning for an Age Friendly Community.

Moved by Councillor Jones  
Seconded by Councillor McWilliam

THAT the PowerPoint presentation titled “Ontario Age Friendly Communities Symposium” from Elgin St. Thomas Public Health and St. Thomas – Elgin Social Services, be received and filed; and,

THAT the Warden issue a letter on behalf of County Council congratulating the Age Friendly Network for receiving the AFC Award.

- Carried.

**Assessment Base Management Part 1: Mastering the Assessment and Property Tax Equation in Your Community**

Amanda MacDougall, Regional Manager, Municipal Stakeholder Relations, from the Municipal Property Assessment Corporation with a PowerPoint presentation summarizing MPAC’s assessment system. The presentation also included a breakdown of how properties of different classifications are assessed, information regarding the four-year assessment cycle and phase-in process and how these assessments are related to taxation.

Moved by Councillor Mennill  
Seconded by Councillor Jones

THAT the PowerPoint presentation titled "Assessment Base Management Part 1: Mastering the Assessment and Property Tax Equation in Your Community", from MPAC, be received and filed.

- Carried.

Moved by Councillor Jenkins  
Seconded by Councillor Wiehle

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

- Carried.

## **REPORTS**

### **Clearing Exemption Application for S Pt Lot 9, Concession 2, Duff Line, Municipality of Dutton Dunwich – Tree Commissioner/Weed Inspector**

The commissioner presented the report recommending that Council approve the Clearing Exemption Application from Fieldstone Investments Inc. requesting permission to clear 3.2 hectares of woodland for the purpose of converting woodland to farmland, conditional on the applicant contributing \$16,800 to a tree planting fund administered by the County for the planting of 5,600 seedling trees within the municipality of Dutton Dunwich.

Moved by Councillor Jones  
Seconded by Councillor Wiehle

THAT County Council reject the Exemption for Woodlands Clearing Application from Fieldstone Investments Inc. to clear 3.2 hectares of woodland.

- Carried.

### **February 2018 Budget Performance – Director of Financial Services**

The director presented the February budget comparison for the County with year-to-date (YTD) performance of \$58,000.

Moved by Councillor Jenkins  
Seconded by Councillor Martyn

THAT the report titled "February 2018 Budget Performance", from the Director of Financial Services, dated March 31, 2018 be received and filed.

- Carried.

Council recessed at 10:03 a.m. and reconvened at 10:17 a.m.

### **Aylmer Library Expansion Update – Director of Community and Cultural Services**

The director presented the report informing Council that a motion was recently approved by Aylmer Town Council to expand the Aylmer Library through an addition to the current building. It also informs Council of improvements that will be taking place in the current space in 2018.

Moved by Councillor Ens  
Seconded by Councillor Jones

THAT the report titled "Aylmer Library Expansion Update", from the Director of Community and Cultural Services, dated February 22, 2018, be received and filed.

- Carried.

**Contract Award of Five Tenders – Cold In-Place Recycling with Expanded Asphalt Material, Hot Mix Asphalt Paving, Microsurfacing, Asphalt Crack Sealing and Culvert Sliplining – Deputy Director of Engineering Services**

The deputy director presented the report recommending that Council approve tenders for the above mentioned projects.

Moved by Councillor Ens  
Seconded by Councillor Mennill

THAT Roto-Mill Inc. be selected for the Cold In-Place Recycling with Expanded Asphalt Material (CIREAM) Tender, Contract No. 6200-18 at a total price of \$1,769,530.00, inclusive of a contingency allowance and exclusive of H.S.T.; and,

THAT Coco Paving Inc. be selected for the Hot Mix Asphalt Tender, Contract No. 6220-18 at a total price of \$3,494,000.00, inclusive of a contingency allowance and exclusive of H.S.T.; and,

THAT Duncor Enterprises Inc. be selected for the Microsurfacing (Type 3) and Surface Treatment Tender, Contract No. 6250-18 at a total price of \$878,193.00, inclusive of a contingency allowance and exclusive of H.S.T.; and,

THAT Niagara Crack Sealing be selected for the Asphalt Crack Sealing Tender, Contract No. 6090-18-08 at a total price of \$125,800.00, exclusive of H.S.T.; and,

THAT Gary D. Robinson Contracting be selected for the Culvert Sliplining and Culvert Replacement Tender, Contract No. 6290-18-02 at a total price of \$396,900.00, exclusive of H.S.T.; and,

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

- Carried.

**Community Transportation Pilot Grant Program Application Summary – Chief Administrative Officer**

The marketing and communications coordinator presented the report to Council summarizing an application submitted to the Community Transportation Pilot Grant Program.

Moved by Councillor Jones  
Seconded by Councillor Ens

THAT the report titled, "Community Transportation Pilot Grant Program Application Summary", from the Chief Administrative Officer, dated April 3, 2018, be received and filed.

- Carried.

**Land Division (VERBAL) – Chief Administrative Officer**

The Chief Administrative Officer informed Council that she is currently working on a report analyzing Land Division. The report will include best practices, governance, customer service, an evaluation of Elgin's current service, and feedback from the public, lower tiers and members of the Land Division Committee.

Moved by Councillor Jenkins  
Seconded by Councillor McWilliam

THAT the verbal report on Land Division from the Chief Administrative Officer be received and filed.

- Carried.

**Port Bruce Bridge Collapse Update (VERBAL) – Deputy Director of Engineering Services**

The deputy director presented a verbal update on the Port Bruce Bridge collapse. Demolition at bridge site is progressing well. The contractor has been working closely with the Catfish Creek

Conservation Authority to ensure all requirements are met. All bridge components are now removed from the water to meet environmental timelines.

Moved by Councillor Mennill  
Seconded by Councillor Jenkins

THAT the verbal report regarding the Port Bruce Bridge Collapse from the Deputy Director of Engineering Services be received and filed.

- Carried.

**Appointment of Two New Health Unit Representatives for the Merger of Elgin-St. Thomas and Oxford County Health Units (VERBAL) – Warden and Chief Administrative Officer (Addendum Item)**

The Warden and Chief Administrative Officer recommended that Council appoint two new representatives for the Board of Health of the newly merged Elgin-St. Thomas and Oxford County Health Units.

Moved by Councillor Jones  
Seconded by Councillor Mennill

THAT County Council approve the appointments of Councillor Wiehle and Warden Marr to the Board of Health for the newly merged Elgin-St. Thomas Oxford County Public Health effective May 1, 2018 until the end of the current Council term.

- Carried.

**CORRESPONDENCE**

**Items for Information (Consent Agenda)**

1. Hon. Dipika Damerla, Minister of Seniors Affairs announcing that the County of Elgin has been selected to receive the 2018 Ontario Age-Friendly Community Recognition Award.
2. Betsy McClure, Program Coordinator, Elgin Clean Water Program thanking Council for continued support and providing their 2017 Year End Annual Report.
3. Hon. Amarjeet Sohi, Minister of Infrastructure and Communities responding to MP Karen Vecchio's notification to various ministries dated February 26, 2018 re: Port Bruce Bridge Collapse.
4. Tom Jeffery, Four Counties Health Services Foundation thanking Elgin County Council for generous financial support towards their campaign for Endoscopy equipment.
5. School Board Trustee information for the upcoming 2018 municipal and school board election from:
  - a) Linda Staudt, Director of Education, London District Catholic School Board.
  - b) Bonnie Williams, Supervisor, Corporate Services, Thames Valley District School Board.
6. Mayor Dan Mathieson and Stratford City Council inviting Municipal Staff, Elected Officials, their friends and families to Civic Night on Tuesday, June 12<sup>th</sup>, 2018 where "The Music Man" will be playing at the Festival Theatre, 55 Queen Street, Stratford.
7. SouthWestern Integrated Fibre Technology Inc. (SWIFT) with Provincial Broadband Position Paper titled "Broadband: An Investment in Innovation".
8. South West LHIN with media release titled "South West LHIN Welcomes New Board Member.

Moved by Councillor Jenkins  
Seconded by Councillor Mennill

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

- Carried.

**OTHER BUSINESS****Statements/Inquiries by Members**

Councillor Jones suggested that Elgin County revisit its Tree By-Law in order to give it more authority. Councillor McWilliam suggested that all relevant stakeholders be consulted in this process.

Moved by Councillor Jones  
Seconded by Councillor Martyn

THAT Chief Administrative Officer conduct a review of the County of Elgin Tree By-Law and bring it back to Council for review.

- Carried.

**Notice of Motion** – None.

**Matters of Urgency** – None.

**Closed Meeting Items**

Moved by Councillor Jenkins  
Seconded by Councillor Wiehle

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

(a) the security of the property of the municipality or local board – Lease

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Potential Litigation.

- Carried.

Moved by Councillor Jenkins  
Seconded by Councillor Martyn

THAT we do now rise and report.

- Carried.

Moved by Councillor Jenkins  
Seconded by Councillor Jones

THAT the confidential report regarding a lease be received and filed and that staff proceed as directed.

- Carried.

Moved by Councillor Martyn  
Seconded by Councillor McWilliam

THAT the confidential verbal report from Chief Administrative Officer on April 10, 2018 be received and filed.

- Carried.

**Motion to Adopt Recommendations of the Committee of the Whole**

Moved by Councillor Jones  
Seconded by Councillor Ens

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

- Carried.

**BY-LAW**

Moved by Councillor Mennill  
Seconded by Councillor Jenkins

THAT By-Law No. 18-13 "Being a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the April 10, 2018 Meeting" be read a first, second and third time and finally passed.

- Carried.

**ADJOURNMENT**

Moved by Councillor McWilliam  
Seconded by Councillor Wiehle

THAT we do now adjourn at 11:49 a.m. and meet again on April 24, 2018 at the County Administration Building Council Chambers at 9:00 a.m.

- Carried.

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Julie Gonyou,  
Chief Administrative Officer.

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David Marr,  
Warden.

DRAFT COUNTY COUNCIL MINUTES  
Thursday, April 19, 2018  
*Accessible formats available upon request.*

The Elgin County Council met this day at the Administration Building at 12:00 p.m. with all members present except Councillor Ens (regrets).

Warden Marr in the Chair.

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

Moved by Councillor Mennill  
Seconded by Councillor Jenkins

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

- Carried.

**Closed Meeting Item**

Moved by Councillor Jones  
Seconded by Councillor Wiehle

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

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Potential Litigation.

- Carried.

Moved by Councillor Mennill  
Seconded by Councillor Jenkins

THAT we do now rise and report.

- Carried.

Moved by Councillor Jones  
Seconded by Councillor Wiehle

THAT the confidential report regarding potential litigation be received and filed and that staff proceed as directed.

- Carried.

**BY-LAW**

Moved by Councillor Jenkins  
Seconded by Councillor Wiehle

THAT By-Law No. 18-14 “Being a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the April 19, 2018 Meeting” be read a first, second and third time and finally passed.

- Carried.

**ADJOURNMENT**

Moved by Councillor Jones  
Seconded by Councillor McWilliam

THAT we do now adjourn at 1:02 p.m. and meet again on May 8, 2018 at the County Administration Building Council Chambers at 9:00 a.m.

- Carried.





# WELCOME TO PUBLIC HEALTH

## PRESENTATION TO MUNICIPAL COUNCILS

City of St. Thomas: May 7, 2018

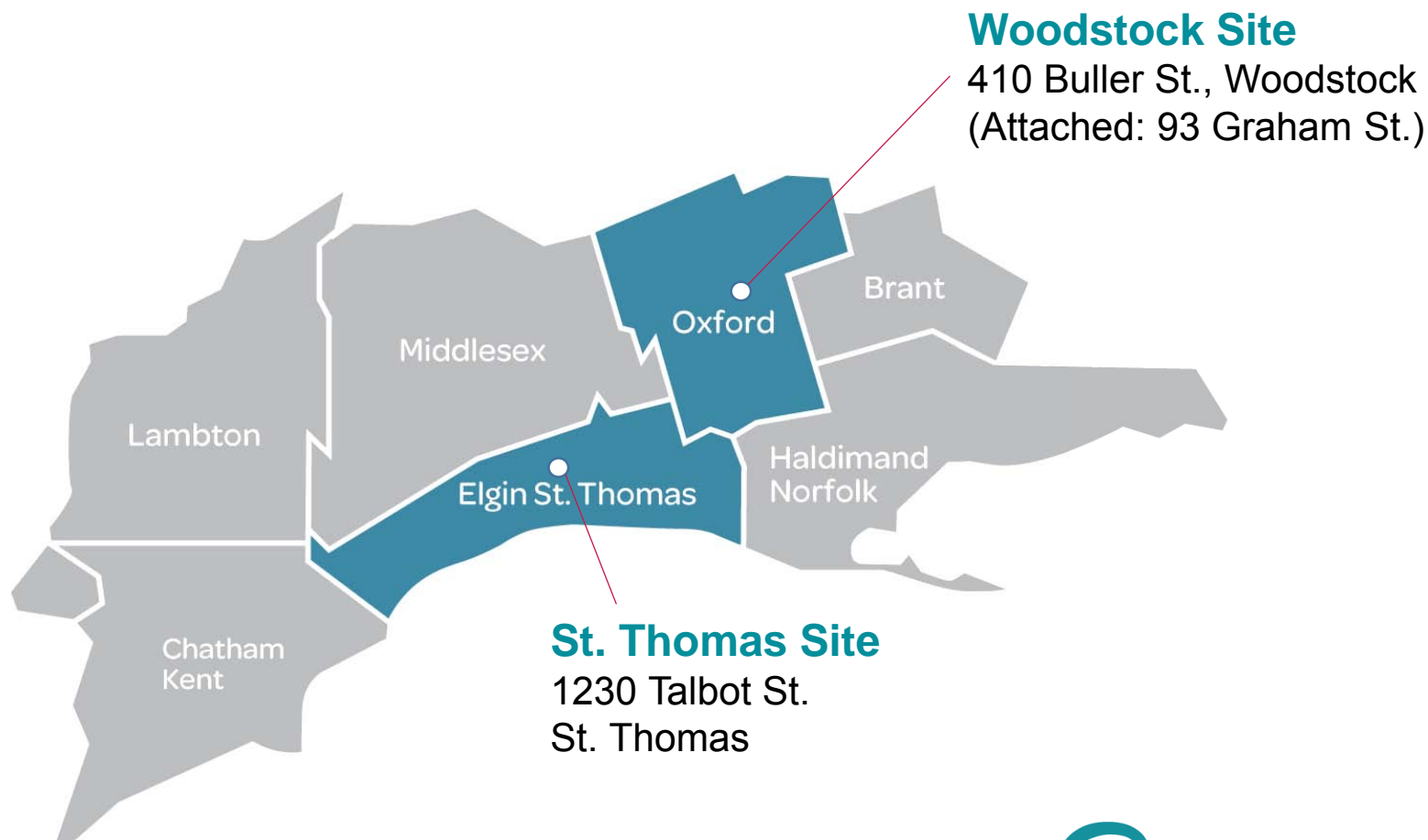
Elgin County: May 8, 2018

Oxford County: May 9, 2018

Cynthia St. John, CEO, Southwestern Public Health

Lynn Beath, Former CEO, Oxford County Public Health

# SERVING OXFORD, ELGIN & ST. THOMAS



# FORGING A NEW PATH

## Benefits

- Efficiency of pooling resources to help maintain the level of program and service delivery
- Ability to respond to the unique needs of our small urban and rural communities

## Commitment

- A strong community presence and effective relationships with community partners
- A strong advocacy voice for public health in Ontario

# THE PAST SIX MONTHS...

## Timeline

- **November 10, 2017**  
Elgin St. Thomas Public Health and Oxford County Public Health announce their intent to merge into a single health unit serving the communities of Oxford, Elgin and St. Thomas, a combined population of about 204,000.
- **November 15, 2017**  
A delegation from the two health units appears before the Standing Committee on Bill 160, the *Strengthening Quality and Accountability for Patients Act, 2017*, to ask for the removal of special distinctions for Oxford County under the *Health Protection and Promotion Act*. This marks the first procedural step allowing the merger to proceed.
- **December 12, 2017**  
The *Strengthening Quality and Accountability for Patients Act, 2017*, receives Royal Assent with the Oxford County amendment.
- **January 10, 2018**  
Health unit boards for Elgin St. Thomas and Oxford County approve reports at their respective meetings to advance the next procedural step in the merger: a petition for changes to regulations under the *Health Protection and Promotion Act* that will set out the new health unit's legal name, boundaries, municipal board membership, and merger date.
- **February 28, 2018**  
The Transition Governance Committee is announced to provide oversight on governance tasks directly related to the merger.
- **April 4, 2018**  
Regulatory changes to the *Health Protection and Promotion Act* are approved and posted on the Government of Ontario's e-Laws website.
- **May 1, 2018**  
Effective date of the legal merger of the two health units, although the process of merging operations will continue over the following year.

# BOARD OF HEALTH MEMBERS



Heather Jackson  
St. Thomas



David Marr  
Elgin County



Larry Martin  
Oxford County



David Mayberry  
Oxford County



Margaret Lupton  
Oxford County



Lee Rowden  
Order in Council



Sandra Talbot  
Oxford County



Bernie Wiehle  
Elgin County



Steve Wookey  
St. Thomas

# INAUGURAL BOARD MEETING

**May 1, 2018**

- Election of Chair and Vice Chair
- Appointment of MOH(A)
- Appointment of CEO
- Board bylaws and policies approved

# EXECUTIVE LEADERSHIP



Dr. Joyce Lock  
Medical Officer of Health



Cynthia St. John  
Chief Executive Officer

# EXECUTIVE LEADERSHIP TEAM

Medical Officer of Health and Chief Executive Officer work in collaboration with each other to carry out specific responsibilities:

## Medical Officer of Health

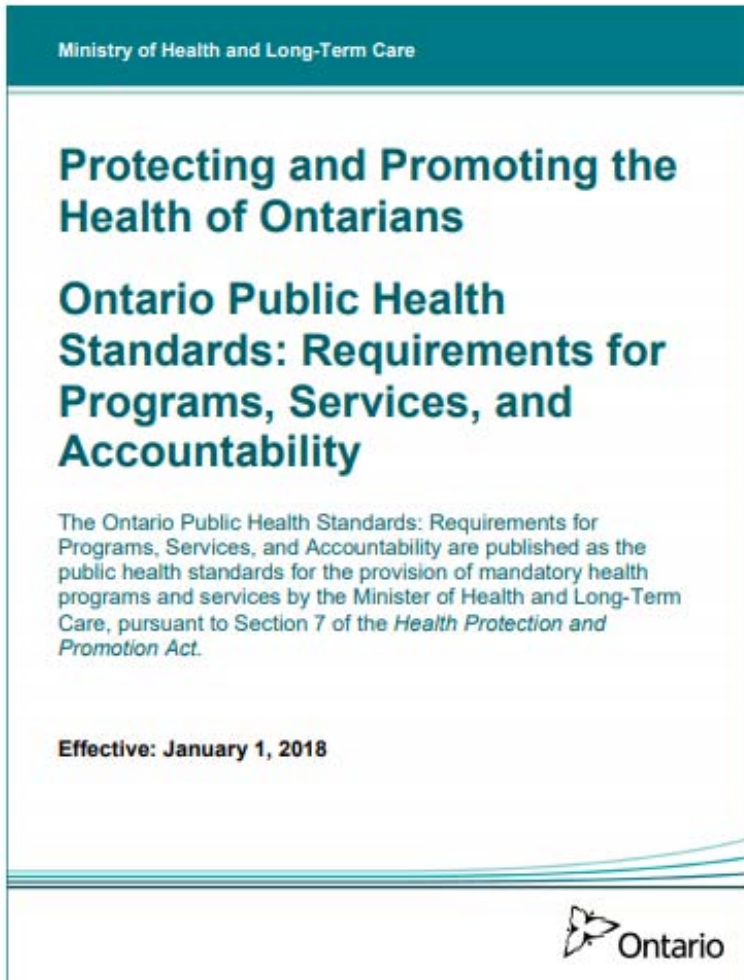
- Community leadership in public health and responsible for the execution of public health legislation
- Advisor to health care providers, agencies, staff and the public on issues of public health importance

## Chief Executive Officer

- Accountable for the overall operation and performance of Southwestern Public Health
- Oversee the establishment of a long term strategic vision, keeping in mind the mission, vision and values of the health unit



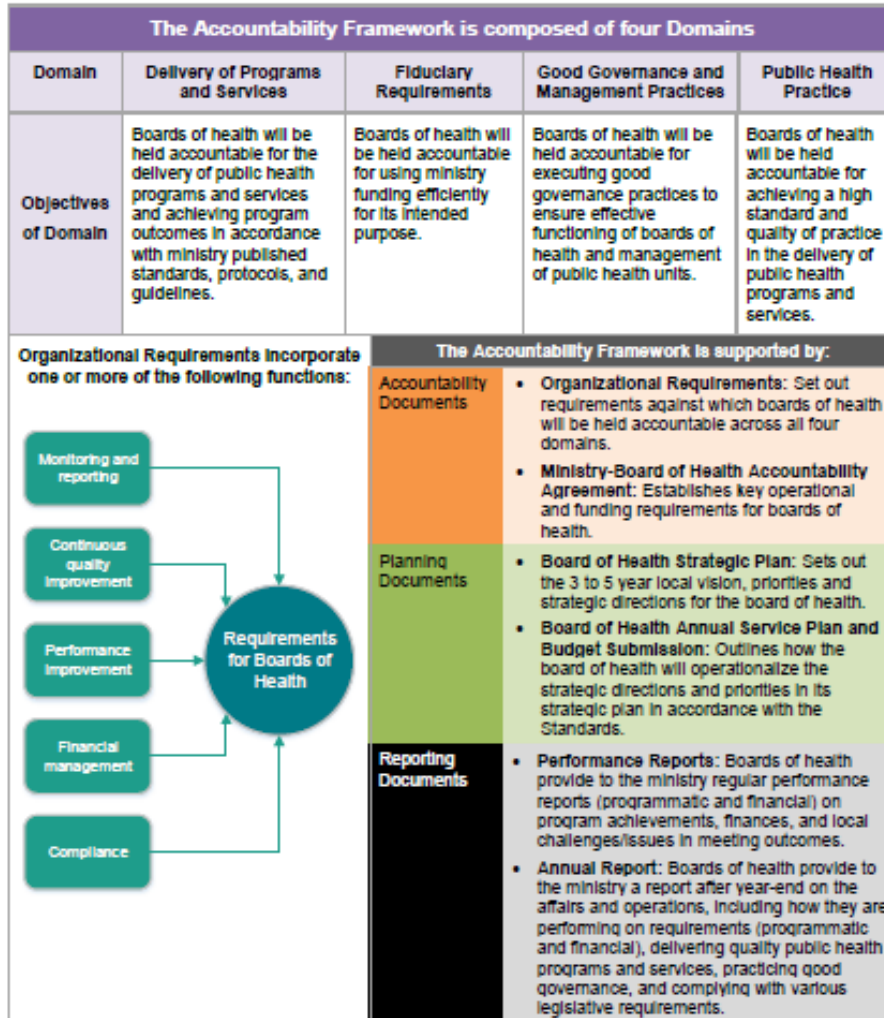
# OPHS 2018



## Ontario Public Health Standards 2018

- Define work of the health unit through Protocols and Guidelines

# ACCOUNTABILITY FRAMEWORK



## Four Domains

- ✓ Delivery of programs and services
- ✓ Fiduciary requirements
- ✓ Good governance and management practice
- ✓ Public health practice

# OPHS 2018

## Programs & Services Standards

Chronic Disease Prevention & Wellbeing  
Substance Use & Injury Prevention  
Safe Water  
Healthy Environments  
Food Safety  
School Health  
Immunization  
Healthy Growth & Development  
Infectious Disease

## Foundational Standards

Population Health Assessment  
Health Equity  
Effective Public Health Practice  
Emergency Preparedness

# NEW NAME, SAME QUALITY SERVICES

- Common programs and services offered across the entire health unit geography with some variations based on local need and priorities
- Unique programs continue to be offered in specific geographic areas, e.g., on-site sewage system management program in Oxford, active transportation in St. Thomas

# BUILDING HEALTHY COMMUNITIES

- Southwestern Landfill Proposal
- Beachville & Area Air Quality
- Zero Poverty Oxford
- Community Leaders' Cabinet
- Community Oxford Committee (Future Oxford)
- Membership on both Oxford & Elgin SWLHIN Sub-Region Integration Tables
- Public Health Membership on Local Emergency Control Groups
- Several active community partnership tables
- Health Status reports
- Continue to facilitate and/or participate on various health and social services committees such as:
  - Community drug strategies
  - Community injury prevention strategies
  - Promoting health in all decisions
  - Health Links
  - Immigration Partnerships
  - Situation Tables
  - Active transportation
  - Child & Youth networks
  - Falls Prevention for senior

# NEXT STEPS

## Merger Day: May 1, 2018

- Regulations came into force to create the new health unit
- First meeting of new Board of Health
- Board bylaws and policies approved
- Soft launch of new health unit
- Transition message on home pages of both Oxford and Elgin St. Thomas websites
- Staff continues to deliver same programs and services

## May and June 2018

- Transition of all current IT infrastructure and phone systems to harmonized system across all office locations

# NEXT STEPS

## June 2018

- Public launch of new health unit, including new phone number, emails
- Common landing page at [swpublichealth.ca](http://swpublichealth.ca), followed by migration of Oxford content to the new website

## Summer & Fall 2018

- Integration of new organizational structure and new Ontario Public Health Standards
  - Draft 2019 Annual Service Plan and Budget

## 2019 and beyond

- Ongoing planning and implementation of programs and services across the new health unit geography
- New Strategic Plan

# CONTACT INFO: MAY 2018

## Contacting staff

- Employees will continue to use their pre-merger email until IT transition is complete
- All current staff cell phone numbers will be maintained

### WOODSTOCK SITE

519.539.9800 ext. 3410

1-800-755-0394

410 Buller Street, Woodstock  
(93 Graham Street, Woodstock)

### ST. THOMAS SITE

519.631.9900

1-800-922-0096

1230 Talbot Street, St. Thomas



## **REPORTS OF COUNCIL AND STAFF**

**May 8, 2018**

### **Staff Reports – (ATTACHED)**

Manager of Library Programming and Community Development – Elgin County Library – Recent Projects, Programs, Partnerships and Activities – November 2017 to April 2018

Director of Community and Cultural Services – Use of County and Library Resources during An Election Campaign Policy Approval

Director of Homes and Seniors Services – Ministry of Health Funding Increase for 2018

Director of Human Resources – Amendments to Human Resources Policy 8.90 (Workplace Hazardous Information System) and Training Requirements

Director of Financial Services – Landfill Tax Ratio from Province

Director of Financial Services – March 2018 Budget Performance

Deputy Director of Engineering Services – Contract Award – Plank Road Reconstruction (Vienna) Contract No. 6200-18-15

Director of Engineering Services – Community Paramedicine

Director of Engineering Services – Port Bruce Temporary Bridge Update

Chief Administrative Officer – Elgin-St. Thomas Food Charter

Chief Administrative Officer – Dexter Line – Resident Request to Plant Trees on Road Allowance

Chief Administrative Officer – Land Division Report #1

Chief Administrative Officer – High Speed Rail Overview PowerPoint



## REPORT TO COUNTY COUNCIL

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FROM: Sandra Poczobut, Manager of Library Programming and Community Development

DATE: April 13, 2018

SUBJECT: Elgin County Library - Recent Projects, Programs, Partnerships and Activities – November 2017 to April 2018

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### **INTRODUCTION:**

The Elgin County Library is pleased to present Council with an overview and update of projects, programs, partnerships, and activities that have occurred from November 2017 to April 2018.

### **DISCUSSION:**

Elgin County Library continues to see diverse program offerings and attendance reflecting the needs of our communities. As part of an initiative to engage readers in the winter months, this year the library took a new approach to our Winter Reading Program. Patrons were encouraged to tour the County with a passport and engage in activities at the various branches from January to March. The library welcomed another successful week of March Break programs which saw many families eagerly joining in for activities focusing on creativity, exploration and imagination. The library's collaboration with partnering organizations also continued to see success with initiatives such as E-Waste collection in partnership with STEAM Centre, promotion of physical literacy with new pedometer kits from the Elgin St. Thomas Public Health Unit, and initiatives such as Freedom to Read Week and National Canadian Film Day. Additionally, social media continues to see growth as an integrated approach with our new Elgin County website has enabled more cross-promotion and social media visibility to patrons.

### **Projects**

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#### **New Pedometer Kits**

The Elgin St. Thomas Public Health Unit has once again partnered with Elgin County Library on an initiative to promote physical literacy and movement with an update to our Pedometer Kit program. 35 new pedometers have been made available to the library through the Active Elgin program. Pedometer kits contain hiking and walking maps, health information and useful tracking schedules to help patrons get started. The pedometer kits are geared towards seniors; however, all patrons will be able to check out the kits for a one month loan and get started on a healthy path to more movement.

## **E- Waste Recycling Program**

Having launched in the fall of 2017, the E-waste Recycling program has had a strong start with bins at our Belmont, Springfield, Shedden, Dutton and West Lorne branches. In partnership with STEAM Centre, the program provides an opportunity to recycle electronic waste, the proceeds of which go to support STEAM Centre programming. From November to February, a total of 8896.66 lbs of e-waste has been collected at the branches; 2,589.87 lbs. at Belmont, 2,538.6 lbs. at Dutton, 2,050.9 lbs. at Springfield, 622.1 lbs. at Shedden, and 1,094.7 lbs. in West Lorne. E-Green Recycling, the company delivering the service, has been responsive to the needs of the libraries, and has been ensuring that bins remain tidy. Adjustments have been made to the bins to enable front door access for larger items, and they are emptied regularly. The contents of each bin are weighed on site and itemized tracking charts are available for each location. With spring arriving, the library anticipates the recycling program will continue to be popular, and schedules for pick-up will be adjusted based on our needs.

## **Programs**

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### **Food for Fines**

Elgin County Library participated in the annual Food for Fines program across all 10 Elgin County Library branches in the month of December. Non-perishable food and hygiene items were collected, and patrons were given incentive to participate in the program by receiving a \$2.00 reduction per item donated in overdue fines acquired. Items collected were donated to local food drive initiatives in our communities around the holiday season. In 2017, the program collected 992 items, a decrease from 1312 collected in 2016 and 1394 items collected in 2015. Despite this decrease, the need still exists in our communities to support this initiative. Nevertheless, the library will continue to annually evaluate the program in terms of its impact and viability.

### **Winter Reading Program**

The Winter Reading Program aims to engage patrons in library programs and to highlight items from our collection during slower months. This year, Elgin County Library created a passport encouraging patrons to tour branches and visit new areas of Elgin County. As an incentive the program offered patrons a chance to enter a contest for local prizes at each branch, as well as an opportunity to enter a grand prize by completing the passport. 424 patrons actively participated in the program, discovering resources and connecting to the library through social media to offer feedback on the program. Giving patrons an opportunity to tour the branches helps increase understanding of the breadth and depth of our collection, the services we provide and the skills of our staff. One patron captured the spirit of the program with the following Facebook post: "Being fairly new to Elgin County, I learned a great deal about the County and its Libraries. We made it a three day adventure!! Lots of fun!! Thank you!"

## **Freedom to Read Week**

Freedom to Read Week occurs annually in February and is an initiative supported by the Book and Periodical Council of Canada. The program aims to highlight the importance of intellectual freedom. This year the library actively supported the program through in branch displays, by highlighting relevant collections, and encouraging critical thinking.

## **March Break**

1,325 patrons visited the Elgin County Library for 49 unique March Break programs, an increase from 950 in 2017. Highlights of the week include over 200 patrons visiting the Port Stanley March Break “Beach Party” which saw multiple generations of families visit for this annual tradition, STEAM Centre programs included Microbit coding computers at Springfield, Belmont, and Straffordville locations and science-themed programs in Dutton and West Lorne where children performed various experiments and explored tools at the branch. Building on the success of our Culture Days program partnership, the Elgin County Archives provided a program at select branches which engaged youth with archival materials using a green screen by imbedding patrons into historical images from the County.

## **National Canadian Film Day**

This year, Reel Canada has reduced availability of films and resources for screening on National Canadian Film Day but the library has still found innovative ways of engaging with this program. Rather than focusing on a large County-wide screening, branches chose to engage in the initiative by either screening a Canadian film from the list available or taking the opportunity to highlight aspects of our collection related to Canadian film content.

## **Forest of Reading**

The Elgin County Library has participated in another year of Blue Spruce Forest of Reading programs. The program, run by the Ontario Library Association, enables children to vote on a selection of Canadian books. Each year, the library engages in the program in various ways which strengthen our connections to local schools and help build a passion for reading from an early age. Community volunteer readers join us to showcase the selected books to children who in turn get to cast a vote for their favourite. Votes are submitted and tallied from communities across the province and the winners are announced in the late spring.

## **Partnerships**

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### **Elgin Children’s Network (ECN)**

The Elgin Children’s Network is a planning table consisting of local stakeholder representation. Currently, ECN is supporting children’s support services administered by St.Thomas-Elgin Social Services by providing input on a children’s service plan. Additionally, feedback is given to the City of St. Thomas (as the consolidated municipal

service manager) and the Ministry of Education surrounding transition planning for increased child care space, the new EarlyON system and other initiatives affecting children and families in St. Thomas and Elgin. A request for proposal to establish service providers for the EarlyON system for our region has now closed and an announcement regarding the outcome is pending.

Expansion for an EarlyON Centre and childcare space at Aldborough Public School has been approved and a contractor has been secured for the build. The new addition is set to open in the fall of 2019. Additional childcare space, and an EarlyON Centre have also been approved for Assumption Catholic School in Aylmer with no timelines yet available for project completion.

ECN continues to move forward by supporting the work being done in our communities through resource and information sharing between all partnering organizations, and by supporting three Teddy Bear Picnics across St. Thomas and Elgin County that highlight community resources to families. Elgin County Library's Manager of Programming and Community Development will be wrapping up year one of two this spring as co-chair of ECN.

## **STELIP**

St. Thomas-Elgin Local Immigration Partnership (STELIP) continues to connect with newcomers in innovative ways through programs, connections and care. This year STELIP engaged the libraries to participate in the "We Belong" video project which launched at select branches to gather stories of belonging from our communities. Additionally, STELIP took part in the Railway City Arts Crawl with an innovative photo exhibit that featured photography by newcomers in our region. The photos and stories will be showcased as a touring exhibit at our library branches in the months to come.

## **STEAM Centre**

In addition to supporting March Break coding programs, the STEAM Centre also ran March break camps for children and youth and has been partnering with various organizations to support digital learning and staff development. Elgin County Library and St. Thomas Public Library have partnered with the STEAM Centre on a digital learning grant application to promote and support basic digital literacy skills to rural and senior residents, a gap in service that has been left by the termination of the CASYI/CAP program by the federal Department of Science, Innovation and Economic Development. A successful grant would see an increased capacity for the STEAM Centre to provide outreach for digital literacy support in computer basics, Internet safety and other skill needs as determined by our patrons.

In 2018, the STEAM Centre launched initiatives such as the student-run STEAM City Media, which aims to engage and capture the voices of youth in our community while highlighting innovation and entrepreneurship. Additionally, the first cohort of STEAM School, a partnership with Thames Valley District School Board and STEAM Centre to offer a semester of project based learning for high school students, has been completed. As the STEAM Centre wraps up its second year, various models for service delivery are being examined as the centre evolves to match the needs of our community.

## Activities

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### Social Media and Marketing

Social Media coordination has assisted in increasing both reach and engagement on our on-line channels. Using a targeted approach, the centralized library Facebook, Twitter and Instagram accounts aim to reach differing patron demographics. With the introduction of a new library website in December 2017, coordinated efforts in the development of marketing materials, promotion and a social media feed on our main library website page have been driving more traffic and engagement to our on-line platforms. From November to April, Facebook followers have increased by 8.1% from 947 to 1024, with more users commenting on posts and providing feedback on the platform. Twitter saw a 2.6% increase from 825 to 847 followers, with 36,683 interactions during the same time period. Instagram, an image based social platform, has had steady growth with currently 340 followers engaging in our page. Instagram, which has been popular with youth, has had growth in use from a varied demographic.

Library Aware, a marketing software used by branch staff to develop promotional materials, has the ability to directly post to social media channels, a feature that is enriching the relevancy of posts and enabling increased branch visibility on our feeds. For County-wide events and promotions, marketing materials are centralized and developed as sets, enabling a coordinated effort and a promotion schedule across all platforms. Additionally, web analytics help to inform marketing and social media strategies to best optimize user experience and reach.

### **CONCLUSION:**

The Elgin County Library is please to present Council with an update on projects, programs, partnerships and activities.

### **RECOMMENDATION:**

THAT the report titled “Elgin County Library Projects, Programs, Partnerships and Activities – November 2017 to April 2018” from the Manager of Programming and Community Development dated April 13, 2018 be received and filed.

All of which is Respectfully Submitted

Approved for Submission

Sandra Poczobut  
Manager of Library Programming and  
Community Development

Julie Gonyou  
Chief Administrative Officer

Brian Masschaele  
Director of Community and Cultural Services



RECENT  
PROJECTS,  
PROGRAMS,  
PARTNERSHIPS,  
AND ACTIVITIES

*November 2017 - April 2018*

# *Get Walking*

35 New Pedometer Kits will be available for check-out in partnership with the Elgin St. Thomas Health Unit through Active Elgin.



Newly Updated

Check Out a Toolkit from any Elgin County Library Branch!

# PEDOMETER TOOLKIT

*Taking Steps for a Healthier Lifestyle*

BROUGHT TO YOU IN PARTNERSHIP WITH:



# E-WASTE PROGRAM



**8896.66LBS** OF  
**E-WASTE**  
**COLLECTED**

The bins are being actively used at all 5 locations following a successful launch of the program in partnership with STEAM Centre last April.

## 992 ITEMS COLLECTED FOR LOCAL FOOD DRIVES

Items were collected for the month of December at all branches and donated to food drives in our local communities during the holiday season.



### DONATE FOOD ITEMS

*Each donated item can be used to reduce \$2.00 of overdue fines.*

★ Elgin County Library is accepting non-perishable food or hygiene items at all 10 branch locations to help benefit local food drives! Join us in helping to support those in need in our communities.



# WINTER READING PROGRAM



**424** PATRONS  
PARTICIPATED BY  
TOURING ELGIN  
COUNTY BRANCHES



ELGIN COUNTY LIBRARY

## WINTER READING PROGRAM

January 27 - March 20, 2018

*Ignite your love  
of reading  
this winter!*



Tour the branches of the Elgin County Library this winter and receive a ballot for prizes at each location. Complete a passport\* by visiting all 10 library branches and enter to win a basket full of winter delights valued at \$100!



\*Passports may be picked-up at any Elgin County Library location.

Facebook: /elgincountylibrary

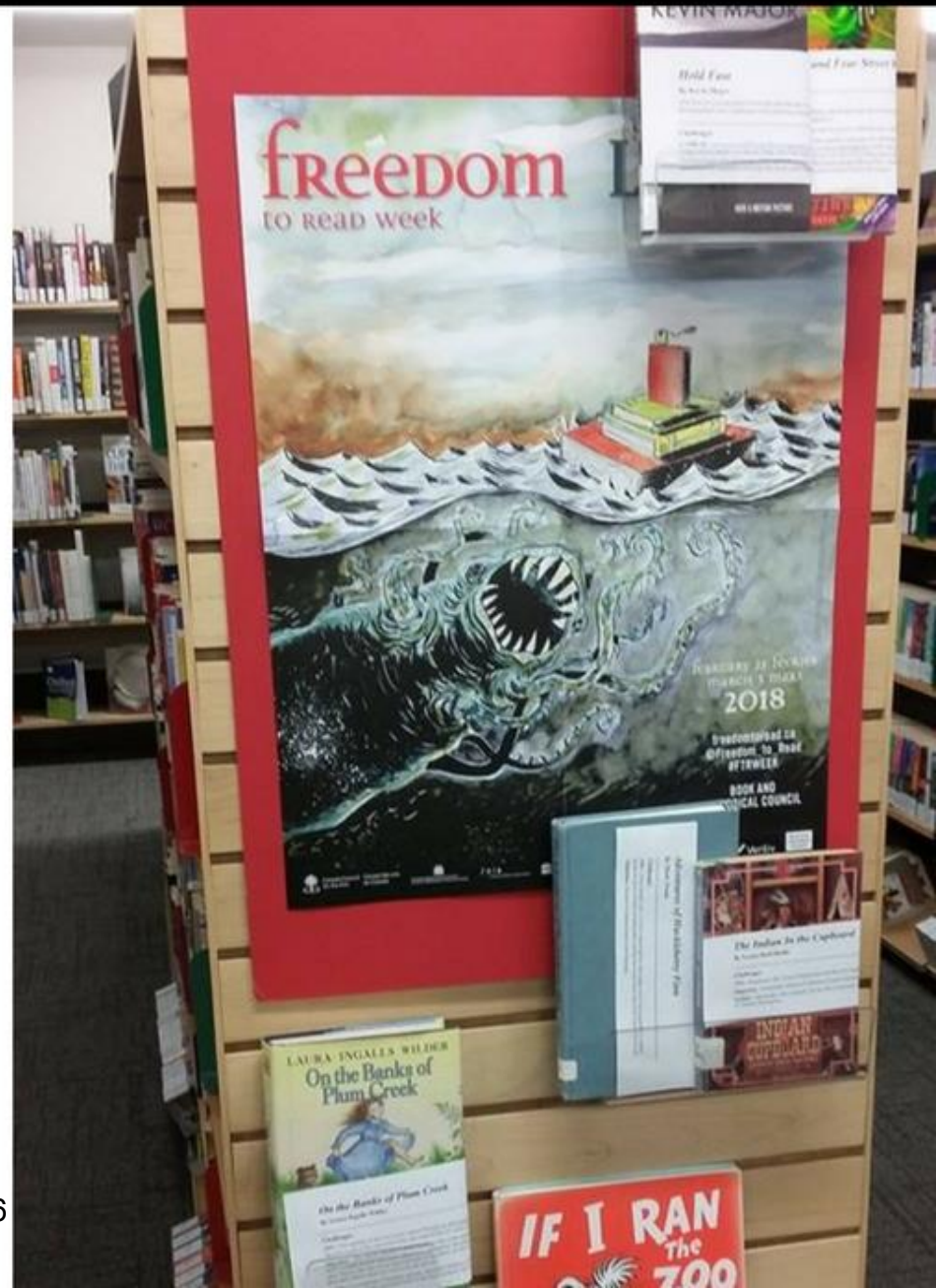
Twitter: @LibrElginCounty



www.elgincounty.ca/library

*February 25 - March 3*

Freedom to Read Week highlights banned books and the importance of intellectual freedom.



**67** PROGRAMS  
**1325** PARTICIPANTS  
**10** BRANCHES  
**1** WEEK



Participation was at an all time high  
with interactive community  
building programs that engaged  
the whole family.



NATIONAL CANADIAN FILM DAY

CELEBRATE  
CANADIAN FILM



Check out a Canadian title!



**NATIONAL  
CANADIAN  
FILM DAY**

WEDNESDAY, APRIL 18, 2018

[canfilmday.ca](http://canfilmday.ca) #CanFilmDay



# *Check Out a Canadian Film*

Patrons were encouraged to celebrate Canadian Film Day by checking out a Canadian title from our collection in the month of April.

Vote for your favourite title!



Forest of Reading®

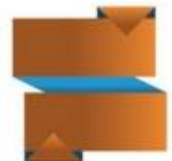
by the Ontario Library Association



# STEAM CENTRE



**STEAMCENTRE**  
SCIENCE • TECHNOLOGY • ENGINEERING • ART • MATH



**STEAMCITYMEDIA**  
[www.steamcitymedia.ca](http://www.steamcitymedia.ca)



## STELIP - CANADA THROUGH MY LENS

"I was never pulled in a sled as a child; there was not enough snow where I grew up in Japan. But snow is a part of our life here, and I enjoy playing in the snow with my daughter and husband, even though it is very cold. We keep our daughter safe, guiding her in life away from the dark and towards the light"  
- Mai, New comer from Japan



ST. THOMAS • ELGIN  
Local Immigration Partnership





**Elgin Children's Network**

EVERY CHILD: THRIVING, ENGAGED, EMPOWERED

**Early ON**

Child and Family Centre

# SOCIAL MEDIA



**340 Followers**



**1024 Followers**



**847 Followers**

# SOCIAL MEDIA AND MARKETING

## ENGAGING PATRONS IN NEW WAYS



**ElginCountyLibrary** @LibrElginCounty · 5 Dec 2017  
The Springfield & Belmont branches participated in Santa Clause parades in their communities. They want to read all night & and got to the library every day!  
#librariesrock



*"Many thanks to the...library! ❤️ Grateful Parent"*  
*- Social Media Comment*

**Renaissance Robotics**  
@4525FRC · Feb 22

Olivia (age 7), Blanche (age 100), Parker (age 17) working with @Ozobot at the @LibrElginCounty in Springfield today. Technology for all! #STEAM #community pic.twitter.com/UBhRAOuZV2



Nothing beats PJ story time when it's cold outside. This group got cozy at the Aylmer branch this Christmas. #Storytime #ReadwithSanta pic.twitter.com/OT9y5c7UX6







## REPORT TO COUNTY COUNCIL

---

FROM: Brian Masschaele, Director of Community and Cultural Services

DATE: April 30, 2018

SUBJECT: Use of County and Library Resources during an Election Campaign  
Policy Approval

---

### **INTRODUCTION:**

This report requests County Council's approval on a policy to govern use of county and library resources during an election campaign as required under the *Municipal Elections Modernization Act, 2016*.

### **DISCUSSION / CONCLUSION:**

The *Municipal Elections Modernization Act, 2016* amended the *Municipal Elections Act* to require municipalities and local boards to establish "rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period." The attached policy fulfils this requirement on behalf of the County and Elgin County Library.

### **RECOMMENDATION:**

THAT the policy 'Use of County and Library Resources during an Election Campaign' be hereby approved.

All of which is Respectfully Submitted

Approved for Submission

Brian Masschaele  
Director of Community and Cultural Services

Julie Gonyou  
Chief Administrative Officer

## **Section 1: Scope and Legal Framework**

The Elgin County Library, on behalf of the County of Elgin, must act in a non-partisan way at all times while supporting the democratic process, freedom of expression and informed discussion on political issues. The library must comply with legislation related to elections. These regulations are included in the *Municipal Elections Act, 1996* as amended by the *Municipal Elections Modernization Act, 2016* which requires that “municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period.”

This policy applies to County Councillors, employees and volunteers of the library in their dealings with candidates and political parties and the use of library resources during the campaign periods for municipal elections, but these rules and procedures will also be used for provincial and federal elections.

## **Section 2: Campaign Contributions**

1. In accordance with the *Municipal Elections Act, Section 70(4)*, the *Elections Finances Act, Section 16(1)*, and *Canada Elections Act, Section 404(1)*, the County of Elgin and the library may not make a contribution to the campaign of any candidate or political party in the form of money, goods or services.

## **Section 3: Use of Library Resources and Property**

1. All candidates and political parties have equal access to publicly available resources and services of the library.
2. Meeting rooms may be rented in accordance with the library’s “Facilities Use Policy”.
3. Candidates cannot use supplies, staff or other operational resources of the library, nor may they use the county logo or library logo in any campaign material. Candidates may use library equipment similar to any other library patron, subject to the library’s policies, fees and charges.
4. ‘All-candidates’ meetings can be held at the library, either as a library program or sponsored by another group, provided that all candidates are invited to attend such meetings. A candidate cannot be featured or promoted in association with any other regular library program or event.

5. Candidates and political parties are permitted to distribute campaign materials on public right-of-ways at the library, unless prohibited by a municipal by-law.
6. In accordance with the *Canada Elections Act* section 81.1(1), federal election candidates or their representatives are allowed to campaign in facilities that are available for free to the public. During municipal and provincial elections, candidates will be granted the same right to campaign in the library.
7. The library will promote awareness of the election and provide general information on elections.
8. No election sign or poster specific to a candidate or political party can be posted in any county facility, including on the grounds of the library or in the library building.

#### **Section 4: Employee and Volunteer Participation in Election Campaigns**

1. Any county employee running as a candidate in the municipal election will comply with Section 30 of the *Municipal Elections Act*.
2. A county employee or volunteer involved in a political campaign must be politically neutral in carrying out his or her county duties and must not participate in campaign activities during his or her working hours.

#### **Section 5: Requests for information about the library**

1. The Director of Community and Cultural Services will coordinate requests for information about the library received from candidates or political parties.
2. Information that is provided by the library to one candidate or political party will be provided to all other candidates and political parties upon request during an election.



FROM: Lisa Czupryna, Senior Financial Analyst

DATE: May 2, 2018

SUBJECT: Ministry of Health Funding Increase for 2018

**INTRODUCTION:**

The Ministry of Health and Long-Term Care announced the total 2018 increases for base level of care funding.

**DISCUSSION:**

The 2% increase for Nursing & Personal Care and Program & Support, effective April 1, 2018, are the same as budgeted. Nursing High Intensity Funding increased 2% from \$0.64 to \$0.65 effective April 1, 2018. The July 1, 2018 increases include 6% for Raw Food, 1.6% for Other Accommodation and \$0.36 for a new supplementary per diem. The impact of these changes is as follows:

<b>Funding Envelopes</b>	<b>Budgeted Increase</b>	<b>Actual Increase</b>	<b>Effective Date of Increase</b>	<b>Amount of Increase for 2017 Operational Budget</b>
Nursing & Personal Care	2.0%	2.0%	April 1, 2018	\$ 0
Nursing High Intensity	0.0%	2.0%	April 1, 2018	\$ 679
Program & Support	2.0%	2.0%	April 1, 2018	\$ 0
Raw Food	1.3%	6.0%	July 1, 2018	\$ 19,225
Other Accommodation	1.3%	1.6%	July 1, 2018	\$ 7,537
OA Supplementary	\$0.00	\$0.36	July 1, 2018	\$ 454
<b>Total All Envelopes</b>				<b>\$ 27,895</b>

**CONCLUSION:**

The increase for the 2018 budget, as a result of the Ministry of Health increases for base level of care funding, is \$27,895 favourable.

**RECOMMENDATION:**

THAT the report titled "Ministry of Health Funding Increase for 2018" be received and filed.

All of which is Respectfully Submitted

Approved for Submission

Lisa Czupryna  
Senior Financial Analyst

Julie Gonyou  
Chief Administrative Officer

Michele Harris  
Director of Homes and Seniors Services



## REPORT TO COUNTY COUNCIL

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FROM: Heather Rosevear, Human Resources Assistant

DATE: May 1, 2018

SUBJECT: Amendments to Human Resources Policy 8.90 (Workplace Hazardous Information System) and Training Requirements

---

### **INTRODUCTION:**

In response to changes directed by the Federal government, the provincial government amended the Occupational Health & Safety Act (OHSA) and the Workplace Hazardous Materials Information System (WHMIS) Regulation (R.R.O. 1990, Regulation 860) to adopt new international standards as part of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). The amendments, known as WHMIS 2015, affect WHMIS requirements for terminology, labels and safety data sheets for hazardous workplace chemicals. Additional on-line training of existing staff is required and will be rolled out by Human Resources in the next two months for staff to ensure awareness of new standards.

### **DISCUSSION:**

The federal government set out a transition period to allow a phased in approach to occur for Canadian businesses between February 2015 and December 2018. The transition to WHMIS 2015 must be complete for all manufacturers, importers, distributors, suppliers and employers by December 1, 2018.

Effective December 1, 2018, reference to Material Safety Data Sheets (MSDS) will be removed from the County's Policy 8.90 - Workplace Hazardous Materials Information System. They will be called Safety Data Sheets (SDS) going forward.

Education and Training of staff on WHMIS 2015 is required. The Human Resources new hire orientation program was amended a year ago to include WHMIS 2015 training. Staff hired prior to May 2017 will be required to complete required online training with an expected completion date of June 30, 2018.

### **CONCLUSION:**

Revisions to Human Resources Policy 8.90 and training plans have been developed to ensure compliance with the Occupational Health and Safety Act and WHMIS 2015 Regulations.

### **RECOMMENDATIONS:**

THAT the report titled "Amendments to Human Resources Policy 8.90 (Workplace Hazardous Information System) and Training Requirements" dated May 1, 2018, be approved; and,

THAT amendments to the Human Resources Policy 8.90, be adopted as soon as practicable.

All of which is Respectfully Submitted

Approved for Submission

Heather Rosevear  
Human Resources Assistant

Julie Gonyou  
Chief Administrative Officer

Rob Bryce  
Director of Human Resources

**Subject:** Workplace Hazardous Information System  
**Policy Number:** 8.90  
**Date Approved:** October 16, 1991  
**Date Last Revision:** March 11, 2003  
**Code:** A  
**Section:** 8

---

**REFERENCE:** Occupational Health and Safety Act – Workplace Hazardous Materials Information System Regulation 860

All County Departments will ensure employees have access to information for hazardous materials by providing the following:

- hazardous materials inventories
- labels on containers
- material safety data sheets / safety data sheets
- employee education programs

**HAZARDOUS MATERIAL INVENTORIES:**

- Will be maintained in the Department where the hazardous product is used. The inventory will be revised prior to February 1st each year for all hazardous materials and physical agents.
- Will be reviewed by the Joint Health and Safety Committee, following the annual revision.

**LABELS:**

- All piping systems containing hazardous products will be identified by signs, symbols or colour code.
- All containers of hazardous products must have Supplier labels when received.
- Any label that has been removed or becomes illegible must be replaced with a workplace label.
- If a hazardous product is dispensed into another container a workplace label must be affixed.

MATERIAL SAFETY DATA SHEETS / SAFETY DATA SHEETS:

- Will be obtained by the Department from the Supplier for all hazardous materials.
- MSDS's must be kept current (within last 3 years).
- SDS's must be updated when significant new data becomes available.
- Format must comply with legislated requirements.
- Must be readily available to all employees. An area in the Department will be designated for keeping MSDS/SDS's and the location must be identified to employees.

EMPLOYEE EDUCATION PROGRAMS:

- Will be provided to employees who may potentially be exposed to a hazardous material.
- Will be reviewed with the County Joint Occupational Health & Safety Committees annually.
- Will be workplace specific so that the employees receive instruction on:
  - Reading and understanding labels and M.S.D.S./S.D.S.'s, including the purpose and significance of the information.
  - Safe use, handling, storage and disposal procedures.
  - Procedures to be followed in the event of an emergency.
  - Identifying hazardous products.



## REPORT TO COUNTY COUNCIL

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FROM: Jim Bundschuh, Director of Financial Services

DATE: April 13, 2018

SUBJECT: Landfill Tax Ratio from Province

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### **INTRODUCTION:**

On February 13, 2018 Council was presented the 2018 Budget. At that time the landfill property class still required a revenue neutral tax ratio to be issued by the province.

### **DISCUSSION:**

The province has now provided a landfill tax ratio of 33.335124 which is slightly lower than the prior ratio of 34.024061. This ratio has been calculated by the province's Online Property Tax Analysis (OPTA) system to be revenue neutral.

### **RECOMMENDATION:**

THAT Schedules A and C of By-Law 18-06 be amended to reflect the revised tax ratio and rates in-line with the provincially calculated revenue neutral ratio for landfills.

All of which is Respectfully Submitted

Approved for Submission

Jim Bundschuh  
Director of Financial Services

Julie Gonyou  
Chief Administrative Officer



## REPORT TO COUNTY COUNCIL

---

FROM: Jim Bundschuh, Director of Financial Services

DATE: April 23, 2018

SUBJECT: March 2018 Budget Performance

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### **INTRODUCTION:**

Attached is the March budget comparison for the County with favourable performance for the month of \$4,000.

### **DISCUSSION:**

As was discussed during budget deliberations, the County could potential see negative performance in benefits due to changes stemming from Bill 148. In the first three months, \$30,000 of negative benefits performance in the Homes has been incurred. The negative performance has been more than offset by favourable performance in other line items resulting in net favourable year-to-date performance for the County of \$65,000.

### **RECOMMENDATION:**

THAT the report titled "March 2018 Budget Performance" dated April 23, 2018 be received and filed.

All of which is Respectfully Submitted

Approved for Submission

Jim Bundschuh  
Director of Financial Services

Julie Gonyou  
Chief Administrative Officer

**County of Elgin**  
**Budget Comparison**  
*As of March 31, 2018*

	FULL YEAR	YTD				Current Month			
		Budget	Budget	Actual	Perform.	Budget	Actual	Perform.	
		Net	Net	Net	Net	% Of Budget	Net	Net	Net
1	TAXES	(33,779,334)	(29,132)	(29,131)	(1)	0%	(29,132)	(29,131)	(1)
2	INTEREST CHARGES & INCOME	(200,000)	(22,150)	(22,165)	15	11%	(6,014)	(6,014)	0
3	SOCIAL SERVICES - ST. THOMAS	2,348,306	587,077	580,500	6,577	25%	587,077	580,500	6,577
4	HEALTH UNIT	889,764	215,140	215,140	-	24%	215,140	215,140	-
5	GRANTS	372,513	362,796	369,396	(6,600)	99%	3,500	10,000	(6,500)
6	RENTAL INCOME	(116,002)	(63,632)	(63,632)	-	55%	(21,979)	(21,979)	1
7	PROPERTY ASSESSMENT	767,262	383,631	383,631	0	50%	191,816	191,816	0
8	ONTARIO MUNICIPAL PARTNERSHIP FUN	(739,700)	(184,775)	(184,925)	150	25%	-	-	-
9	PROJECTS	714,000	132,114	132,675	(560)	19%	49,754	49,755	(1)
		-	-	-	0	0%	-	-	(0)
<b>10</b>	<b>Total Corporate</b>	<b>(29,743,191)</b>	<b>1,381,069</b>	<b>1,381,489</b>	<b>(420)</b>	<b>-5%</b>	<b>990,161</b>	<b>990,086</b>	<b>75</b>
11	WARDEN AND COUNCIL	364,144	92,461	87,516	4,944	24%	30,052	28,523	1,529
12	ADMINISTRATIVE SERVICES	528,499	165,434	160,559	4,875	30%	56,569	52,134	4,435
13	FINANCIAL SERVICES	639,946	151,383	149,964	1,419	23%	49,983	49,789	194
14	HUMAN RESOURCES	569,891	136,218	118,568	17,650	21%	43,943	38,002	5,941
15	ADMINISTRATION BUILDING	603,628	110,604	109,564	1,040	18%	25,638	24,826	812
16	CORPORATE SERVICES	701,582	494,295	491,565	2,730	70%	(16,853)	(18,822)	1,969
17	ENGINEERING SERVICES	9,426,760	411,684	372,949	38,735	4%	(295,254)	(307,569)	12,315
18	HOMES FOR SENIORS SERVICES	4,947,834	480,191	505,757	(25,566)	10%	51,980	81,911	(29,931)
19	MUSEUM/ARCHIVES	422,111	124,368	123,614	754	29%	29,522	28,861	661
20	LIBRARY SERVICES	2,702,326	592,985	589,362	3,623	22%	240,952	240,746	206
21	INFORMATION TECHNOLOGIES	1,003,582	202,104	197,011	5,094	20%	43,731	38,635	5,096
22	PROVINCIAL OFFENSES	(90,455)	(20,880)	(16,525)	(4,354)	18%	134,545	138,899	(4,354)
23	COLLECTIONS - POA	(17,168)	(4,250)	(5,599)	1,349	33%	(4,250)	(5,599)	1,349
24	AMBULANCE & EMERGENCY SERVICES	2,823,450	836,215	835,517	698	30%	226,232	225,784	448
25	ECONOMIC DEVELOPMENT & TOURISM	1,207,161	138,736	126,793	11,943	11%	54,273	50,645	3,629
		-	-	-	-		-	-	-
<b>26</b>	<b>Total Departmental</b>	<b>25,833,292</b>	<b>3,911,548</b>	<b>3,846,615</b>	<b>64,933</b>	<b>15%</b>	<b>671,064</b>	<b>666,767</b>	<b>4,297</b>
<b>27</b>	<b>Total</b>	<b>(3,909,899)</b>	<b>5,292,617</b>	<b>5,228,104</b>	<b>64,513</b>	<b>-134%</b>	<b>1,661,226</b>	<b>1,656,853</b>	<b>4,373</b>





## REPORT TO COUNTY COUNCIL

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

DATE: May 1, 2018

SUBJECT: Contract Award – Plank Road Reconstruction (Vienna)  
Contract No. 6200-18-15

---

### **INTRODUCTION:**

As part of the approved 2018 Capital Budget, a tender was advertised and issued as per the County's Procurement Policy for the Reconstruction of Plank Road in the Community of Vienna, Municipality of Bayham.

### **DISCUSSION:**

A total of fourteen (14) contractors downloaded tender documents for this project. Seven (7) contractors submitted bids for this tender which closed on April 26. Bids were received as follows:

<b>Company</b>	<b>Bid Price (exclusive of taxes)</b>
Cassidy Construction	\$2,344,951.10
Titan Group Construction	\$2,609,964.35
J-AAR Excavating	\$2,915,484.50
Bre-Ex Construction	\$2,961,634.54
Blue-Con Construction	\$3,037,069.69
Elgin Construction	\$3,051,765.37
Euro-Ex Construction	\$3,891,831.25

Cassidy Construction submitted the lowest compliant bid for the project at a total price of \$2,344,951.10 inclusive of a contingency allowance and exclusive of HST. The lowest submitted bid is within budget estimates.

### **CONCLUSION:**

Staff are pleased with the results of the tender and the recommended Contractor has completed projects for the County in the past. Work on this project is expected to begin in June with completion scheduled for the end of October.

As per the County of Elgin's Purchasing Policy, if change orders are required and the cost increases above the tender amount approved by Council by less than 10%, and the amount is within the overall budgeted project amount, work will proceed upon authorization by the Director. However, if the cost increases above the tender amount approved by Council by more than 10%, the Director will prepare a further report to Council outlining the expenditures.

**RECOMMENDATIONS:**

THAT Cassidy Construction be selected for the Plank Road Reconstruction (Vienna) Tender, Contract No. 6200-18-05 at a total price of \$2,344,951.10, exclusive of H.S.T.; and,

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

All of which is Respectfully Submitted

Approved for Submission

Peter Dutchak  
Deputy Director of Engineering Services

Julie Gonyou  
Chief Administrative Officer

Mike Hoogstra  
Purchasing Coordinator

Michael Plant  
Director of Engineering Services



## REPORT TO COUNTY COUNCIL

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FROM: Pauline Meunier, General Manager/Chief Medavie  
Michael Plant, Director of Engineering Services

DATE: May 2, 2018

SUBJECT: Community Paramedicine

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### **INTRODUCTION:**

In Ontario and across Canada, Paramedic Services have been incorporating new models of care for targeted patients that are frequent users of the emergency prehospital system or have one or more additional diseases or disorders congruently. The common goal of these programs is to reduce 9-1-1 calls, Emergency Department visits, and improve client health outcomes.

In Ontario there is awareness of, and commitment to, finding effective and efficient strategies that address the health needs of Ontarians. To be sustainable, new approaches must maximize access to health services that emphasize health promotion and address local health needs while, in the case of emergency services, maintaining emergency care and system coverage.

Community Paramedics provide complex and at risk patients/clients access to mobile care in collaboration with the patients/clients circle of care providers. They are specially trained paramedics working within their scope of practice that bring a broad range of clinical care and services that prevent the current or future need for an emergency room visit or admission.

The Ministry of Health and Long Term Care (MOHLTC) has endorsed Community Paramedic (CP) initiatives across the Province with dedicated funding outside delivery of prehospital emergency care. These programs are intended to:

1. Improve patient access to the right care in the right place;
2. Improve delivery and coordination of services in the community for older adults and other patients with unmet needs; and
3. System partnerships, collaborations and resource sharing among service providers.

The Elgin Health Link has identified paramedic services as a key partner in the identification and potential referral of at risk seniors and comorbid patients in the community with the capacity to provide home assessments and support services to mitigate the risk of falls and other calamities that may further contribute to the loss of independence and safety of seniors in their home.

Paramedic services traditionally provide care to patients in home in order to stabilize them for transport to a hospital. There is a capacity to improve patient outcomes for at home seniors by identifying seniors without homecare or inadequate homecare hours and in need of additional support that would not be traditionally identified in the hospital setting.

**DISCUSSION:**

Partnerships have been developed with the Elgin Health Link and the East Elgin Family Health Team and a draft proposal has been prepared for the Local Health Integration Network (LHIN) to secure funding for a CP program for the County of Elgin. No operational Community Paramedicine program currently exists in Elgin County. However, Elgin Paramedics can and have initiated Community Referrals by EMS (CREMS) to the LHIN Home and Community Care Division for clients who paramedics feel could benefit from various homecare related services.

Currently funding for this initiative will be 100% through the LHIN if accepted; if the funding ends the program will end unless funds are secured through the MOHLTC or other outside agency. The community paramedicine proposal is in the final stages of review for LHIN submission for funding.

**CONCLUSION:**

The County of Elgin will be notified if the proposal is funded by the LHIN and a presentation will be made by Medavie EMS Elgin Ontario at that time.

**RECOMMENDATION:**

THAT the report titled "Community Paramedicine" from the General Manager/Chief Medavie, dated May 2, 2018, be received and filed.

All of which is Respectfully Submitted

Approved for Submission

Pauline Meunier  
General Manager/Chief Medavie

Julie Gonyou  
Chief Administrative Officer

Michael Plant,  
Director of Engineering Services

FROM: Julie Gonyou, Chief Administrative Officer  
Stephen Gibson, County Solicitor

DATE: May 7, 2018

SUBJECT: Port Bruce Temporary Bridge Update

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### **INTRODUCTION:**

Following the collapse of the Port Bruce Bridge in February, County Council recognized the immediacy and importance of responding to the community's transportation and emergency response needs. Council responded to this need through a resolution that authorized the Chief Administrative Officer to move forward with the installation of a temporary bridge.

The purpose of this report is to update and outline for Council, the timelines including delays, additional costs and "headwinds" for this project as we continue to advance Council's direction for the installation of a temporary bridge.

### **Timeline**

The following offers a summary of key decision points of County Council:

- February 23, 2018 - the Catfish Creek Bridge on Imperial Road collapsed.
- February 28, 2018 - at a special meeting of County Council, Council responded to the request from Malahide Township to explore municipal responsibilities including safety, security and convenience of residents. Malahide suggested that one entrance to the village of Port Bruce was unacceptable and requested that the county explore a temporary, short-term bridge.
  - ***Council directed staff to prepare a report detailing and considering all engineering and construction options including short-term and long-term solutions related to the Port Bruce Bridge and report back to Council.***
- March 13, 2018 – Elgin County CAO presented a report to County Council detailing next steps including consideration of a temporary road bridge at an off-site location. At this meeting, the short term options considered were:
  1. Military installed temporary bridge;
  2. Foregoing the installation of a temporary bridge in favour of an expedited rebuild of the Imperial Road bridge;
  3. Rental bridge option; and
  4. Privately purchased temporary bridge.

- With the quick assistance of our MP and MPP, the military option was fully explored and it was determined that Elgin County did not meet the criteria for military intervention.
- It was noted at this meeting that Council had the option to proceed directly to full replacement of the bridge with no temporary option.
- The rental option was dismissed as fees were determined to be similar to the cost to purchase a bridge that could be repurposed.
- County Council recognized the immediate need for the installation of a temporary bridge in Port Bruce at the request of Malahide Township.
- ***The Warden and CAO were authorized to proceed with the procurement and installation of the temporary bridge, subject to Township of Malahide's permission to redirect traffic, and our ability to obtain a permit to use the waterway; and staff were directed to work with Malahide Township to formulate any necessary agreements and other related matters for the installation of the temporary bridge.***
- March 16<sup>th</sup>, 2018 - ***the County received approval through local resolution – which granted the County permission to investigate the feasibility of installing a temporary bridge at the south limits of Bank Street, where a bridge formerly existed, and obtained permission to redirect traffic on this road.***

### **Community Feedback**

The safety and security of the 200 residents was identified as being of primary concern by the Township of Malahide. Additionally, we have heard from the Port Bruce Rate Payers Association, representing approximately 100 residents of the importance of installing a temporary bridge, primarily for safety reasons and secondary for convenience. The residents of Port Bruce are entitled to have their obligations met. Additionally, if Dexter Line were to be closed in the case of an emergency, a temporary bridge would offer an alternative.

As you would expect, the residents have become increasingly frustrated with the amount of time it has taken to get to this point with the temporary bridge. While they are naturally understanding of the complexity of this type of initiative and the complications we have encountered, it is my sense that there is a growing amount of unease with the potential delivery dates despite the fact that this project remains our number one priority.

It is to be acknowledged that any option will give rise to real or perceived negative consequences for local residents and/or local businesses. Attempts to account for and/or mitigate against communicated complaints may give rise to previously-uncommunicated complaints from other interests. A full, no-risk solution is unlikely.

In the above regard, it is also acknowledged that the most detailed complaint against a temporary bridge at the Bank Street Location has been received from the owners/operators of the North Erie Marina. The Marina owners/operators, through legal counsel, have indicated, among other things, a dispute as to classification of undertaking pursuant to the Municipal Environmental Assessment Act, interference with shoreline leasehold rights acquired from the MNR, and a claim to significant compensation. Through the

efforts of Engineering Services and with the support of Malahide Township, progress has been made towards resolution of these issues through mitigation measures, including investigation of the availability of lands and related services for a temporary launch south of Rush Creek Line.

### **Engineering Analysis – Temporary Bridge**

Additional sites for a temporary bridge were fully explored. One option included the installation of a temporary bridge to the east of the collapsed bridge. This location required utilizing private property, a longer bridge length and additional abutment work. The opinion of Spriet and Associates was sought to determine span and a high level hydrological review. This option was fully explored by staff with the assistance of the consulting engineers and cannot be supported.

Malahide Township provided guidance with the identification of a route for a temporary bridge identifying the Bank Street or site of the former bridge location as an option. Spriet and Associates, the engineering consultants retained by the County identified this site as a suitable location for a temporary bridge. Engineering Services has concerns regarding adverse consequences of the installation of the temporary bridge, not only for North Erie Marina but also for vehicular traffic on both sides of Catfish Creek.

The proposed modular bridge, similar to one installed on Edison Drive in Vienna in 2016 will accommodate normal highway loadings and will be non-restricted. The bridge would be 4.14m wide, sufficient to accommodate one lane of vehicular and one lane of pedestrian traffic. It would be traffic controlled with timed traffic signals. Road approaches would have to be constructed north and south of the temporary bridge on a County road allowance north of Dexter Road and on Bank Street, which is a Malahide Township road.

### **Timelines and Funding – Temporary Bridge Option**

Regardless of the actual expense figure, the cost implications for County residents is partially offset by the fact that this temporary bridge can be repurposed and relocated to replace another County single lane bridge to be determined at a future time. Therefore, this current year expenditure for the bridge structure will simply be offsetting a future year expenditure for the capital portion of the temporary bridge. The County will directly purchase the temporary bridge and supply it to a bridge contractor to install. We estimate that the temporary bridge will take 6 weeks to install, barring any unforeseen circumstances. This work will involve hiring a bridge contractor to assemble and erect the temporary bridge. Additional sub-trades will be hired to prepare the local road detour and undertake utility relocation work. This temporary bridge and detour could be functional within 10 weeks if everything goes as planned. Optimistically, we estimate this option could be functional by early August.

The estimated project cost of a temporary bridge at the Bank Street location is \$1.52M. The cost of the bridge itself is \$625,000 and the other fees include installation and road work. This is significantly higher than originally estimated.

The County continues to seek funding for the reconstruction of the Port Bruce Bridge as well as the temporary bridge. An update will be provided as information is available. Reserves will be used to get the project started and external sources of funding will be pursued. The remainder will be rolled in to next year's tax rates, offset by any other opportunities that may come out of the 2019 budget process.

In mid-March, we were able to confirm availability of the modular bridge components and we were able to confirm the engineer and contractor's willingness to act immediately. At this time, we informed Council that we were confident that the temporary structure could be operational within 2 months of project initiation barring any unforeseen circumstances. Unfortunately, we have encountered a number of "headwinds" with this timeline including the availability of bridge components and installers to construct the bridge.

### ***"Headwinds"***

#### **Bank Street Location**

As directed, staff immediately proceeded to survey that which was identified as the preferred bridge site location (Bank Street), completing geotechnical investigations and exploring approval requirements. At the same time, staff continued to consider options including mitigating measures identified in consultation with Malahide Township and the local businesses.

Spriet and Associates completed an investigation that included a survey of the existing geometry and approaches, bridge availability, legal survey of existing road property, foundation feasibility and hydrology considerations. The study concluded that, from an engineering perspective, the Bank Street location is ideal for the installation of a temporary structure and only noted two concerns. A temporary bridge could be susceptible to ice jamming in Catfish Creek and the entire road allowance (66') on both the north and south approaches must be free and clear of encumbrances to facilitate the bridge construction and operation.

Spriet and Associates propose installing a 55 metre long temporary panel bridge. The existing Bank Street abutments must be lowered in height to accommodate the new deck but will remain in place to protect the temporary bridge from potential flooding and/or ice jamming. A traffic plan has been developed that will effectively move and redirect traffic across the temporary bridge while minimizing impacts to properties on both sides of the Creek. It is suggested that a combination of both County and local roads be used to redirect Imperial Road traffic via Bank Street and Dexter Line across the single lane bridge. The bridge crossing would be controlled by traffic signals on both approaches.

We have been working with Malahide Township to ensure the relevant stretch of the Bank Street road allowance is available for the detour.

#### **Legal – General/Temporary Bridge**

A number of legal issues arise from the bridge collapse incident and, in the absence of resolution, may require litigation. The County Solicitor can report in open session as follows:



- a.) Cause of bridge collapse:
  - Forensic engineering investigation continues but most probable cause still focuses on failure of anchor rods
  - Potential action for damages for negligent design and/or failure to notify of latent defect
  
- b.) Installation of Temporary Bridge – Bank Street
  - As indicated above, installation of temporary bridge and resultant efforts to mitigate against adverse effects is unlikely to give rise to complete legal solution
  - Most detailed complaints and threat of legal action received from North Erie Marina but progress has been made towards resolution – nevertheless, it must be recognized that if litigation is pursued, project delay is a likely result – furthermore, there is risk that compensation may become payable based upon business losses.
  - Again as set forth above, it should be recognized that, while North Erie Marina has most actively pursued opposition to the temporary bridge project, there is risk of other sources of opposition will arise, not only in respect of the project itself, but also against mitigation measures.
  - It must be recognized that the project is dependent upon availability of Bank Street allowance, thereby requiring reliance upon Malahide Township to clear encroachments, a matter which again might give rise to litigation and project delay.
  
- c.) Potential Losses – Delay in emergency response
  - A risk of claims to compensation exists if death/injury/property damage occurs as a result of delays in emergency response, in particular fire and ambulance.

### **Emergency Services Plan**

Central Elgin Fire Department has been supplementing Fire Service to the residents of Port Bruce. This has been arranged through a Mutual Aid agreement. While we have not been formally asked to assist with the arrangements related to fire, and with the understanding that fire services is a lower-tier responsibility, Elgin County will convene a meeting of both Malahide and Central Elgin Fire Departments and EMS to devise an Emergency Services Plan.

### **CONCLUSION:**

While there is a clear and understandable public expectation that a temporary bridge would be close to completion in the near future, a number of unforeseen circumstances has pushed our timelines. The purpose of this report is to provide transparency and at the same time ensure a greater public awareness of the hurdles we have passed and the remaining hurdles that we need to pass to complete this project in a timely way.

The entire team working on this project remains focussed on the earliest possible completion date that is balanced against the legal, engineering, regulatory and construction headwinds that we have encountered to ensure that we have a safe, cost effective and timely solution to our community's needs.

**RECOMMENDATIONS:**

THAT Engineering Services staff, in conjunction with Malahide Township staff if willing, host a public information session prior to the final purchase of the temporary bridge structure to share traffic detour plans and the completed plans for the temporary bridge at the Bank Street location; and,

THAT staff be authorized to spend \$1.52M on project requirements related to the temporary bridge to be installed at the south limits of Bank Street including road work, purchase of bridge, and bridge installation; and,

THAT Elgin County Staff proceed to support and facilitate an appropriate Emergency Services Plan with interested local municipal partners and/or contractors for service of the community of Port Bruce until a second access route is established; and,

THAT the report titled "Port Bruce Temporary Bridge Update" from the Chief Administrative Officer, dated May 7, 2018, be received and filed.

All of which is respectfully submitted

Julie Gonyou  
Chief Administrative Officer

Stephen Gibson  
County Solicitor



## REPORT TO COUNTY COUNCIL

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FROM: Julie Gonyou, Chief Administrative Officer

DATE: April 26, 2018

SUBJECT: Elgin-St. Thomas Food Charter

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### **INTRODUCTION:**

On March 27, 2018, Lisa Maselli, Public Health Dietician, Elgin St. Thomas Public Health and Elizabeth Ailles, Registered Dietician, Central Community Health Centre presented the Elgin-St. Thomas Food Charter and Food System Strategy on behalf of the *Food For All* group to County Council. The delegates were seeking County Council endorsement for the Elgin-St. Thomas Food Charter (attached). County Council received and filed the report and directed the Chief Administrative Officer to prepare a report for Council considering the impact of the Elgin-St. Thomas Food Charter and Food System Strategy in Elgin County.

### **BACKGROUND:**

A Food Charter is a broad community statement and/or set of goals that describe how the members of a community want their food system to be maintained. By including the voices of various stakeholders, Food Charters encourage a broad base of support, cross-sectorial collaboration, and community connection. Food Charters raise community awareness about food system concerns and weaknesses, and offer a platform for public discussion and advocacy.

Food Charters are not binding policy statements, but instead act as inspiration for how to develop local food policy and or initiatives within the community. Food Charters generally set a vision for health, education, economic sustainability, environment, culture, and social equity, although this does vary depending on involved stakeholders. The development of a Food Charter is traditionally a collaborative process that involves community members and groups, municipal staff and councillors, health professionals, food producers, food providers, social justice organizations, academics, and minority group community representatives.

As rising costs of fuel, food and health care draw attention to food access, municipalities and their communities are recognizing that many of these concerns are the result of a fragile globalized food system. Local food is an important priority for Ontario municipalities as a means of sustaining local economies and supporting economic growth. At the provincial level, the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has maintained their commitment to improving awareness of, access to, and demand for local food, as well as supporting local food system resiliency. In 2013, the government introduced Bill 36, the *Local Food Act, 2013*, which emphasized the importance of maintaining and growing Ontario's local and regional food systems through a shared vision and collaborative partnerships, and created a mechanism for setting local food goals and targets.

Council will recall that the rationale for the Elgin-St. Thomas Food Charter and Food System Strategy was identified as the following:

1. Improve the health and well-being of Elgin-St. Thomas
2. Highlights key actions that support all aspects of a healthy food system from farm to fork
3. Collaboration among stakeholders from various sectors

The strategic directions of the Food System Strategy include the following:

1. Thriving and Resilient Food Economy
2. Equitable Food Access and Availability
3. Knowledgeable and skilled residents

### **IMPACT:**

To help promote local food systems and inform the development of local food goals and targets, the *Association of Municipalities of Ontario* (AMO) explored best practices for local food initiatives in the context of the province's local food priorities and proposed legislation. From the literature available on this topic, it is very clear that it is important to align municipal decision makers with the expectations outlined in local food strategies and initiatives.

Local food industry challenges through a municipal lens include outdated planning policies, high costs of labour, lack of processing facilities, potential higher cost of local food, and lack of awareness among consumers. Municipalities also face their own challenges, such as aligning policies with federal and provincial laws, coordinating programs across various departments and accessing funding for local food initiatives.

The presentation by Ms. Maselli and Ms. Ailles was divided into two parts. The first part included "Elgin-St. Thomas Food Charter Endorsement" which included important community-specific statistics about the health and well-being of the residents of Elgin and St. Thomas, the rising costs of buying groceries and inadequate access to food due to poverty. The second part of the delegation included the "Food System Strategy – A Plan for a Healthy and Sustainable Food System". This document was developed by community members in an effort to improve the health and well-being of residents by supporting sustainable, resilient and healthy food system. Suggested actions derived from this strategy focus on all aspects of a healthy food system, including production, processing, distribution, access, consumption and waste.

### **CONCLUSION:**

County Council was asked by the *Food For All* groups to endorse the Food Charter, Food System Strategy, and was provided with an opportunity to attend future *Food For All* meetings. The Food System Strategy contains many suggestions that involve County Council including suggested tax exemptions, and involved no previous consultation with County Councillors. Since the Food System Strategy informs the Food Charter, it is difficult for County Council to endorse one and not the other. Rather than endorse the Food Charter as requested, it is recommended that County Council support this initiative in the following ways:

## **DRAFT RECOMMENDATIONS:**

WHEREAS Elgin County Council is supportive that every County resident should have access to an adequate supply of nutritious and affordable food; and,

WHEREAS Elgin County Council supports the notion that food security contributes to the health and well-being of residents while reducing their need for medical care; and,

WHEREAS Elgin County Council believes that food is central to Elgin's economy, and the commitment to food security can strengthen the food sector's growth and development; and,

NOW, THEREFORE, BE IT RESOLVED BY COUNTY COUNCIL:

THAT, in support of the Food Charter and Food System Strategy initiative, County Council will endeavour to:

- Be leaders in municipal and regional food-related policies and programs ensuring policies and programs are embedded in the municipality to create a culture that supports and values local food;
- Be champions for the right of all residents to adequate amounts of safe, nutritious, culturally-acceptable food without the need to resort to emergency food providers;
- Be actively engaged to set a consistent direction and build buy-in across the community when considering new policies and programs;
- Regularly assess the current situation and identify a mix of local food practices and initiatives that work best for Elgin County;
- Advocate for income, employment housing and transportation initiatives that support secure and dignified access to the food people need;
- Partner with community, cooperative business and government organizations to increase the availability of healthy foods;
- Increase awareness of local food in Elgin County, including the diversity of local food;
- Monitor the outcome of the local food initiative to ensure there is true impact to the local food industry in a positive way;
- Support regional farmers and food producers;
- Support sustainable agriculture and preserve farm land resources;
- Improve access to healthy and affordable foods;
- Increase the health of all members of our county;
- Talk together and teach each other about food;
- Foster successful and resilient local food economies and systems throughout Elgin County; and
- Encourage the development of new markets for local food.

THAT the Warden be directed to send a letter to the Elgin-St. Thomas *Food For All* Committee congratulating this group for their work on this initiative and informing them of the ways County Council will support local food initiatives, support the Food Charter and encourage collaboration.

All of which is Respectfully Submitted

Julie Gonyou,  
Chief Administrative Officer

## Elgin-St. Thomas Food Charter

Because we value **Health and Wellness**, we support...

- Affordable, safe, healthy food as an essential building block for physical, mental, spiritual, social, and emotional wellbeing

Because we value **Education**, we support...

- Understanding and awareness of the relationship between our food system and our environment, health, economy, and community
- Opportunities that strengthen the individual's and community's understanding of a healthy food system from farm to fork
- Initiatives that develop food literacy and hands-on food skills

Because we value **Sustainable Economic Development**, we support...

- A local food system that supports economically sustainable farming, processing, and distribution of fair and equal food
- Mutually beneficial relationships among all stakeholders in the value chain
- Promoting our region as a food, agricultural, and culinary destination

Because we value **Environmental Health**, we support...

- Protecting farmland and freshwater resources for local food production and safe sources of drinking water
- Producing, processing and distributing foods in a way that reduces waste and conserves energy and the natural environment

Because we value **Culture**, we support...

- Promoting the dignity, joy, and sociability of growing, preparing and eating food
- Celebrating and promoting respect for traditional, cultural, and spiritual food diversity
- Connecting our rich agricultural history to our contemporary food practices

Because we value **Social Justice**, we support...

- Safe, healthy, and affordable food and water as a basic human right
- Income, housing, food, education, employment, transportation, and environmental policies that support access to healthy food for all
- Promoting food self-reliance through community food programs to reduce dependence on emergency food services

FROM: Julie Gonyou, Chief Administrative Officer

DATE: April 29, 2018

SUBJECT: Dexter Line – Resident Request to Plant Trees on Road Allowance

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**INTRODUCTION:**

I met with Kyle Cronk on Wednesday, April 25, 2018. Mr. Cronk has arranged with Catfish Creek Conservation Authority (CCCA) to supply and plant, at no charge, 1000 trees plus 200 tulip trees. Mr. Cronk would like County Council to consider having these trees planted on the road allowance of the decommissioned Old Dexter Line, a former road adjacent to his 14-acre property. The purpose of this report is to provide County Council with additional information related to this request.

See Schedule A for property information.

**BACKGROUND:**

Reforestation Assistance Program - The CCCA has implemented a Reforestation Assistance Program which provides a wide range of tree planting services for private landowners and the municipality within the Catfish Creek watershed with the purpose of improving the overall health of the local environment.

The established parameters for this program include landowner responsibilities.

To qualify, the landowner must agree to:

- Complete and sign a tree order and planting form;
- Agree to conduct any work or site preparation deemed necessary by the CCCA prior to the planting crew;
- Obtain written permission from the municipality if they want to plant trees closer than 6 metres (20 feet) to a municipal drain;
- Pay the cost of the seedlings prior to pick-up in accordance with the current price list;
- Agree to permit staff from the CCCA to enter onto property to conduct necessary planting inspections, data collection, establishment, and follow-up surveys as necessary;
- Contact the Authority (a minimum of (3) three months) prior to planting to place the tree order;
- Have written permission of their neighbours to plant along the property line otherwise planting will not be closer than 1.5 metres (5 feet) from surveyed property line;

- Agree to protect newly established trees from fire, animals grazing, damage and cutting for a period of (15) fifteen years. This will include monitoring the site for insect and disease damage, notification of CCCA staff of significant tree mortality and or damage;
- Order a minimum of 100 native tree seedlings in bundles of 50 per species;
- Ensure any work undertaken in the plantation after the (15) fifteen-year period will be in conformity to the Elgin County Tree Cutting By-Law; and
- Call within 48 hours of being contacted by the CCCA to make arrangements for the pickup of their tree order if planting themselves.

The Conservation Authority will:

- provide free technical advice on species type, ground preparation, spacing, etc.;
- prepare a planting sketch map for each site;
- hand or machine plant in windbreaks, buffer strips, and unforested areas (minimum of 500 tree seedlings, with no maximum);
- pickup, store, and plant the trees in April/May;
- spray previously planted sites if requested;
- accept tree orders until the end of January
- offer tree planter rentals;
- provide each applicant with a current listing of the native tree species available and the associated costs;
- provide each applicant with a current fee schedule of the planting, spraying, cold storage, and shipping services available; and
- not guarantee the survival of the trees for a period greater than (6) six months after the time of pickup or planting.

## **ANALYSIS:**

### **Pros**

Mr. Cronk is proposing that a mix of spruce and pine trees be planted in this location. In addition to contributing to an overall increase in forest cover in Ontario and generally improving the environment, the benefits, if planting in this location is determined to be possible, are numerous and include the following:

- these species will provide excellent cover for small animals such as rabbits in less than ten years, and winter cover for larger animals such as deer in 30-40 years;
- helping to prevent soil erosion and nutrient loss by wind or water;
- enhance air and water quality;
- groundwater recharge; and
- aesthetics.

### **Cons**

Trees cannot be successfully planted everywhere. It is possible that the Old Dexter Line road does not offer the soil quality conducive to planting trees and the compacted nature of the road may present a potential threat to survival of the trees. Soil sampling and work on the property to ready for planting may be required and may involve additional expense.



Consideration must be given to the following:

- Access to the road for neighbouring properties for farm machinery purposes;
- Potential use for emergency services vehicles, including EMS;
- Proper maintenance and preservation of trees is required to make this project successful. As such, ownership of the trees and acquisition of the trees should be County responsibility.
- Utilities including existing hydro, municipal drain, bell lines and a waterline exist within the road allowance and access to and potential impacts on existing utilities be considered when contemplating this as a location for planting.
- Any time trees are planted on or near a road allowance a utility locate must be completed, especially when the mechanical tree planter is used. Locates can take up to a month to complete.
- There is urgency related to this particular request. Mr. Cronk noted that the trees are available for planting and staff are prepared to commence with the planting.
- The available timeframe for planting is limited if a decision is not reached soon, planting may have to wait until the fall. If the County was to proceed with this project as a County-initiated project, the Authority requires a minimum of (3) three months' notice prior to planting to place the tree order;

According to the fact-sheet on the CCCA website, it cannot be overemphasized that it is a big job to prepare a site for planting, plant the trees and then care for them during the critical early years.

Though the road has been physically removed, the main reason why it remains to be in County ownership is because of the utilities that reside there. Neighbouring properties were granted access to this road for neighbouring property owners.

### **CONCLUSION:**

As stewards of the environment, County Council should consider requests for tree planting in Elgin County. Mr. Cronk's request is merited but involves key considerations.

### **RECOMMENDATIONS:**

THAT staff be directed to work with Catfish Creek Conservation Authority to explore the suitability of the location proposed by Mr. Cronk on Old Dexter Line for a tree planting initiative; and,

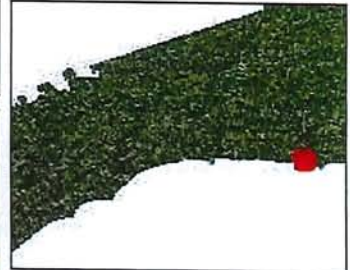
THAT staff be directed to provide additional information about the suitability of the proposed land for tree planting including impacts on utilities, access for machinery, and costs associated with site preparation and ongoing maintenance of this project, if any and a recommendation for next steps at the May 22, 2018 meeting.

All of which is Respectfully Submitted

Julie Gonyou,  
Chief Administrative Officer

# Schedule A

ELGIN MAPPING Map Title



- Legend
- Parcels
  - Lagoons
  - Local
  - Arterial
  - Highways
  - World Street Map

Notes

0.7 0 0.34 0.7 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
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## REPORT TO COUNTY COUNCIL

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FROM: Julie Gonyou, Chief Administrative Officer

DATE: April 30, 2018

SUBJECT: Land Division Report #1

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### **INTRODUCTION:**

I have received a number of inquiries about Land Division from members of the public, partner municipalities and members of County Council. At the meeting of County Council held on April 10th, I provided a verbal report to County Council informing members that I was working on a report and am carefully reviewing the following:

1. How are other Counties handling Land Division?
2. Customer Service
3. Program Evaluation – how to judge the success of the program
4. Feedback from members of the public, members of Council, Local Municipal Partners and members of the Land Division Committee.

### **DISCUSSION:**

Land Division is currently a function within the Engineering Services Department. Reporting to the Director of Engineering Services, there is a part-time employee, Secretary-Treasurer of the Land Division Committee, working 25 hours per week. From my research, it is clear that this reporting relationship is unusual. Typically, Land Division is a function within a Planning Department. Elgin's Planning Department is relatively new, and was established in approximately 2013. Elgin County's Manager of Planning, Steve Evans works part-time hours. If ever an expanded Planning Department is considered by County Council, Council may wish to shift Land Division to the Planning Department.

Land Division Committee 2015 – 2018 includes the following members:

Mr. Graham Warwick – The Municipality of West Elgin  
Mr. Lorne McLeod – The Municipality of Dutton/Dunwich  
Mr. Stan Lidster – The Township of Southwold  
Mr. Bill Walters – The Municipality of Central Elgin  
Ms. Kathleen Schaper – The Town of Aylmer  
Ms. Rosemary Kennedy – The Township of Malahide  
Mr. Brent Stewart – The Municipality of Bayham

A land severance is the authorized separation of a piece of land to form two new adjoining properties. This is commonly known as consent. Consent is required if you want to sell, mortgage, charge, or enter into any agreement for 21 years or more, a portion of land. In addition to the division of land, rights-of-way, easements, and any change to existing boundaries also require land severance approval.

Land Division in Ontario should generally occur by plan of subdivision. If several severances are intended in the same area, this process may be more appropriate. It is a process that involves the laying out of roads, the division of land into lots or blocks, the dedication of lands for other public purposes, and entering into subdivision agreements. This process involves wide consultation with the public and government agencies.

Where Land Division is minor, involving only one or two lots and, for example, where a plan of subdivision is clearly unnecessary for orderly development, the Planning Act provides a simpler process, called the granting of consent.

### **PROCESS:**

The Land Division Consent process includes procedures, fees, information about the hearing, conditions for approvals and information about appeals. The process is as follows:

- The Land Division Committee (LDC) requires that pre-consultation takes place with appropriate municipalities. Along with the completed application, a fee of \$1250.00 is collected by the County.
- Identification signs are then mailed for posting on the portion of the lot to be severed. At least (14) fourteen days prior to the date of hearing, applicants receive a “Notice of Application” with the date and time when the severance will be heard. The LDC will consider the application(s) and submissions by all interested parties regarding the severance. The Committee’s decision will be made at a later time in the meeting.
- A Notice of Decision is forwarded within (15) fifteen days after the date of hearing. A one-year time limit after the date of decision to obtain the consent stamp on the deed(s) is generally imposed and other conditions may be imposed.
- There is a (20) twenty day appeal period from the date of the Notice during which any person may appeal the decision and/or conditions imposed by the Committee to the Local Planning Appeal Tribunal (LPAT) formerly the Ontario Municipal Board. After the appeal period, notice will be sent that no appeals were received or that the application has been appealed. If appealed, a letter outlining the reasons for the appeal and a cheque payable to the Minister of Finance in the amount of \$300 for the first appeal and \$25 for each further appeal is received by the Secretary-Treasurer of the LDC.
- If no appeal is received, the decision is binding and the applicant is required to satisfy the conditions imposed by the Committee within one year from the date of decision, obtain the services of a land surveyor to survey the lands to be severed in accordance with the decision, obtain the services of a solicitor to prepare the deeds and necessary documents, submit the deeds to the Secretary-Treasurer of the LDC for final certification and finally, register the deeds at the Registry Office for the County of Elgin.
- The County of Elgin receives payment in the amount of \$300 for stamping of deed.

County Council authorizes the Land Division Committee to:

- a) Approve or deny consent applications at a public hearing and attach conditions to any approval as deemed appropriate; and
- b) Grant minor variance requests associated with consent applications at a public hearing and attach conditions to any approval as deemed appropriate.

**ANALYSIS:**

There are three options or schools of thought on where Land Division should rest. If it is at the County level, and an appointed Committee, it is more a-political and more uniform across the County. There is, however, the potential for a local municipality to 'want' something and the Committee to not approve it. If it is at the local level, the same decision makers deal with the consent and any related applications such as zoning or site plan and therefore presumably make the same decisions; however, it can become an issue if Council knows the applicant too well. Some local municipalities don't see a lot of certain types of applications and can struggle with them, whereas if it is a county-wide review, presumably they would see all types more frequently. The third school of thought delegates Land Division to an appointed person. This occurs in the City of London and in some of Eastern Ontario.

A comparative analysis of Land Division at several neighbouring municipalities was undertaken. The detailed results of this analysis can be found in the attached Schedule A. The results of this analysis conclude that a variety of different LDC structures and compositions exist across the region.

Oxford, Norfolk, Bruce and Huron Counties have Land Division at the County level. Grey County is the authority under the Planning Act but has delegated consent authority to its local municipalities. Middlesex County is an anomaly in Ontario having delegated Land Division to its local municipalities 20 years ago.

Middlesex, Grey, Bruce and Huron Counties have committees comprised of council members. Oxford and Norfolk have committees comprised of appointed citizen representatives.

Oxford, Middlesex, and Norfolk Counties have LDCs that meet on a monthly basis. Meeting frequency varies in Grey and Bruce Counties. Huron County's LDC is comprised of the Committee of the Whole and therefore meets twice monthly; however, matters of land division are only discussed when an application has been disputed.

Various systems of committee support exist across the region including secretary-treasurers, planners and various other support staff at both the county and local levels.

**RECOMMENDATIONS:**

THAT the Chief Administrative Officer provide a supplementary support in regard to the ongoing review of Land Division in Elgin County; and,

THAT the report titled "Land Division Report #1" from the Chief Administrative Officer, dated April 30, 2018, be received and filed.

All of which is Respectfully Submitted

Julie Gonyou  
Chief Administrative Officer

## **Schedule A**

### **Summary of Land Division, Neighbouring Municipalities**

#### **Oxford County:**

Of all Counties examined, Oxford County's Land Division Committee is most similar to Elgin County. The County of Oxford is the approval authority for all matters related to the subdivision of land in the County, including plans of subdivision, consents and exemptions. Land Division is operated through the County as a quasi-judicial board operated by authority delegated by, and independent of Council pursuant to Section 56 of the Planning Act. Community members are appointed at the start of each term of Council (and maintained as necessary throughout each term). Oxford's LDC also has been delegated authority to address exemption applications under their Woodlands Conservation By-Law.

#### ***Composition:***

The Committee is appointed by County Council, by By-Law for a four (4) year term coinciding with the term of Council and consists of seven (7) members, all of which must be residents of the County of Oxford. No sitting members of County Council or Area Councils are eligible for appointment to the LDC. All members of the LDC shall hold the position until successors are appointed following the subsequent municipal election.

#### ***Committee Support:***

Planning advice and secretarial support for the LDC is provided through the Community and Strategic Planning office. Specifically, the Secretary-Treasurer of the Land Division Committee will provide technical and administrative support services and shall discharge all duties of that position as set out in the Act.

#### ***Frequency of Meetings:***

The Oxford County LDC meets once per month according to a regular meeting schedule established at a general meeting of the Committee.

#### **Middlesex County:**

In Middlesex, Land Division was delegated to each local municipality approximately 20 years ago. Land Division being done by an entity other than the County makes this an anomaly in Ontario. At the time of transfer to the lower tiers, there was much debate about whether this should be a lower-tier responsibility or an upper-tier responsibility.

#### ***Composition:***

Strathroy-Caradoc has a committee with two Councillors and three appointees. The remainder of the lower-tiers use Council meetings as their committees.



***Committee Support:***

The administration of all consent applications is handled by the local municipalities with the assistance of Middlesex County planners including the provision of a professional planning report.

***Frequency of Meetings:***

Monthly

**Grey County:**

While the County of Grey is the authority as per S.54.1 of the Planning Act, the County has delegated consent granting authority to its local municipalities.

***Composition:***

Most municipalities in Grey County have a Committee of Adjustment (CoA) and most of these committees are made up of local council members.

***Committee Support:***

In terms of staff roles, there is usually a Secretary-Treasurer for the Committee of adjustment who helps to circulate/process applications (this can often be the Clerk or Deputy Clerk for a local municipality, some also use an administrative assistant). Some local municipalities have a planner on staff that would provide reports/recommendations to the CoA, some have a contract planner who would also provide reports/recommendations to the CoA. The County reviews and provides comments on whether the application is consistent with the PPS and conforms with the County Official Plan.

***Frequency of Meetings:***

Frequency varies.

***Challenges, if any:***

Sometimes it is difficult to find candidates to appoint to the CoA. There have also been times where local municipal councils were not in agreement with decisions that the CoAs were making and in some cases had to appeal the CoA decision in their own municipality. There have been some challenges over the years with the County having to appeal local CoA decisions due to decisions not conforming with the County OP/consistency with the PPS; however, noted improvement have been made.

**Norfolk County:**

Norfolk County has a citizen appointed CoA. They deal with all severances and minor variances. As a single tier municipality, Norfolk is of interest because of the key role that planners play in the CoA.

***Composition:***

The CoA is a well-greased machine and functions with the assistance of a Secretary-Treasurer, a Planner and two Senior Planners. The Planner or Senior Planner takes all inquiries on applications, set up appointments with customers, writes reports and presents to the Committee for a decision. The Secretary-Treasurer completes all applications on the back end with customers.

***Frequency of Meetings:***

Monthly.

***Challenges, If Any:***

This process works very well and has been perfected over many years. They have moved the meetings into the evening hours within the last few years which has made a big difference for their customers as they don't have to take time off to attend a meeting during the day.

**Bruce County:**

Bruce County has County level land and planning through 11 planners and a service agreement with 8 local municipalities. They have three planning offices. Land Division is done as a planning committee of Council with no citizen representatives, only elected officials. Consent applications were delegated to staff approximately 7 years ago. Staff review applications and, if they meet criteria, then staff can sign off on them. They do not need Council endorsement. Council only sees challenges/refusals.

***Composition:***

All planning services reside at the County level in Bruce. The decision making authority is split between lower and upper tier. The upper tier completes all OPA's and Consents. Consents have been delegated to staff. The Land Use Manager is currently the Secretary to the Committee of Adjustment; however, the team is looking at making that the responsibility of the Applications Technicians.

***Committee Support:***

The Director of Planning and Development, Land Use Manager oversees three operational hub offices. Each hub office has a Senior Planner, a Planner and an Applications Technician. Staffing and planning support is at the County level.

**Huron County:**

The County provides services to all of the 9 municipalities and the County is the approval authority for severance applications. If the application is circulated and there are no objections from neighbours, agencies or the local municipality, and it conforms to the County and the local Official Plans, then it is considered an "undisputed" Consent.

The Director of Planning or a Senior Planner has been delegated the approval authority and will sign off on the application. If the application is disputed for any reason, then it goes to the County Committee of the Whole for a division. If it does go to the Committee, the County Planner provides the planning report along with a presentation. The list of approved “undisputed” Consents are also reported to the Committee of the Whole monthly for their information.

***Composition:***

Huron County’s Committee of the Whole reviews disputed applications. All of Council sits on this Committee and there are no citizen appointees.

***Committee Support:***

The County has one full-time Land Division Administrator that processes Consents, Plans of Subdivision and Condo and 8 planners who do the planning for both the County and the 9 local municipalities.

***Frequency of Meetings:***

Committee of the Whole meets the 2<sup>nd</sup> and 3<sup>rd</sup> Wednesday of every month. Only disputed applications would appear on the agenda as they arise.

***Challenges if any:***

The system seems to work well and the “undisputed” process saves time for those straight forward applications. One challenge is that the only application the Committee gets a chance to make a decision on are those that are recommended for denial or are more controversial and they often want to be able to approve applications.

**Lambton County:**

Local municipalities process consent applications and the Manager of Planning and Development Services has been delegated the authority for plans of subdivision and condominium.

***Composition:***

Most of Lambton’s 11 local municipalities have CoA. The composition of these committees varies significantly. Several are comprised entirely of appointed citizens, several are comprised entirely of elected councillors and a few have a mix of both elected and appointed members.

***Frequency of Meetings:***

Frequency of meetings varies across Lambton’s local municipalities. Many meet monthly, some meet every three weeks and others meet only at the call of the chair (when applications are received).



# HIGH SPEED RAIL OVERVIEW



JULIE GONYOU

CHIEF ADMINISTRATIVE OFFICER

APRIL 2018

# AGENDA

- Background
- Status
- Concerns
- Observations
- Next Steps
- Questions

# BACKGROUND

- High speed rail proposal
- First phase from London to Toronto
- Two distinct components
  - East of Kitchener
  - West of Kitchener
- Overview document from the Province

# STATUS

- Special Advisor (David Collonette)
- Currently in the Terms of Reference stage
- Initial route identified
- Preparing for EA and design
- Peer Review?
- Advisory Board

# CONCERNS

- Agriculture
- Political
- Municipal
- Unintended consequences



# AGRICULTURE CONCERNS

- Business vs land class
- Loss of land for rail
  - 12 acres per km of rail
- Corridor through agricultural land
  - Why only one corridor
- Overpass distance
- Division of farm properties

# POLITICAL CONCERNS

- Committed vs budgeted
- Governance
- Input opportunities
- Inconsistent with provincial policy statements

# MUNICIPAL CONCERNS

- Emergency services
- Municipal boundaries (the river)
- Dead heads
- Service provision
- Training and service costs
- Crossings per 10km

# UNINTENDED CONSEQUENCES

- Places between places
- VIA could be a casualty according to Minister
- Limited local economic benefit from construction

# OBSERVATIONS

- Election Politics
- Municipal Advisory Group Focus and Timing
- Opposition Focus
- Political vs legal process
- Urban vs rural
- When is HSR not HSR
- Peer review
- What we should do and want

# NEXT STEPS

- Monitor
- Communicate
- Strategize
- Partner

- **QUESTIONS**

**CORRESPONDENCE – May 8, 2018**

**Items for Consideration – (Attached)**

1. T.E. Campbell, Port Stanley resident with concerns of deer overpopulation at the west side of Port Stanley.
2. Sharel Maudsley, Port Bruce resident with concerns regarding Emergency Services response time delay to south side of Port Bruce..



April 12, 2018

The Mayor, Deputy Mayor and Councilors  
The Corporation of the Municipality of Central Elgin  
450 Sunset Drive  
St. Thomas, ON N5R 5V1

The Warden and Councilors  
County of Elgin  
450 Sunset Drive  
St. Thomas, ON N5R 5V1

RECEIVED

APR 17 2018

COUNTY OF ELGIN  
ADMINISTRATIVE SERVICES

Ladies and Gentlemen:

Not sure who this should be addressed to but the subject matter crosses municipal and county lines.

There is a serious deer overpopulation problem at the west side of Port Stanley.  
When neighbors count 25 deer in their back yards it's out of control.  
Recently, Point Pelee announced the culling of two-thirds of the deer population in that area.

There are a least two cases of Lyme Disease on our street.  
The damage and destruction by the deer population becomes more extreme every year, as do the number of car and deer accidents in the area.

This will become even more exacerbated with the Wastell development on George St. forcing deer into other areas.

Less open fields, few natural predators and an ever growing deer population. Something will need to be done.

Hopefully, this is on your "to do" list when evaluating the future growth of the Port Stanley area.

Sincerely,



T. E. Campbell  
584 George St.  
Port Stanley, ON  
N5L 1H4

**From:** sharel <[sharel@amtelecom.net](mailto:sharel@amtelecom.net)>  
**Date:** May 1, 2018 at 1:53:57 PM EDT  
**To:** <[mcasavecchia@malahide.ca](mailto:mcasavecchia@malahide.ca)>, <[dmarr@elgin.ca](mailto:dmarr@elgin.ca)>  
**Subject:** **Port Bruce Ambulance Call**

1 May, 2018

To: Mayor D. Mennill, Malahide Township Council  
Warden D. Marr, Elgin County Council

To Whom It May Concern:

I sincerely hope that this letter will be shared at your next council meeting. It's time you heard from Port Bruce residents regarding Emergency Services.

I am a resident on the south side of Port Bruce. On Sunday, April 22 of this year I went into anaphylactic shock. This was the first reaction that I have ever had, so I was not equipped with an Epi-pen. This event required an ambulance. About 5 minutes after the ambulance was called, I was struggling to breathe. I was also starting to have chest pain. I have had a heart attack before, and a triple bypass, so I am familiar with this tightness. This attack came on very quickly and my swollen tongue and tightening throat made me actually have to gasp in order to obtain my breath. Here's the point of all this – an ambulance from Aylmer would have been at my house within 10 or 15 minutes. As I struggled to try to keep breathing, I waited an additional 10 or 15 minutes for the ambulance to arrive from a location closer to, if not St Thomas itself.

The words “temporary bridge” have been tossed about since February 23<sup>rd</sup> of this year. Meetings are being postponed and apparently we're no closer to a temporary bridge being installed than we were 2 months ago. Most everyone agrees that the quickest and most convenient place for the bridge would be on the old bridge site. So let's get it BUILT!

People have wondered what would happen in a life or death situation, and I feel I just went through that – absolute panic and fearing for my life for the last 15 minutes of waiting. I have NEVER been so afraid of dying. Let's hope if there is another situation like this before we have access straight through to Aylmer, that it doesn't end badly.

Anxious for your reply to my letter,

Sharel Maudsley  
3508 Colin Street  
Port Bruce, Ontario  
519-765-1817  
[sharel@amtelecom.net](mailto:sharel@amtelecom.net)

## CORRESPONDENCE – May 8, 2018

### Items for Information (Consent Agenda) – (Attached)

1. Wendy Curtis, Executive Director (Acting), Fanshawe Foundation thanking County Council for gift of sponsorship for the 2018 St. Thomas Campus Event and 2017/18 Elgin County Council-Personal Support Leadership Award.
2. Cathy Crane, Chair, Board of Governors, St. Thomas Elgin General Hospital with STEGH Board of Governors Highlights – March 2018.
3. Hon. Jeff Leal, Minister of Agriculture, Food and Rural Affairs with information on the 2018 Premier's Award for the Agri-Food Innovation Excellence program.
4. Port Bruce collapsed bridge correspondence from:
  - a) Karen Vecchio, MP, Elgin-Middlesex-London thanking the Minister of Infrastructure for Port Bruce collapsed bridge reply but noted that his suggestion to use the County's Federal Gas Tax Fund (GFT) to assist in the demolition and construction of the bridge would not meet the needs of the county.
  - b) Hon. Dominic LeBlanc, Minister of Fisheries, Oceans and the Canadian Coast Guard noting no concerns regarding aquatic species at risk at the bridge site and also noting that they do not provide infrastructure funding.
5. Canadian Heritage informing Elgin County that legislation was passed to make the National Anthem gender neutral.
6. Hon. Kathryn McGarry, Minister, Ministry of Transportation responding to request for concrete barriers be installed on Highway 401 between London and Tilbury.
7. Fran Bell, Chair, Tillsonburg & District MSC Board of Directors advising of Executive Director's leave of absence.
8. South West Local Health Integration Network (LHIN) announcing:
  - a) Intention to appoint a health service provider supervisor for Canadian Mental Health Association, Elgin Branch.
  - b) Departure of Kelly Gillis, Vice President, Strategy, System Design and Integration.
  - c) \$103,442,100 in new base funding in 2018/19 for resident care needs in the long-term care (LTC) home sector.
9. Craig Christie, Community Relations, Hydro One informing Elgin County of Class Environmental Assessment (EA) to de-energize the existing St. Thomas Transformer Station(TS) and reconfigure it as the newly constructed St. Thomas Junction.
10. Ashley Thorne, Community Impact Coordinator with invitation to United Way's Day of Caring on June 14, 2018 deadline to register is May 18, 2018.

11. Tanzeel Merchant, Director/Local Government Policy Branch, Ministry of Municipal Affairs with Trade Newsletter April 2018.
12. OPP Media Release titled HALF LOAD Portable Weigh Scale Further Success.
13. Geoff Hogan, Chief Executive Officer, SWIFT with SWIFTNEWS Letter 2018 Spring Edition.
14. Linda McKinlay, Chair, Lower Thames Valley Conservation Authority with 2017 Annual Report.
15. London District Catholic School Board Multi-Year Strategic Plan 2015-19.
16. Elgin St. Thomas Health Unit also known as Elgin St. Thomas Public Health Financial Statement December 31, 2017.



March 27, 2018

**RECEIVED**

APR 05 2018

COUNTY OF ELGIN  
ADMINISTRATIVE SERVICES

Ms. Julie Gonyou  
CAO  
Elgin County Council  
450 Sunset Drive  
St. Thomas, ON N5R 5V1

Dear Ms. Gonyou,

Thank you for Elgin County Council's gift of sponsorship for the 2018 St. Thomas Campus Event and the 2017/18 Elgin County Council-Personal Support Leadership Award. Two tax receipts are enclosed for your files.

We feel fortunate to count on your support to allow us to celebrate student success.

Thank you for your ongoing commitment to students at Fanshawe College.

With best wishes,

A handwritten signature in blue ink that reads "Wendy Curtis".

Wendy Curtis  
Executive Director (Acting)

Enclosure

1001 Fanshawe College Blvd.  
Box 7005, K1003  
London, ON N5Y 5R6  
Tel: 519-452-4430 Fax: 519-452-1051  
[fanshawec.ca](http://fanshawec.ca)



## STEGH Board of Governors Highlights – March 2018

### Our Great Expansion

Our Great Expansion is complete. We hosted a grand opening event on January 9<sup>th</sup> and many of you were in attendance along with many other dignitaries. We have successfully moved all of the services into the new space. The feedback from staff and patients has been very positive thus far and the community is thrilled to have a world-class facility serving St. Thomas and Elgin County.

Utilization of the new Emergency Department has increased slightly as predicted, and staff continue to work efficiently to provide great care. Monitoring of all wait times continues.

### Quality Improvement Plan (QIP) for 2018-19

Each year, Ontario hospitals are required to submit a Quality Improvement Plan (QIP) by March 31st to the Ministry of Health and Long-Term Care. A Quality Improvement Plan (QIP) is a formal, documented set of quality commitments aligned with system and provincial priorities that STEGH makes to its patients/clients/residents, staff and community to improve quality through focused targets and actions.

Due to the great work by staff throughout the hospital, all indicators in the 2017/2018 plan have been met.

STEGH's QIP goals for 2018-19, include the following areas:

**Quality and Safety:** including staff and management involvement in quality improvement initiatives. We will be closely monitoring the number of workplace violence incidents.

**Patient and Family Centered Care:** including ensuring patients receive adequate information on discharge from hospital.

**Our People:** continuing our focus on transforming care through LEAN methodologies. And, **Financial Stewardship.**

Each month the Board monitors indicators relating to each of these areas. The Board scorecard is also posted on STEGH's public website.

### Leadership Change at STEGH

As you are probably aware, Dr. Nancy Whitmore resigned as STEGH's president and CEO to accept a once-in-a-lifetime opportunity to become the new Registrar and CEO of the College of Physicians and Surgeons of Ontario. The Board of Governors wishes Nancy all the best!

The Board formed a Selection Committee as soon as we received Dr. Whitmore's resignation. At that time the decision was made to engage the same recruiter as our last CEO search, which afforded us an opportunity to move quickly. Since the position has been posted, interest in the role has been favourable, no doubt due to the great reputation of the hospital and staff. Next steps include reviewing applications and interviewing.

Sincerely,

Cathy Crane, Chair, Board of Governors



Ministry of Agriculture,  
Food and Rural Affairs

Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales



Office of the Minister

Bureau du ministre

77 Grenville Street, 11<sup>th</sup> Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
Fax: 416-326-3083

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
Télééc. : 416 326-3083

March 23, 2018

Dear Mayor/Reeve/Warden:

Applications for the 2018 Premier's Award for the Agri-Food Innovation Excellence are now being accepted. Please share this information with your municipality.

The Premier's Award for Agri-Food Innovation Excellence was created to recognize and promote the spirit of innovation that thrives in Ontario's \$37 billion agri-food sector. Each year, our agri-food sector demonstrates remarkable leadership in innovation through the development of new products, methods of production and ways of conducting business.

Every year the program recognizes up to 50 award-winning innovations across the province, including the Premier's Award which is valued at \$75,000.

Primary producers, processors and agri-food organizations are invited to submit applications until May 25, 2018.

Details on eligibility, innovation categories, assessment criteria, and the application and selection process can be found in the enclosed 2018 program guidebook and application form or online. For additional information, please contact the Agricultural Information Contact Centre at 1 877-424-1300 or [ag.info.omafra@ontario.ca](mailto:ag.info.omafra@ontario.ca).

I have also enclosed a copy of a brochure which highlights the recipients of the 2017 program for the Premier's Award for Agri-Food Innovation Excellence.

I look forward to celebrating the great innovations developed in your municipality to grow our agri-food sector and Ontario's economy.

Sincerely,

Jeff Leal  
Minister of Agriculture, Food and Rural Affairs  
*Minister Responsible for Small Business*

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APR 17 2018

COUNTY OF ELGIN  
ADMINISTRATIVE SERVICES



Good Things Grow in Ontario  
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2  
Bureau principal du ministère: 1 Stone Road West, Guelph (Ontario) N1G 4Y2



APR 06 2018

Ottawa, Canada K1A 0E6

Ms. Karen Vecchio  
Member of Parliament  
Elgin–Middlesex–London  
House of Commons  
Ottawa, Ontario K1A 0A5

Dear Colleague:

Thank you for your correspondence of February 26, 2018, regarding the collapsed bridge in the Township of Malahide. I am so very sorry to hear about this incident, but relieved to learn no one was injured.

Fisheries and Oceans Canada (DFO), through the Fisheries Protection Program, is mandated to manage physical threats to fish and fish habitat. Under the *Fisheries Act*, a proponent that is proposing to physically alter a waterbody is responsible to ensure that projects conform to all statutory requirements. As well, proponents are required to ensure that proposed projects do not contravene the *Species at Risk Act* prohibitions with respect to aquatic species. It is the proponent's responsibility to meet all requirements that may apply to their proposal, including the *Fisheries Act* and *Species at Risk Act*. Please note that DFO does not provide funding for infrastructure.

On March 9, 2018, DFO received a Request for Review to remove the Imperial Road Bridge. After investigating, it was determined there are no concerns regarding aquatic species at risk at this site. The Ontario Ministry of Natural Resources and Forestry has confirmed that the proposed dates of work are protective of fish species in Catfish Creek. A letter dated March 12, 2018, has been sent to the proponent confirming that DFO has no concerns with the proposed work.

Thank you for writing.

Yours sincerely,

Dominic LeBlanc, P.C., Q.C., M.P.  
Minister of Fisheries, Oceans and the Canadian Coast Guard

c.c.: The Honourable Scott Brison, P.C., M.P.  
President of the Treasury Board  
The Honourable Marc Garneau, P.C., M.P.  
Minister of Transport  
The Honourable Catherine McKenna, P.C., M.P.  
Minister of Environment and Climate Change  
The Honourable Amarjeet Sohi, P.C., M.P.  
Minister of Infrastructure and Communities  
The Honourable Bardish Chagger, P.C., M.P.  
Minister of Small Business and Tourism

Canada





HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

**Karen Vecchio**  
Member of Parliament  
Elgin—Middlesex—London

April 9, 2018

**TO: Minister of Infrastructure  
The Honourable Amarjeet Sohi  
House of Commons  
Ottawa, ON K1A 0A6**

**Dear Minister,**

Thank you for your reply regarding the collapsed bridge in the County of Elgin.

Although I appreciate your suggestion of the Federal Gas Tax Fund (GTF), to assist with the demolition of the old bridge and the construction of a new bridge, the GTF would not meet the needs of the county.

Currently, the County of Elgin is eligible for \$1,506,600 annually (based on the 2017 allocation). Immediate costs will consume the entire GTF allocation through the demolition and the necessary construction of a temporary bridge.

The County of Elgin has a population of 88,978 people within 1,881.03 square kilometres. The county has over 200 bridges and culverts under its administration.

I am bringing this situation to your attention once again, as the funding through the Gas Tax Fund will not meet the needs of this county. I urge you to review the file and provide further direction on programs available through the Federal Government that would assist the county in its efforts.

Thank you for your time.

Sincerely,

**Karen Vecchio  
Member of Parliament  
Elgin-Middlesex-London**

cc: Julie Gonyou, Chief Administrative Officer, County of Elgin, 450 Sunset Dr. St. Thomas, ON N5R 5V1

---

### Ottawa

House of Commons  
Room 449, Confederation Building  
Ottawa, Ontario K1A 0A6  
Tel.: 613-990-7769  
Fax: 613-996-0194  
karen.vecchio@parl.gc.ca

### Constituency

203-750 Talbot Street  
St. Thomas, Ontario N5P 1E2  
Tel.: 519-637-2255  
Fax: 519-637-3358  
Toll Free: 866-404-0406  
www.karenvecchiomp.ca

No Images? [Click here](#)

 Canadian Heritage  
Patrimoine canadien



### **Ô Canada**

On February 7, 2018, legislation was passed making the English version of the National Anthem gender neutral by changing "In all our sons command" to "In all of us command." The French version of the National Anthem has not been modified.

Information on the National Anthem can be found on the [Canadian Heritage web site](#). You can also find sheet music, an MP3 audio and a downloadable poster with the new official English lyrics for your use.

### **Ô Canada**

Le 7 février 2018, une loi qui élimine toute distinction de genre dans la version anglaise de l'hymne national a été adoptée. Le vers « In all our sons command » (qui guide tous ses fils) a été changé pour « In all of us command » (qui nous guide toutes et tous). La version française de l'hymne national n'a pas été modifiée.

De l'information sur l'hymne national se trouve sur le [site Web de Patrimoine canadien](#). La partition musicale, des enregistrements audio MP3 et une affiche téléchargeable de l'hymne national sont également disponibles pour votre usage.

Ministry of  
Transportation

Office of the Minister

Ferguson Block, 3<sup>rd</sup> Floor  
77 Wellesley St. West  
Toronto ON M7A 1Z8  
416 327-9200  
www.ontario.ca/transportation

Ministère des  
Transports

Bureau de la ministre

Édifce Ferguson, 3<sup>e</sup> étage  
77, rue Wellesley Ouest  
Toronto ON M7A 1Z8  
416 327-9200  
www.ontario.ca/transports



APR 12 2018

RECEIVED

M2018-810

Mr. David Marr  
Warden  
Elgin County  
450 Sunset Drive  
St. Thomas ON N5R 5V1

APR 13 2018

COUNTY OF ELGIN  
ADMINISTRATIVE SERVICES

Dear Warden Marr:

Thank you for your letter requesting that a concrete barrier be installed on Highway 401 between London and Tilbury. I appreciate the opportunity to respond.

As you are aware, I recently announced that we will build a concrete barrier along this section of Highway 401. However, before we can begin construction, an environmental assessment to expand this section of the highway is required.

In the meantime, we will implement additional safety measures. Starting this year, we will be installing high-tension cable barriers in the median of Highway 401 between London and Tilbury. This type of barrier system will enhance safety, as has been proven in many other jurisdictions, including Michigan and Alberta.

We are confident that the important steps we are taking will improve safety.

Thank you again for your letter.

Sincerely,

A handwritten signature in blue ink that reads "Kathryn McGarry".

Kathryn McGarry  
Minister

c. Jeff Yurek, MPP, Elgin-Middlesex-London



## MULTI-SERVICE CENTRE

200 Broadway, Suite 206  
Tillsonburg, ON N4G 5A7  
(p) 519.842.9000 (f) 519.842.2202  
[www.multiservicecentre.com](http://www.multiservicecentre.com)

April 17<sup>th</sup>, 2018

Dear Partner,

The Board of Directors of the Multi-Service Centre and Stonebridge Community Services wish to advise you that Geoff Reekie has taken a leave of absence for personal reasons, effective immediately.

We are grateful that Kathryn Leatherland has offered her assistance and will be acting as Interim Executive Director in Geoff's absence. Kathryn brings extensive experience in the health care sector including most recently as Director, Client Services of the HNHB Community Care Access Centre/LHIN. With her support, the MSC and Stonebridge will continue to provide excellent service to the people we serve and will continue to work closely with our partners and other health service providers until Geoff can return.

Kathryn may be contacted at (519) 842-9008, extension 274 or be emailed at: [kleatherdale@multiservicecentre.com](mailto:kleatherdale@multiservicecentre.com).

A handwritten signature in black ink that reads "Fran Bell". The signature is fluid and cursive.

Fran Bell  
Chair, Tillsonburg & District MSC

A handwritten signature in black ink that reads "Val Foerster". The signature is fluid and cursive.

Val Foerster  
Chair, Stonebridge Community Services

Date: April 19, 2018

To: Health Service Provider Partners

From: Andrew Chunilall, Acting Board Chair, South West LHIN

cc: Kelly Gillis, Interim Co-CEO and VP of Strategy, System Design and Integration  
Donna Ladouceur, Interim Co-CEO and VP of Home and Community Care

Re: Canadian Mental Health Association, Elgin Branch

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## **Purpose**

At its April 17, 2018 meeting, the South West LHIN Board of Directors passed the following motion:

*Direct the Chair of the LHIN Board of Directors to give written notice to the governing body of CMHA Elgin and to the Minister of Health and Long-Term Care (the "Minister"), in accordance with subsection 21.2(3) LHSIA, that the LHIN intends to appoint a health service provider supervisor for CMHA Elgin, on or after a date which is 14 days from the date that the Minister and the governing body of CMHA Elgin receive the notice.*

This briefing will provide a statement from our South West LHIN Board Chair on the decision made, background information on the investigation undertaken, as well as next steps.

## **Statement from Andrew Chunilall, Acting Board Chair, South West LHIN**

To support a health system that prioritizes quality patient care, strong governance and leadership, as well as healthy workplace environments, the South West LHIN Board of Directors has decided to give written notice that the LHIN intends to appoint a health service provider supervisor for CMHA Elgin. This decision is the result of a final report, delivered by an appointed investigator, identifying a number of concerns regarding governance, management, operations, and the overall health of the workplace environment, and providing a number of recommendations. We would like to stress that any changes made within the organization will have no impact on clients and service delivery. We look forward to continuing to work closely with CMHA Elgin and our other partners to support a health system that prioritizes patient care, strengthens quality of care across our region and reinforces the need for healthy workplace environments.

## **Background**

CMHA Elgin, founded in 1961, provides community-based care to individuals discharged from the psychiatric hospital. It has grown over time to provide a wealth of supportive services to individuals with serious mental illness residing in Elgin County. The branch's objective is to maintain and enhance members' quality of life and to support independence within their community.

Through the *Patient First Act, 2016* the *Local Health System Integration Act, 2006* (LHSIA) has been amended to give LHINs the tools and authorities needed to become a single point of accountability for

local health system planning in their regions and sub-regions. On September 1, 2017, these new LHIN authorities came into effect. **Section 21.1 of the amended Local Health System Integration Act gives a LHIN the ability to appoint an investigator for a funded health service provider.**

On February 20, 2018, the South West LHIN appointed Ron McRae, a third-party investigator, to report on CMHA Elgin's compliance with its contractual agreement to the LHIN, focusing on governance and management oversight, as well as operations and financial management. The investigation involved confidential one-on-one interviews with Board members and over half of CMHA Elgin's employees; input has been key to the findings and development of the report recommendations.

A final report was delivered to the LHIN on April 9, 2018, outlining that changes need to be made in governance, leadership and operations of CMHA Elgin.

### **Next Steps**

The LHIN Board of Directors has accepted the findings and recommendations in Mr. Ron McRae's report and considers it to be in the public interest to appoint a health service provider supervisor for CMHA Elgin in accordance with subsection 21.2(1) of the *Local Health System Integration Act, 2006*.

The LHIN places a high value on and is a strong supporter of independent health service provider governance and management. However, the LHIN Board of Directors considers that the delivery of high quality services could be compromised in the absence of strong governance and leadership. In addition, all health service provider employees have the right to work within a safe and healthy workplace environment.

The LHIN Board of Directors understands and continues to support the important work of CMHA Elgin. If a health service provider supervisor is named, we will work together with CMHA Elgin to ensure that the recommendations are implemented and the workplace environment is one of health, safety and respect.

The South West LHIN Board of Directors has the intention to appoint a health service provider supervisor on or after a date which is 14 days from the date the Minister and the governing body of CMHA Elgin receive notice.

### **For additional information, please contact:**

Mark Brintnell  
Vice President, Quality Performance and Accountability  
South West LHIN  
[mark.brintnell@lhins.on.ca](mailto:mark.brintnell@lhins.on.ca)  
519-640-2577

### **For media inquiries, please contact:**

Faadia Ghani  
Communications Business Partner  
South West LHIN  
[faadia.ghani@lhins.on.ca](mailto:faadia.ghani@lhins.on.ca)  
519-640-2594 (cell: 519-200-7700)

**From:** Griffin, Stacey [mailto:Stacey.griffin@lhins.on.ca]  
**Sent:** April 25, 2018 3:31 PM  
**Subject:** South West LHIN Leadership Announcement

*Sent on behalf of Andrew Chunilall, Acting Board Chair, South West LHIN*

South West LHIN Health System Partners,

It is with mixed emotions that I announce that Kelly Gillis, Vice President, Strategy, System Design and Integration is leaving the South West LHIN. Her last day with us will be May 11, 2018.

Kelly first joined the LHIN in 2006 as the Senior Director, Planning, Integration and Community Engagement. In May 2017, Kelly accepted the position of Vice President, Strategy, System Design and Integration and in October 2017, accepted the role of Interim Co-CEO as the South West LHIN initiated its search for a new CEO.

Kelly has been with the LHIN since its inception and has been instrumental in the development and implementation of the South West LHIN's system plans and priority initiatives. During her time with the LHIN, Kelly has also provided leadership to a number of provincial initiatives including taking on a pan-LHIN leadership role in support of the Patients First implementation.

Kelly is a passionate leader who values the power of collaboration and who has consistently demonstrated her commitment to the LHIN and advancing work that contributes to improved health outcomes, patient experience and health system sustainability.

On behalf of the LHIN, I would like to thank Kelly for her significant contributions to the work we are doing to create a more integrated and effective health care system that meets the needs of the patients and families that we serve. Please join me in wishing Kelly all the best with her future endeavours.

Kelly, you will be greatly missed.

**Stacey Griffin**  
**Executive Office Coordinator**  
**South West Local Health Integration Network**

201 Queens Avenue | Suite 700 | London, ON N6A 1J1

Direct: 519-640-2563 | Main: 519-672-0445 ext. 2563 | Toll Free: 1-866-294-5446 ext. 2563

[Stacey.Griffin@lhins.on.ca](mailto:Stacey.Griffin@lhins.on.ca)

*A Healthier Tomorrow*

[www.southwestlhin.on.ca](http://www.southwestlhin.on.ca)

201 Queens Avenue, Suite 700,  
London, ON N6A 1J1

Tel. : 519-473-2222  
: 1-800-811-5146  
Fax : 519-472-4045

southwestlhin.on.ca

London (Head Office)	Stratford
London (Downtown)	St. Thomas
Owen Sound	Woodstock
Seaforth	

May 1, 2018

To: Long-Term Care Home Administrators

From: Mark Brintnell, Vice President, Quality, Performance and Accountability

Re: **Level of Care Base Funding Increase for Long-Term Care Sector**

The Honourable Dr. Helena Jaczek, Minister of Health and Long-Term Care (MOHLTC) recently announced \$103,442,100 in new base funding in 2018/19 for resident care needs in the long-term care (LTC) home sector.

Further to that announcement, the South West Local Health Integration Network (the "LHIN") is writing to advise that the LTC home Level-of-Care Per Diem Funding Summary and LTC Homes Financial Policy has been revised to reflect the April 1, 2018 per diem changes set out above respectively. The revised policy is available on the ministry's public website at: [http://health.gov.on.ca/en/public/programs/lc/lcaa\\_policies.aspx](http://health.gov.on.ca/en/public/programs/lc/lcaa_policies.aspx)

## Per Diem Funding Increase Effective April 1, 2018 and July 1, 2018 (Appendix A)

### a) Base funding increase to support resident care needs effective April 1, 2018

The existing Registered Practical Nurses (RPN) funding of \$2.03 per resident per day will be embedded within the Nursing and Personal Care (NPC) per diem. This realignment will help streamline funding and the recognition of resident care needs. LTC licensees are required to continue to create and/or retain at least one RPN full-time equivalent (FTE) position with this funding allocation. Subsequent to the realignment, a 2.0% increase will be applied to the Nursing and Personal Care (NPC) and the Program and Support Services (PSS) envelopes resulting in Level-of-Care per diem increases of \$1.97 to NPC and \$0.19 to PSS for every licensed and approved LTC home bed in operation in the LHIN. This additional funding is to maintain and improve the level and quality of resident care and services.

### b) Supplementary RPN Funding effective April 1, 2018

Additional funding of up to \$9.3M will be provided to homes with 64 or fewer licensed beds to ensure they have adequate funding to hire or retain at least one RPN FTE. The supplementary funding for homes with 64 or fewer beds will annualize to \$69,471 per year. For further

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information on the terms and condition of this funding, please refer to the amended Registered Practical Nurses in Long-Term Care Homes Funding Policy.

c) *Supplementary Per Diem effective April 1, 2018*

The supplementary NPC per diem of \$0.64 provided through the High Intensity Needs Fund (HINF) will also increase by 2% effective April 1, 2018, for every licensed and approved LTC home bed in operation in the LHIN. The new amount of \$0.65 per diem will continue to be provided as a supplementary line under the NPC envelope.

d) *Raw Food Per Diem effective July 1, 2018*

A 6% increase will be applied to the Raw Food envelope resulting in an increase of \$0.54 for every licensed and approved LTC home bed in operation in the LHIN. This additional funding is to support nutritious meals and the procurement of vitamin D and calcium supplements for residents who are unable to meet the recommended intake through their diets to reduce the risks of falls and fall related injuries.

e) *Other Accommodation effective July 1, 2018*

The funding for accommodation services will increase at the rate of 1.6%. The Other Accommodation per diem will increase by \$0.88 per bed per day effective July 1, 2018. This increase aligns with the growth in inflation as measured by the consumer price index (CPI) to enhance the stability of accommodation services.

f) *Supplementary Per Diem effective July 1, 2018*

The ministry has amended the current Accreditation Policy by providing enhanced funding via the new Quality Attainment Premium (QAP). The QAP replaces the existing Accreditation premium and is intended to support homes to attain better accreditation, compliance and quality standards. The QAP will be provided as a supplementary line under the OA envelope and will be valued at \$0.36 per diem, an increase of \$0.03 over the existing Accreditation premium. This funding will be advanced to all homes through a monthly payment with an incentive to pursue accreditation. Please review the LTCH Quality Attainment Premium (QAP) Funding Policy for further information on the terms and conditions of QAP funding.

Your May 2018 monthly payment has been adjusted to reflect the new NPC, PSS and Supplementary per diem rates and will include retroactive payments for the increases made effective April 1, 2018.

The new Raw Food and Other Accommodation per diem rates will be reflected in your July 2018 monthly payment.

We would like to take this opportunity to thank you and your staff for your efforts and hard work in helping to improve health care within the South West LHIN.

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If you have any questions about this initiative, please contact Josh Clark, Financial Analyst at [josh.clark@lhins.on.ca](mailto:josh.clark@lhins.on.ca) or (519) 640-2584.

Thank you

Encl.

LHIN19\_019A

## Appendix A

### Level-of-Care (LOC) Per Diem Increases

	Nursing and Personal Care (NPC) Acuity Adjusted	Program and Support Services (PSS)	Raw Food (RF)	Other Accommodation (OA)	Total
<b>Per Diem Prior to April 1, 2018</b>	<b>96.26</b>	<b>9.60</b>	<b>9.00</b>	<b>55.28</b>	<b>170.14</b>
Registered Practical Nurse (RPN) Per Diem Prior to April 1, 2018	2.03	-	-	-	2.03
<b>New Per Diem Prior to April 1, 2018</b>	<b>98.29</b>	<b>9.60</b>	<b>9.00</b>	<b>55.28</b>	<b>172.17</b>
Increases effective April 1, 2018	1.97	0.19	-	-	2.16
Resident care needs increase (2% on NPC, RPN and PSS)					
<b>New per diem effective April 1, 2018*</b>	<b>100.26</b>	<b>9.79</b>	<b>9.00</b>	<b>55.28</b>	<b>174.33</b>
Increases effective July 1, 2018	-	-	0.54	0.88	1.42
<b>New per diem effective July 1, 2018</b>	<b>100.26</b>	<b>9.79</b>	<b>9.54</b>	<b>56.16</b>	<b>175.75</b>

\*Effective April 1, 2018, RPN funding will be included in the NPC envelope and as a result all homes will receive the RPN per diem of \$2.03 through NPC.

### Supplementary Per Diem Increases

	Nursing and Personal Care (NPC)	Program and Support Services (PSS)	Raw Food (RF)	Other Accommodation (OA)	Total
<b>Per Diem Prior to April 1, 2018</b>	<b>0.64</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0.64</b>
Increases effective April 1, 2018	0.01	-	-	0.00	0.01
<b>Supplementary per diem effective April 1, 2018</b>	<b>0.65</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0.65</b>
Increases effective July 1, 2018**	0.00	-	-	0.36	0.36
<b>Supplementary per diem effective July 1, 2018</b>	<b>0.65</b>	<b>-</b>	<b>-</b>	<b>0.36</b>	<b>1.01</b>

\*\* Effective July 1, 2018, the accreditation funding / quality attainment premium will be allocated as a supplementary per diem in the Other Accommodations envelope.

### Total Per Diem Rates (LOC and Supplementary Funding Per Diems)

	Nursing and Personal Care (NPC)	Program and Support Services (PSS)	Raw Food (RF)	Other Accommodation (OA)	Total
<b>Total Per Diem Prior to April 1, 2018</b>	<b>96.90</b>	<b>9.60</b>	<b>9.00</b>	<b>55.28</b>	<b>170.78</b>
<b>Total Per Diem Effective April 1, 2018</b>	<b>100.91</b>	<b>9.79</b>	<b>9.00</b>	<b>55.28</b>	<b>174.98</b>
<b>Total Per Diem Effective July 1, 2018</b>	<b>100.91</b>	<b>9.79</b>	<b>9.54</b>	<b>56.52</b>	<b>176.76</b>

**Hydro One Networks Inc.**  
**Community Relations**  
483 Bay Street  
South Tower, 6<sup>th</sup> Floor  
Toronto, Ontario, M5G 2P5  
[www.HydroOne.com](http://www.HydroOne.com)

Tel: 1-877-345-6799  
[Community.Relations@HydroOne.com](mailto:Community.Relations@HydroOne.com)



April 24, 2018

Warden Dave Marr  
The County of Elgin  
450 Sunset Drive  
St. Thomas, ON N5R 5V1

**Hydro One Class Environmental Assessment to reconfigure St. Thomas Transformer Station in your community**

Dear Warden Marr:

This letter is to inform you that Hydro One Networks Inc. (Hydro One) has initiated a Class Environmental Assessment (EA) to de-energize the existing St. Thomas Transformer Station (TS) and reconfigure it as the newly constructed St. Thomas Junction. This work is essential to ensure a continued safe and reliable electricity supply to the area. The project area is shown on the attached maps.

Components within the current TS have reached their end-of-life, and the capabilities of a TS are no longer required because there is no load connected at the station. This project would involve removing all protection and automation-related facilities and equipment at St. Thomas TS, and reconfiguring the station into a junction. The new junction will provide a connection between two circuits and allow a continuous electricity supply without interruption. The project scope does not involve any major alterations to the primary relay building structure currently within the station fence. To accommodate this work, five steel transmission structures and associated conductors (wire) at Buchanan TS, located at 850 Pond Mills Road, would be permanently removed. Access would be accomplished using existing roads where possible. In addition, no adverse environmental effects are anticipated as a result of this project.

The St. Thomas Station TS de-energization project is subject to the Class EA for Minor Transmission Facilities (Hydro One, 2016), in accordance with the Ontario *Environmental Assessment Act*. The Class EA is a streamlined process to ensure that transmission projects that have a predictable range of effects have feasible environmental mitigation and/or protection measures in place. The Class EA process contains screening provisions that may apply to this project.

Contingent on the outcome of the Class EA process, construction may begin as early as late July 2018 to meet the planned in-service date of November 2019.

As per the request of the Minister of the Environment and Climate Change, information regarding the *Freedom Information and Protection of Privacy Act* is included and can be viewed below.

If you have any questions, or would like additional information regarding this project, please contact me at (416) 345-6598 or [Community.Relations@HydroOne.com](mailto:Community.Relations@HydroOne.com). Your input for this project is valued and would be appreciated by June 5, 2018.

Sincerely,



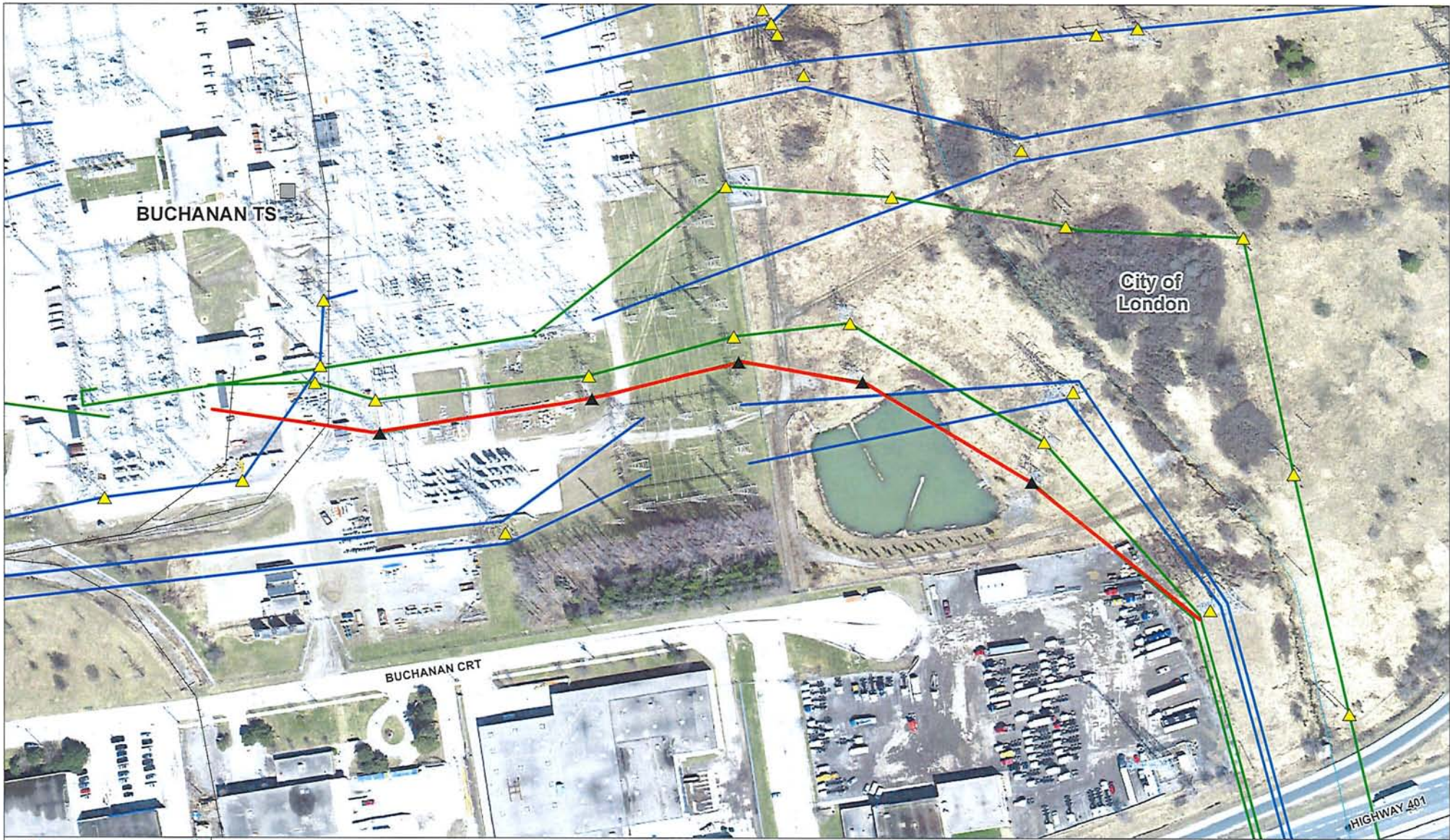
Craig Christie, Community Relations

Enclosed (2 project area maps)

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*Freedom of Information and Protection of Privacy Act*

All personal information included in a submission – such as name, address, telephone number and property location – is collected, maintained and disclosed by the Ministry of the Environment and Climate Change for the purpose of transparency and consultation. The information is collected under the authority of the *Environmental Assessment Act* or is collected and maintained for the purpose of creating a record that is available to the general public as described in s. 37 of the *Freedom of Information and Protection of Privacy Act*. Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential. For more information, please contact the Ministry of the Environment and Climate Change's Freedom of Information and Privacy Coordinator at 416-327-1434.

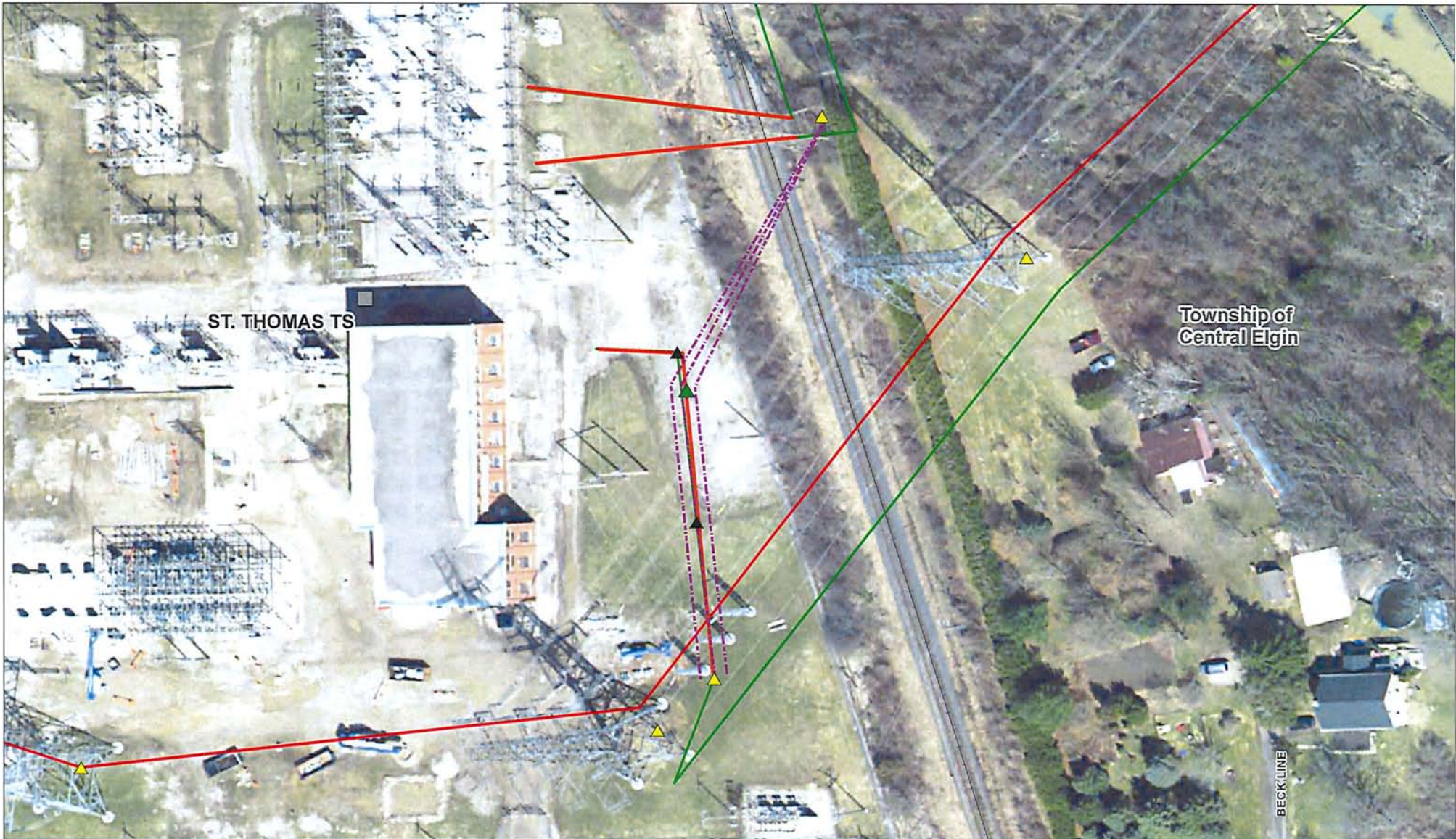


Produced by: Inergo LP, GIS Services  
 Date: April 10, 2018  
 Map File: STS\_Buchanan\_De-Energization\_Present\_BuchananTSWorkArea\_GA  
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<b>Transmission Line</b>	■ Transformer Station	— Circuit to be Removed	■ Waterbody
— 115 kV	▲ Existing Structure	— Railway	— Watercourse
— 230 kV	▲ Structure to be Removed		

**St. Thomas De-Energization Project -  
 Buchanan TS Work Area:  
 General Area Map**

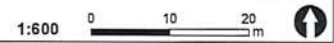
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Produced by Inergy LP, GIS Services  
 Date: April 10, 2018  
 Map File: STThomas\_DeEnergization\_Planet\_3DThomasTSWorkArea\_GA

- |                          |                         |                       |             |
|--------------------------|-------------------------|-----------------------|-------------|
| <b>Transmission Line</b> | Existing Structure      | Transformer Station   | Railway     |
| 115 kV                   | Structure to be Removed | Circuit to be Removed | Waterbody   |
| 500 kV                   | Proposed New Structure  | Proposed New Circuit  | Watercourse |

**St. Thomas De-Energization Project -  
 St. Thomas TS Work Area:  
 General Area Map**



**From:** Ashley Thorne [<mailto:AThorne@unitedwayem.ca>]  
**Sent:** April-25-18 10:05 AM  
**To:** Jennifer Ford  
**Subject:** You're Invited to United Way's Annual Day of Caring on June 14!

**You're Invited to United Way's Annual Day of Caring®!**

United Way's 20<sup>th</sup> **Day of Caring® presented by Libro Credit Union** offers workplace groups the opportunity to team up and give back by participating in hands-on volunteer projects at many local United Way partner agencies. Participants will gain a better understanding of United Way's role in creating lasting change in our community, will assist agencies with meaningful volunteer projects on their 'wish lists', and will build camaraderie and team spirit in the process!

**Date:** Thursday, June 14, 2018  
**Time:** 11:00am-11:45am- Day of Caring® Community Kick-off Lunch  
12pm- 4:00pm- Volunteering at project site

**Location:** Community Kick-off at Talbot Teen Centre, volunteer projects at various agency locations

**Register Now:** To register your workplace for this year's Day of Caring®, please email [Ashley Thorne](mailto:Ashley.Thorne@unitedwayem.ca) the following information on or before **May 18, 2018:**

- Your workplace name
- Primary contact name, email and phone number
- Total number of volunteers available for the project

Projects will be assigned on a first come first served basis, based on the size of your group and spots do fill up quickly, so please complete your enrollment as soon as possible.

Thank you for your support in making this year's Day of Caring® a wonderful one!

Warmly,

Ashley  
**Ashley Thorne**  
**Community Impact Coordinator**  
[athorne@unitedwayem.ca](mailto:athorne@unitedwayem.ca)  
**United Way Elgin Middlesex**  
**409 King St., London, ON N6B 1S5**  
**519-438-1723 ext. 339**  
[unitedwayem.ca](http://unitedwayem.ca)

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**Give. Volunteer. Act.** Because of you, we're changing the odds.



**From:** Merchant, Tanzeel (MMA) [mailto:Tanzeel.Merchant@ontario.ca]  
**Sent:** April 25, 2018 3:34 PM  
**To:** Merchant, Tanzeel (MMA)  
**Subject:** Trade Newsletter April 2018

Good afternoon,

Ontario has commitments under a number of trade agreements, including the Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA).

Please find attached the second trade agreement newsletter, which follows-up on the one shared last May, and provides additional information on CFTA and CETA. Both of these agreements have obligations with which covered entities are expected to comply. Covered entities include ministries, agencies, municipalities and many broader public sector organizations (including school boards, universities, colleges and other publicly funded academic, health, and social services organizations).

For other trade agreement resources, and the first newsletter, please visit the [Information for Buyers](#) section of the Doing Business with the Government of Ontario website. You may also reach out to [BPSSupplyChain@ontario.ca](mailto:BPSSupplyChain@ontario.ca) for any technical related questions.

If you have questions regarding the newsletter, please contact Andrea Kroher at [andrea.kroher@ontario.ca](mailto:andrea.kroher@ontario.ca).

Thank you,

Tanzeel Merchant  
Director | Local Government Policy Branch  
Ministry of Municipal Affairs  
Tel: 416-585-7260

# Trade Agreement News

## Procurement Chapter

Newsletter #2, April 2018

### CFTA and CETA – Some Background

Since the Canadian Free Trade Agreement ([CFTA](#)) and most provisions of the Canada-European Union Comprehensive Economic and Trade Agreement ([CETA](#)) have entered into force, we've received many important questions from public sector organizations trying to further understand their trade agreement obligations. Some of the most commonly asked questions have been on topics such as thresholds, exceptions and posting periods. In this newsletter, we will address these topics with the goal of providing greater clarity.

But first, we'll provide some context.

As outlined in the May 2017 newsletter, the Ontario government has made procurement commitments under different trade agreements. Commitments under CFTA and CETA apply to Broader Public Sector organizations (including school boards and publicly funded academic, health and social services organizations), municipalities, and Ontario government ministries and agencies (with some exceptions).

CFTA provides Ontario vendors with increased access to the wider Canadian marketplace and vendors from other provinces with greater access to opportunity in Ontario. And CETA provides vendors from Ontario and across Canada with access to the European Union, the largest single market in the world, with over 500 million consumers. Similarly, it offers European vendors significantly improved market access to Canada.

Between them, CFTA and CETA provide you, as public sector buyers, access to a more competitive range of vendors and high quality goods and services. In order to create a level playing field and ensure accountability from all parties, both these trade agreements include government procurement rules with which covered public sector organizations are expected to comply.

## Covered Procurement

Ontario's trade agreement procurement obligations apply to "covered procurement." We recommend you review the agreements themselves and seek independent legal advice when determining whether a procurement you're considering is covered under the relevant trade agreement.

Some helpful factors to consider when determining whether a procurement is covered under a trade agreement include whether:

- The procuring entity itself is covered under the agreement;
- The good or service being procured is covered under the agreement;
- The procurement meets or exceeds the agreement's thresholds; and
- None of the agreement's exceptions apply.

## Threshold Updates

Trade agreement thresholds refer to the value at which trade agreement procurement rules apply. The thresholds at which CFTA and CETA rules apply are adjusted every two years, with the most recent revisions having gone into effect on January 1, 2018.

You can find the updated thresholds by going to the [Information for Buyers](#) section of the Doing Business with the Government of Ontario website.

## Exceptions

CFTA and CETA identify exceptions whereby certain types of procurements are not subject to (that is, not required to follow) trade agreement rules. We recommend you seek independent legal advice when determining whether an exception may apply to your procurement. Please keep the following in mind:

- While many exceptions are found in both CFTA and CETA, some are only found in one agreement but not the other;
- Exceptions in CFTA and CETA are not necessarily the same as those found in other trade agreements that you may also be required to follow (for example, the Trade and Cooperation Agreement between Ontario and Quebec) or have been required to follow in the past (for example, the Agreement on Internal Trade, which was replaced by CFTA on July 1, 2017);
- Exceptions may be found throughout the trade agreements – in the procurement chapters themselves, in the annexes to the procurement chapters, and in other chapters within the agreements. For example, both CFTA and CETA have exceptions related to aboriginal peoples which are not prescribed within the procurement chapters themselves; rather, these exceptions can be found in other chapters and annexes of each agreement; and

- Although CFTA and CETA identify exceptions where the trade agreements themselves may not apply to certain kinds of procurements, other policies and processes governing your organization might still set rules for these procurements.

## Posting Periods

Under CETA's requirements, you are obligated to post most procurements opportunities for a minimum of 40 calendar days, with the option of reducing the posting period by five days for each of the following:

- Posting the notice of intended procurement electronically;
- Making all tender documentation available electronically from the date of the publication of the notice of intended procurement; and
- Accepting tenders electronically.

In some cases, the minimum posting times may be further reduced. For details, see CETA, Article 19:10 – Time-periods.

CFTA requires that public sector buyers post their procurement opportunities so that vendors have “a reasonable period of time” to respond. When determining a sufficient time period, you must take into account certain factors, including the nature and complexity of the procurement, and the degree to which subcontracting might come into play. For further details, see CFTA, Article 511.

When it comes to the posting periods for procurement opportunities, in addition to trade agreement obligations, you will need to consider any other relevant policies with which you are required to comply (for many of you, this would include the Broader Public Sector Procurement Directive).

## Implementation Support

On the [Information for Buyers](#) section of the Doing Business with the Government of Ontario website, which is updated as information becomes available, you will find newsletters, presentations on trade agreements, and other materials. To determine the extent to which these materials pertain to a procurement you're conducting, you may need to confer with your own legal counsel.

Finally, should you have additional general questions about how to implement the procurement chapters of CFTA, CETA or other trade agreements, you're welcome to contact Supply Chain Ontario at [BPSSupplyChain@ontario.ca](mailto:BPSSupplyChain@ontario.ca).

**From:** OPP News Portal [newsportal@opp.ca]  
**Sent:** April 27, 2018 9:30 AM  
**Subject:** News release from the OPP - HALF LOAD Portable Weigh Scale Further Success

A new media release has been made by the OPP for Elgin County. The release content is below. If you wish to unsubscribe from these alerts, log into the [OPP News Release Portal](#) and select "Manage Account".

**(ELGIN COUNTY, ON)** - The Elgin County Ontario Provincial Police (OPP) has completed the targeted portion of half load season on our roadways.

From March 1 to April 30, commercial motor vehicles are restricted to reducing their weights to ensure the roadway doesn't wear prematurely. Secondary roadways are more vulnerable to the freeze thaw cycle of spring arriving. Damage to our roadways is a public safety concern.

The London Highway Safety Division of the OPP, Ministry of Transportation, and Aylmer Police Service all took part in the targeted portion of the half load enforcement.

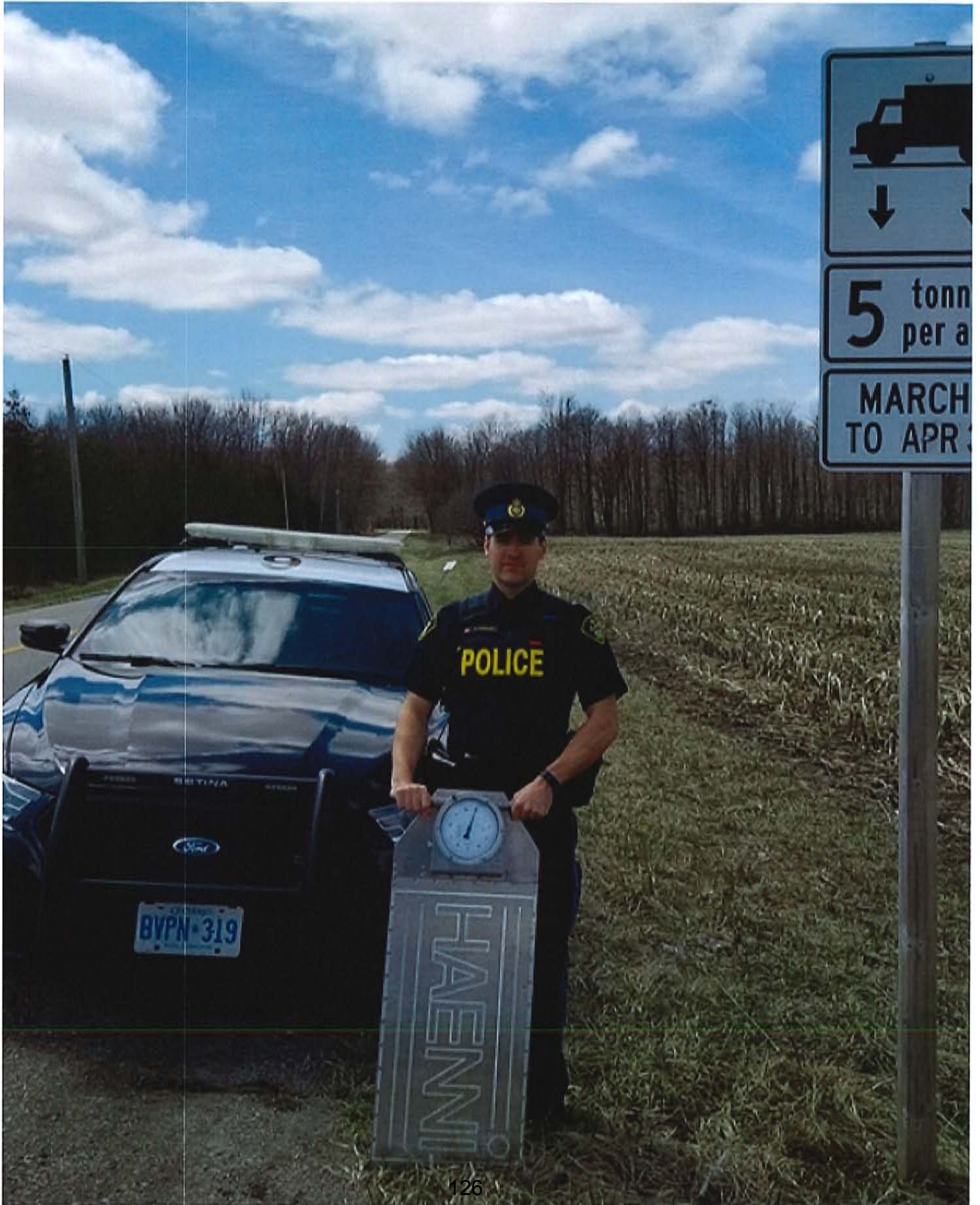
Recently purchased portable weight scales by the Elgin County Police Services Board proved pivotal to the success of this year's half load enforcement. The portable weigh scales allowed officers to check weights at or near the roadside. Thus eliminating travel time to an inspection station.

Since acquiring the scales the Elgin County OPP has laid over 80 Highway Traffic Act offences against commercial motor vehicles throughout the County. Elgin County OPP's traffic management unit are trained in the use of these portal scales.

Half load season is still in affect till April 30. Officers will continue to be on the lookout for commercial motor vehicles not abiding by this law.

- 30 -

Contact: Constable Adam Crewdson - Media Officer  
Phone: 519-631-2920  
Email: adam.crewdson@opp.ca  
[www.opp.ca](http://www.opp.ca)  
TWITTER: @OPP\_WR



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## A Message from the CEO

I am delighted to introduce this first edition of the SWIFT newsletter. We intend to make it a regular publication so as to keep our readers up-to-date on all things SWIFT. We chose a quarterly schedule to ensure that our correspondence is never overwhelming and that the content being delivered is relevant. In this and future editions, we hope to give readers inside access into what we have been researching, building and thinking. I hope this will be a welcome addition to your inbox and encourage you to provide feedback and comments on this first edition by emailing us at: [communications@swiftnetwork.ca](mailto:communications@swiftnetwork.ca).



I am also pleased to announce the appointment of Barry Field to the position of Chief Operating Officer (COO). In this role, Barry will be dedicated to the implementation and delivery of the SWIFT Network, including project management and financial oversight. Barry brings a history of entrepreneurial experience to the role, with an extensive background in project management for the telecommunications industry. Most recently, he has managed projects for the Telecommunication Services of Trinidad and Tobago (TSTT), The Bahamas Telecommunications Company (BTC), American Samoa Telecommunications Authority (ASTCA) and Cox Communications. I am confident that Barry brings the right mix of experience and skill to translate SWIFT's vision into action. He will play a pivotal role in helping us to empower communities to access global opportunities through local, ultra-high-speed connections.

Finally, I would like to thank our members, partners, and supporters for their ongoing encouragement and dedication to the SWIFT initiative. We look forward to continuing to work together to "Build Broadband for Everyone."

Sincerely,

Geoff Hogan,  
Chief Executive Officer

## Project Update

On January 3rd, SWIFT launched its first in a series of upcoming Request for Proposals (RFPs) that outlined a complete list of deliverables and requirements for the design, construction, operation and maintenance of the ultra-high speed, open access, fibre optic backbone network for Southwestern Ontario, Caledon and the Niagara Region. The RFP is based on the information that we have collected from telecom service providers, municipalities and community members from across the region. During this phase of the project, our [28 pre-qualified telecom service providers](#) will be able to submit a proposal in response to the RFP for the first phase of network construction. Their responses to the RFP will determine exactly where and when the fibre will be built. SWIFT anticipates selecting the Preferred Proponent(s) in the spring of 2018, with construction of the network commencing mid to late 2018.

## Data Collection Update

To connect everyone as efficiently as possible, we're collecting information about how residents, farms, and businesses currently use the Internet. This 15-minute survey will help us to determine where we will invest our funding and support us in achieving our goal of building "broadband for everyone." To complete the survey, please visit our [Survey](#) webpage. If you are interested in promoting the SWIFT survey in your community, please visit our [Resources](#) webpage (under survey marketing materials) for a sample email, poster, and social media post to share with your networks.

## Membership Update

SWIFT now represents the purchasing interests of more than 2,000 member locations including municipalities, First Nations communities, hospitals, schools, school boards, and other large public and private enterprises across the region. SWIFT membership is open to any community or organization that needs connectivity to any of its locations. Regardless of the size of your community, where you're located, or what sector you represent, our membership rates are based on the principle of equal access. Annual membership rates range from \$250 to \$2500 depending on the number of locations you commit to the network. If you are interested in becoming a member, please contact Adriana Dekker, Stakeholder Relations Manager at [adriana.dekker@swiftnetwork.ca](mailto:adriana.dekker@swiftnetwork.ca).

## Advocacy Update

On March 28, SWIFT published a position paper that gave prominence to Ontario's increasing digital divide and provided an evidence-based case for continued investment in equitable access to high-speed broadband networks. To read the full position paper, please visit our [Resources](#) webpage.

## News Update

SWIFT was recently featured in:

- [CBC News - Windsor](#)
- [CTV News - Kitchener](#)
- [CTV News - Windsor](#)
- [How to be Smart\(er\) in Mid-Sized Cities report](#)
- [Municipal Interface Magazine](#)
- [The Municipal Information Network](#)



April, 2018

**RECEIVED**

APR 23 2018

COUNTY OF ELGIN  
ADMINISTRATIVE SERVICES

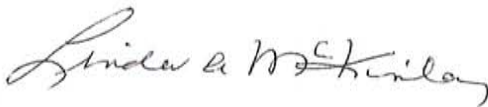
To Our Partners in Conservation

The Lower Thames Valley Conservation Authority is pleased to present to you our 2017 Annual Report. As you will see, the LTVCA had a very productive and rewarding year in conservation.

Our Annual Report reflects the environmental services and programs designed to benefit our ten member municipalities in the lower Thames River watershed and region, and highlights the LTVCA's activities and achievements.

I hope you enjoy reading our Annual Report. Our website, [www.ltvca.ca](http://www.ltvca.ca) contains extensive information about all our programs and services. Should you have any questions pertaining to our Annual Report, or require more detailed information, please contact our Administration Building 519-354-7310. We will be pleased to meet with you or answer your inquiries.

Yours truly,



Linda McKinlay  
Chair  
Lower Thames Valley Conservation Authority

# 2017 Annual Report Summary

Lower Thames Valley Conservation Authority



*"...for a balanced and healthy watershed"*

# Protecting Life & Property

## WATER MANAGEMENT

Conservation Authorities are on the front lines of the Provincial Flood Forecasting and Warning program, and undertake floodplain mapping; modeling; monitor streamflow, rainfall and snowpacks; issue warnings; acquire floodplain lands and flood vulnerable structures; and operate dams, dykes, channels and erosion control structures.

### Flooding, Lake Levels, Drought

The Thames River did not accumulate significant ice cover, experiencing a melt event in January. Heavy rainfalls during the year caused flooded watercourses, triggering operation of the Indian-McGregor Creek Diversion Channel in March, May and November. Issued during the year were twelve advisories.

High water levels on Lake Erie and strong south winds led to frequent flooding along Erie Shore Drive in Chatham-Kent, with 29 advisories issued. Flooding affected 50 properties with erosion, breakwall failures, structural damages to dwellings, and concerns of a failure to the road/dyke.

The year began under a Low Water Level One condition, lasting through March when spring rains lifted the condition. Declared again for September and October was a Level One Condition. A Level One Condition is triggered if there is between 60% and 80% of the long term average rainfall over the last 3 or 18 month period, or if river flows are between 50% and 70% of the lowest average summer month flow (100% to 70% in the spring).

### Water Quality

Water quality monitoring is conducted at nine groundwater wells and 11 stream (surface) water locations for dissolved oxygen, pH, conductivity, temperature and nutrients, with supplementary analyses such as e-coli, metals and pesticides at select locations. Through a Canada-Ontario Agreement grant, the surface water sampling network expanded with an additional 11 locations and winter sampling. Monitoring results form the basis for grades reported in the Watershed Report Card.

### Benthic Macroinvertebrates Monitoring - Stream Health

Sampling for insects, worms and crustaceans that live at the stream bottom continued with the University of Windsor. Research will assist in developing a monitoring program most suitable for the region's unique biogeophysical environment.

### Binational Phosphorus Reduction Targets

The annual phosphorus loadings to the western and central basin of Lake Erie should be reduced by 40%. The Thames River is also a priority watershed requiring a 40% reduction in dissolved phosphorus and total spring loadings. In 2017, the LTVCA engaged in consultation and early actions to reduce phosphorus loadings and to help develop the Draft Canada-Ontario Lake Erie Action Plan.

The Thames River experienced three blue-green algae (cyanobacteria) blooms (August - October) in Chatham and upstream to Thames Road / Currie Road. Federal and provincial governments conducted sampling and LTVCA staff monitored the blooms, updating on locations, issuing media releases and answering questions.

## LAND USE PLANNING & REGULATIONS

### Municipal Plan Input and Review

To maintain the vitality of our watersheds and protect peoples' lives and property from flooding and erosion, Conservation Authorities administer the Conservation Authorities Act and its regulations. Under Section 28 of the Act (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation), staff regulate development and activities in or beside river or stream valleys, Great Lake shorelines, watercourses, hazard lands and wetlands. Development on these lands may require permission from the Conservation Authority to confirm that control of flooding, erosion, dynamic beaches, pollution or land conservation are not affected. Property inquiries from the public, lawyers, and real estate agents are important so that prospective buyers or people wishing to work in high risk areas understand the hazards. In 2017, the LTVCA reviewed 271 applications under this Regulation. Staff also provided 1,748 plan input and review services for our residents and member municipalities.

### Planning & Regulations Policies

Over the past two years, staff have updated policies used for the review of municipal planning applications and private submissions for development within regulated areas under O. Reg. 152/06 of the Conservation Authorities Act. The draft Regulations and Planning Policy and Procedure Manual addresses frequent issues and items encountered in the administration of the regulations and provincial hazard policy under the Provincial Policy Statement. The document incorporates LTVCA Board policy and decisions affecting existing buildings, buildings destroyed by fire, other hazards and infilling. As well as dealing with the unique geographical conditions within the LTVCA, reference to neighbouring Conservation Authority policies was included to ensure consistency within individual municipal jurisdictions.

The draft policy is being reviewed for comment by key municipal building and planning departments, public works and neighbouring Conservation Authorities. The revised document will be circulated for public review in early 2018.



### Thames River Clearwater Revival

This is a multi-agency partnership with the objective of improving the Thames River. Partners include Environment and Climate Change Canada, First Nations communities, provincial ministries, the Upper Thames River and Lower Thames Valley Conservation Authorities and the City of London. The primary activity was drafting recommendations and action items for improving water quantity and quality in the Thames River watershed.

# Enhancing Watershed Health

## TREE PLANTING, RESTORATION, STEWARDSHIP

The responsible care of our natural resources on a watershed basis is essential to balancing human and economic needs against the needs of our natural environment. Conservation Authorities have a long history working with landowners in the planning and delivery of watershed stewardship initiatives. Staff provide opportunities for local projects, which encourage a sense of ownership of environmental rehabilitation efforts. The LTVCA thanks our 10 member municipalities who recognize the need for and contribute to land stewardship, and acknowledges the financial support of our granting partners and dedicated volunteers.

The LTVCA collaborated with over 30 stewardship partners including First Nations, government ministries, corporations and ENGOs, and the outcomes were tremendous! Working together, we restored habitats, enhanced biodiversity, protected species at risk, improved water quality and soil health, shared environmental knowledge between communities, and conducted scientific research and monitoring. \$1.3 million in stewardship grants provided assistance to 164 landowners, planted 134,221 trees, and naturally restored 117 hectares. Two bus tours highlighted stewardship efforts and we attended seven farm events. Ten wetland project sites had duck nesting boxes installed and the Ministry of Transportation awarded a contract to LTVCA for native vegetation restoration at Exit 90 on Highway 401.

### Elgin Clean Water Program (ECWP)

The ECWP is a cooperative program between Lower Thames Valley, Catfish Creek, Kettle Creek and the Long Point Region Conservation Authorities. It assists landowners with projects, which improve and protect water quality in Elgin County. Completed within the LTVCA watershed were fourteen projects. In total, the ECWP contributed \$36,246 to landowners within the LTVCA.

### Great Lakes Agricultural Stewardship Initiative (GLASI)

Growing Forward 2, a federal-provincial-territorial initiative, provides funding for GLASI. GLASI is delivered by the Ontario Soil and Crop Improvement Association (OSCIA). The key goals of the project are to improve soil health, water quality and pollinator health. 1. *Jeannettes Creek Agricultural Phosphorus Reduction and Monitoring* - \$115,094 assisted with the implementation of 52 Best Management Projects within the Jeannettes Creek study area. 2. *Elgin County Watersheds Education & Outreach* - A partnership between Lower Thames Valley, Kettle Creek, Longpoint Region and Catfish Creek Conservation Authorities is engaging local producers on soil health and water quality, encouraging action through on-the-ground projects.

The formation of The Thames River Phosphorus Reduction Collaborative (TRPRC) raised awareness and provided extension services to reduce phosphorus reaching our drains and waterways. The steering committee includes farm organizations, municipalities, ENGOs, the LTVCA, Chatham-Kent Drainage, various academics, and First Nations.

LTVCA hosted two watershed tours: OSCIA Executive Outreach Tour and the TRPRC Tour.

### Species at Risk (SAR)

An Aquatic Species at Risk Biologist was hired to develop an aquatic SAR program for the LTVCA. The LTVCA received \$50,000 from Fisheries and Oceans Canada to develop a Section 11 agreement, which will guide future collaboration with the federal government to enhance the survival and recovery of fish and mussels in the lower Thames watershed and region. The provincial Species at Risk Stewardship Fund is providing \$65,000 per year for three years to improve habitat and conduct outreach and education for reptiles at risk in the LTVCA's watersheds.

### Conservation Scholarships and Awards

The LTVCA supported local scholarships and awards:

- Environmental Management diploma program - Ridgetown Campus of the University of Guelph
- The LTVCA Environmental Award



164

Landowners assisted with \$1.3 M in stewardship grants

134,221

132

Trees planted

117

Hectares naturally restored

# Protecting Drinking Water Sources

## THAMES - SYDENHAM AND REGION

The purpose of the provincial **Clean Water Act (2006)** is to protect existing and future sources of drinking water. Protecting water at the source - municipal wells and water intakes - is the first barrier in a multi-barrier approach to providing a safe, clean supply of water. The Act is part of the government's commitment to protecting and enhancing human health and the environment, while implementing the Walkerton Inquiry recommendations.

The Upper Thames River, Lower Thames Valley and St. Clair Region Conservation Authorities partnered together to form the Thames - Sydenham and Region Source Protection Region and worked with municipalities, stakeholders and the public to develop a Source Protection Plan (SPP) to protect drinking water. The Source Protection Committee (SPC) is appointed under the Clean Water Act, 2006, representing municipal, business, general public and interest group sectors in the region. The Committee is responsible for guiding the SPP. Jenna Allain is the Source Protection Coordinator.

In 2017, Conservation Authority staff supported implementation of the SPP and monitored local progress. Mr. Dean Edwardson was appointed by the Minister of the Environment and Climate Change (MOECC) in March as the new SPC Chair, and the size of the SPC was reduced to 15 members. Upper Thames River Conservation Authority established a regional Risk Management Office on behalf of seven municipalities, including the Municipality of Chatham-Kent, with a service agreement to December 2020. The Conservation Authorities were directed to submit a workplan in consultation with the SPC, participating municipalities and the MOECC, with detailed steps for the review of the SPP by November 30, 2018.

The SPP contains an education and outreach policy targeting the handling and storage of hazardous chemicals in concentrations typical of household use. Staff delivered flyers in each wellhead protection area, including areas within the Lower Thames watershed. A website and promotional video were produced as part of the campaign and can be viewed at [www.protectingourwater.ca](http://www.protectingourwater.ca).



## ABOUT THE LTVCA

### Our Vision

The LTVCA...for a balanced and healthy watershed.

### Our Mission

Leading by example in environmental protection in partnership with the community.

### Our Core Values

Respect, integrity, commitment, objectivity, and collaboration.

The Conservation Authority's area of jurisdiction lies over the watersheds of all streams, which drain into the Thames River from the Village of Delaware, to Lake St. Clair. Southern boundary has jurisdiction over the watersheds of all streams, which drain into Lake Erie, from the Talbot Creek watershed in the east, to the Two Creeks watershed in the west. Total area covers over 3,275 square kilometres (1,264 square miles) in southwestern Ontario and is home to over 120,000 people.

Ten member municipalities appoint representatives to a Board of Directors. The LTVCA's budget of \$3,097,028 received approval in February.

# Stepping Into Nature

## CONSERVATION AREAS

Step into Nature at one of Ontario's 270 conservation areas! Conservation areas are natural lands that are owned and managed by Conservation Authorities.

The Lower Thames Valley Conservation Authority owns nearly 640 hectares of protected wetlands, forests, tallgrass prairies, and lakefront and habitat restoration sites. Of these properties, 18 publicly accessible conservation areas provide a place for nature to thrive and people to explore. Many of these lands have been naturalized and have few or no facilities, however the more developed conservation areas offer pavilions, trails and boardwalks, interpretive facilities, and venues for fishing, hiking, camping, canoeing, picnicking, cross-country skiing, snowshoeing and even weddings!

C.M. Wilson and Longwoods Road Conservation Areas offer many facilities for the public. C.M. Wilson, with its campground, barn pavilion, small lake, memorial forest and Childrens' Safety Village, increased attendance to 19,677 visitors in 2017, providing a unique escape to nature right in Chatham-Kent's back yard! Longwoods Road, home of the Ska-Nah-Doht Village and Museum, is located in the Municipality of Strathroy-Caradoc. Over 17,641 visitors enjoyed public events, educational programming, and year round activities at the pavilion, Carolinian forest trails and group campgrounds.

Conservation area development and maintenance of facilities are enhanced by annual donations of money and volunteer time from community individuals, companies, conservation clubs and organizations, with priority given to safety and accessibility. Control of invasive species such as phragmites, continues to present a challenge. Many improvements at conservations areas were completed this year, including upgrades at C.M. Wilson, a "Visioning Project" at Longwoods Road, and a new trail at Walter Devereux. The "Myslik Wildlife Preserve" was a 40 hectare land donation, also received in 2017.

## EDUCATION

A new elementary school program "Balance and Biodiversity" combines the Heritage and Sciences curriculum strands at Longwoods Road Conservation Area. It outlines species at risk and their current threats, emphasizing the importance of balancing the use of our natural resources with proper stewardship, as exemplified by the local Haudenosaunee people living here 1,200 years ago.

### Conservation Education

The Conservation Education program operated from Longwoods Road Conservation Area provides Ontario Curriculum based, field trip and in-class programs to students and community groups and at public events. Our programs foster an understanding and appreciation of the natural resources and encourage wise stewardship practices. LTVCA also supports student co-op education.

At Longwoods Road and C.M. Wilson Conservation Areas, programs reached 1,456 students over the past year. A popular in-class program sponsored by local service clubs is the grade 2 River and Creek Safety Program, engaging 261 children. Staff helped out at the spring St. Thomas-Elgin Children's Water Festival. LTVCA hosted the annual Chatham-Kent and Lambton Children's Water Festival with over 1,700 students, teachers, parent leaders, sponsors and volunteers participating in October.

### Ska-Nah-Doht Village & Museum

Ska-Nah-Doht Village and Museum continues to be a community leader, to educate about the past, collect and preserve local history, and faithfully interpret the Haudenosaunee - People of the Longhouse. Staff acknowledge the financial support from the Ministry of Culture as well as summer student grants. The Heritage Build Project was completed with a new longhouse and palisade maze, and celebrated at our "Taste of Fall" Canada 150 event. Thanks to Canada 150 Community Infrastructure Program Intake Two, GreenLane Community Fund and Lower Thames Valley Conservation Foundation for their financial support.

Ska-Nah-Doht Village welcomes tourists from around the world and operates The Turtle Trail Gift Shop, a feature not to be missed! Our Ontario Curriculum based education programs attracted 4,028 students in 2017.



463

Hectares preserved at 18 public conservation areas

17,024

Campers experienced our four conservation area campgrounds

5,745

Students & chaperones engaged in conservation and native studies education programs

# Partnering With The Community

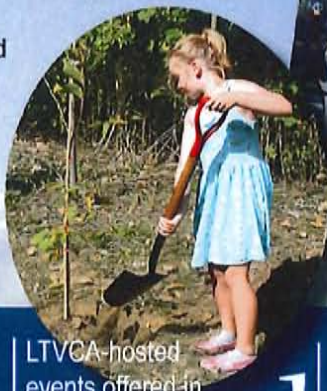
## COMMUNITY RELATIONS ... a part of all programs

Communications enhance awareness and understanding of the goals and programs of the Conservation Authority for our target audiences, enabling them to support and enjoy our facilities and services.

We inform the LTVCA Board of Directors and Committee members, Councillors and staff from member municipalities, Government agencies, Conservation Authority staff, watershed residents, media, conservation area visitors, project partners and more. Through social media, literature, advertising, media releases, special events, watershed tours, festivals, and displays, we broadcast our messages across the watershed.

Highlights of the year include an exhibit at the "Go Wild Grow Wild" expo in London, helping at St. Thomas-Elgin and hosting the Chatham-Kent & Lambton Children's Water Festivals, and special events like the "Longwoods Heritage Weekend" and "Season's Greetings" at Longwoods Road Conservation Area. A "partners" bus tour was also held. The "Canadian Coasters" celebrated at C.M. Wilson Conservation Area with their 150th Anniversary Tour car show in partnership with the Children's Safety Village. Four memorial forest dedication services were held in connection with the Conservation Foundation and local Funeral Homes.

Outstanding individuals are recognized at award presentations throughout the year, however we thank all our 100's of volunteers that helped create a balanced and healthy watershed for our communities in 2017!



<b>700</b>	Dedicated volunteers gave 4,000 hours of their time	<b>28</b>	LTVCA-hosted events offered in conservation areas	<b>1</b>	Land donation totalling 40 hectares	<b>42</b>	Inspired partners provided \$2.04 M for watershed conservation
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Lower Thames Valley  
Conservation Authority  
100 Thames Street  
Chatham, ON  
N7L 2Y8

519 354-7310, 519 352-3435 FAX

E-Mail: [info@ltvca.ca](mailto:info@ltvca.ca)

[www.ltvca.ca](http://www.ltvca.ca)

for a detailed annual report visit our website under publications



Conservation  
**ONTARIO**  
Natural Champions



**We will foster and promote the distinctively Catholic character of our school communities and actively engage our partners through ongoing communication**

Work with our faith, post-secondary and community partners, be it in the areas of Faith Formation, Mental Health and Wellness, Indigenous Education, International Education or Equity and Safe Schools, was a key component in moving these initiatives forward. We are very blessed as a board to have such an extensive network of friends.

**We will implement research informed instructional and assessment strategies to support improved student achievement, well-being and reduce achievement gaps**

We specifically undertook professional learning to support implementation of the Provincial Renewed Math Strategy where we addressed:

- Classroom embedded professional learning
- Examining the needs of the whole child through pedagogical documentation
- Teaching strategies responsive to student learning needs
- Knowledge of the student and student learning through the lens of mathematics
- Assessing impact on student learning

We embraced a collaborative approach to learning where a core team of learners, principal, lead teacher and Student Program Support Teacher (SPST) worked as a team to identify and address the learning needs of students.

**We will embed technology throughout the curriculum to support digital literacy, creativity, innovation, collaboration and promote higher levels of student engagement**

Greater and enhanced access to technology e.g. Continued training took place for lead learners to support embedding technology throughout the curriculum. This training included:

- Kagan structures to enhance student engagement and voice
- Pedagogical documentation to assist teachers in identifying learning gaps
- Office 365 to support student and staff work by better accessing technology
- Google Read-Write to support all students and particularly those with special education needs

**We will engage in innovative and collaborative organizational practices to provide for responsible and sustainable stewardship of resources**

An East London Family of Schools Accommodation Review was undertaken to address:

- The number of schools that were operating significantly below their permanent capacity;
- Their significant renewal needs, and,
- Attendance boundaries that did not follow natural barriers were not contiguous.

Labour stability was achieved for the next few years as Central and Local Collective Agreements or Terms and Conditions of Employment were put in place for the various employee groups.

We initiated multiyear energy reduction programs including lighting upgrades and climate control efficiencies in multiple schools.

Visit [ldcsb.ca](http://ldcsb.ca): About Us > Strategic Planning for details about our Multi Year Strategic Plan, Board Improvement Plan and much more!





## Input Sessions

To make sure we get our plan right, we need to hear from you!

We value your feedback in the planning process. Our Strategic Plan input sessions are about:

- Valuing voices
- Gathering feedback
- Identifying strengths and sharing new ideas
- Coming together as a community

Your ideas will help us create our strategic plan.

Please feel free to share any additional input at: [StrategicPlanning@tvdsb.ca](mailto:StrategicPlanning@tvdsb.ca)



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We build each student's tomorrow, every day.

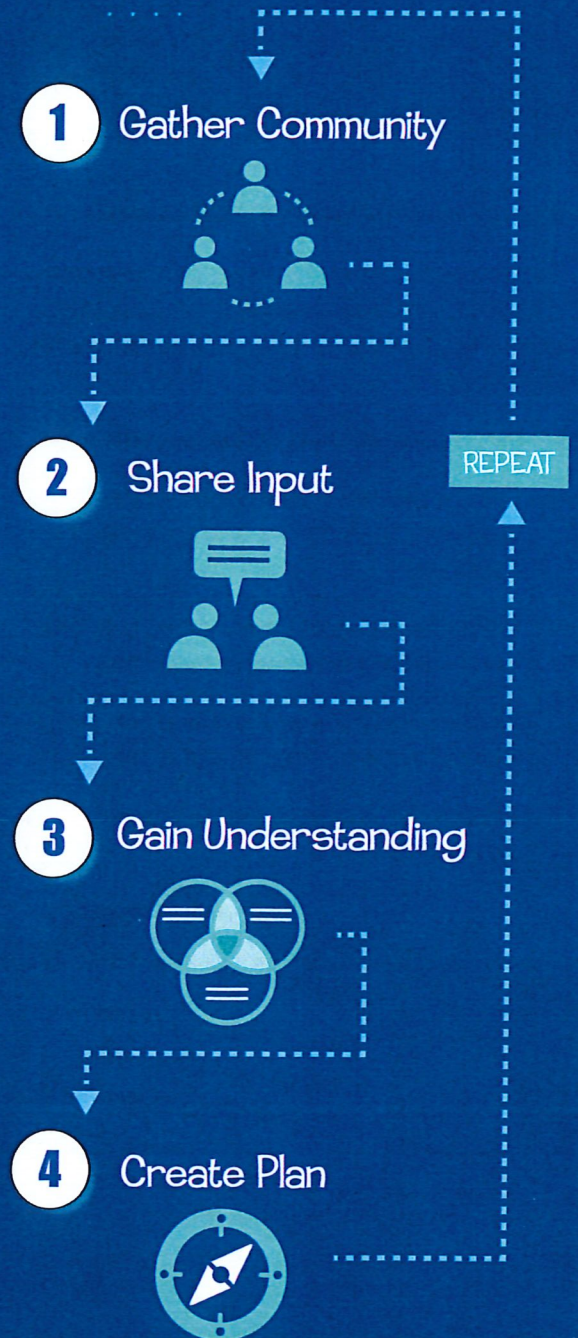
# Strategic Planning

## RELATIONSHIPS

## EQUITY & DIVERSITY

## ACHIEVEMENT & WELL-BEING

## The Process



# Relationships

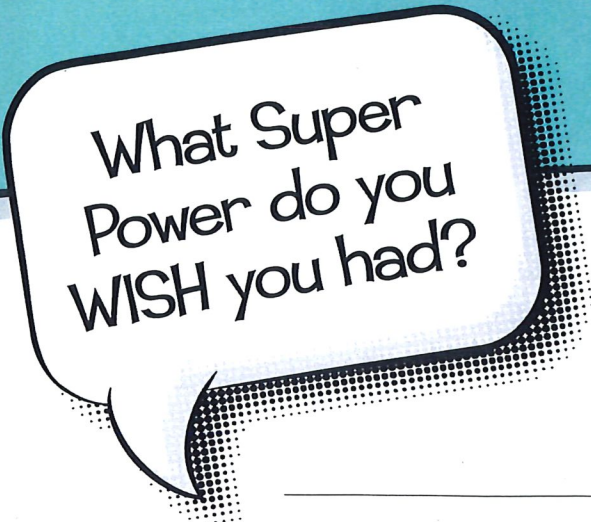
We build positive relationships with all members of our education community to foster an engaged and inclusive board culture.

# Equity and Diversity

We provide an equitable and inclusive environment that champions learning opportunities for all.

# Achievement and Well-Being

We engage in innovative learning experiences that promote excellence in student achievement and well-being.



Handwriting practice lines consisting of horizontal lines with a dashed midline, and a yellow star icon at the bottom right.

## WHY IS THIS A PRIORITY FOR TVDSB?

Relationships are at the heart of an excellent school system. The quality of relationships is pivotal for a sense of community and positive outcomes.

### Students and schools do better when we...

- Ensure **quality connections** among students, staff, family, and community members
- Offer **meaningful opportunities** to build and maintain a strong community
- Focus on **relationships** that honour the diversity of everyone in the community
- Encourage and promote **leadership opportunities**

## WHY IS THIS A PRIORITY FOR TVDSB?

Equitable and inclusive environments meet the needs of all learners. People thrive when they feel welcomed and valued.

### Students and schools do better when we...

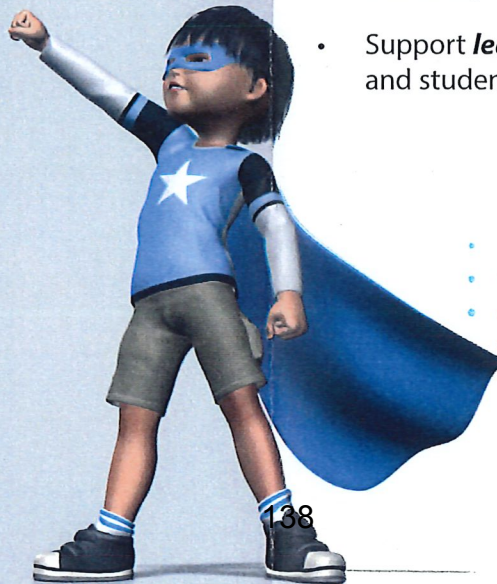
- Ensure the **emotional and physical safety** necessary for learning
- Work together to uphold **mutual respect** for all individuals
- Embrace the **beliefs and experiences of all community members**
- Provide **safe environments** that support student success and promote fair and equitable treatment

## WHY IS THIS A PRIORITY FOR TVDSB?

All students learn in their own way. Effective school systems provide support for students to focus on their academic skills, interests and personal growth.

### Students and schools do better when we...

- Ensure there is **effective teaching** which engages students
- Focus on **student learning** in the classroom and wider school environment
- Work together to achieve **common goals** in a **supportive learning environment**
- Set **clear, fair, and consistent expectations**
- Support **leadership** that inspires educators and students



**ELGIN ST. THOMAS HEALTH UNIT**  
also known as  
**ELGIN ST. THOMAS PUBLIC HEALTH**

**Financial Statements**

**December 31, 2017**

**ELGIN ST. THOMAS HEALTH UNIT**  
also known as  
**ELGIN ST. THOMAS PUBLIC HEALTH**  
**Financial Statements**  
**For the Year Ended December 31, 2017**

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**GRAHAM SCOTT ENNS** LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

P. 519-633-0700 · F. 519-633-7009  
450 Sunset Drive, St. Thomas, ON N5R 5V1

P. 519-773-9265 · F. 519-773-9683  
25 John Street South, Aylmer, ON N5H 2C1

[www.grahamscottens.com](http://www.grahamscottens.com)

### **INDEPENDENT AUDITORS' REPORT**

To the **Board of Health, Members of Council, Inhabitants and Ratepayers** of the participating municipalities of the County of Elgin and the City of St. Thomas:

We have audited the accompanying financial statements of the **Elgin St. Thomas Health Unit**, which comprise the statement of financial position as at December 31, 2017, and the statements of operations and surplus, change in net financial debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for public sector entities and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



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**INDEPENDENT AUDITORS' REPORT (CONTINUED)**

**Opinion**

In our opinion, these financial statements present fairly, in all material respects the financial position of the **Elgin St. Thomas Health Unit** as at December 31, 2017, and the statements of operations and surplus, and change in net financial debt and its cash flows for the year then ended in accordance with Canadian accounting standards for public sector entities.

**Emphasis of Matter**

Note 17 in these financial statements provides details on an upcoming merger between the Elgin St. Thomas Health Unit and the Oxford County Health Unit.

St. Thomas, Ontario

April 11, 2018

*Graham Scott Enns LLP*

CHARTERED PROFESSIONAL ACCOUNTANTS

Licensed Public Accountants

**ELGIN ST. THOMAS HEALTH UNIT**  
**also known as**  
**ELGIN ST. THOMAS PUBLIC HEALTH**

**Statement of Financial Position**  
**December 31, 2017**

	<u>2017</u>	<u>2016</u>
	<u>\$</u>	<u>\$</u>
<b>FINANCIAL ASSETS</b>		
Cash	1,811,832	1,800,787
Accounts receivable	107,720	206,804
Government remittance receivable	<u>82,619</u>	<u>78,318</u>
	<u>2,002,171</u>	<u>2,085,909</u>
<b>FINANCIAL LIABILITIES</b>		
Accounts payable and accrued liabilities	665,805	840,311
Deferred revenue (Note 3)	130,529	108,473
Due to Province of Ontario	345,139	348,185
Long-term debt (Note 5)	<u>8,261,000</u>	<u>8,459,000</u>
	<u>9,402,473</u>	<u>9,755,969</u>
<b>NET FINANCIAL DEBT (PAGE 4)</b>	<u>(7,400,302)</u>	<u>(7,670,060)</u>
<b>NON-FINANCIAL ASSETS</b>		
Prepaid expenses	40,223	37,061
Tangible capital assets (Note 4)	<u>8,408,199</u>	<u>8,489,832</u>
	<u>8,448,422</u>	<u>8,526,893</u>
<b>ACCUMULATED SURPLUS (PAGE 3)</b>	<u>1,048,120</u>	<u>856,833</u>

Approved by the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

The accompanying notes are an integral part of these financial statements.

**ELGIN ST. THOMAS HEALTH UNIT**  
also known as  
**ELGIN ST. THOMAS PUBLIC HEALTH**

**Statement of Operations and Surplus**  
**For the Year Ended December 31, 2017**

	Budget 2017 <u>\$</u>	Actual 2017 <u>\$</u>	Actual 2016 <u>\$</u>
<b>REVENUES</b>			
Operating grants			
Municipal:			
County of Elgin	865,823	865,823	865,823
City of St. Thomas	663,042	663,102	663,102
Province of Ontario (Note 7)	7,350,458	6,985,904	6,979,019
Healthy Kids Community Challenge (Note 8)	-	184,663	255,501
Public Health Agency of Canada (Note 9)	-	232,080	222,966
Canada Health Infoways (Note 10 )	<u>-</u>	<u>17,933</u>	<u>-</u>
Total operating grants	<u>8,879,323</u>	<u>8,949,505</u>	<u>8,986,411</u>
Other			
Other fees and recoveries	61,400	46,423	64,876
Clinics	25,000	27,189	30,775
Interest	<u>-</u>	<u>9,749</u>	<u>2,784</u>
Total other revenue	<u>86,400</u>	<u>83,361</u>	<u>98,435</u>
<b>TOTAL REVENUES</b>	8,965,723	9,032,866	9,084,846
<b>EXPENDITURES - SCHEDULE (PAGE 20)</b>	<u>8,624,551</u>	<u>8,772,676</u>	<u>8,970,627</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	341,172	260,190	114,219
<b>SURPLUS, BEGINNING OF YEAR</b>	541,152	541,152	532,125
<b>TRANSFER OF SURPLUS (NOTE 2)</b>	<u>-</u>	<u>(188,105)</u>	<u>(105,192)</u>
<b>SURPLUS, END OF YEAR</b>	882,324	613,237	541,152
<b>RESERVES SET ASIDE BY THE BOARD</b>	<u>315,681</u>	<u>434,883</u>	<u>315,681</u>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<u>1,198,005</u>	<u>1,048,120</u>	<u>856,833</u>

See Note 6 for Ministry of Health Settlement Reconciliation

The accompanying notes are an integral part of these financial statements.



**ELGIN ST. THOMAS HEALTH UNIT**  
**also known as**  
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**Statement of Change in Net Financial Debt**  
**For the Year Ended December 31, 2017**

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	Budget 2017 <u>\$</u>	Actual 2017 <u>\$</u>	Actual 2016 <u>\$</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	341,172	<b>260,190</b>	114,219
Amortization of tangible capital assets	-	<b>310,812</b>	279,071
Net acquisition of tangible capital assets	-	<b>(229,179)</b>	(79,274)
Change in prepaid expenses	-	<b>(3,162)</b>	(18,500)
Funding returned to municipalities	<u>-</u>	<u><b>(68,903)</b></u>	<u>(105,192)</u>
<b>DECREASE IN NET DEBT</b>	341,172	<b>269,758</b>	190,324
<b>NET FINANCIAL DEBT, BEGINNING OF YEAR</b>	<u>(7,670,060)</u>	<u><b>(7,670,060)</b></u>	<u>(7,860,384)</u>
<b>NET FINANCIAL DEBT, END OF YEAR</b>	<u><b>(7,328,888)</b></u>	<u><b>(7,400,302)</b></u>	<u>(7,670,060)</u>

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The accompanying notes are an integral part of these financial statements.

**ELGIN ST. THOMAS HEALTH UNIT**  
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**Statement of Cash Flows**  
**For the Year Ended December 31, 2017**

	<b>2017</b>	<b>2016</b>
	<u><b>\$</b></u>	<u><b>\$</b></u>
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenditures	260,190	114,219
Items not involving cash:		
Amortization of tangible capital assets	310,812	279,071
Change in non-cash assets and liabilities:		
Accounts receivable	99,084	42,201
Government remittances receivable	(4,301)	4,389
Prepaid expenses	(3,162)	(18,500)
Accounts payable and accrued liabilities	(174,506)	(379,424)
Deferred revenue	22,056	(103,815)
Due to Province of Ontario	<u>(3,046)</u>	<u>134,681</u>
Cash provided by operating activities	<u>507,127</u>	<u>72,822</u>
<b>CAPITAL ACTIVITIES</b>		
Net acquisition of tangible capital assets	<u>(229,179)</u>	<u>(79,274)</u>
Cash applied to capital activities	<u>(229,179)</u>	<u>(79,274)</u>
<b>FINANCING ACTIVITIES</b>		
Funding returned to municipalities	(68,903)	(105,192)
Repayment to long-term debt	<u>(198,000)</u>	<u>(191,000)</u>
Cash applied to financing activities	<u>(266,903)</u>	<u>(296,192)</u>
<b>NET CHANGE IN CASH DURING THE YEAR</b>	<b>11,045</b>	<b>(302,644)</b>
<b>CASH, BEGINNING OF YEAR</b>	<u><b>1,800,787</b></u>	<u><b>2,103,431</b></u>
<b>CASH, END OF YEAR</b>	<u><b>1,811,832</b></u>	<u><b>1,800,787</b></u>

The accompanying notes are an integral part of these financial statements.

**ELGIN ST. THOMAS HEALTH UNIT**  
**also known as**  
**ELGIN ST. THOMAS PUBLIC HEALTH**  
**Notes to the Financial Statements**  
**For the Year Ended December 31, 2017**

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Elgin St. Thomas Health Unit (the "organization") provides health services to the residents of the City of St. Thomas and the County of Elgin and is accountable to the Province of Ontario as outlined in the Health Protection and Promotion Act.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the organization are prepared by management in accordance with Canadian accounting standards for public sector entities. Significant aspects of the accounting policies adopted by the organization are as follows:

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the creation of a legal obligation to pay.

Accounting Estimates

The preparation of these financial statements in conformity with Canadian accounting standards for public sector entities requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known.

In particular, the organization uses estimates when accounting for certain items, including:

- Useful lives of tangible capital assets
- Employee benefit plans

Financial Instruments

*Measurement of financial instruments*

The organization initially measures its financial assets and liabilities at fair value.

The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for cash and building loan, which is measured at fair value. Changes in fair value are recognized in the statement of remeasurement gains until they are realized, at which time they are recognized in surplus for the year.

**ELGIN ST. THOMAS HEALTH UNIT**  
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**Notes to the Financial Statements**  
**For the Year Ended December 31, 2017**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Financial Instruments (continued)

Financial assets measured at amortized cost include accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and deferred revenue.

Financial assets measured at fair value include cash and building loan.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land are amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	20 years
Building	40 years
Roof	20 years
Component equipment	24 years
Computer equipment	4 years

Amortization begins the first month of the year following the year the asset is placed in service and to the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Deferred Revenue

The organization administers other non-mandatory public health programs funded by the Province of Ontario and reported on a Provincial fiscal year end of March 31st. Any unexpended funding for these programs at December 31st is reported as deferred revenue on the statement of financial position.

**ELGIN ST. THOMAS HEALTH UNIT**  
**also known as**  
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**Notes to the Financial Statements**  
**For the Year Ended December 31, 2017**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Employee Benefit Plans

The organization accounts for its participation in the Ontario Municipal Employees Retirement System (OMERS), a multi-employer public sector pension fund, as a defined contribution plan. The OMERS plan specifies the retirement benefits to be received by the employees based on the length of service and pay rates. Employee benefits include post employment benefits. Post employment benefits are subject to actuarial valuations and are accrued in accordance with the projected benefit method, prorated on service and management's best estimate of salary escalation and retirement ages of employees. Any actuarial gains and losses related to past service of employees are amortized over the expected average remaining service period.

**2. TRANSFER OF SURPLUS**

	<b>2017</b>	<b>2016</b>
	<u>\$</u>	<u>\$</u>
Surplus returned to municipalities, net of one time contributions:		
County of Elgin	39,068	59,644
City of St. Thomas	<u>29,835</u>	<u>45,548</u>
	<b>68,903</b>	105,192
Transfer to Board of Health reserve	<u>119,202</u>	<u>-</u>
	<u><b>188,105</b></u>	<u>-</u>

The organization approved the creation of a reserve for contingencies to meet unforeseen program or corporate expenditures. The balance of the reserve is not to exceed 5% of the total annual budget.

**3. DEFERRED REVENUE**

	<b>2017</b>	<b>2016</b>
	<u>\$</u>	<u>\$</u>
St. Thomas - Low German Needs Assessment	50,000	-
Healthy Kids Community Challenge	41,092	50,755
Public Health Agency of Canada	39,437	-
Smoke-Free Ontario Strategy: Smoking Cessation	-	22,500
Age Friendly Strategy	-	14,994
Vaccine Refrigerator	-	11,250
Panorama	-	6,157
Other	<u>-</u>	<u>2,817</u>
Total deferred revenue	<u><b>130,529</b></u>	<u>108,473</u>

**ELGIN ST. THOMAS HEALTH UNIT**  
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**Notes to the Financial Statements**  
**For the Year Ended December 31, 2017**

**4. TANGIBLE CAPITAL ASSETS**

**December 31, 2017**

<b>Cost</b>	Opening \$	Additions \$	Disposals \$	Ending \$
Land	572,909	-	-	572,909
Land improvements	161,330	-	-	161,330
Building	7,370,394	3,335	-	7,373,729
Roof	157,000	-	-	157,000
Building component equipment	346,348	63,873	-	410,221
Computer equipment	<u>384,818</u>	<u>161,971</u>	-	<u>546,789</u>
	<u>8,992,799</u>	<u>229,179</u>	-	<u>9,221,978</u>
 <b>Accumulated Amortization</b>	Opening \$	Amortization \$	Disposals \$	Ending \$
Land improvements	16,134	8,067	-	24,201
Building	370,745	184,260	-	555,005
Roof	15,700	7,850	-	23,550
Building component equipment	25,590	14,431	-	40,021
Computer equipment	<u>74,798</u>	<u>96,204</u>	-	<u>171,002</u>
	<u>502,967</u>	<u>310,812</u>	-	<u>813,779</u>
 <b>Net Book Value</b>	Opening \$			Ending \$
Land	572,909			572,909
Land improvements	145,196			137,129
Building	6,999,649			6,818,724
Roof	141,300			133,450
Building component equipment	320,758			370,200
Computer equipment	<u>310,020</u>			<u>375,787</u>
	<u>8,489,832</u>			<u>8,408,199</u>

**ELGIN ST. THOMAS HEALTH UNIT**  
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**Notes to the Financial Statements**  
**For the Year Ended December 31, 2017**

**4. TANGIBLE CAPITAL ASSETS (CONTINUED)**

**December 31, 2016**

<b>Cost</b>	Opening \$	Additions \$	Disposals \$	Ending \$
Land	572,909	-	-	572,909
Land improvements	161,330	-	-	161,330
Building	7,425,592	57,472	(112,670)	7,370,394
Roof	157,000	-	-	157,000
Building component equipment	343,968	2,380	-	346,348
Computer equipment	<u>252,726</u>	<u>132,092</u>	<u>-</u>	<u>384,818</u>
	<u>8,913,525</u>	<u>191,944</u>	<u>(112,670)</u>	<u>8,992,799</u>
 <b>Accumulated Amortization</b>	 Opening \$	 Amortization \$	 Disposals \$	 Ending \$
Land	-	-	-	-
Land improvements	8,067	8,067	-	16,134
Building	185,105	185,640	-	370,745
Roof	7,850	7,850	-	15,700
Building component equipment	11,258	14,332	-	25,590
Computer equipment	<u>11,616</u>	<u>63,182</u>	<u>-</u>	<u>74,798</u>
	<u>223,896</u>	<u>279,071</u>	<u>-</u>	<u>502,967</u>
 <b>Net Book Value</b>	 Opening \$			 Ending \$
Land	572,909			572,909
Land improvements	153,263			145,196
Building	7,240,487			6,999,649
Roof	149,150			141,300
Building component equipment	332,710			320,758
Computer equipment	<u>241,110</u>			<u>310,020</u>
	<u>8,689,629</u>			<u>8,489,832</u>

**ELGIN ST. THOMAS HEALTH UNIT**  
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**Notes to the Financial Statements**  
**For the Year Ended December 31, 2017**

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**5. LONG-TERM DEBT**

a) The balance of long-term debt reported on the Statement of Financial Position is made up of the following:

	<b>2017</b>	<b>2016</b>
	<u>\$</u>	<u>\$</u>
RBC bankers' acceptance to finance construction of new office building	<u><b>8,261,000</b></u>	<u><b>8,459,000</b></u>

Principal payments relating to the long-term debt outstanding are due as follows:

2018	2019	2020	2021	2022	Thereafter	Total
<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
<u>204,000</u>	<u>211,000</u>	<u>219,000</u>	<u>226,000</u>	<u>232,000</u>	<u>7,169,000</u>	<u>8,261,000</u>

On January 2, 2014 the organization converted the short term construction loan into long-term financing. The organization was advanced \$9,000,000 in a 32 day banker acceptance notes at the CDOR rate of 1.22% plus a stamping fee of 0.40%. The organization at the same time entered into an interest rate swap contract to fix the interest rate on their long-term financing at 2.85% for a 30 year time frame. As a result of these transactions, the organization has fixed their rate on this debt obligation at 2.85% plus the stamping fee (3.25% for 2016 and 2017). The stamping fee is reviewed every fifteen years to determine if the risk assessment of the organization has changed from the last review at which point the rate could increase if additional risk is determined. As a result of the interest swap agreement, if the organization were to repay the long-term debt at December 31, 2017 an additional cost of \$393,762 would be incurred. An additional \$250,000 can be borrowed at any time and added to this swap agreement.



**ELGIN ST. THOMAS HEALTH UNIT**  
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**Notes to the Financial Statements**  
**For the Year Ended December 31, 2017**

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**6. RECONCILIATION FOR MINISTRY OF HEALTH SETTLEMENT PURPOSES**

	<b>Actual 2017</b>	<b>Actual 2016</b>
	<u>\$</u>	<u>\$</u>
<b>Excess of Revenues over Expenditures (Statement of Operations)</b>	<b>260,190</b>	<b>114,219</b>
<b>Reconciling items:</b>		
Principal portion of long-term debt	(198,000)	(191,000)
Vacation and compensating time	4,012	(5,363)
Amortization	310,812	279,071
Eligible expenses transferred to tangible capital assets	<u>(229,179)</u>	<u>(79,274)</u>
<b>Excess of Revenues over Expenditures for Ministry of Health Purposes</b>	<u><b>147,835</b></u>	<u><b>117,653</b></u>

**ELGIN ST. THOMAS HEALTH UNIT**  
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**Notes to the Financial Statements**  
**For the Year Ended December 31, 2017**

**7. PROVINCE OF ONTARIO**

	2017	2016
	<u>\$</u>	<u>\$</u>
Cost shared programs		
Mandatory	4,218,095	4,303,005
Vector Borne Diseases	40,672	40,470
Small Drinking Water Systems	<u>13,100</u>	<u>13,100</u>
	4,271,867	4,356,575
Cost shared programs - one time funding		
Website Redevelopment	<u>-</u>	<u>56,866</u>
	<u>4,271,867</u>	<u>4,413,441</u>
Other programs and one-time funding		
Healthy Babies Healthy Children	785,447	785,391
Healthy Smiles Ontario operating	379,599	377,948
Smoke-Free Ontario Strategy	326,192	323,736
Infectious Disease Control Initiative	222,300	220,506
Public Health Nurse Initiative	180,500	180,500
Harm Reduction Program Enhancement	149,999	-
Prenatal and Postnatal Nurse Practitioner Services	137,770	133,680
Chief Nursing Officer	121,500	121,500
Medical Officer of Health Compensation Initiative	101,817	178,699
Infection Prevention and Control Nurses Initiative	90,100	90,100
Panorama	64,254	63,983
Smoke-Free Ontario Strategy: Expanded Smoking Cessation	30,000	15,000
Enhanced Food Safety - Haines Initiative	25,000	25,000
Needle Exchange Program	23,750	20,000
Age Friendly Communities	20,000	-
Enhanced Safe Water Initiative	15,500	15,500
Vaccine Refrigeration	15,000	-
Electronic Cigarettes Act	12,900	8,582
Public Health Inspector Practicum Placement	<u>12,409</u>	<u>5,453</u>
	<u>2,714,037</u>	<u>2,565,578</u>
Total other programs and one-time funding		
	<u>6,985,904</u>	<u>6,979,019</u>

**ELGIN ST. THOMAS HEALTH UNIT**  
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**Notes to the Financial Statements**  
**For the Year Ended December 31, 2017**

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**8. HEALTHY KIDS COMMUNITY CHALLENGE**

The organization is an administrator for funding from the Minister of Health and Long-Term Care for funds to carry out the Ontario's Healthy Kids Community Challenge. The program requires the implementation of local activities based on one specific theme related to healthy eating or physical activity every nine months. The organization reports on a fiscal year end of March 31st to the Minister of Health and Long-Term Care. Any unexpended funding for this program at December 31st is reported as deferred revenue on the statement of financial position.

	<u>2017</u>	<u>2016</u>
	<u>\$</u>	<u>\$</u>
<b>Revenue</b>	<u><b>184,663</b></u>	<u>255,501</u>
<b>Expenditure</b>		
Program Supplies	115,867	139,178
Salaries	40,000	55,284
Purchased Services	17,046	10,151
Benefits	10,000	11,834
Communication	1,100	453
Professional Services	650	38,532
Professional Development	<u>-</u>	<u>69</u>
	<u><b>184,663</b></u>	<u>255,501</u>
<b>Program excess of revenue over expenditures</b>	<u><u>-</u></u>	<u><u>-</u></u>

**ELGIN ST. THOMAS HEALTH UNIT**  
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**Notes to the Financial Statements**  
**For the Year Ended December 31, 2017**

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**9. PUBLIC HEALTH AGENCY OF CANADA**

The organization receives funding from the Public Health Agency of Canada for funds to carry out the Creating Connections project. The organization and local developers will partner to improve walkability in the City of St. Thomas. Any unexpended funding for this program at December 31st is reported as deferred revenue on the statement of financial position.

	2017	2016
	<u>\$</u>	<u>\$</u>
<b>Revenue</b>	<u>232,080</u>	<u>222,966</u>
<b>Expenditure</b>		
Purchased services	206,996	191,529
Salaries	18,458	25,062
Benefits	4,615	6,266
Program Supplies	<u>2,011</u>	<u>109</u>
	<u>232,080</u>	<u>222,966</u>
 <b>Program excess of revenue over expenditures</b>	 <u>-</u>	 <u>-</u>

**10. CANADA HEALTH INFOWAYS**

The organization receives funding from Canada Health Infoway (CHI) - a not-for-profit corporation funded by the Government of Canada to foster and accelerate amongst other matters the development and adoption of electronic health information systems, common standards, health surveillance, and telehealth technologies, which are compatible and interoperable on a pan-Canadian basis. Any unexpended funding for this program at December 31st is reported as deferred revenue on the statement of financial position.

	2017	2016
	<u>\$</u>	<u>\$</u>
<b>Revenue</b>	<u>17,933</u>	<u>-</u>
<b>Expenditure</b>		
Program supplies	<u>17,933</u>	<u>-</u>
	<u>17,933</u>	<u>-</u>
 <b>Program excess of revenue over expenditures</b>	 <u>-</u>	 <u>-</u>

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**ELGIN ST. THOMAS HEALTH UNIT**  
**also known as**  
**ELGIN ST. THOMAS PUBLIC HEALTH**

**Notes to the Financial Statements**  
**For the Year Ended December 31, 2017**

**11. CASH FLOW FROM THE PROVINCE OF ONTARIO MINISTRIES OF HEALTH AND LONG-TERM CARE AND CHILDREN AND YOUTH SERVICES**

The organization receives funding from the Province of Ontario Ministry of Health and Long-Term Care, Public Health Division and Health Promotion Division, and the Ministry of Children and Youth Services to carry out mandatory and related health programs and services. Funding provided from the Ministry for the year ended December 31, 2017 is as follows:

	Public Health Division \$	Children and Youth Services \$
Mandatory	4,527,300	-
Healthy Smiles Ontario operating	379,600	-
Smoke-Free Ontario Strategy	326,200	-
Infectious Disease Control Initiative	222,300	-
Social Determinants of Health Nurses Initiative	180,500	-
Harm Reduction Program Enhancement	150,000	-
Chief Nursing Officer	121,500	-
Medical Officer of Health Compensation Initiative	101,817	-
Infection Prevention and Control Nurses Initiative	90,100	-
Vector-Borne Diseases	47,800	-
Smoke-Free Ontario Strategy: Smoking Cessation	30,000	-
Enhanced Food Safety - Haines Initiative	25,000	-
Needle Exchange Program	20,000	-
Enhanced Safe Water Initiative	15,500	-
Small Drinking Water Systems	13,100	-
Electronic Cigarettes Act	12,900	-
Age Friendly Community Strategy	4,998	-
New Purpose-Built Vaccine Refrigerators	3,750	-
Public Health Inspector Practicum Placement	2,494	-
Healthy Babies Healthy Children	-	785,451
Prenatal and Postnatal Nurse Practitioner Services	-	139,000
	<u>6,274,859</u>	<u>924,451</u>

**ELGIN ST. THOMAS HEALTH UNIT**  
**also known as**  
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**Notes to the Financial Statements**  
**For the Year Ended December 31, 2017**

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**12. PENSION AGREEMENTS**

The organization makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Each year, an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits the members have earned to date. The most recent actuarial valuation of the Plan was conducted December 31, 2017, and the results of this valuation disclosed actuarial liabilities of \$93.6 billion in respect of benefits accrued for service with actuarial assets at that date of \$88.2 billion leaving an actuarial deficit of \$5.4 billion.

Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the organization does not recognize any share of the OMERS Pension surplus or deficit in these financial statements.

The amount contributed to OMERS for 2017 was \$445,034 (2016 - \$489,871). OMERS contribution rates for 2017 and 2016 depending on income level and retirement dates ranged from 9.0% to 15.9%.

**13. BUDGET FIGURES**

The operating budgets approved by the organization and the Province of Ontario for 2017 are reflected on the statement of operations and are presented for comparative purposes.

**14. PUBLIC SECTOR SALARY DISCLOSURE ACT 1996**

The Public Sector Salary Disclosure Act, 1996 ( the "Act") requires the disclosure of the salaries and benefits of employees in the public sector who are paid a salary of \$100,000 or more in a year. The organization complies with the Act by providing the information to the Ontario Ministry of Health and Long-Term Care for disclosure on the public website at [www.fin.gov.on.ca](http://www.fin.gov.on.ca).

**15. COMPARATIVE FIGURES**

Certain comparative figures presented in the financial statements have been reclassified to conform to the presentation adopted in the current year.

**ELGIN ST. THOMAS HEALTH UNIT**  
also known as  
**ELGIN ST. THOMAS PUBLIC HEALTH**  
**Notes to the Financial Statements**  
**For the Year Ended December 31, 2017**

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**16. FINANCIAL INSTRUMENTS**

Risks and Concentrations

The organization is exposed to various risks through its financial instruments. The following analysis provides a measure of the organization's risk exposure and concentrations at the balance sheet date.

Liquidity Risk

Liquidity risk is the risk that the organization will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its accounts payable and accrued liabilities.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The organization's main credit risk relate to its accounts receivable.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The organization is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Given the current composition of long-term debt (proportion of debt at a fixed interest rate compared to a floating interest rate), fixed-rate instruments subject the organization to a fair value risk while the floating-rate instruments subject it to a cash flow risk.

It is management's opinion that the entity is not exposed to any significant market, foreign currency or price risk.

No financial liabilities of the organization were in default during the period.

The organization was not subject to any covenants during the period.

**17. MERGER**

On November 9, 2017 the Board of Directors for Elgin St. Thomas Health Unit signed a letter of intention with Oxford County Health Unit to merge on May 1, 2018. The merger will be effective May 1, 2018, and was given formal approval on March 29, 2018 under the Health Protection and Promotion Act R.R.O. 1990, Regulation 553, Areas Comprising Health Units, Schedule 7.

**ELGIN ST. THOMAS HEALTH UNIT**  
**also known as**  
**ELGIN ST. THOMAS PUBLIC HEALTH**

**Schedule of Expenditures**  
**For the Year Ended December 31, 2017**

	Budget 2017 <u>\$</u>	Actual 2017 <u>\$</u>	Actual 2016 <u>\$</u>
<b>SALARIES AND WAGES</b>			
Nursing	1,306,500	<b>1,130,530</b>	1,319,485
Management	1,034,000	<b>920,509</b>	1,013,844
Inspection and environment	390,000	<b>379,363</b>	369,604
Clerical and support	349,500	<b>323,686</b>	312,914
Nutrition and health promotion	275,225	<b>297,128</b>	299,477
Maintenance and security	<u>-</u>	<u><b>68,052</b></u>	<u>61,375</u>
	<u>3,355,225</u>	<u><b>3,119,268</b></u>	<u>3,376,699</u>
<b>FRINGE BENEFITS</b>			
Group pension	508,500	<b>445,034</b>	489,871
Canada pension plan	175,500	<b>175,727</b>	187,488
Medical insurance	220,000	<b>197,433</b>	177,156
Employer health tax	100,700	<b>96,641</b>	103,794
Employment insurance	75,500	<b>76,748</b>	94,254
Dental plan	92,000	<b>66,708</b>	76,027
Long term disability	78,000	<b>63,125</b>	72,786
Workplace safety insurance	54,000	<b>53,701</b>	52,824
Supplementary unemployment benefits	20,000	<b>23,238</b>	27,872
Vision and other	27,000	<b>22,469</b>	20,523
Part-time benefits	18,000	<b>17,977</b>	13,006
Group life insurance	18,100	<b>15,833</b>	17,015
Employee assistance programs	4,500	<b>3,846</b>	3,846
Benefits to other programs	<u>(426,000)</u>	<u><b>(451,634)</b></u>	<u>(437,581)</u>
	<u>965,800</u>	<u><b>806,846</b></u>	<u>898,881</u>
<b>FEES AND HONORARIA</b>			
Audit and legal	84,500	<b>37,217</b>	40,212
Board	10,000	<b>6,011</b>	6,725
Labour relations	<u>25,000</u>	<u><b>5,211</b></u>	<u>18,478</u>
	<u>119,500</u>	<u><b>48,439</b></u>	<u>65,415</u>
<b>TRAVEL</b>	<u>76,500</u>	<u><b>45,050</b></u>	<u>50,762</u>



**ELGIN ST. THOMAS HEALTH UNIT**  
also known as  
**ELGIN ST. THOMAS PUBLIC HEALTH**

**Schedule of Expenditures**  
**For the Year Ended December 31, 2017**

	Budget 2017 \$	Actual 2017 \$	Actual 2016 \$
<b>EQUIPMENT</b>	<u>296,000</u>	<u>213,882</u>	<u>175,957</u>
<b>PROGRAM SUPPLIES</b>	<u>171,825</u>	<u>185,082</u>	<u>176,224</u>
<b>AMORTIZATION</b>	<u>-</u>	<u>310,812</u>	<u>279,071</u>
<b>RENT AND UTILITY SERVICES</b>			
Interest on long-term debt	471,000	274,522	301,129
Maintenance and supplies	218,900	154,696	143,411
Utilities	98,500	83,318	90,012
Property taxes and insurance	<u>10,500</u>	<u>10,387</u>	<u>10,194</u>
	<u>798,900</u>	<u>522,923</u>	<u>544,746</u>
<b>ADMINISTRATIVE</b>			
Public awareness and promotion	80,300	83,482	22,776
Professional development	58,250	43,350	31,293
Telephone	41,000	40,629	38,640
Engagement strategies	30,000	33,593	500
Printing and supplies	41,000	27,447	36,285
Insurance	30,000	24,189	25,415
Fees and subscriptions	20,000	15,957	17,666
Equipment maintenance and rental	16,000	9,600	11,392
Staff recruitment	6,500	9,069	5,625
Bank charges	10,000	8,945	10,059
Merger	-	6,268	-
Postage	5,000	4,848	4,719
Courier	<u>1,000</u>	<u>719</u>	<u>157</u>
	<u>339,050</u>	<u>308,096</u>	<u>204,527</u>
<b>VECTOR-BORNE DISEASES PROGRAM</b>	<u>63,733</u>	<u>55,755</u>	<u>53,960</u>
<b>SMALL DRINKING WATER SYSTEMS PROGRAM</b>	<u>17,467</u>	<u>17,467</u>	<u>17,467</u>
<b>TOTAL COST SHARED PROGRAM EXPENDITURES</b>	<u>6,204,000</u>	<u>5,633,620</u>	<u>5,843,709</u>

**ELGIN ST. THOMAS HEALTH UNIT**  
also known as  
**ELGIN ST. THOMAS PUBLIC HEALTH**

**Schedule of Expenditures**  
**For the Year Ended December 31, 2017**

	Budget 2017 \$	Actual 2017 \$	Actual 2016 \$
<b>OTHER PROGRAMS AND ONE-TIME EXPENDITURES</b>			
Healthy Babies Healthy Children	785,451	<b>781,640</b>	783,891
Healthy Smiles Ontario Operating	379,600	<b>379,599</b>	377,948
Smoke-Free Ontario Strategy	326,200	<b>326,192</b>	323,736
Public Health Agency Canada	-	<b>232,080</b>	222,966
Infectious Disease Control Initiative	222,300	<b>222,300</b>	220,506
Healthy Kids Community Challenge	-	<b>184,663</b>	255,501
Public Health Nurse Initiative	180,500	<b>180,500</b>	180,500
Harm Reduction Program Enhancement	-	<b>149,999</b>	-
Prenatal and Postnatal Nurse Practitioner Services	139,000	<b>137,770</b>	133,680
Chief Nursing Officer	121,500	<b>121,500</b>	121,500
Medical Officer of Health Compensation Initiative	107,000	<b>101,817</b>	184,871
Infection Prevention and Control Nurses Initiative	90,100	<b>90,100</b>	90,100
Panorama	-	<b>64,254</b>	63,988
Smoke-Free Ontario Strategy: Smoking Cessation	-	<b>29,982</b>	15,000
Enhanced Food Safety - Haines Initiative	25,000	<b>25,000</b>	25,000
Needle Exchange Program	16,000	<b>23,750</b>	20,000
Age Friendly Communities	-	<b>20,000</b>	-
Canada Health Infoways	-	<b>17,933</b>	-
Enhanced Safe Water Initiative	15,000	<b>15,500</b>	15,500
Electronic Cigarettes Act Protection and Enforcement	12,900	<b>12,900</b>	8,582
Vaccine Refrigeration	-	<b>11,662</b>	-
Public Health Inspector Practicum Placement	-	<b>9,915</b>	7,827
Website	-	-	<u>75,822</u>
Total other programs and one-time expenditures	<u>2,420,551</u>	<u><b>3,139,056</b></u>	<u>3,126,918</u>
<b>TOTAL EXPENDITURES</b>	<u><b>8,624,551</b></u>	<u><b>8,772,676</b></u>	<u><b>8,970,627</b></u>

**COUNTY OF ELGIN**

**By-Law No. 18-15**

**"BEING A BY-LAW TO AMEND BY-LAW 18-06 BEING A BY-LAW TO PROVIDE FOR  
THE ADOPTION OF THE 2018 BUDGET OF THE CORPORATION OF THE COUNTY  
OF ELGIN AND TO ESTABLISH THE 2018 TAX RATIOS, AND TO ESTABLISH THE  
2018 TAX RATES FOR THE COUNTY CONSTITUENT MUNICIPALITIES"**

WHEREAS Section 289 of the Municipal Act, 2001, S.O. 2001, c.25, provides that the Council of each upper-tier municipality shall in each year prepare and adopt estimates of all sums required during the year for the purposes of the upper-tier municipality; and,

WHEREAS Section 308(5) of the Municipal Act, 2001, S.O. 2001, c.25, provides that the Council of an upper-tier municipality shall in each year establish the tax ratios for that year for the upper-tier municipality and its lower-tier municipalities; and,

WHEREAS Section 308(7) of the Municipal Act, 2001, S.O. 2001, c.25, provides that the Council of each upper-tier municipality establish for each property class, a single tax ratio for the upper-tier municipality and its lower-tier municipalities; and,

WHEREAS Section 308(15-18) of the Municipal Act, 2001, S.O. 2001, c.25, provides that the Council of each upper-tier municipality may opt to have certain optional property classes apply within the County; and,

WHEREAS the province, starting in 2017, is allowing greater flexibility in setting the vacancy/excess land reduction rate on commercial and industrial properties; and,

WHEREAS the local municipally owned landfill sites in Dutton Dunwich and West Elgin did not previously pay property tax to the County for these properties and the new landfill tax ratio would unfairly penalize the local municipalities; and,

WHEREAS the Municipal Act, 2001, S.O. 2001 c.25 s.107 provides that Council may make grants to any body Council deems in the interest of the municipality; and,

WHEREAS the previously approved tax rates were based on preliminary assessment data; and,

WHEREAS it is necessary to apply the final landfill ratio to establish 2018 tax rates; and,

WHEREAS the revenue neutral ratio is now available from the province.

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

1. THAT the large industrial class be chosen as an optional property class.
2. THAT the tax ratio on vacant/excess land commercial and industrial properties be set to the same ratio as the occupied classes starting with the 2018 taxation year.
3. THAT the municipalities of Dutton Dunwich and West Elgin be granted relief on the full portion of the County property taxes on the landfills that these municipalities use for local resident waste.
4. THAT the 2018 tax ratios for the County of Elgin set out on Schedule "A", attached hereto and forming part of this by-law, be approved and adopted by Council.

5. THAT the 2018 budget of the County of Elgin set out on Schedule “B”, attached hereto and forming part of this by-law, which incorporates estimates for revenue and for expenditures be approved and adopted by Council.

6. THAT the 2018 tax rates for the assessment in each property class set out in Schedule “C”, attached hereto and forming part of this by-law, be approved and adopted by Council.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 8<sup>TH</sup> DAY OF MAY 2018.

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Julie Gonyou,  
Chief Administrative Officer.

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David Marr,  
Warden.

**COUNTY OF ELGIN**

**By-Law 18-15**

**SCHEDULE A**

**Ratios**

**PROPERTY CLASS**

	<b>2018</b>	<b>2017</b>
RESIDENTIAL/FARM	1.0000	1.0000
FARMLAND AWAITING DEVELOPMENT - RESIDENTIAL	0.5000	0.5000
NEW MULTI-RESIDENTIAL	1.0000	1
MULTI-RESIDENTIAL	1.9999	1.9999
COMMERCIAL OCCUPIED	1.6376	1.6376
COMMERCIAL VACANT LAND	1.6376	1.1463
INDUSTRIAL OCCUPIED	2.2251	2.2251
INDUSTRIAL VACANT LAND	2.2251	1.4463
LARGE INDUSTRIAL OCCUPIED	2.8318	2.8318
LARGE INDUSTRIAL VACANT	2.8318	1.8407
PIPELINES	1.1446	1.1446
FARM	0.2500	0.2500
MANAGED FORESTS	0.2500	0.2500
LANDFILL	33.335124 *	34.024061

\* ratio calculated by the province to avoid tax changes resulting from assessment methodology change

<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Schedule B:</b>   <b>2018 Operating</b>   <b>Budget By-Law 18-15</b> </div>	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
	Prior Operating				Current Operating Budget			Current Operating Budget
	Revenue	Expense	Net Budget (Revenue)/Expense	FORECAST/ ACTUAL	Revenue	Expense	Net Budget (Revenue)/ Expense	(Over)/ Under Prior Year
<b>CORPORATE ACTIVITIES</b>								
1) Taxes	(33,957,896)	523,348	(33,434,548)	(33,768,273)	34,183,030	403,697	(33,779,334)	344,785
2) Interest Charges & Income	(463,562)	363,562	(100,000)	(215,634)	200,000	-	(200,000)	100,000
3) Social Services - St. Thomas	-	2,441,629	2,441,629	2,480,033		2,348,306	2,348,306	93,323
4) Health Unit	(331,362)	1,224,826	893,464	826,755		893,464	893,464	-
5) Grants	-	322,528	322,528	319,921	-	372,513	372,513	(49,985)
6) Rental Income	(249,916)	137,899	(112,017)	(112,017)	254,527	138,525	(116,002)	3,985
7) Property Assessment	(83,850)	831,635	747,785	747,784		767,262	767,262	(19,477)
8) Ontario Municipal Partnership Fund	(38,870)	(831,330)	(870,200)	(870,200)	739,700	-	(739,700)	(130,500)
9) Project Costs	-	892,000	892,000	624,599	-	714,000	714,000	178,000
<b>10) Corporate</b>	<b>(35,125,456)</b>	<b>6,429,444</b>	<b>(29,219,360)</b>	<b>(29,967,032)</b>	<b>35,377,258</b>	<b>5,637,767</b>	<b>(29,739,491)</b>	<b>520,131</b>
<b>Departmental</b>								
11) Warden and Council	(3,036)	383,905	380,869	315,967	3,036	367,180	364,144	16,726
12) Administrative Services	(133,737)	705,437	571,700	557,063	257,015	785,514	528,499	43,201
13) Financial Services	-	613,425	613,425	608,999	-	639,946	639,946	(26,521)
14) Human Resources	(35,000)		560,660	519,612	32,500	602,391	569,891	(9,230)
15) Administrative Building	(397,889)	930,175	532,286	501,447	415,827	989,456	573,628	(41,343)
16) Corporate Expenditures	(10,000)	677,096	667,096	595,435	10,000	711,582	701,582	(34,486)
17) Eng'r & Land Div.	(3,019,329)	13,005,992	9,986,663	9,793,702	3,133,470	13,160,859	10,027,389	(40,726)
18) Homes	(18,269,366)	23,431,891	5,162,525	5,047,141	18,627,158	23,595,304	4,968,146	194,379
19) Museum & Archives	(521,285)	452,157	(69,128)	(67,118)	69,150	478,345	409,195	(478,323)
20) Library Services	(219,914)	2,803,103	2,583,190	2,550,623	172,985	2,875,386	2,702,401	(119,211)
21) Information Technology	(42,870)	1,029,667	986,797	878,010	42,870	1,046,452	1,003,582	(16,786)
22) Provincial Offences	(1,535,293)	1,455,264	(80,029)	(72,312)	1,519,293	1,428,838	(90,455)	10,426
23) Collections	(474,679)	457,511	(17,168)	(15,662)	474,679	457,511	(17,168)	0
24) Ambul. & Emergency Meas.	(7,095,523)	9,940,924	2,845,400	2,804,432	7,225,053	10,048,503	2,823,450	21,950
25) Econ.Dev'l, Tourism & Plan.	(220,229)	1,320,075	1,099,846	1,108,239	184,357	1,392,707	1,208,350	(108,504)
<b>26) Departmental</b>	<b>(31,978,150)</b>	<b>57,206,621</b>	<b>25,824,132</b>	<b>25,125,581</b>	<b>32,167,392</b>	<b>58,579,972</b>	<b>26,412,580</b>	<b>(588,448)</b>
<b>27) Elgin County</b>	<b>(67,103,606)</b>	<b>63,636,065</b>	<b>(3,395,228)</b>	<b>(4,841,452)</b>	<b>67,544,650</b>	<b>64,217,739</b>	<b>(3,326,911)</b>	<b>(68,317)</b>
Levy Increase			3.9%		1,258,575		(1,258,575)	
Net Income					68,803,225	64,217,739	(4,585,486)	1,190,259
Memo: Levy			32,267,660		33,526,235			

**COUNTY OF ELGIN**

**By-Law 18-15**

**SCHEDULE C**

<b>PROPERTY CLASS</b>	<b><u>Prior</u> 2017 TAX RATES</b>	<b><u>Current</u> 2018 TAX RATES</b>	<b>% Change TAX RATES</b>
RESIDENTIAL	0.611851%	0.601192%	-1.74%
FARMLAND AWAITING DEVELOPMENT - RESIDENTIAL	0.305926%	0.300596%	-1.74%
NEW MULTI-RESIDENTIAL	0.611851%	0.601192%	-1.74%
MULTI-RESIDENTIAL	1.223641%	1.202324%	-1.74%
COMMERCIAL OCCUPIED	1.001967%	0.984512%	-1.74%
COMMERCIAL VACANT LAND	0.701365%	0.984512%	40.37%
INDUSTRIAL OCCUPIED	1.361430%	1.337712%	-1.74%
INDUSTRIAL VACANT LAND	0.884920%	1.337712%	51.17%
LARGE INDUSTRIAL OCCUPIED	1.732640%	1.702456%	-1.74%
LARGE INDUSTRIAL VACANT	1.126234%	1.702456%	51.16%
LANDFILL	19.824255%	20.040810%	1.09%
PIPELINES	0.700325%	0.688124%	-1.74%
FARM	0.152963%	0.150298%	-1.74%
MANAGED FORESTS	0.152963%	0.150298%	-1.74%

Definition: "Tax rate" means the tax rate to be levied against property expressed as a percentage, to six decimal places, of the assessment of the property.