ORDERS OF THE DAY

FOR TUESDAY, JANUARY 8, 2019 – 9:00 A.M.

ORDER

1st Meeting Called to Order

2nd Adoption of Minutes – December 11 & 13, 2018

3rd Disclosure of Pecuniary Interest and the General Nature Thereof

4th Presenting Petitions, Presentations and Delegations

DELEGATIONS:

9:00 a.m. Kim Earls, Regional Economic Development Coordinator South Central Ontario Region Economic Development Corporation (SCOR) – SCOR 2019 Update

9:15 a.m. Bobbi-Jo Gardiner, Development Officer, Elgin Middlesex United Way – Elgin Middlesex United Way 2018/2019 Update

9:30 a.m. Ventin Group – Presentation on Terrace Lodge Redevelopment Study

PRESENTATION:

11:00 a.m. Director of Finance & Chief Administrative Officer – 2019 Fiscal Outlook

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

6th Reports of Council, Outside Boards and Staff

7th Council Correspondence

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

8th **OTHER BUSINESS**

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

9th Closed Meeting Items

10th Recess

11th Motion to Rise and Report

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

13th Consideration of By-laws

14th ADJOURNMENT

LUNCH WILL BE PROVIDED

Lunch and Learns:
Michele Harris, Director of Homes & Senior Services
Brian Lima, Director of Engineering Services

NOTICE:

January 22, 2019	County Council Meeting
February 12, 2019	County Council Meeting

Accessible formats available upon request.

COUNTY COUNCIL MINUTES
Tuesday, December 11, 2018
Accessible formats available upon request

The Elgin County Council met this day at the Administration Building, 450 Sunset Drive, St. Thomas at 7:00 P.M. with all members present.

The Chief Administrative Officer presided as Chair of the meeting. The Chief Administrative Officer welcomed all in attendance to Elgin County Council's Inaugural Meeting/Annual Warden's Election. The Chief Administrative Officer announced that pursuant to County Council's Procedural By-law 18-38, the Deputy Warden position is held by the most immediate past Warden on Council. The 2019 Deputy Warden is Grant Jones.

The Chief Administrative Officer called the meeting to order.

The Chief Administrative Officer introduced members of Council and all Council Members repeated the *Declaration of Office* simultaneously and signed the declaration.

ELECTION OF WARDEN

The Chief Administrative Officer asked that members of Council wishing to run for the Office of Warden to stand. Councillors McPhail and Mennill offered their candidacy for the position of Elgin County Warden for 2019. Each candidate was then given an opportunity to address Council.

BALLOTING PROCEDURES

Ballots were cast and counted by the Chief Administrative Officer in the presence of Mr. Rob Foster from Graham Scott Enns who had been appointed as a scrutineer.

RESULTS

The Chief Administrative Officer announced that the Warden of Elgin County for 2019 is Duncan McPhail, Mayor of West Elgin.

Moved by Councillor Marks
Seconded by Councillor Purcell

THAT Councillor McPhail be elected as Warden for 2019.

- Carried.

Warden McPhail took the *Declaration of Office*, administered by the Chief Administrative Officer. The Warden left the room, was gowned and re-entered the Council Chambers, where he was officially presented with the Chain of Office, the Lord Elgin Watch, and the Gavel of Office, by Past Warden Dave Marr. Warden McPhail delivered his Inaugural Address to Council, thanked his family and friends for their support, and outlined the items of interest and importance for consideration in 2019.

Moved by Councillor Martyn
Seconded by Councillor Mennill

THAT the ballots used for the election of the 2019 Warden be destroyed.

- Carried.

OTHER BUSINESS

Warden McPhail invited all those in attendance to the Warden's Reception, following recess, to be held in the County Administration Building lower level.

Moved by Councillor Purcell
Seconded by Councillor Marks

THAT we do now recess at 7:33 p.m. until Thursday, December 13, 2018 at 9:00 a.m.

- Carried.

COUNTY COUNCIL MINUTES
Thursday, December 13, 2018

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

Warden McPhail in the Chair.

ADOPTION OF MINUTES

Moved by Councillor Jones
Seconded by Councillor Mennill

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

- Carried.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF –
None

DELEGATIONS

Presentations on Terrace Lodge Redevelopment Study

The Chief Administrative Officer and Director of Homes and Senior Services provided information to Council in regard to the Terrace Lodge Redevelopment project chronology, the history of decision making and introduced VG+ Architects (Ventin Group) who are completing a study which compares and contrasts a renovation/addition to the option of a new-build.

Moved by Councillor Mennill
Seconded by Councilor Martyn

That the joint presentation delivered by Administration and Ventin Group in regard to the Terrace Lodge Redevelopment, dated December 13, 2018, be received and filed; and,

THAT the Chief Administrative Officer be directed to send copies of the presentation to Aylmer and Malahide Councils; and,

THAT questions and feedback be incorporated into the presentation scheduled for January 8, 2019; and,

THAT staff be directed to include today’s presentation and reports in the minutes; and,

THAT the Chief Administrative Officer be directed to schedule a Terrace Lodge Building Committee meeting as soon as possible.

- Carried.

County Council recessed at 10:03 a.m. and reconvened at 10:08 a.m.

Presentation on Provincial Offences Act (POA) Facilities

Ventin Group provided a presentation to Council on the progress being made at the construction site of the new Provincial Offences Act Facilities.

Moved by Councillor French
Seconded by Councillor Marks

That the verbal presentation from Ventin Group regarding the POA facility, dated December 13, 2018, be received and filed.

- Carried.
ATTACHMENT (presentation)

REPORTS

Draft 2019 Committee Appointments – Warden McPhail

Warden McPhail presented his recommendations for appointments to Boards, Committees and Associations for 2019.

Moved by Councillor Marks
Seconded by Councillor Jones

THAT the appointments to Outside Boards and Committees for 2019 be confirmed as follows:

DRAFT 2019 COMMITTEE APPOINTMENTS

~~Dispute Resolution~~ **Renamed:** City-County Relations (3)	Warden Councillor French Councillor Ketchabaw
Elgin County Museum (1)	Councillor Martyn
Southwestern Public Health (2)	Councillor Jones Councillor Marks
Health Recruitment Partnership (1)	Councillor Jones
Human Resources Committee (as needed) (3)	Warden Councillor Mennill Councillor Ketchabaw
Joint Elgin/Central Elgin Accessibility Advisory Committee (1)	Councillor Marks
POA Court Facility (3)	Warden Councillor Jones Councillor Mennill Councillor Purcell
new Policy Review	Councillor Giguère Councillor French Councillor Purcell
Rural Initiatives (3)	Councillor Ketchabaw Councillor Martyn Councillor Giguère
St. Thomas-Elgin Public Art Centre (1)	Councillor Giguère
Terrace Lodge Building Committee (4)	Warden Councillor Mennill Councillor French Councillor Marks Councillor Purcell
Waste Management/Liaison	Committee of the Whole Council
Water Advisory Committee (1)	Councillor French
Western Ontario Wardens Caucus	Warden/Deputy Warden
Community Leaders Cabinet	Warden/Deputy Warden

Laserfiche Consulting / Support Services – Purchasing Coordinator

The Purchasing Coordinator provided a report that details the Request for Proposal (RFP) for Laserfiche Consulting and Support Services. The existing five (5) year contract has expired and a new three year contract with a two year option is proposed. Based on the measuring criteria, Thinkdox was the highest scoring bid.

Moved by Councillor Jones
Seconded by Councillor Ketchabaw

THAT Thinkdox Inc. be selected for Laserfiche Consulting and Support Services for a three year term commencing January 1, 2019 through to December 31, 2021; and,

THAT the County at its discretion extend the contract for an additional two (2) years, upon mutual agreement between both parties; and,

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

- Carried.

Traffic Signal Maintenance Agreement – Contract Extension – Director Of Engineering Services

The Director of Engineering Services provided details of the partnership between Elgin County and Middlesex County for contracted services providing the maintenance and inspection of traffic signals, intersection beacons and luminaries. The Director recommends that a three (3) year extension with Guild Electric Ltd. at a pricing increase of approximately 1.5% per annum.

Moved by Councillor Mennill
Seconded by Councillor Giguère

THAT the County of Elgin enter into an agreement with Guild Electric Limited to service all electrical traffic control devices for the period of January 1, 2019 to December 31, 2021; and;

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

- Carried.

Homes – Long-Term Care Service Accountability Agreement (L-SAA) 2019-2022 – Director of Homes and Senior Services

The Director of Homes and Senior Services reported to Council that it is a requirement of the *Local Health System Integration Act, 2006* (LHSIA) that Local Health Integration Networks (LHINs) enter into a service accountability agreement (SAA) with each Health Service Provider (HSP) that it funds. The 2019-2022 L-SAA agreement will focus on reducing cost across the health care system while ensuring quality care is accessible to all.

Moved by Councillor Jones
Seconded by Councillor Martyn

THAT Council approves the Long-Term Accountability Planning Submission (LAPS) for 2019-2022 with the Southwest LHIN for Bobier Villa, Elgin Manor and Terrace Lodge; and,

THAT the report entitled “Homes – Long-Term Care Service Accountability Agreement (L-SAA) 2019-2022” from the Director of Homes and Services, dated December 3, 2018, be received and filed.

- Carried.

Elgin County Library- Recent Projects, Programs, Partnerships and Activities – May to October 2018 – Manager of Library Programming and Community Development

The Manger of Library Programming and Community Development presented Council with an overview and update of projects, programs, partnerships, and activities that have occurred from May to October 2018.

Moved by Councillor Mennill
Seconded by Councillor Purcell

THAT the report titled “Elgin County Library- Recent Projects, Programs, Partnerships and Activities – May to October 2018” from the Manager of Programming and Community Development, dated November 16th, 2018, be received and filed.

- Carried.

Elgin County Museum 2018 Annual Report

The Manager of Museum and Archives presented the 2018 annual report of the Elgin County Museum. Reports and issues over the last year were highlighted.

Moved by Councillor Mennill
Seconded by Councillor Jones

THAT the report entitled “Elgin County Museum 2018 Annual Report” from the Manager of Museum and Archives, dated December 13, 2018, be received and filed.

- Carried.

County Council recessed at 11:01 a.m. and reconvened at 11:07 a.m.

Elgincentives 2018 Year End Review – Economic Development Coordinator and General Manager of Economic Development

The Economic Development Coordinator and the General Manager of Economic Development presented a year-end review of the Elgincentives program highlighting its achievements over the past year and since its inception in 2015.

Moved by Councillor French
Seconded by Councillor Martyn

THAT the report titled “Elgincentives 2018 Year End Review” from the Economic Development Coordinator and the General Manager of Economic Development, dated November 27, 2018, be received and filed.

- Carried.

Approval for Official Plan Amendment No.5 – Manager of Planning

The report from the Manager of Planning provided County Council with information required in order to consider granting approval to the noted Official Plan Amendment.

Moved by Councillor Purcell
Seconded by Councillor Jones

THAT the Council of the Corporation of the County of Elgin approve the Official Plan Amendment No. 5 to the Township of Southwold Official Plan. File No. SO-OPA5-18; and,

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

- Carried.

Proposed Draft Plan of Subdivision Farhi Talbotville Subdivision – Manager of Planning

The report from the Manager of Planning provided County Council with information required in order to consider granting draft plan approval to the Farhi Talbotville Subdivision.

Moved by Councillor Purcell
Seconded by Councillor Mennill

THAT the Council of the Corporation of the County of Elgin grants draft plan approval to Farhi Holdings Corp. - Talbotville Subdivision Draft Plan of Subdivision in the Township of Southwold (Talbotville) File No. 34T-SO1802; and,

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

- Carried.

Schedule of Council Meetings for 2019 – Chief Administrative Officer

The Chief Administrative Officer presented a proposed schedule for Council Meetings in 2019 for Council to approve.

Moved by Councillor Marks
Seconded by Councillor Ketchabaw

THAT the report titled “Schedule of Council Meetings for 2019” from the Chief Administrative Officer, dated December 1, 2018 be adopted; and,

THAT if a single meeting is required in July and August, the preferred dates be July 9th and August 13, 2019; and,

THAT notice of the annual schedule of regular meetings and any special meetings outside of the annual schedule of regular meetings of Council shall be available from the Municipal Office and posted on County’s website in accordance with Procedural By-Law 18-38.

- Carried.

Organizational Developments in Response to Local Municipal Needs – County Fire Training Officer/Community Emergency Management Coordinator Position – Chief Administrative Officer

The Chief Administrative Officer presented Council with a report and discussion regarding the practical need for a County Fire Training Officer/Community Emergency Management Coordinator position. Discussion included the proposed job guidelines and the cost to fill the position.

Moved by Councillor Mennill
Seconded by Councillor Martyn

THAT the position of Fire Trainer/Community Emergency Management Coordinator be approved by County Council; and,

THAT related personnel costs of approximately $95,000 be included in the 2019 budget deliberations; and,

THAT County Council provide direction to staff regarding the preferred funding model for the position on a go-forward basis, commencing in 2020.

- Carried.

Elgin County School Board Proposal – Chief Administrative Officer

The Chief Administrative Officer presented a copy of the presentation material from the delegation that Ms. Derks presented to County Council at the November 27, 2018 meeting and to seek the support of current Council for this initiative including direction to arrange a meeting with MPP Yurek.

Moved by Councillor Martyn
Seconded by Councillor Purcell

THAT the Chief Administrative Officer be directed to request a meeting with MPP Yurek and Warden McPhail to discuss initiatives related to Elgin County schools that will better protect and support local interests.

- Carried.

PRESENTATIONS

Years of Service Employee Recognition – Warden McPhail

Council and staff joined together in the basement to recognize employees for milestone years of service.

Moved by Councillor French
Seconded by Councillor Marks

THAT we do now recess at 12:00 p.m. for lunch and to present employees with certificates for their milestone years of service to Elgin County.

- Carried.

Council reconvened from the presentation at 1:10 p.m.

CORRESPONDENCE

Items for Information (Consent Agenda)

1. Ontario Plowman's Association IPM Scholarship Website Publicity
2. Ministry of Municipal Affairs and Housing re: Planning Act Concerns
3. Western Ontario Wardens' Caucus November 2018 Monthly Newsletter

Moved by Councillor Purcell
Seconded by Councillor Martyn

THAT Correspondence Items #1-3 be received and filed.

- Carried.

OTHER BUSINESS

Statements/Inquiries by Members – None

Notice of Motion – None

Matters of Urgency – None

Closed Meeting Items

Moved by Councillor Marks
Seconded by Councillor Jones

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

In-Camera Item #1

(b) personal matters about an identifiable individual, including municipal or local board employees; (d) labour relations or employee negotiations – ONA Arbitration Update

In-Camera Item #2

(b) personal matters about an identifiable individual, including municipal or local board employees; (d) labour relations or employee negotiations – ONA Labour Relations Matters

- Carried.

Moved by Councillor Ketchabaw
Seconded by Councilor French

THAT we do now rise and report.

- Carried.

In-Camera Item #1

Moved by Councillor Mennill
Seconded by Councillor Jones

THAT staff proceed as directed.

- Carried.

In-Camera Item #2

Moved by Councillor French
Seconded by Councillor Giguère

THAT the report from the Director of Human Resources be received.

- Carried.

Motion to Adopt Recommendations of the Committee of the Whole

Moved by Councillor Marks
Seconded by Councillor Ketchabaw

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

- Carried.

BY-LAWS

Moved by Councillor Jones
Seconded by Councillor Martyn

THAT By-Law No. 18-41 “Being a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the December 11 & 13, 2018 Meeting” be read a first, second and third time and finally passed.

- Carried.

ADJOURNMENT

Moved by Councillor Marks
Seconded by Councillor Jones

THAT we do now adjourn at 1:31 pm.

- Carried.

_____ _____

Julie Gonyou,
Chief Administrative Officer

Duncan McPhail,
Warden

south central ontario region
SCOR
economic development corporation

SCOR EDC Partnership

2019

Infrastructure

- Transportation
- Broadband
- Energy – expansion of natural gas

Human Capital

- Workforce
- Education
- Business support
- Funding

Sector Development

- food and agriculture
- Policy, programing inputs
- Ongoing issues for ag community

- Marketing the region domestically and globally

Advocacy & Connecting

34

- Delegations and meetings with Cabinet Ministers over the past two years regarding issues specific to this region

Where SCOR Fits

Right-sized 5 county region

- shared history
- similar communities size and make up with common geography
- shared vision of & commitment to a long range prosperity in the region
- Regional leadership and collaboration
- Shared resources and funding

Partnership

- equal say – 1 in 5 vote at the Board table
- Recognition and positive reputation as a region
- Ability to tackle projects and issues that are larger in scale than one municipality can take on individually
- Small enough to reach consensus and move forward on areas of focus
- Ability to attract and leverage funding on a regional scale

https://youtu.be/n0W9MIvDF6Q

We have accomplished a great deal as a five county partnership …good neighbours working together for the good of all!

Thank you!

do@scorregion.com

United Way
Elgin Middlesex

United Way
Elgin Middlesex

Did you know –
After government, we're the largest funder of social services in Elgin and Middlesex

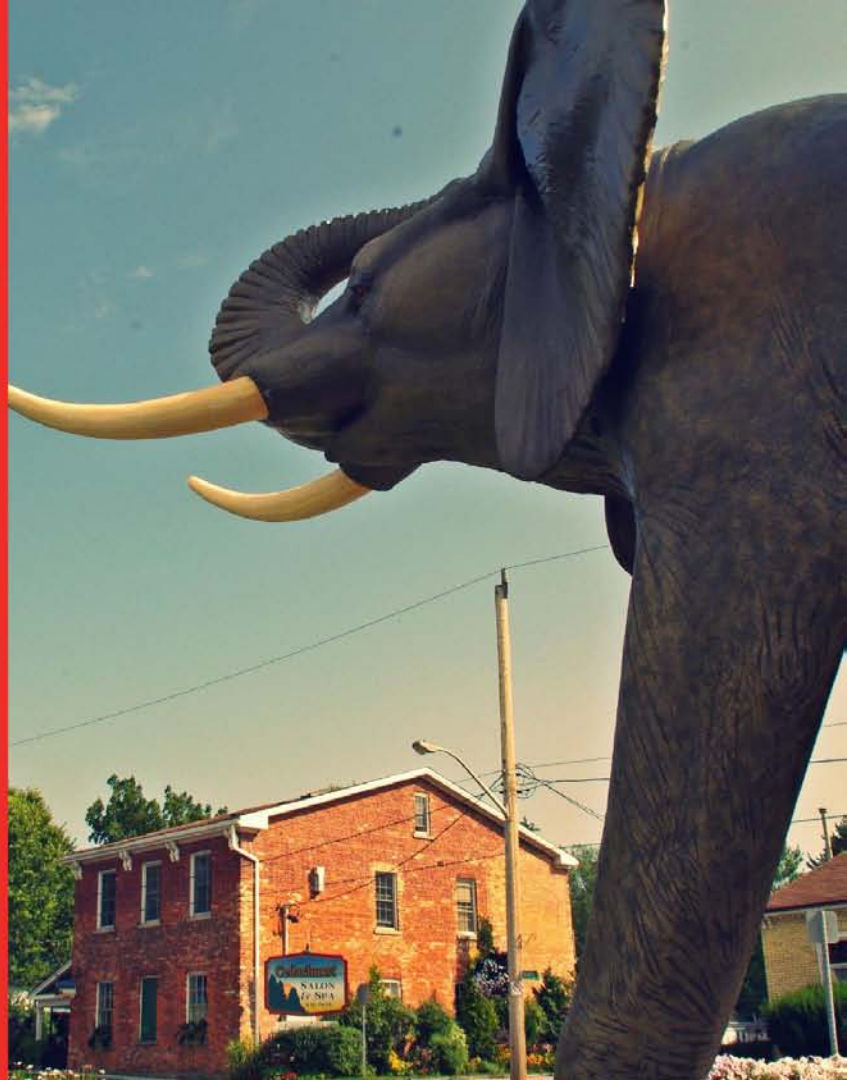
United Way
Elgin Middlesex

In 2018/19, we invested $79,000 in programs and services located in Elgin County.

This is in addition to dollars invested in St. Thomas-based programs and services accessed by county residents.

United Way
Elgin Middlesex

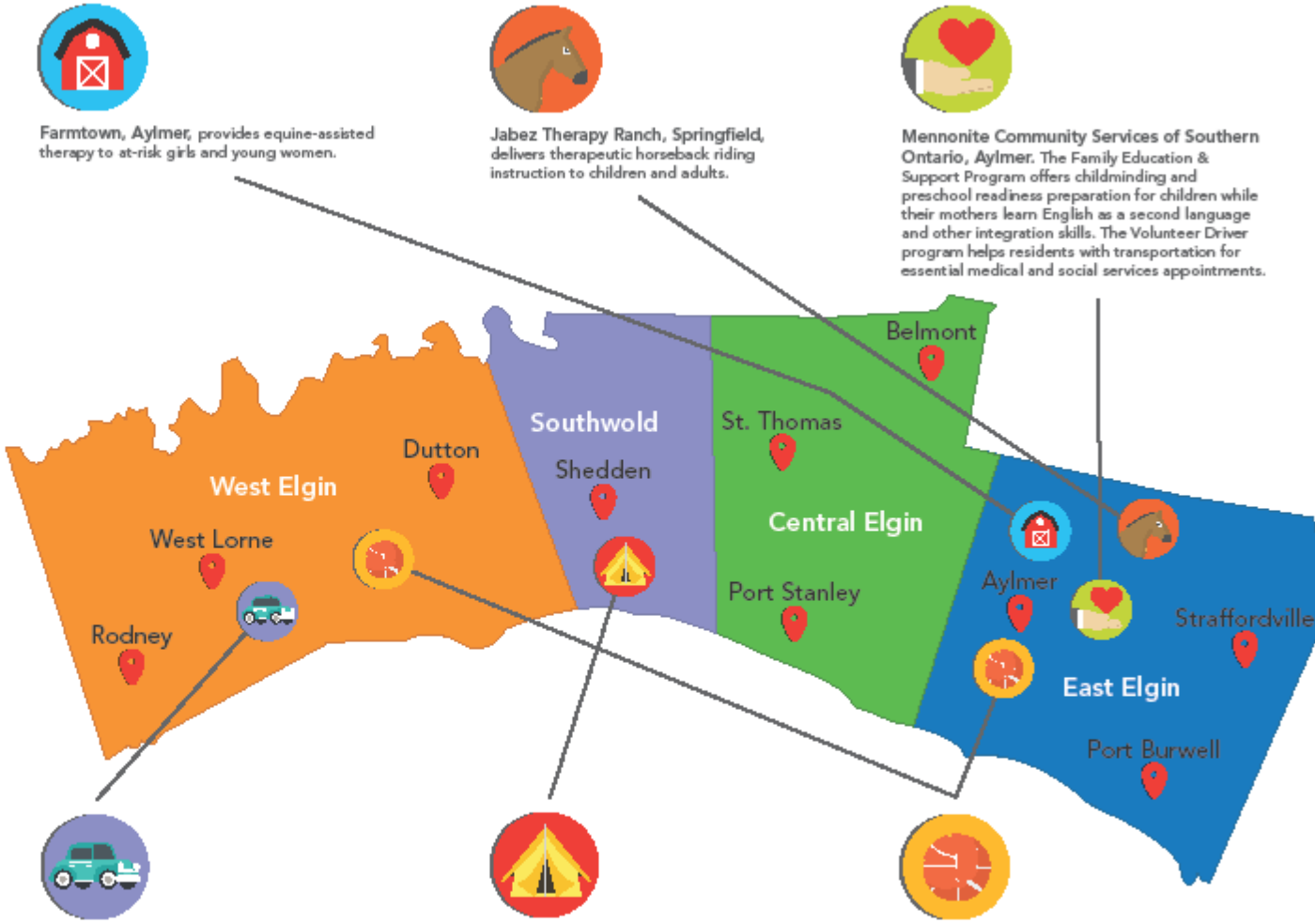
1 in 5 Elgin County residents
benefit from a United Way
funded program each year



IMPROVING LIVES LOCALLY

More than 8,100

Elgin County residents benefit from a United Way funded program each year. In 2018/19, $79,000 will be invested in programs and services located in Elgin County. This is in addition to dollars invested in St Thomas-based programs and services accessed by county residents at a St Thomas location or at an outreach location in Elgin County.



Farmtown, Aylmer, provides equine-assisted therapy to at-risk girls and young women.

Jabez Therapy Ranch, Springfield, delivers therapeutic horseback riding instruction to children and adults.

Mennonite Community Services of Southern Ontario, Aylmer. The Family Education & Support Program offers childminding and preschool readiness preparation for children while their mothers learn English as a second language and other integration skills. The Volunteer Driver program helps residents with transportation for essential medical and social services appointments.

West Elgin Community Health Centre, West Lorne. The Gift-A-Ride program ensures residents have transportation to medical and social services appointments.

Pearce Williams Christian Centre, Fingal, provides children from low-income families with overnight summer camp experiences.

YWCA St. Thomas-Elgin, East & West Elgin, provides opportunities for recreation and leadership development for children and youth in Elgin County.

United Way Elgin Middlesex

United Way
Elgin Middlesex

Subsidized funding so that children from low-income families can **attend summer camp** at Stevenson Children's Camp and Pearce Williams Christian Centre

United Way
Elgin Middlesex

Breakfast and snack programs in partnership with Eat2Learn, South London Neighbourhood Resource Centre and LUSO Community Services

United Way
Elgin Middlesex

United Way invests in **therapeutic riding and equine assisted therapy** programs at SARI Therapeutic Riding, Jabez Therapy Ranch and Farmtown

United Way
Elgin Middlesex

Services for youth at Next Wave Youth Centre, Salvation Army Great Lakes, Talbot Teen Centre and Mennonite Community Services of Sourthern Ontario.

United Way
Elgin Middlesex

Leadership Giving begins with a personal annual gift of $1,200 or more.

United Way
Elgin Middlesex

GenNext is an affinity group and action arm of United Way made up of young professionals working together to mobilize their networks in order to make lasting change locally through giving, volunteering and advocacy.

United Way
Elgin Middlesex

When you give to United Way, your donation stays local.

- Achieves impact because United Way is an expert in identifying community needs and responding with effective, lasting solutions.

United Way
Elgin Middlesex

- Guarantees cost-efficiency because each donation is invested in programs that have the proven ability to change people's lives.

United Way
Elgin Middlesex

- Involves many in making our community strong, healthier and more productive.

United Way
Elgin Middlesex

When you invest in United Way, you invest in a better community for all of us.

United Way
Elgin Middlesex

Thank you County of Elgin

You have raised over $408,835 for your community!

TERRACE LODGE REDEVELOPMENT

ELGIN HEALTHCARE

Elgin County
Progressive by Nature

NEW POSSIBILITIES. NEW REALITIES.
PRISM Partners Inc
+VG ARCHITECTS THE VENTIN GROUP LTD

TABLE OF CONTENTS

1. CURRENT STATE
2. DESIGN APPROACHES
3. PHASING CONSIDERATIONS
4. CAPITAL COST PROJECTIONS
5. SUMMARY OF FINDINGS
6. FEEDBACK & NEXT STEPS

CURRENT STATE

- Council is committed to providing a “Class A” Home that is in accordance with the MOHLTC LTC Design Standards
- In 2018, Council increased the budget for the project to $35 million to account for inflation and the challenges facing the project.
- However, there was little to no appetite to demolish the existing building as the building itself is in good condition and is well-built.
- Council's initial feedback to the December 13, 2018 Ventin Building Alternatives presentation was a preference for the renovate/addition option versus the new build option
- Today's presentation seeks to confirm that preference and seek further feedback from Council
- The next step, if Council chooses the renovate/addition option, is for staff to issue a Request for Proposal (RFP) for the completion of the design

DESIGN APPROACHES

NEW BUILDING OPTION:

The 2015 report authored by MMMC Architects explored the option of creating an entirely new long term care facility for 100 beds on this site.

Phase 1 – Build new one storey facility with 4 resident homes areas (RHA's) of 25 beds each – 100 in total

85,111 sf new construction total area

Phase 2 – demolish the existing facility of 66,500 sf and restore the site.

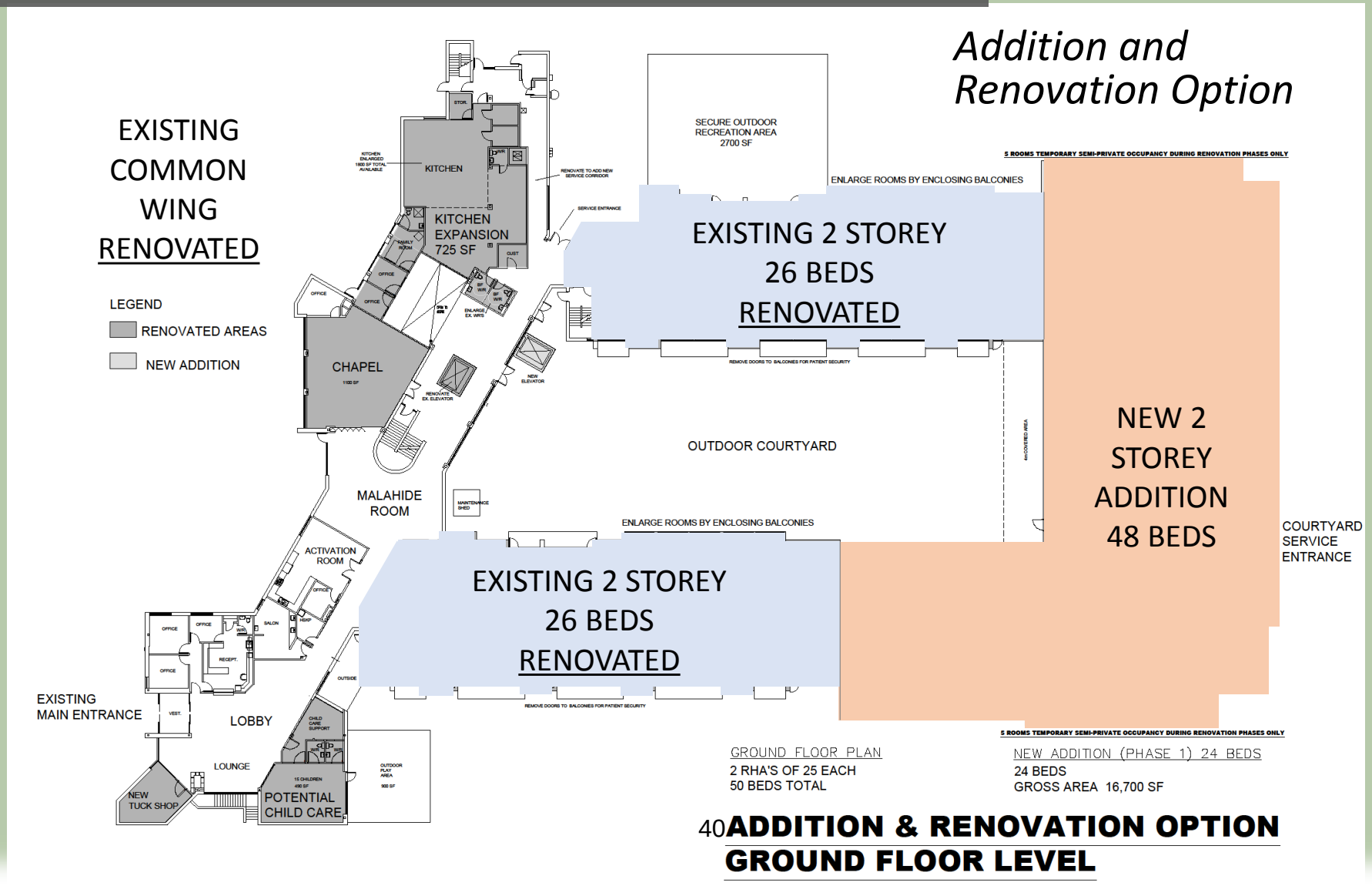
DESIGN APPROACHES

ADDITION & RENOVATION OPTION:

The main idea is to connect the two existing residential wings with a 2 storey addition. There will be 2 RHA's of 25 beds each on each floor to accommodate a total of 100 residents. The secure wing for 25 residents will be located on the north wing of the ground floor.

- Phase 1 – build a new addition to connect the two existing residential wings on both floors
- Phase 2 – move 50 residents into the new addition and renovate the north existing residential wing to provide 13 units on each floor total 26 beds - 6,250 sf x 2 = 12,500 area
- Phase 3 – renovate the south existing ground floor residential wing to provide 13 units - 6,250 sf
- Phase 4 – renovate the south second floor residential wing to provide 13 units – 6,250 sf
- Phase 5 - Renovations at central wing
- On completion the addition will accommodate a total of 48 residents and the renovated existing wings will accommodate a total of 52 residents.

SCHEMATIC DIAGRAM



SCHEMATIC FLOOR PLAN

COLOUR LEGEND

- RESIDENT ROOMS + VISITORS
- FOOD SERVICES
- SHARED/GROUP FACILITIES
- STAFF + STAFF AMMENITIES
- RESIDENT AMMENITIES (IE. BATH RM, OUTDOOR)

SCHEMATIC FLOOR PLAN

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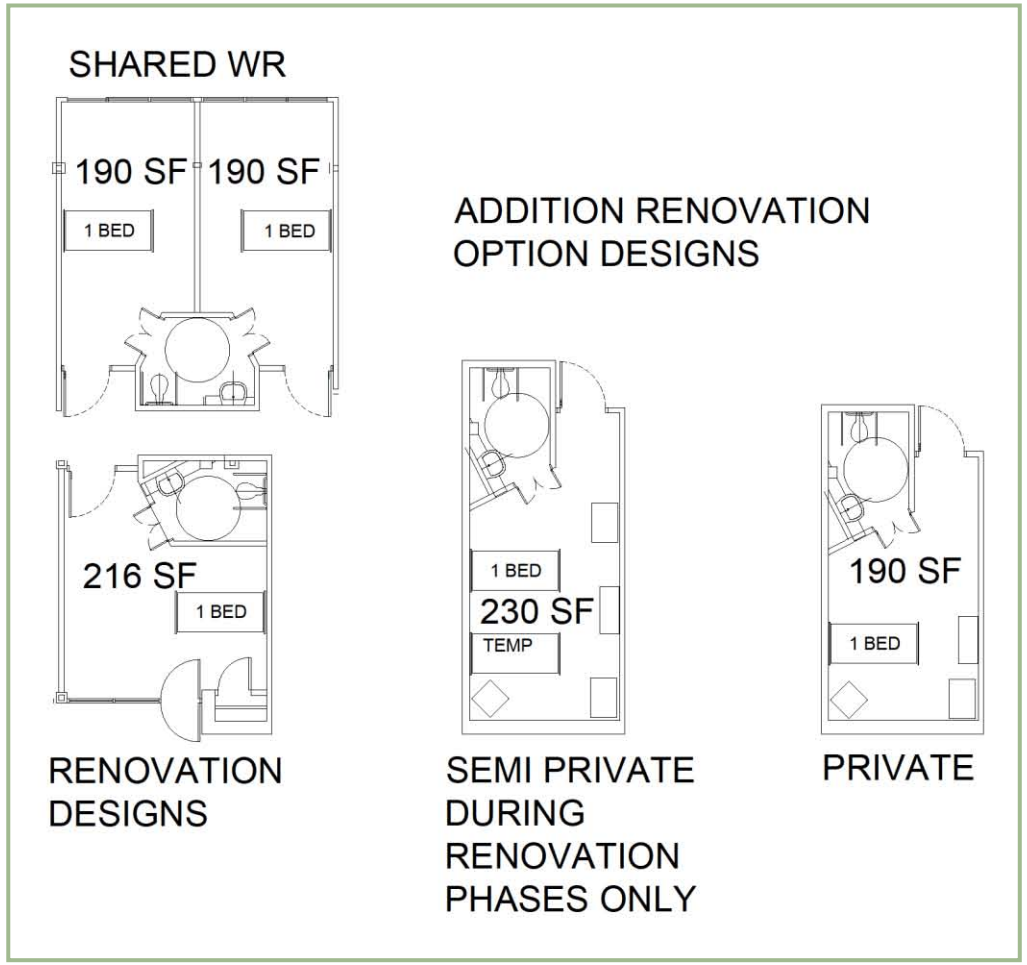
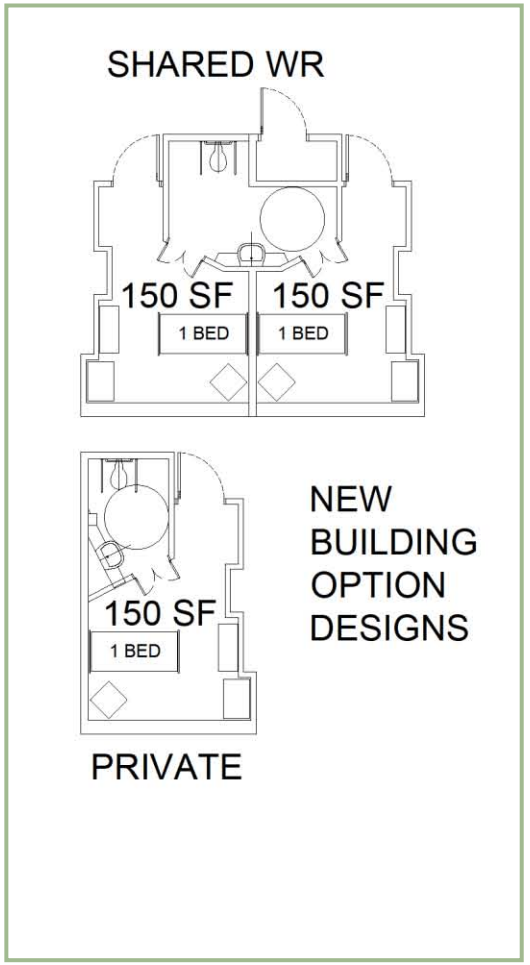
- RESIDENT AMMENITIES (IE. BATH RM, OUTDOOR)

COMPARISON OF APPROACHES

NEW BUILDING OPTION	ADDITION & RENOVATION SCHEME
REQUIRES DEMOLITION OF EXISTING BUILDING	USES ENTIRE EXISTING BUILDING, BEST SUSTAINABLE DESIGN
HIGHER CAPITAL COST	LOWER CAPITAL COST
COMBUSTIBLE CONSTRUCTION	NON-COMBUSTIBLE CONSTRUCTION (EX. AND ADDITION)
SINGLE PHASE CONSTRUCTION (36 MONTHS)	LONGER CONSTRUCTION PERIOD – 5 PHASES (48 MONTHS)
STAFF HAVE IDENTIFIED DEFICIENCIES	STAFF HAVE INFORMED RENOVATION/ ADDITION
SINGLE STOREY	2 STOREY OPERATIONAL ISSUES
MINIMAL RESIDENT DISRUPTION – ONE SINGLE MOVE	WOULD REQUIRE TEMPORARY DOUBLE OCCUPANCY OF SOME ROOMS DURING RENOVATION PHASES

ROOM SIZE COMPARISON





ROOM SIZE COMPARISON

PROJECT SCHEDULE

Schedules below are subject to receiving timely ministry approval

NEW BUILDING OPTION (per MMMC Report)

- Schematic Design 3 months
- Severance and SPA 3 months
- Design Development 3 months
- Construction Documents 5 months
- Tender & Award 1 ½ months
- Construction Period 23 months
- **TOTAL** **36 months**
- **Demolition** **4 months**

ADDITION & RENOVATION OPTION

- Schematic Design 3 months
- Design Development 3 months
- Construction Documents + SPA 5 months
- Tender & Award 1 ½ months
- New addition 12 months
- Renovation - 6 months x 4 phases 24 months
- **TOTAL** **48 months**

PHASING CONSIDERATIONS

NEW BUILD OPTION

- Phase One – build new facility & move 100 residents in
- Phase Two – demolish existing building
- 36 MONTHS to full occupancy

ADDITION & RENOVATION OPTION

- Phase One – build new addition and move 50 residents in
- Phase Two – renovate north residential wing - both floors
- Phase Three – renovate south residential wing - ground floor
- Phase Four – renovate south residential wing - upper floor
- Phase Five – renovate the existing shared wing
- 48 MONTHS to full occupancy

CAPITAL COSTS PROJECTION

Project Cost Component	---------- $ ---------- New Building	Addition & Renovation
Construction [1]	25,533,300*	18,423,000
Demolition [2]	1,995,000	---
Design and Scope Contingency [3]	4,129,300	3,684,600
Total Construction	31,657,600	22,107,600
Ancillaries / Soft Costs [4]	3,322,400	3,095,100
Furniture, Fixtures & Equipment [5]	2,955,800	2,300,000
Moving Cost Allowance [6]	75,000	150,000
Post-Contract Contingency [7]	474,900	663,300
Design Costs To-Date	87,000	213,000
Total Ancillaries / Soft Costs [8]	6,915,100	6,421,400
Sub-Total Project Cost	38,572,700	28,529,000
Non-recoverable HST [9]	678,900	502,100
Total Project Cost Estimate	**39,251,600**	**29,031,100**
Capital Reserve Requirement [10]	2,207,600	5,519,000
Total 25-Year Investment	**41,459,200**	**34,550,100**

*****Construction Cost has been adjusted from the 2015 MMMc Report to allow for inflation and reallocation of certain cash allowances to Furniture, Fixture & Equipment to be comparative with the Addition & Renovation Option.

Refer to Notes on Pages 14 and 15

CAPITAL COSTS PROJECTION CONT'D

Notes

(1) **Construction**

New Building: 85,111SF at $300/SF for an estimated $25,533,300.

Addition & Renovation:	**$**
New Addition – 33,400SF at $300/SF	10,020,000
Renovation of Existing Wings – 25,000SF at $200/SF	5,000,000
Renovation of Main Building – An Allowance	1,000,000*
Phasing Allowance at 15%	2,403,000
Total	18,423,000

*Includes an estimate for the following: conversion of the existing chapel into a daycare room; conversion of the existing dining room into a new chapel; upgrades to existing washrooms and existing pool change rooms; upgrades to existing elevator plus a new elevator; and expansion/upgrades to existing kitchen facility (the estimated cost to replace the kitchen equipment is included in the budget for Furniture, Fixtures & Equipment).

(2) **Demolition**

New Building: 66,500SF at $30/SF

Addition & Renovation: None

(3) **Design and Scope Contingency**

New Building: MOHLTC Guideline for Schematic Design Phase is 15%.

Addition & Renovation: MOHLTC Guideline for Concept Design Phase is 20%.

CAPITAL COSTS PROJECTION CONT'D

Notes

(4) **Ancillaries/ Soft Costs**

Includes the following: 1) Design Fees at 7% of Total Construction for the New Building (below the MOHLTC Guideline of 8%) and 10% for the Addition & Renovation Option (in accordance with the MOHLTC Guideline of between 10% and 12% for renovation projects); 2) Project Management Fees at 3% of Total Construction (MOHLTC Guideline); 3) Cost Consultant/Quantity Surveyor Fees at 0.1% of Total Construction (MOHLTC Guideline); 4) An allowance for Specialty Consultants; and, 5) An allowance for Legal Fees and Municipal Planning Costs.

(5) **Furniture, Fixtures & Equipment**

New Building: MMMc Estimate of $15,000/Bed plus the following allowances: 1) $1 million related to new kitchen equipment; and, 2) $750,000 for new laundry equipment.

Addition & Renovation: $15,000/Bed plus a $1 million allowance to replace the kitchen equipment.

For both Options: The Estimate/Provision has been reduced by $210,000 as all beds and mattresses are currently being replaced.

(6) **Moving Cost Allowance**

An allowance to provide for moving expenses and the cost of additional staff to move the residents.

(7) **Post-Contract Contingency**

New Building: An Allowance based on 1.5% of Total Construction Cost.

Addition & Renovation: An Allowance based on 3% of Total Construction Cost.

(8) **Design Costs To-Date**

New Building: Renovation Study Projected Costs.

Addition & Renovation: New Building Actual Design Costs-to-date.

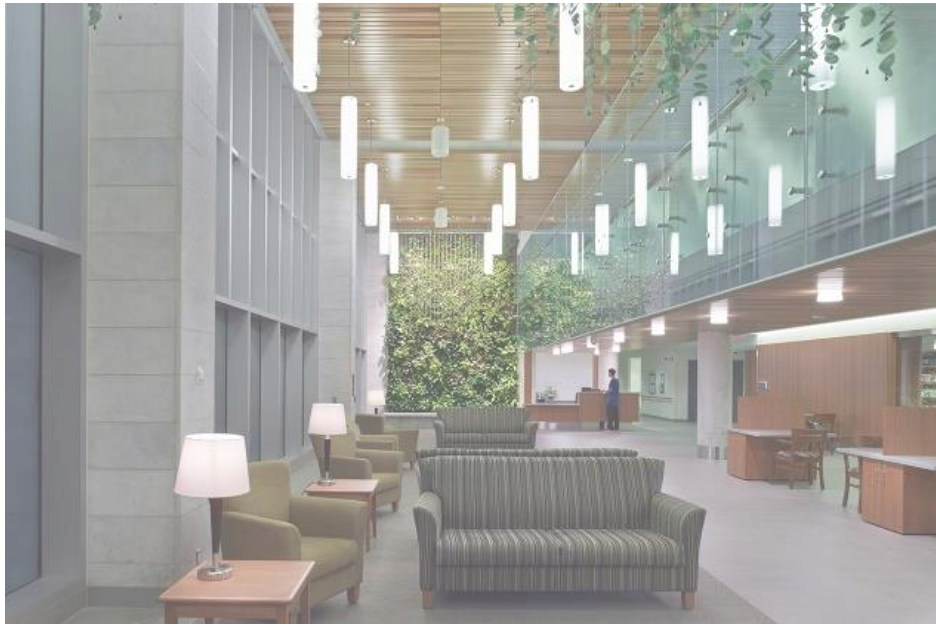
(9) **Non-recoverable HST**

The County's unrecoverable rate of 1.76% (22% of 8% Provincial HST).

(10) **Capital Reserve Requirement**

New Building: Reserve determined as 2% of Annual Operating Budget x 20 years (starting in Year 5).

Addition & Renovation: Reserve determined as 4% of Annual Operating Budget x 25 years.



Annual Operating Cost Analysis

	---------- $ ----------	
	New Building	**Addition & Renovation**
Annual Baseline Budget (2018)	5,519,000	5,519,000
Incremental Nursing (1)	88,600	88,600
Incremental Dietary (2)	--	43,500
Incremental Housekeeping (3)	43,500	87,000
Incremental Costs re. Utilities, Maintenance, Supplies, etc. (4)	113,200	155,000
Total Annual Incremental Costs	245,300	374,100
Pro-Forma Annual Operating Budget	**5,764,300**	**5,893,100**
Differential Annual Cost	**128,800**	

Notes

(1) Both Options: 1 additional PSW

(2) Increase in Dietary Aid hours estimated at 1 staff x 4 hours for 365 days due to dedicated dining areas in each of 4 RHAs for the Addition & Renovation Option. No additional hours are required for the New Building Option due to the kitchen being centralized.

(3) Increase of 1 additional staff full-time due to increase in building size for the Addition & Renovation Option. For the New Building Option, 0.5 additional staff is considered sufficient due to fewer bathrooms compared to the Addition & Renovation Option.

(4) Increase in building size applied proportionately to the combined budgets for supplies, utilities and maintenance (New Building – 50.3% increase; and, Addition & Renovation– 53.9% increase). Utilities for the New Building Option have been reduced by 25% to reflect anticipated energy efficient improvements.

SUMMARY OF FINDINGS AND CONCLUSIONS

- Study shows that an expansion and renovation of the existing facility is feasible and will result in a high quality Class A Long-Term Care Facility.
- Both redevelopment Options will achieve the objective of a “no compromise” Class A Bed solution.
- The Capital Cost estimated for the Addition & Renovation Option is approximately $10.2 million lower than the New Build Option for construction and $6.9 million lower over a 25-year period.
- The differential impact to the annual Operating Budget is minimal; estimated annual costs for the Addition & Renovation Option are slightly higher by $128,000.

SUMMARY OF FINDINGS AND CONCLUSIONS CONT'D

- Renovating the existing building has the added benefit regarding sustainability and the environment. A renovated building has considerably more of the overall cost derived from labour costs compared to a new building which has a much higher percentage of cost from new materials. Further, avoiding demolition of an existing well-built facility is considered a highly sustainable outcome.
- In spite of the disruption inherent with phased renovations, Resident quality of life and satisfaction will be much higher with the Addition and Renovation Option; more generously sized resident rooms, enhanced group activity rooms, retention of the existing pool, and, the addition of an overnight-stay room for family members.

FEEDBACK & NEXT STEPS

- Feedback from Council on this presentation
- Council decision will be finally approved as part of the 2019 County Operating and Capital Budget approval process at the Feb 12 Council Meeting

Progressive by Nature

2019 FISCAL OUTLOOK

January 8, 2019

Elgin County

2018 HIGHLIGHTS

1. Opened new Heritage Centre to enable better display of exhibits
2. Construction of new Provincial Offences (POA) building underway
3. Provided a temporary bridge for the residents of Port Bruce while a permanent bridge replacement solution is developed
4. Provincial government detailed review of all transfer payments could result in negative financial consequences for municipalities

ADVANCED PLANNING PAYS OFF

- Over $3.6 million in efficiencies found in last nine budget cycles
- The 2010 Municipal Position of $191 million was allowed to drop to a low of $188 by 2012 (through the use of reserve).
- Moderated tax increases have allowed the Municipal Position to recover somewhat to a 2018 budgeted level of $208 million, a loss in real terms of $16 million

OUTLOOK

- Good news:
  - 2018 is anticipating surpluses in both operating and capital
  - Provincial government reversals on Bill 148 provides $0.1 million improvement to the budget
  - Added rental space in Admin Building provides $50,000 in additional income
- Cost pressures for 2019
  - Federal Gas Tax funding down by $0.1 million
  - Ontario Municipal Partnership Fund (OMPF) previously planned to decline by $0.2 million, actual change TBD
  - Service demands increasing

Service Demands

- Fire trainer duties to be added to Emergency Measures Coordinator position to create a full-time position would add $80,000 to the budget
- Demands on the County Solicitor is resulting in a need for additional clerical assistance, increasing the clerk position to full-time adding $30,000 to the budget
- Planner position to change from part-time to full-time adding $30,000 to the budget
- Upgrading Terrace Lodge will add $370,000 annually to costs, partially offset by renovation design efficiency of $3 million versus previously budgeted construction costs
- Social Services cost pressures add another $40,000
- Museum capital needs add further $40,000/year

THE BIG TICKET ITEMS FOR 2019

- POA court house facility planned completion August 2019
- Terrace Lodge re-development of $29-39 million
- Port Bruce Bridge (temporary and replacement) $5 million
  - Further funds will need to be added in 2020 after completion of the engineering studies for a total of up to $7 million
- King George Lift Bridge $2.3 million
- Sparta Reconstruction $1.75 million
- Lyons Line Rehabilitation $1.6 million
- Fairview Road Rehabilitation $1.1 million
- Heritage Line Rehabilitation $1.0 million

THE BIG TICKET ITEMS FOR 2019 (continued)

- Hospital Donation of $0.25 million brings total to $2.75 million with $0.75 million still to be granted through 2022
- Over $0.5 million contributed to SWIFT broadband project to date, returns on this investment still pending
- Community Improvement Plan (CIP) receives $80,000 annual ongoing funding in addition to the original $1.0 million one-time funding

THE STARTING POINT FOR THE 2018 LONG-TERM PLAN

- 2018 budgeted for a $4.6 million improvement in Municipal Position used to invest in the new Courthouse and Terrace Lodge construction
- 2019-2020 previously planned for approximately 4% increases on average property (2.5% increase on average household)
- 2021 onward anticipated average household increase at the rate of inflation
- Positive net income planned in each year resulting in a steady increase in Municipal Position
  - But the increases will be less than the rate of inflation, and therefore represents a reduction in Municipal Position in real terms

CONSIDERATIONS

- Anticipated 2019 operating and capital surpluses can be used for special purposes such as:
  - Partially offset service increases
  - Partially offset prior year Capital Reserve reductions stemming from building construction cost increases and bridge collapse
- Port Bruce Bridge replacement costs will be funded temporarily from reserves while working with province to procure funding.
- Assessment Growth was 1.4% and will be used to increase the capital budget by $690,000 for growth related capital needs.
- Efficiency improvements are becoming more difficult to achieve after nine years of $0.4 million annual improvements.

EFFICIENCY IMPROVEMENT WILL BE ACHIEVED!

- $3.6 million achieved in efficiencies in the last nine years ($0.4 million per year)
- Previous plan had one further year of efficiency improvements at this rate before changing to a steady-state efficiency target of $0.2 million annually
- Further reducing hours in 2019 at the Homes to achieve this target is considered unwise. Management is shifting focus to improving Case Mix Index (CMI) thereby increasing provincial revenue.
- The study currently underway is anticipated to improve CMI sufficiently to achieve the overall efficiency target, but due to the delayed response in provincial funding the improvement will stretch into 2020/21
  - The actual increase in CMI may vary slightly positively or negatively from this target

Elgin County

THE RESULTS

- The improvement from the repeal of Bill 148 is offset by the reduction in Federal Gas Tax
- Service increases are adding 0.9% to the previously planned tax increase of 2.5% on the average household
- Operating surplus, supplemental taxes and Admin Building rental increases are providing a 0.4% offset
- Incremental tax revenue from growth will be used to fund a $690,000 increase in the capital budget for growth related capital needs
- The anticipated tax increase on the average household will be 3.0% or $45
- The increase on an average property across all classes will be 4.4%
  - Figures are still preliminary and subject to change

OTHER CONSIDERATIONS: 1/3 COUNCILLOR TAX EXEMPTION

- The federal government has eliminated the 1947 enacted one-third tax exemption for non-accountable allowance paid to municipal officers effective January 2019
- At the July 24, 2018 Council meeting Council approved a gross-up in the 2019 pay to offset the negative impact on Councillor's net pay, adding $35,000 to County costs and 0.1% to the tax increase
- Some councillor's have recently expressed interest in revisiting this decision

OTHER CONSIDERATIONS: PUBLIC HEALTH AMALGAMATION

- The amalgamation of Public Health with Oxford County in 2018 has resulted in a funding philosophy difference that needs to be resolved
- Elgin/St. Thomas has always funded the provincially mandated 25% share of costs
- Oxford historically funded closer to 30% of costs
- If the new board were to allow costs to climb, resulting in a 30% cost share for the municipalities in 2019, the impact on Elgin would be $150,000 or 0.4%
- Does Elgin Council support a cost increase or is the desire to have the Health Unit find merger efficiencies to keep municipal funding at 25%?

OTHER CONSIDERATIONS: FARM TAX RATIO

- Previous Council endorsed the report that concluded:

  "Maintaining the current tax ratios results in a shift of tax burden to the farm class from other property classes. This shift is consistent with the "ability-to-pay" principle based on the economic advantage farm businesses have gained the last eight years relative to other classes such as the commercial business class."

- A reduction of the farm tax ratio to 0.23 from 0.25 would increase residential taxes by a further 1%
- This topic will be discussed further on January 22 with the Elgin Federation of Agriculture (EFA) delegation

Council Direction is Required

- The anticipated tax increase on the average household is expect to be approximately 3.0% or $45
- Items for Council consideration could result in a higher increase
  - 1/3 Tax Exemption Elimination Offset (0.1%)
  - Public Health (0.4%)
  - Farm Tax Ratio could be used to shift tax burden between classes - to be discussed on Jan. 22 (1.0% increase on residential)
  - Provincial budget tightening could have negative impact
  - Outcome of discussions with province regarding Port Bruce Bridge funding unknown

Council Direction is Required (continued)

- The anticipated tax increase on the average household of 3.0% ($45) could grow to 4.5% ($67) or higher increase
- What direction does Council wish to provide?

- Next Steps:
  - **January 22 Council Meeting:**
    - **2019 Capital Budget**
  - **February 12 Council Meeting:**
    - **2019 Operating Budget**

Note: All deliberations subject to final approval and adjustments at February Council meeting

2019 Budget Deliberations	Ongoing	One-Time	Tax Impact Avg House	Avg Property	Levy
Preliminary Tax Increase			**2.5%**	**3.9%**	**5.0%**
Changes Better/(Worse)					
Benefits (Ontario employment changes, Manulife)	90,000		0.3%	0.3%	0.3%
Federal Gas Tax Funding	(100,000)		(0.3%)	(0.3%)	(0.3%)
Fire Trainer position added	(80,000)		(0.2%)	(0.2%)	(0.2%)
Legal Clerk adjusted from Part -Time to Full Time	(30,000)		(0.1%)	(0.1%)	(0.1%)
Planner position adjusted from Part -Time to Full Time	(30,000)		(0.1%)	(0.1%)	(0.1%)
Incremental Operating Costs for Redeveloped TL	(370,000)		(1.1%)	(1.1%)	(1.1%)
TL Capital Cost Savings for Renovation vs New		3,000,000	0.9%	0.9%	0.9%
Social Services	(40,000)		(0.1%)	(0.1%)	(0.1%)
Museum Ongoing Capital Needs	(40,000)	-	(0.1%)	(0.1%)	(0.1%)
Prior year operating surplus (exc. Tax)		750,000	0.2%	0.2%	0.2%
Prior Year Supplemental Tax Performance		100,000	0.1%	0.1%	0.1%
Admin Building Rents	50,000	(250,000)	0.1%	0.1%	0.1%
Growth Impact on Capital Spend		(690,000)	(0.2%)	(0.2%)	(0.2%)
Growth Impact on Levy		690,000	0.2%	0.2%	
Total Changes	**(535,000)**	**3,570,000**	**(0.5%)**	**(0.5%)**	**(0.7%)**
Proposed Increase			**3.0%**	**4.4%**	**5.7%**
Other					
Gross Up 1/3 Tax Exemption	(35,000)		(0.1%)	(0.1%)	(0.1%)
Public Health	(150,000)		(0.4%)	(0.4%)	(0.4%)
Farm Tax Ratio Shift to 0.23			(1.0%)		
Provincial Budget tightening	TBD		TBD	TBD	TBD
Port Bruce Bridge net of Provincial Funding		TBD	TBD	TBD	TBD
Potential Increase			**4.5%**	**4.9%**	**6.2%**

Explanation of Taxes **Attachment II**

Definitions

Tax Rate: Percentage applied to the assessed property value to obtain the tax amount

Assessment: The market value of a property as determined by MPAC. This value changes annually for all properties that saw an increase at the beginning of the reassessment period.

Tax: The amount a property is invoiced based on the Assessment multiplied by the tax rate.

Assessment Value Increase: Current year's assessment less prior year's assessment

Household Tax Increase: Current year's taxes less prior year's taxes.

Household Tax Increase Percentage: Current year's tax increase divided by the prior year's taxes. This value can also be calculated by added the tax rate increase to the Assessment Value Increase.

Levy: The total taxes raised across all property classes, including both existing properties and new construction (Assessment Growth).

Assessment Growth: Increases in total assessment value within the County as a result of new construction. This results in an increase in the number of households and a corresponding increase in demand for services. Because of assessment growth the levy increase is greater than the increase on the average household. This higher levy is in fact needed in order to support the increased number of households. As such, the percent of levy increase is not a good measure as it multifold measurement comprised of the increased levy per household and the population driven levy increase.

	Current year	% Change from prior
Residential Tax Example		
A) Average 2018 home value	$248,302	
B) 2018 tax rate	0.601192%	
C) 2018 taxes on average home (A)x(B)	$1,493	
D) Proposed 2019 tax rate	0.606008%	0.8%
E) 2019 taxes on house if no assessment change (A)x(D)	$1,505	
F) Change in tax on house with no assessment change (E)-(C)	$12	0.8%
G) Assessment on average home with average assessment increase	$253,775	2.2%
H) 2019 taxes on avg. house with avg. assessment increase (G)x(D)	$1,538	
I) Tax increase due to assessment change (H)-(E)	$33	2.2%
J) **Total tax increase on average household** (I)+(F)	$45	3.0%
Average Property (all property classes)		
K) Assessment related tax shift between classes		1.4%
L) **Tax increase on average property across all tax classes** (J) + (K)		4.4%
Levy		
M) Starting point (prior year levy)	$33,526,235	
N) Increases on existing buildings (L)	$1,465,486	4.4%
O) Levy generated on new buildings (population growth)	$457,807	1.4%
P) **Total Levy** (N) + (O)	$35,449,528	5.7%

REPORTS OF COUNCIL AND STAFF

January 8, 2019

Staff Reports – (ATTACHED)

Senior Financial Analyst and Elgin County Special Events Committee Chair – 2019 Events Calendar

Director of Engineering Services – Engineering Services for Port Bruce Bridge Replacement

Director of Engineering Services – Highway 3 Transportation Needs Assessment Study from St. Thomas to Aylmer – Status Update

Director of Engineering Services – Minimum Maintenance Standards

Director of Homes & Seniors Services – Resident Medical and Recreational Cannabis

Chief Administrative Officer – Council Meeting Live Streaming

REPORT TO COUNTY COUNCIL

FROM: Elgin County Special Events Committee
Jennifer Ford, Senior Financial Analyst and ECSEC Chair

DATE: December 20, 2018

SUBJECT: 2019 Events Calendar

INTRODUCTION:

The Elgin County Special Events Committee (ECSEC) is a team of staff that have been delegated the responsibility to organize and to host special events in order to provide social activities for staff and, in some instances, raise money to support Council's continuing commitment to the Elgin Chapter of the United Way Elgin Middlesex. This report outlines for Council the various events that are slated for 2019 and seeks Council's approval to proceed with the activities listed.

DISCUSSION:

Approximately 13 years ago, the committee was comprised of two long standing and separate staff teams: A social committee and a United Way committee. Staff decided at that time that many synergies existed between the entities and sought permission from Council to amalgamate the two groups to form one entity with a combined mission; to provide both social activities to boost staff morale, and opportunities to raise money in support of United Way. This amalgamation has been very successful and throughout the years, the team has been able to help fill some of the funding gap created by the closing of many manufacturing plants in the area. With the inclusion of the Golf Tournament, we have successfully placed the County of Elgin as one of the top donating Public Sector entities. In 2018, the County of Elgin contributed $37,000 through the payroll program and the Golf Tournament fundraising efforts.

The current team has been together for many years and as much as is possible delivers the activities through their regular working day. However, when an activity is required to take place into the evening, those hours and some organizational time is donated seamlessly by the team. Your 2019 committee members are: Becky Higgs, Cole Aicken, Georgia Sifton, Leesa Shanley, Jessica Debackere, Lorelei Gloor, Mathew Waite, Sheena Doyle, Tanya Noble, Lindsey Duncan, and Jennifer Ford.

Payroll Deduction Program:

Staff and Council at the County of Elgin are encouraged to participate in the payroll deduction program. Once signed up, we continue to allow staff to remain as active participants in perpetuity without having to re-register each fiscal year. At any time, staff may change their donation amounts by contacting the Human Resources Department. Last year, this program contributed approximately $12,000 towards the United Way campaign.

Payroll Deduction Program cont'd:

Past Councils' have supported the employee payroll deduction program, by approving three days off with pay, as a prize incentive to be used in a draw format for participants in this program. To encourage donors to remain active, there are also monthly draws for $25 gift certificates and Dress down Fridays for anyone donating at least $2 per pay.

In anticipation that the draw incentive will continue in 2019, the structure of the draws is presented as follows:

A donation of $2.00 or more per pay entitles the participant to Dress Down Fridays and the monthly draws;

A donation of $3.00 or more per pay entitles the participant to Dress Down Fridays, the monthly draws, and enters their name into one of the draws for a chance to win one of the days off with pay to be taken by December 2019;

A donation of $5.00 or more per pay entitles the participant to Dress Down Fridays, the monthly draws, and enters their name into two of the draws for a chance to win one of the days off with pay in 2019 to be taken by December 2019;

A donation of $7.00 or more per pay entitles the participant to Dress Down Fridays, the monthly draws, and enters their name into all three draws for a chance to win one of the days off in 2019 to be taken by December 2019.

The draw for the days off prizes will occur on February 20th, 2019 for those persons signed up to the payroll program by the February 14th, 2019 cut off date. Monthly draws are held during the last week of the month for active payroll donation participants and feature a prize valued at no less than $25.

Lunches:

Last March, approximately 80 staff participated in the Eat 2 Learn Brown bag lunch. This fundraising event supports the United Way program Eat 2 Learn which is a nutrition program, for all students, in all schools, throughout the County of Elgin. Once per year, the program offers and delivers nutritious lunch options to participating organizations for the cost of $10 per lunch. We received very positive feedback from staff who participated and we will have another opportunity to support this event again in March of this year. Once the date is forwarded we will share that information with staff and Council.

ECSEC has offered an internal version of the delivered lunch option at the Terrace Lodge facility as a pilot project. Staff were able to purchase a pre-packaged lunch prepared locally which was then delivered to them at work. This was well received by participants and the committee asks permission to reserve the opportunity to trial a similar model at other County facilities as organizational time permits with the goal of minimal disruption to existing programming.

11th Annual Warden's Charity Golf Tournament:

Over the past 10 years, $271,000 in additional funding has been realized for the United Way Elgin Chapter through this event and we certainly could not have achieved such success without Council's support of this initiative. The event continues to be well received and is regularly sold out. Last year, the event raised $25,000 for the United Way campaign.

This year's event is scheduled to take place at the St. Thomas Golf and Country Club on June 27, 2019. Registration will begin at 9:00 am and, with the Warden's permission each year, we invite the Mayor from the City of St. Thomas to participate in a fun golf challenge. Plans are well underway as the registration brochures are being developed and are expected to be available early in March.

Knights Games:

Elgin and Municipal Partner staff appreciate and enjoy a Hockey game or two at the Budweiser Gardens each year. Therefore, we annually set up group Knights tickets for staff to purchase as a fun family activity. There is one game left for the 2018-2019 season and tickets can still be purchased until January 15, 2019 at a cost of $22 per ticket. Tickets are for the game taking place on Friday, February 15, 2019 at 7:30pm when the Knights will meet the Erie Otters. Once the 2019-2020 schedule is available another four games will be chosen and posters will be distributed outlining the details.

County Christmas Party:

To cap off each year, we are host to the Elgin County Christmas Party. Traditionally, this event has been hosted on the first Friday of December each year so set aside December 6th, 2019 to attend. The party is designed as a social drop in event between 5pm and 10pm to encourage fellowship on a flexible schedule during this busy time of year. Tickets are offered at the low price of around $10 per person. Party attendees will enjoy: hors d'oerves, fellowship, hourly door prize draws, a cash bar, and music. Dress will be casual. The location of the event has been at the St. Thomas Elgin Arts Gallery and we will be able to confirm that location closer to the date of the party.

CONCLUSION:

The mandate of the Elgin County Special Events Committee is to organize internal events throughout the year. Some events are designed to raise money for the United Way Elgin Chapter while others are designed simply as social opportunities for staff and their families to get together. As always, staff would like to take this opportunity to ask members of Elgin County Council to extend an invitation to their councils and employees to join us and participate in any of the events listed above.

RECOMMENDATION:

THAT Council support the Elgin County Special Events Committee's planned activities for 2019 as presented in this report.

All of which is Respectfully Submitted

Jennifer Ford
Senior Financial Analyst & ECSEC Chair

Approved for Submission

Julie Gonyou
Chief Administrative Officer

REPORT TO COUNTY COUNCIL

FROM: Brian Lima, Director of Engineering Services
Mike Hoogstra, Purchasing Coordinator

DATE: December 20, 2018

SUBJECT: Engineering Services for Port Bruce Bridge Replacement

INTRODUCTION:

This report provides details on the Request for Proposal (RFP) for Engineering Services for the replacement of the Port Bruce, Imperial Road bridge and seeks Council's approval to award the contract.

DISCUSSION:

Following the Port Bruce, Imperial Road bridge collapse, subsequent structure removal, and temporary bridge installation in 2018, a RFP seeking interested engineering firms to provide complete project engineering services was recently issued.

This engineering assignment will undertake the required municipal class environmental assessment, preliminary and detailed designs, tendering, and contract administration in the following three (3) phase deliverables:

- Phase 1: Municipal Class Environmental Assessment
- Phase 2: Preliminary and Detailed Engineering Designs
- Phase 3: Tendering and Contract Administration

The RFP for Engineering Services was issued on October 18, 2018 and closed on November 15, 2018. Seventeen (17) firms downloaded the RFP document from www.bidsandtenders.ca. The seven (7) firms noted below submitted a proposal for this project.

- AECOM Canada Ltd.
- BT Engineering Inc.
- Doug Dixon & Associate Inc.
- GHD Limited
- Greer Galloway Group Inc.
- K. Smart Associates Limited
- Spriet Associates

The Evaluation Committee used a 'Quality Based Selection Process' utilizing a "two envelope method" procurement process in which proposals were received in two separate envelopes. The first envelope consisting of technical and qualitative information associated with Phases 1 to 3 was opened first and evaluated based on the following criteria:

i) Demonstrated understanding of Work Program / Approach and Methodology;
ii) Responsiveness to the RFP, completeness of submission;
iii) Project Managers similar project experience;
iv) Project Team's similar project experience;
v) Time / availability to work on our project and meet proposed schedule;
vi) References.

Then the second envelope (Phase 2) consisting of the corresponding price information was opened and evaluated only after the information in the first envelope (Phase 1) had been evaluated in accordance with the requirements of the Request for Proposals document.

The firm that achieved the highest overall score is AECOM Canada Ltd. The total cost for Engineering Services is $363,239 (excluding HST). The proposal submitted by AECOM Canada Ltd. was the highest scoring technical proposal and thus represented the best complete quality submission.

Subject to County Council's award of this engineering services assignment as recommended, AECOM Canada Ltd. contemplates completing all three phase deliverables in 2019, with bridge replacement construction to commence in the Spring of 2020.

CONCLUSION:

On Friday, February 23, 2018 the Imperial Road Bridge over Catfish Creek in the village of Port Bruce collapsed. Approximately six months following the bridge collapse, the collapsed structure was substantially removed and a temporary single span panel bridge was installed to restore vehicular and pedestrian passage. The next step in the process to permanently replace the collapsed structure was the recent issuance of an RFP that competitively acquired the services of an engineering consulting firm.

As detailed above, the Evaluation Committee completed a 'Quality Based' evaluation and selection process in accordance with the Request for Proposal 2018-33, and subsequently the proposal submission from AECOM Canada Ltd. was deemed the successful proponent and is recommended for award.

RECOMMENDATIONS:

THAT the provision of engineering services associated with the Replacement of the Port Bruce Bridge Request for Proposal 2018-33 submission received from AECOM Canada Ltd. in the amount of $363,239 (excluding HST) be awarded; and,

THAT the Warden and Chief Administrative Officer be authorized to sign the supporting engineering service agreement.

All of which is Respectfully Submitted

Mike Hoogstra
Purchasing Coordinator

Brian Lima
Director of Engineering Services

Approved for Submission

Julie Gonyou
Chief Administrative Officer

FROM: Brian Lima, Director of Engineering Services

DATE: December 18, 2018

SUBJECT: Highway 3 Transportation Needs Assessment Study – Status Update

INTRODUCTION:

In 2011 the County of Elgin along with the City of St. Thomas, the Town of Aylmer, the Townships of Malahide and Southwold and the Municipality of Central Elgin petitioned the Ministry of Transportation to carry out a traffic assessment study along a portion of Highway 3 to release lands for potential development within the affected municipalities.

Council approved that the County and Ministry of Transportation Ontario (MTO) enter into partnership to hire a consultant to update a previous study regarding Highway 3 between St. Thomas and Aylmer. Both parties had agreed to fund the project 50/50.

The purpose of the Study is to assess Highway 3 within the Study Area between Highway 4 and Springfield Road and determine the immediate (10 year), short-term (20 year) and long-term term (30 year) operational and capacity needs; the levels of reserve capacity beyond the 30-yr horizon; and determine opportunities that address those needs. This Study will help the MTO decide whether or not the current Highway 3 by-pass designations that are east and west of St. Thomas should be retained or revoked (in full or in part) and under what conditions.

This report provides status summary, details potential options based on recent discussions between County Administration and MTO staff.

BACKGROUND:

In late 2014 the County in partnership with the MTO issued a Request for Qualifications to consulting engineering firms prior to proceeding to a Request for Proposal. A total of six firms made submissions and the Evaluation Committee consisting of County and MTO staff pre-qualified three firms to proceed to the RFP stage. The Request for Proposal for the Highway 3 Transportation Needs Assessment Study was issued on March 10, 2015 and closed on March 27, 2015.

The firm that achieved the highest overall score as evaluated and selected by the Committee and awarded the study by County Council at its meeting on April 28, 2015 was MMM Group Ltd., now operating as WSP, at a total price of $239,000, plus HST shared jointly with the MTO.

The project team which has consisted of MTO and County Engineering Services staff commenced the study in June 2015 and had anticipated completion in May 2016.

DISCUSSION:

Since commencement of the study, the Consultant's first task involved identifying and meeting with external stakeholders including but not limited to the City of St. Thomas, Municipality of Central Elgin, Township of Malahide, Township of Southwold and Town of Aylmer to review key issues and concerns. Please refer to Appendix A which details the study area and key issues.

In order to assess the impact on the functionality and service levels of Highway 3 with future developments within the study area, need for a travel model was identified and developed.

In an effort to first assess the existing Highway 3 traffic conditions, the Consultant prepared demand models which will ultimately be utilized to forecast the immediate (10 year), short-term (20 year) and long-term term (30 year) planning horizons with alternative land use scenarios. Such demand models had included then various inputs but not limited to historical traffic growth, existing traffic conditions (ie. volumes, intersection capacity, collision data, signal warrants, trip patterns, etc.), land use, and population and employment forecasts.

Based on 2015 traffic condition preliminary modelling results, the following recommendations have been proposed:

- A dedicated westbound left-turn lane is recommended for the Highway 3 and County Road 40/Springfield Road intersection. This intersection may also be warranted for traffic signals;
- Considering the relatively high collision rate and undesirable geometry at the intersection of Highway 3 and Hacienda Road, there is potential need for intersection improvements; and,
- The Highway 3 and John Street intersection is currently operating at a poor level of service, preliminary due to the adjacent on-street parking provisions.

Next Steps

Building upon the 2015 traffic conditions, the Consultant has also prepared preliminary travel demand models for all of the horizon years; however such models may need to be updated with revised municipal population and employment forecasts, and/or recently changed MTO growth rates.

Further, on the basis of traffic projections, the Consultant had begun preparing alternatives to address short, medium, and long-term traffic requirements. Once such alternatives have been assessed, the Consultant will then make high-level recommendations for each planning horizon as to what should be considered by MTO and the County moving forward including but not limited to the following:

1. Do nothing and maintain the by-pass designation for the future;
2. Implement short-term intersection improvements;
3. Construct the full by-pass;
4. Construct portions of the by-pass;

5. Revoke the by-pass designation and implement prescriptive Highway 3 access control language; or,
6. Transfer the by-pass designation for the future to the County of Elgin.

Following recent Study discussion with MTO planning and engineering staff, County Engineering Services staff were advised that the MTO is prepared to consider removing the by-pass designation in its entirety between St. Thomas and Aylmer and implement prescriptive Highway 3 access control language in advance of the study being finalized. MTO staff have also reaffirmed their funding commitment to complete the study and noted potential value in completing the study for future record.

Through additional brief discussions with several member municipal partners, there exists a desire to suspend the Study and formally request the MTO to revoke the by-pass designation in its entirety. Such outcome if grant by the Minister of Transportation would no longer sterilize those lands affected by the designation, allowing municipal partners to realize potential future development opportunities. However, based on WSP's preliminary assessment, it's quite likely retaining, at a minimum, the future bypass designation around Aylmer may be recommended because traffic through downtown Aylmer currently performs at an inadequate level of service, and will likely be exasperated over time. There are also limited opportunities to increase capacity through downtown Aylmer without incurring social, environmental, natural, and/or heritage impacts.

CONCLUSION:

The County of Elgin and Ministry of Transportation had initiated the Highway 3 Transportation Needs Assessment Study from St. Thomas to Aylmer in 2015, to assess the current and future transportation conditions of Highway 3. Resulting from County administration personnel changes in recent years, the Study is now anticipated to be completed in six to eight months.

Alternatively, County Council could elect to suspend completion of the Study and formally request the MTO to revoke the by-pass designation in part or whole on lands that had been previously identified for a future Highway #3 bypass.

RECOMMENDATION:

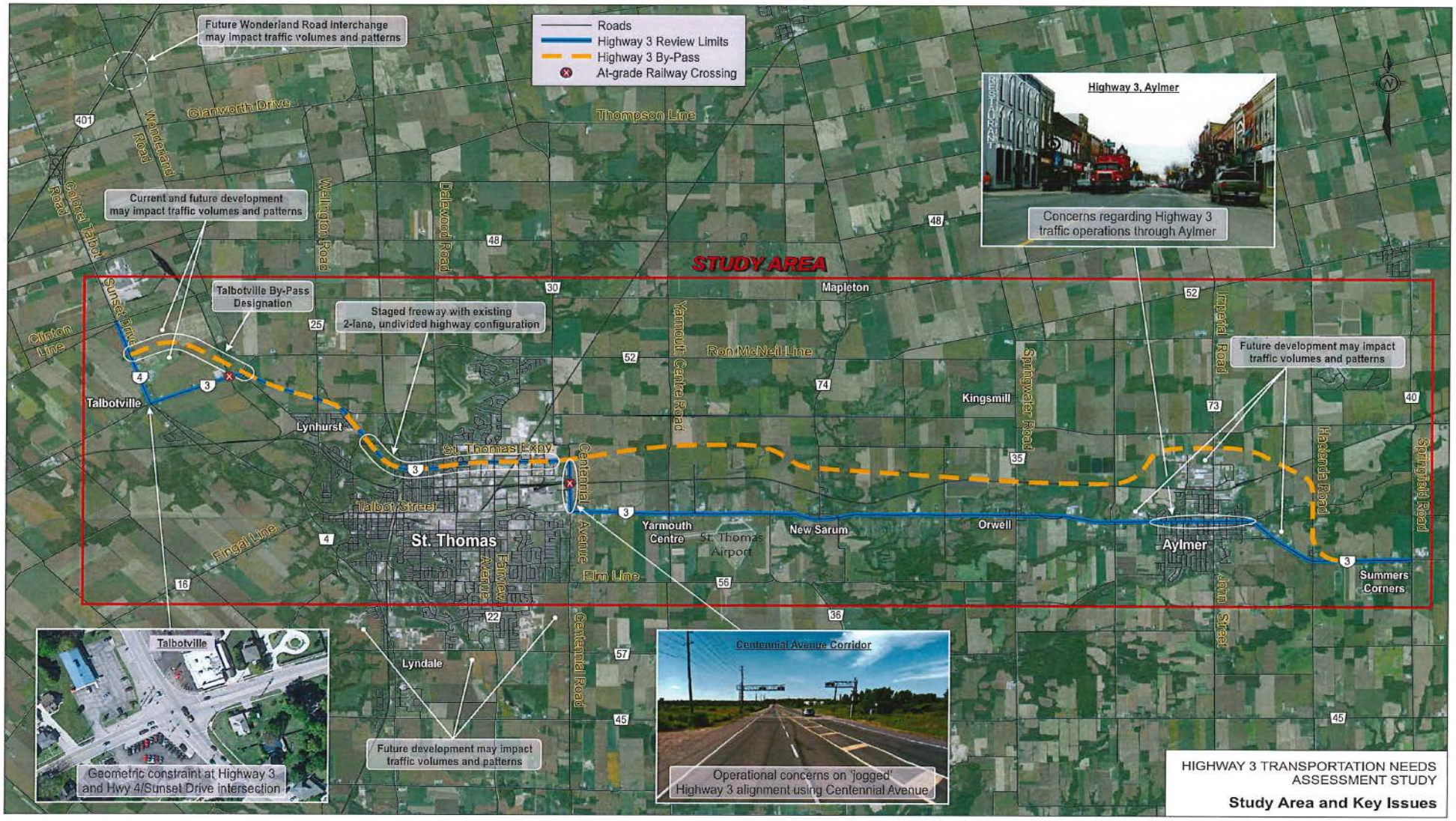
THAT the report titled "Highway 3 Transportation Needs Assessment Study from St. Thomas to Aylmer – Status Update" from the Director of Engineering Services dated December 18, 2018 be received and filed.

All of which is Respectfully Submitted — Approved for Submission

Brian Lima
Director of Engineering Services

Julie Gonyou
Chief Administrative Officer

Appendix A – Highway 3 Transportation Needs Assessment Study
Study Area and Key Issues



REPORT TO COUNTY COUNCIL

FROM: Brian Lima, Director of Engineering Services

DATE: December 18, 2018

SUBJECT: Minimum Maintenance Standards Changes

INTRODUCTION:

In May of 2018 the Minister of Transportation signed into law an amendment to Ontario Regulation 239/02 Minimum Maintenance Standards. This report details the regulation amendments for which such standards are met and delivered on behalf of the County of Elgin by its respective municipal partners.

DISCUSSION:

A five year review of the Minimum Maintenance Standards through consultation with the Ontario Good Roads Association, the Municipal Engineers Association, the Ministry of Transportation and dozens of volunteers from various municipalities, insurance companies and law firms across Ontario were conducted.

On May 3, 2018, a revised Ontario Regulation 239/02 - Minimum Maintenance Standards for Municipal Highways - made under the Municipal Act, 2001 (MMS) came into force. MMS outline the minimum maintenance standards for municipal highways in Ontario, and are attached to the report as Appendix A.

The MMS were implemented by the Province to assist municipalities with managing the risk associated with the maintenance of roads and as a defence from claims citing negligence. Compliance is voluntary. MMS with proof of compliance through documentation has now become an industry norm used by the courts to assess the compliance of municipalities.

Some of the notable changes implemented into the amended MMS are:

- The ability for municipalities to declare a significant weather event with implications for winter maintenance on roadways, bicycle lanes and sidewalks during the duration of the event;
- The introduction of winter maintenance standards for bicycle lanes; and
- The introduction of winter maintenance standards, including patrol obligations for sidewalks.

The amendments to the MMS introduced the concept of a significant weather event, which is defined as an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality.

During the course of a declared significant weather event, the standard for addressing winter maintenance is simply "to monitor the weather in accordance with section 3.1"

and to deploy resources to address the issue "starting from the time that the municipality deems appropriate to do so." Once the significant weather event is declared to have been concluded, the municipality shall address the issue pursuant to the regular standards for maintenance.

Based on the existing County of Elgin collaborative service maintenance structure provided by our municipal partners, the ability to declare a “significant weather event” will allow respective municipal partner supervisory staff to effectively plan and maximize resources in anticipation of and/or during a significant weather event when all resources may be exhausted.

Collectively County and municipal partner staff will notify the public and stakeholders at the start and end of a significant weather event. This communication will provide messaging to the travelling public that will assist them in making informed travel decisions regarding the severity of the event.

The communication will be completed in one or more of the following ways:

- County of Elgin and applicable Municipality Websites;
- Social Media Platform (i.e. Twitter);
- Radio Media; and
- Council and/or Media Release

CONCLUSION:

Minimum Maintenance Standards (MMS) for Municipal Highways regulation came into force under the Municipal Act at the end of 2001, and was later continued under the Municipal Act 2001, when that statute repealed the old Municipal Act. MMS standards were developed and incorporated into the Municipal Act as the Provincial response to municipalities' requests for relief from onerous court decisions. To use this statutory defence in court, a municipality must be able to show through documentation that it met the minimum standards, as defined in Regulation 239/02. Documentation and record-keeping are critical.

As required by the regulation, after five years the Ministry of Transportation (MTO) undertook a review of the MMS. The Ministry asked the Ontario Good Roads Association (“OGRA”) to take the lead on the MMS review, and a Task Force was set up with representatives from MTO, OGRA, municipalities, the insurance industry, and the legal and engineering professions as members.

On May 3rd, 2018 the Ontario Regulation 366/18 was signed by the Minister of Transportation. This regulation amended O.Reg 239/02 Minimum Maintenance Standards for Municipal Highways.

RECOMMENDATION:

THAT the report titled “Minimum Maintenance Standards Changes” from the Director of Engineering Services dated December 18, 2018 be received and filed.

All of which is Respectfully Submitted

Brian Lima
Director of Engineering Services

Approved for Submission

Julie Gonyou
Chief Administrative Officer

Appendix A – AMENDED O.Reg. 239/02 – Minimum Maintenance Standards for Municipal Highways

Municipal Act, 2001
Loi de 2001 sur les municipalités

ONTARIO REGULATION 239/02

MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

Consolidation Period: From May 3, 2018 to the e-Laws currency date.

Last amendment: 366/18.

Legislative History: 288/03, 613/06, 23/10, 47/13, 366/18.

This Regulation is made in English only.

Definitions

1. (1) In this Regulation,

"bicycle facility" means the on-road and in-boulevard cycling facilities listed in Book 18 of the Ontario Traffic Manual;

"bicycle lane" means,

(a) a portion of a roadway that has been designated by pavement markings or signage for the preferential or exclusive use of cyclists, or

(b) a portion of a roadway that has been designated for the exclusive use of cyclists by signage and a physical or marked buffer;

"cm" means centimetres;

"day" means a 24-hour period;

"encroachment" means anything that is placed, installed, constructed or planted within the highway that was not placed, installed, constructed or planted by the municipality;

"ice" means all kinds of ice, however formed;

"motor vehicle" has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;

"non-paved surface" means a surface that is not a paved surface;

"Ontario Traffic Manual" means the Ontario Traffic Manual published by the Ministry of Transportation, as amended from time to time;

"paved surface" means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;

"pothole" means a hole in the surface of a roadway caused by any means, including wear or subsidence of the road surface or subsurface;

"roadway" has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*;

"shoulder" means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;

"sidewalk" means the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited;

"significant weather event" means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality;

"snow accumulation" means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

1. Newly-fallen snow.
2. Wind-blown snow.
3. Slush;

“substantial probability” means a significant likelihood considerably in excess of 51 per cent;

“surface” means the top of a sidewalk, roadway or shoulder;

“utility” includes any air, gas, water, electricity, cable, fiber-optic, telecommunication or traffic control system or subsystem, fire hydrants, sanitary sewers, storm sewers, property bars and survey monuments;

“utility appurtenance” includes maintenance holes and hole covers, water shut-off covers and boxes, valves, fittings, vaults, braces, pipes, pedestals, and any other structures or items that form part of or are an accessory part of any utility;

“weather” means air temperature, wind and precipitation.

“weather hazard” means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program. O. Reg. 239/02, s. 1 (1); O. Reg. 23/10, s. 1 (1); O. Reg. 47/13, s. 1; O. Reg. 366/18, s. 1 (1, 2).

(2) For the purposes of this Regulation, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in the Table to this section as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the speed limit applicable to it and the average daily traffic on it. O. Reg. 239/02, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(3) For the purposes of subsection (2) and the Table to this section, the average daily traffic on a highway or part of a highway under municipal jurisdiction shall be determined,

(a) by counting and averaging the daily two-way traffic on the highway or part of the highway; or

(b) by estimating the average daily two-way traffic on the highway or part of the highway. O. Reg. 239/02, s. 1 (3); O. Reg. 23/10, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(4) For the purposes of this Regulation, unless otherwise indicated in a provision of this Regulation, a municipality is deemed to be aware of a fact if, in the absence of actual knowledge of the fact, circumstances are such that the municipality ought reasonably to be aware of the fact. O. Reg. 366/18, s. 1 (4).

TABLE
CLASSIFICATION OF HIGHWAYS

Column 1 Average Daily Traffic (number of motor vehicles)	Column 2 91 - 100 km/h speed limit	Column 3 81 - 90 km/h speed limit	Column 4 71 - 80 km/h speed limit	Column 5 61 - 70 km/h speed limit	Column 6 51 - 60 km/h speed limit	Column 7 41 - 50 km/h speed limit	Column 8 1 - 40 km/h speed limit
53,000 or more	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	2	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

O. Reg. 366/18, s. 1 (5).

Application

2. (1) This Regulation sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Act. O. Reg. 288/03, s. 1.

(2) REVOKED: O. Reg. 23/10, s. 2.

(3) This Regulation does not apply to Class 6 highways. O. Reg. 239/02, s. 2 (3).

Purpose

2.1 The purpose of this Regulation is to clarify the scope of the statutory defence available to a municipality under clause 44 (3) (c) of the Act by establishing maintenance standards which are non-prescriptive as to the methods or materials to be used in complying with the standards but instead describe a desired outcome. O. Reg. 366/18, s. 2.

MAINTENANCE STANDARDS

Patrolling

3. (1) The standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table to this section. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (2).

(2) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions. O. Reg. 47/13, s. 2; O. Reg. 366/18, s. 3 (2).

(3) Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway, and may be performed by persons responsible for patrolling highways or by persons responsible for or performing highway maintenance activities. O. Reg. 23/10, s. 3 (1).

(4) This section does not apply in respect of the conditions described in section 10, subsections 11 (0.1) and 12 (1) and section 16.1, 16.2, 16.3 or 16.4. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (3).

TABLE
PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2).

Weather monitoring

3.1 (1) From October 1 to April 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

(2) From May 1 to September 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

Snow accumulation, roadways

4. (1) Subject to section 4.1, the standard for addressing snow accumulation on roadways is,

(a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and

(b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,

(i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or

(ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (1).

(2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

(3) For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under clause (1) (b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

1. Patrolling highways.
2. Performing highway maintenance activities.
3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (2).

(4) The depth of snow accumulation on a roadway and lane width may be determined by,

(a) performing an actual measurement;

(b) monitoring the weather; or

(c) performing a visual estimate. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (3).

(5) For the purposes of this section, addressing snow accumulation on a roadway includes,

(a) plowing the roadway;

(b) salting the roadway;

(c) applying abrasive materials to the roadway;

(d) applying other chemical or organic agents to the roadway;

(e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 5 (4).

(6) This section does not apply to that portion of the roadway,

(a) designated for parking;

(b) consisting of a bicycle lane or other bicycle facility; or

(d) used by a municipality for snow storage. O. Reg. 366/18, s. 5 (4).

TABLE
SNOW ACCUMULATION - ROADWAYS

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5).

Snow accumulation on roadways, significant weather event

4.1 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is,

(a) to monitor the weather in accordance with section 3.1; and

(b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in

the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

(a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and

(b) address snow accumulation on roadways in accordance with section 4. O. Reg. 366/18, s. 7.

Snow accumulation, bicycle lanes

4.2 (1) Subject to section 4.3, the standard for addressing snow accumulation on bicycle lanes is,

(a) after becoming aware of the fact that the snow accumulation on a bicycle lane is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and

(b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table to this section to provide a minimum bicycle lane width of the lesser of 1 metre or the actual bicycle lane width. O. Reg. 366/18, s. 7.

(2) If the depth of snow accumulation on a bicycle lane is less than or equal to the depth set out in the Table to this section, the bicycle lane is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 7.

(3) For the purposes of this section, the depth of snow accumulation on a bicycle lane and, if applicable, lane width under clause (1) (b), may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3), with necessary modifications. O. Reg. 366/18, s. 7.

(4) For the purposes of this section, addressing snow accumulation on a bicycle lane includes,

(a) plowing the bicycle lane;

(b) salting the bicycle lane;

(c) applying abrasive materials to the bicycle lane;

(d) applying other chemical or organic agents to the bicycle lane;

(e) sweeping the bicycle lane; or

(f) any combination of the methods described in clauses (a) to (e). O. Reg. 366/18, s. 7.

TABLE
SNOW ACCUMULATION – BICYCLE LANES

Column 1 Class of Highway or Adjacent Highway	Column 2 Depth	Column 3 Time
1	2.5 cm	8 hours
2	5 cm	12 hours
3	8 cm	24 hours
4	8 cm	24 hours
5	10 cm	24 hours

O. Reg. 366/18, s. 7.

Snow accumulation on bicycle lanes, significant weather event

4.3 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on bicycle lanes until the declaration of the end of the significant weather event is,

(a) to monitor the weather in accordance with section 3.1; and

(b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on bicycle lanes, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all bicycle lanes within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4.2 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

(a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and

(b) address snow accumulation on bicycle lanes in accordance with section 4.2. O. Reg. 366/18, s. 7.

Ice formation on roadways and icy roadways

5. (1) The standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

1. Monitor the weather in accordance with section 3.1.
2. Patrol in accordance with section 3.
3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway, if practicable, to prevent ice formation within the time set out in Table 1 to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 8.

(2) If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s. 8.

(3) Subject to section 5.1, the standard for treating icy roadways is to treat the icy roadway within the time set out in Table 2 to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that a roadway is icy. O. Reg. 366/18, s. 8.

(4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 366/18, s. 8.

(5) For greater certainty, this section applies in respect of ice formation on bicycle lanes on a roadway, but does not apply to other types of bicycle facilities. O. Reg. 366/18, s. 8.

TABLE 1
ICE FORMATION PREVENTION

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

O. Reg. 366/18, s. 8.

TABLE 2
TREATMENT OF ICY ROADWAYS

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

O. Reg. 366/18, s. 8.

Icy roadways, significant weather event

5.1 (1) If a municipality declares a significant weather event relating to ice, the standard for treating icy roadways until the declaration of the end of the significant weather event is,

(a) to monitor the weather in accordance with section 3.1; and

(b) if deemed practicable by the municipality, to deploy resources to treat icy roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 8.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to any ice which forms or may be present until the applicable time in Table 2 to section 5 expires after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 8.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

(a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and

(b) treat icy roadways in accordance with section 5. O. Reg. 366/18, s. 8.

Potholes

6. (1) If a pothole exceeds both the surface area and depth set out in Table 1, 2 or 3 to this section, as the case may be, the standard is to repair the pothole within the time set out in Table 1, 2 or 3, as appropriate, after becoming aware of the fact. O. Reg. 239/02, s. 6 (1); O. Reg. 366/18, s. 8 (1).

(1.1) For the purposes of this section, the surface area and depth of a pothole may be determined in accordance with subsections (1.2) and (1.3), as applicable, by a municipal employee, agent or contractor whose duties or responsibilities include one or more of the following:

1. Patrolling highways.
2. Performing highway maintenance activities.
3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 366/18, s. 8 (2).

(1.2) The depth and surface area of a pothole may be determined by,

(a) performing an actual measurement; or

(b) performing a visual estimate. O. Reg. 366/18, s. 8 (2).

(1.3) For the purposes of this section, the surface area of a pothole does not include any area that is merely depressed and not yet broken fully through the surface of the roadway. O. Reg. 366/18, s. 8 (2).

(2) A pothole is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in Table 1, 2 or 3, as appropriate. O. Reg. 239/02, s. 6 (2); O. Reg. 47/13, s. 6.

TABLE 1
POTHOLES ON PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
1	600 cm²	8 cm	4 days
2	800 cm²	8 cm	4 days
3	1000 cm²	8 cm	7 days
4	1000 cm²	8 cm	14 days
5	1000 cm²	8 cm	30 days

O. Reg. 239/02, s. 6, Table 1.

TABLE 2
POTHOLES ON NON-PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
3	1500 cm²	8 cm	7 days
4	1500 cm²	10 cm	14 days
5	1500 cm²	12 cm	30 days

O. Reg. 239/02, s. 6, Table 2.

TABLE 3
POTHOLES ON PAVED OR NON-PAVED SURFACE OF SHOULDER

Class of Highway	Surface Area	Depth	Time
1	1500 cm²	8 cm	7 days
2	1500 cm²	8 cm	7 days
3	1500 cm²	8 cm	14 days
4	1500 cm²	10 cm	30 days
5	1500 cm²	12 cm	60 days

O. Reg. 239/02, s. 6, Table 3.

Shoulder drop-offs

7. (1) If a shoulder drop-off is deeper than 8 cm, for a continuous distance of 20 metres or more, the standard is to repair the shoulder drop-off within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 9 (1).

(2) A shoulder drop-off is deemed to be in a state of repair if its depth is less than 8 cm. O. Reg. 366/18, s. 9 (1).

(3) In this section,

"shoulder drop-off" means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder. O. Reg. 239/02, s. 7 (3).

TABLE
SHOULDER DROP-OFFS

Class of Highway	Time
1	4 days
2	4 days
3	7 days
4	14 days
5	30 days

O. Reg. 366/18, s. 9 (2).

Cracks

8. (1) If a crack on the paved surface of a roadway is greater than 5 cm wide and 5 cm deep for a continuous distance of three metres or more, the standard is to repair the crack within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 10 (1).

(2) A crack is deemed to be in a state of repair if its width or depth is less than or equal to 5 cm. O. Reg. 366/18, s. 10 (1).

TABLE
CRACKS

Column 1 Class of Highway	Column 2 Time
1	30 days
2	30 days
3	60 days
4	180 days
5	180 days

O. Reg. 366/18, s. 10 (2).

Debris

9. (1) If there is debris on a roadway, the standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris. O. Reg. 239/02, s. 9 (1); O. Reg. 366/18, s. 11.

(2) In this section,

"debris" means any material (except snow, slush or ice) or object on a roadway,

(a) that is not an integral part of the roadway or has not been intentionally placed on the roadway by a municipality, and

(b) that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle. O. Reg. 239/02, s. 9 (2); O. Reg. 47/13, s. 9.

Luminaires

10. (0.1) REVOKED: O. Reg. 366/18, s. 12.

(1) The standard for the frequency of inspecting all luminaires to check to see that they are functioning is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 12.

(2) For conventional illumination, if three or more consecutive luminaires on the same side of a highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(3) For conventional illumination and high mast illumination, if 30 per cent or more of the luminaires on any kilometre of highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(4) Despite subsection (2), for high mast illumination, if all of the luminaires on consecutive poles on the same side of a highway are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(5) Despite subsections (1), (2) and (3), for conventional illumination and high mast illumination, if more than 50 per cent of the luminaires on any kilometre of a Class 1 highway with a speed limit of 90 kilometres per hour or more are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(6) Luminaires are deemed to be in a state of repair,

(a) for the purpose of subsection (2), if the number of non-functioning consecutive luminaires on the same side of a highway does not exceed two;

(b) for the purpose of subsection (3), if more than 70 per cent of luminaires on any kilometre of highway are functioning;

(c) for the purpose of subsection (4), if one or more of the luminaires on consecutive poles on the same side of a highway are functioning;

(d) for the purpose of subsection (5), if more than 50 per cent of luminaires on any kilometre of highway are functioning. O. Reg. 366/18, s. 12.

(7) In this section,

"conventional illumination" means lighting, other than high mast illumination, where there are one or more luminaires per pole;

"high mast illumination" means lighting where there are three or more luminaires per pole and the height of the pole exceeds 20 metres;

"luminaire" means a complete lighting unit consisting of,

(a) a lamp, and

(b) parts designed to distribute the light, to position or protect the lamp and to connect the lamp to the power supply. O. Reg. 239/02, s. 10 (7).

TABLE
LUMINAIRES

Class of Highway	Time
1	7 days

2	7 days
3	14 days
4	14 days
5	14 days

O. Reg. 239/02, s. 10, Table.

Signs

11. (0.1) The standard for the frequency of inspecting signs of a type listed in subsection (2) to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 7 (1); O. Reg. 47/13, s. 11 (1); O. Reg. 366/18, s. 13.

(0.2) A sign that has been inspected in accordance with subsection (0.1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 11 (2).

(1) If any sign of a type listed in subsection (2) is illegible, improperly oriented, obscured or missing, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair or replace the sign. O. Reg. 239/02, s. 11 (1); O. Reg. 23/10, s. 7 (2); O. Reg. 366/18, s. 13.

(2) This section applies to the following types of signs:

1. Checkerboard.
2. Curve sign with advisory speed tab.
3. Do not enter.

3.1 Load Restricted Bridge.

3.2 Low Bridge.

3.3 Low Bridge Ahead.

4. One Way.
5. School Zone Speed Limit.
6. Stop.
7. Stop Ahead.
8. Stop Ahead, New.
9. Traffic Signal Ahead, New.
10. Two-Way Traffic Ahead.
11. Wrong Way.
12. Yield.
13. Yield Ahead.
14. Yield Ahead, New. O. Reg. 239/02, s. 11 (2); O. Reg. 23/10, s. 7 (3).

Regulatory or warning signs

12. (1) The standard for the frequency of inspecting regulatory signs or warning signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 8; O. Reg. 47/13, s. 12 (1); O. Reg. 366/18, s. 13.

(1.1) A regulatory sign or warning sign that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 12 (2).

(2) If a regulatory sign or warning sign is illegible, improperly oriented, obscured or missing, the standard is to repair or replace the sign within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 23/10, s. 8; O. Reg. 366/18, s. 13.

(3) In this section,

"regulatory sign" and "warning sign" have the same meanings as in the Ontario Traffic Manual, except that they do not include a sign listed in subsection 11 (2) of this Regulation. O. Reg. 23/10, s. 8.

TABLE
REGULATORY AND WARNING SIGNS

Class of Highway	Time
1	7 days
2	14 days
3	21 days
4	30 days
5	30 days

O. Reg. 239/02, s. 12, Table.

Traffic control signal systems

13. (1) If a traffic control signal system is defective in any way described in subsection (2), the standard is to deploy resources as soon as practicable after becoming aware of the defect to repair the defect or replace the defective component of the traffic control signal system. O. Reg. 239/02, s. 13 (1); O. Reg. 366/18, s. 13.

(2) This section applies if a traffic control signal system is defective in any of the following ways:

1. One or more displays show conflicting signal indications.
2. The angle of a traffic control signal or pedestrian control indication has been changed in such a way that the traffic or pedestrian facing it does not have clear visibility of the information conveyed or that it conveys confusing information to traffic or pedestrians facing other directions.
3. A phase required to allow a pedestrian or vehicle to safely travel through an intersection fails to occur.
4. There are phase or cycle timing errors interfering with the ability of a pedestrian or vehicle to safely travel through an intersection.
5. There is a power failure in the traffic control signal system.
6. The traffic control signal system cabinet has been displaced from its proper position.
7. There is a failure of any of the traffic control signal support structures.
8. A signal lamp or a pedestrian control indication is not functioning.
9. Signals are flashing when flashing mode is not a part of the normal signal operation. O. Reg. 239/02, s. 13 (2).

(3) Despite subsection (1) and paragraph 8 of subsection (2), if the posted speed of all approaches to the intersection or location of the non-functioning signal lamp or pedestrian control indication is less than 80 kilometres per hour and the signal that is not functioning is a green or a pedestrian "walk" signal, the standard is to repair or replace the defective component by the end of the next business day. O. Reg. 239/02, s. 13 (3); O. Reg. 366/18, s. 13.

(4) In this section and section 14,

"cycle" means a complete sequence of traffic control indications at a location;

"display" means the illuminated and non-illuminated signals facing the traffic;

"indication" has the same meaning as in the *Highway Traffic Act*;

"phase" means a part of a cycle from the time where one or more traffic directions receive a green indication to the time where one or more different traffic directions receive a green indication;

"power failure" means a reduction in power or a loss in power preventing the traffic control signal system from operating as intended;

"traffic control signal" has the same meaning as in the *Highway Traffic Act*;

"traffic control signal system" has the same meaning as in the *Highway Traffic Act*. O. Reg. 239/02, s. 13 (4).

Traffic control signal system sub-systems

14. (1) The standard is to inspect, test and maintain the following traffic control signal system sub-systems once per calendar year, with each inspection taking place not more than 16 months from the previous inspection:

1. The display sub-system, consisting of traffic signal and pedestrian crossing heads, physical support structures and support cables.
2. The traffic control sub-system, including the traffic control signal cabinet and internal devices such as timer, detection devices and associated hardware, but excluding conflict monitors.
3. The external detection sub-system, consisting of detection sensors for all vehicles, including emergency and railway vehicles and pedestrian push- buttons. O. Reg. 239/02, s. 14 (1); O. Reg. 47/13, s. 13 (1); O. Reg. 366/18, s. 13.

(1.1) A traffic control signal system sub-system that has been inspected, tested and maintained in accordance with subsection (1) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the traffic control signal system sub-system has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (2).

(2) The standard is to inspect, test and maintain conflict monitors every five to seven months and at least twice per calendar year. O. Reg. 239/02, s. 14 (2); O. Reg. 47/13, s. 13 (3); O. Reg. 366/18, s. 13.

(2.1) A conflict monitor that has been inspected, tested and maintained in accordance with subsection (2) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the conflict monitor has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (4).

(3) In this section,

"conflict monitor" means a device that continually checks for conflicting signal indications and responds to a conflict by emitting a signal. O. Reg. 239/02, s. 14 (3).

Bridge deck spalls

15. (1) If a bridge deck spall exceeds both the surface area and depth set out in the Table to this section, the standard is to repair the bridge deck spall within the time set out in the Table after becoming aware of the fact. O. Reg. 239/02, s. 15 (1); O. Reg. 366/18, s. 13.

(2) A bridge deck spall is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in the Table. O. Reg. 239/02, s. 15 (2); O. Reg. 47/13, s. 14.

(3) In this section,

"bridge deck spall" means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge. O. Reg. 239/02, s. 15 (3).

TABLE
BRIDGE DECK SPALLS

Class of Highway	Surface Area	Depth	Time
1	600 cm²	8 cm	4 days
2	800 cm²	8 cm	4 days
3	1,000 cm²	8 cm	7 days
4	1,000 cm²	8 cm	7 days
5	1,000 cm²	8 cm	7 days

O. Reg. 239/02, s. 15, Table.

Roadway surface discontinuities

16. (1) If a surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, exceeds the height set out in the Table to this section, the standard is to repair the surface discontinuity within the time set out in the Table after becoming aware of the fact. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(1.1) A surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, is deemed to be in a state of repair if its height is less than or equal to the height set out in the Table to this section. O. Reg. 47/13, s. 15.

(2) If a surface discontinuity on a bridge deck exceeds five centimetres, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the surface discontinuity on the bridge deck. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(2.1) A surface discontinuity on a bridge deck is deemed to be in a state of repair if its height is less than or equal to five centimetres. O. Reg. 47/13, s. 15.

(3) In this section,

"surface discontinuity" means a vertical discontinuity creating a step formation at joints or cracks in the paved surface of the roadway, including bridge deck joints, expansion joints and approach slabs to a bridge. O. Reg. 23/10, s. 9.

TABLE
SURFACE DISCONTINUITIES

Class of Highway	Height	Time
1	5 cm	2 days
2	5 cm	2 days
3	5 cm	7 days
4	5 cm	21 days
5	5 cm	21 days

O. Reg. 239/02, s. 16, Table.

Sidewalk surface discontinuities

16.1 (1) The standard for the frequency of inspecting sidewalks to check for surface discontinuity is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 10; O. Reg. 47/13, s. 16 (1); O. Reg. 366/18, s. 13.

(1.1) A sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to any surface discontinuity until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge of the presence of a surface discontinuity in excess of two centimetres. O. Reg. 47/13, s. 16 (2).

(2) If a surface discontinuity on or within a sidewalk exceeds two centimetres, the standard is to treat the surface discontinuity within 14 days after acquiring actual knowledge of the fact. O. Reg. 366/18, s. 14.

(2.1) REVOKED: O. Reg. 366/18, s. 14.

(3) A surface discontinuity on or within a sidewalk is deemed to be in a state of repair if it is less than or equal to two centimetres. O. Reg. 366/18, s. 14.

(4) For the purpose of subsection (2), treating a surface discontinuity on or within a sidewalk means taking reasonable measures to protect users of the sidewalk from the discontinuity, including making permanent or temporary repairs, alerting users' attention to the discontinuity or preventing access to the area of discontinuity. O. Reg. 366/18, s. 14.

(5) In this section,

"surface discontinuity" means a vertical discontinuity creating a step formation at any joint or crack in the surface of the sidewalk or any vertical height difference between a utility appurtenance found on or within the sidewalk and the surface of the sidewalk. O. Reg. 366/18, s. 14.

Encroachments, area adjacent to sidewalk

16.2 (1) The standard for the frequency of inspecting an area adjacent to a sidewalk to check for encroachments is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 15.

(2) The area adjacent to a sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair in respect of any encroachment present. O. Reg. 366/18, s. 15.

(3) For greater certainty, the area adjacent to a sidewalk begins at the outer edges of a sidewalk and ends at the lesser of the limit of the highway, the back edge of a curb if there is a curb and a maximum of 45 cm. O. Reg. 366/18, s. 15.

(4) The area adjacent to a sidewalk is deemed to be in a state of repair in respect of any encroachment present unless the encroachment is determined by a municipality to be highly unusual given its character and location or to constitute a significant hazard to pedestrians. O. Reg. 366/18, s. 15.

(5) If a municipality determines that an encroachment is highly unusual given its character and location or constitutes a significant hazard to pedestrians, the standard is to treat the encroachment within 28 days after making such a determination, and the encroachment is deemed in a state of repair for 28 days from the time of the determination by the municipality. O. Reg. 366/18, s. 15.

(6) For the purpose of subsection (4), treating an encroachment means taking reasonable measures to protect users, including making permanent or temporary repairs, alerting users' attention to the encroachment or preventing access to the area of the encroachment. O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks

16.3 (1) Subject to section 16.4, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,

a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and

b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.

(2) If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.

(3) If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3) with necessary modifications. O. Reg. 366/18, s. 15.

(5) For the purposes of this section, addressing snow accumulation on a sidewalk includes,

(a) plowing the sidewalk;

(b) salting the sidewalk;

(c) applying abrasive materials to the sidewalk;

(d) applying other chemical or organic agents to the sidewalk; or

(e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks, significant weather event

16.4 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on sidewalks until the declaration of the end of the significant weather event is,

(a) to monitor the weather in accordance with section 3.1; and

(b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on sidewalks starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any snow present until 48 hours following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

(a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and

(b) address snow accumulation on sidewalks in accordance with section 16.3. O. Reg. 366/18, s. 15.

Ice formation on sidewalks and icy sidewalks

16.5 (1) Subject to section 16.6, the standard for the prevention of ice formation on sidewalks is to,

(a) monitor the weather in accordance with section 3.1 in the 24-hour period preceding an alleged formation of ice on a sidewalk; and

(b) treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 15.

(2) If ice forms on a sidewalk even though the municipality meets the standard set out in subsection (1), the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy. O. Reg. 366/18, s. 15.

(3) The standard for treating icy sidewalks after the municipality becomes aware of the fact that a sidewalk is icy is to treat the icy sidewalk within 48 hours, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk. O. Reg. 366/18, s. 15.

Icy sidewalks, significant weather event

16.6 (1) If a municipality declares a significant weather event relating to ice, the standard for addressing ice formation or ice on sidewalks until the declaration of the end of the significant weather event is,

(a) to monitor the weather in accordance with section 3.1; and

(b) if deemed practicable by the municipality, to deploy resources to treat the sidewalks to prevent ice formation or improve traction, or treat the icy sidewalks, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any ice which forms or is present until 48 hours after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

(a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and

(b) address the prevention of ice formation on sidewalks or treat icy sidewalks in accordance with section 16.5. O. Reg. 366/18, s. 15.

Winter sidewalk patrol

16.7 (1) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality. O. Reg. 366/18, s. 15.

(2) Patrolling a sidewalk consists of visually observing the sidewalk, either by driving by the sidewalk on the adjacent roadway or by driving or walking on the sidewalk or by electronically monitoring the sidewalk, and may be performed by persons responsible for patrolling roadways or sidewalks or by persons responsible for or performing roadway or sidewalk maintenance activities. O. Reg. 366/18, s. 15.

Closure of a highway

16.8 (1) When a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in this Regulation from the time of the closure until the highway is re-opened by the municipality. O. Reg. 366/18, s. 15.

(2) For the purposes of subsection (1), a highway or part of a highway is closed on the earlier of,

(a) when a municipality passes a by-law to close the highway or part of the highway; and

(b) when a municipality has taken such steps as it determines necessary to temporarily close the highway or part of a highway. O. Reg. 366/18, s. 15.

Declaration of significant weather event

16.9. A municipality declaring the beginning of a significant weather event or declaring the end of a significant weather event under this Regulation shall do so in one or more of the following ways:

1. By posting a notice on the municipality's website.
2. By making an announcement on a social media platform, such as Facebook or Twitter.
3. By sending a press release or similar communication to internet, newspaper, radio or television media.
4. By notification through the municipality's police service.
5. By any other notification method required in a by-law of the municipality. O. Reg. 366/18, s. 15.

REVIEW OF REGULATION

Review

17. (1) The Minister of Transportation shall conduct a review of this Regulation and Ontario Regulation 612/06 (Minimum Maintenance Standards for Highways in the City of Toronto) made under the *City of Toronto Act, 2006* every five years. O. Reg. 613/06, s. 2.

(2) Despite subsection (1), the first review after the completion of the review started before the end of 2007 shall be started five years after the day Ontario Regulation 23/10 is filed. O. Reg. 23/10, s. 11.

18. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 239/02, s. 18.

REPORT TO COUNTY COUNCIL

FROM: Michele Harris, Director of Homes and Seniors Services

DATE: January 2, 2019

SUBJECT: Homes –Resident Medical and Recreational Cannabis

INTRODUCTION:

Historically, cannabis has been an illegal narcotic under Schedule II of the Controlled Drugs and Substances Act (CDSA). Originally, an exemption was granted for medical cannabis, on August 11, 2016, under the Access to Cannabis for Medical Purposes Regulations (ACMPR).

The legal landscape relating to cannabis in Canada has been subject to major developments in 2018. As of October 17, 2018, recreational cannabis is regulated in Canada; and, regulatory amendments were approved which provide clarity regarding requirements relating to medical and recreational cannabis in long-term care homes (LTCHs). Long-term care homes have 90 days after the coming into force of the regulatory amendments to comply with the requirements related to written policies and procedures (i.e. January 15th, 2019).

DISCUSSION:

Cannabis is a genus of the flowering plants that include three different species: sativa, indica and ruderalis. Cannabinoids are a class of compounds that act on cannabinoid receptors in the body. Tetrahydrocannabinol (THC), which is responsible for the psychoactive effects of cannabis, is often used for relief of acute pain, chronic neuropathic pain, muscle spasms, and nausea as well as to stimulate appetite. Cannabidiol (CBD), which is not psychoactive, is thought to act as an anti-inflammatory, analgesic, anti-nausea, anti-emetic, anti-psychotic, anti-ischemic, and an anxiolytic.

Medical cannabis means cannabis used for medical purposes. Medical cannabis and its constituent cannabinoids – THC and CBD – are used as a medical therapy to treat certain medical conditions and/or to alleviate symptoms. The CBD to THC ratio of medical cannabis influences its therapeutic effects. Currently there are two classes of medical cannabis available to Canadian patients: synthetic and natural. Recreational cannabis means cannabis not used for medical purposes.

Key highlights of Ontario's cannabis framework (https://www.ontario.ca/page/cannabis-legalization) include:

- The minimum age to buy, use, possess, and grow cannabis is 19 in Ontario
- The Ontario Cannabis Store is the only legal retailer of recreational cannabis
- Users will be able to purchase up to 30 grams of dried cannabis flower (or equivalent in oil) at a time
- Edible forms of cannabis are not legal for purchase or available for sale at this time on the Ontario Cannabis Store website. Ontario has adopted the federal legal limit of four plants per private residential dwelling (not per person)

- Medical cannabis purchases can be made through Health Canada licensed sellers
- As per the list adapted from www.osc.ca, and as it pertains to LTCHs, cannabis may only be legally consumed in controlled areas in residential care facilities

LTCHs can anticipate potential challenges with the prospect of residents asserting their rights to use recreational cannabis. As with any other legal items in a housing accommodation setting, this must be balanced against the rights of others and the duty to maintain safety for all.

While legislative frameworks have been created to govern cannabis, organizations are largely left to navigate the complexities of the rules and develop their own policies and procedures, ensuring compliance with all relevant legislation. In Ontario, LTCHs are required to develop written policies and procedures for the cultivation, acquisition, use, administration, possession, storage, and disposal of medical and recreational cannabis.

In the development of policy and procedure for resident use of cannabis, consideration was given to, but not limited to, the following:

- For a resident to have medical cannabis, a Medical Document is required, and the onus is on the resident to provide it
- Smoking of cannabis is being regulated in a manner consistent with tobacco smoking (Smoke-Free Ontario Act, 2017) which prohibits smoking of cannabis within 9 metres of entrances or exits of LTCHs
- In terms of staff assisting in the administration of medical cannabis, consistent with the former ACMPR and now, under Part 14 of the Cannabis Regulations, a person may possess medical cannabis to assist in the administration of it to the person who obtained it. However, this may trigger other occupational health and safety concerns, if the medical cannabis is to be smoked, even in a legal area
- Although a resident may have a legal right now in Canada to grow his/her own cannabis (up to 4 plants/residence), this does not necessarily translate into a right to grow it on the premises of a LTCH without limitation. There may be environmental and security reasons that this right would need to be balanced against safety of all residents, some of whom have cognitive impairment and may also wander as a result of their condition. Any limitation imposed in such a situation could, of course, be subject to a legal challenge. However, it is anticipated that some homes and housing settings will take the position that whether via municipal by-law, lease agreements or employer/property owner rights, they may limit this (https://www.ontario.ca/page/cannabis-legalization#section-2)
- Residents Bill of Rights
- College of Nurses of Ontario (CNO) Medication Practice Standard as it relates to Medical Marijuana
- College of Physicians and Surgeons of Ontario (CPSO) Marijuana for Medical Purposes
- Legal considerations:
    - Lack of evidence indicating treatment affects the required standard of care
    - Lack of evidence regarding appropriate dosing, potency, and different strains; unclear whether health care practitioner can be held liable for adverse reactions

- Difficult to get informed consent if risks and benefits are unclear – individual to voluntarily assume risks

- Clinical considerations:
  - Limited clinical evidence of medical benefits
  - Limited guidance for therapeutic use regarding indications, potency, acceptable dosages, interactions with other medications, and adverse effects
  - Unclear how a health care practitioner will know the potency of each strain or which strain to provide the individual
  - Individuals' reactions vary

CONCLUSION:

The County of Elgin Homes Director of Homes and Seniors Services, Solicitor, Administrators, Medical Directors, contracted Pharmacy provider and Managers of Resident Care have provided input into the development of the initial medical and recreational cannabis policies to provide access while maintaining/balancing resident and staff safety and service delivery. It is both anticipated and recognized that, based on potential/actual cannabis related scenarios/requests for use at the Homes, and potential changes in legislation, an evaluation of medical and recreational policy and procedures in 2019 will be required.

RECOMMENDATIONS:

THAT Council approve the County of Elgin Homes and Seniors Services Nursing Department Resident Medical and Recreational Cannabis policies; and,

THAT the report titled "Homes – Resident Medical and Recreational Cannabis" dated January 2, 2019 be received and filed.

All of which is Respectfully Submitted

Michele Harris
Director of Homes and Seniors Services

Approved for Submission

Julie Gonyou
Chief Administrative Officer

HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER:
DEPARTMENT: *Nursing* **SUBJECT:** ***Cannabis – Medical***

APPROVAL DATE: **January 2019** **REVISION DATE:**
REVIEW DATE:

PURPOSE:

This policy will address the secure acquisition, consumption, administration, proper and safe handling, storage, documentation and disposal of medical cannabis when a resident has been approved for its use by a health care practitioner.

Term	Definition
Medical Cannabis	Refers to the use of cannabis and its constituent cannabinoids, tetrahydrocannabinol (THC) and cannabinol (CBD), as a medical therapy to treat certain conditions or alleviate symptoms
Health Care Practitioner	Includes medical practitioners and nurse practitioners
Facility Physician	Attending physician and/or medical director contracted by the operator//long-term care home (LTCH)
Facility Registered Staff	Registered Nurse (RN) and/or Registered Practical Nurse (RPN) employed at a County of Elgin facility/LTCH
Prescriber	Includes medical practitioners and nurse practitioners authorized to facilitate access to medical cannabis
Medical Practitioner	A prescriber who is entitled to practise medicine in the designated provinces
Nurse Practitioner	A registered nurse who is entitled to practise as a nurse practitioner, and autonomously make diagnoses, order and interpret diagnostic tests, prescribe substances and treat patients
Pharmacist	A person who is entitled to practise pharmacy under the laws of province.
Pharmacy	Pharmacy contracted by the operator/LTCH
Licensed Producer	Is the holder of a producer's license that is issued by Health Canada under the Cannabis Act to produce quality-

	controlled cannabis under secure and sanitary conditions
Medical Document	Authorizes the use of cannabis for medical purpose under The Cannabis Regulations of the Cannabis Act.

The Access to Cannabis for Medical Purposes (Part 14) in the Cannabis Regulation under the *Cannabis Act* allows for reasonable access to cannabis for medical purposes for Canadians who have been authorized to use cannabis for medical purposes by their health care practitioner.

Under the Cannabis Act, Canadians who have been authorized by their health care practitioner to access cannabis for medical purposes will continue to have the option of purchasing safe, quality-controlled cannabis from one of the producers licensed by Health Canada. Canadians will also be able to produce a limited amount of cannabis for their own medical purposes, or designate someone to produce it for them.

****For the purposes of this policy, and to support resident safety, residents wishing to produce cannabis for their own medical purposes must designate someone to produce it for them off site.**

Obtaining Medical Cannabis through a Licensed Producer:

The following steps outline the process to obtain medical cannabis for medical purposes from a licensed producer, in the Access to Cannabis for Medical Purposes (Part 14) in the Cannabis Regulation under the *Cannabis Act*:

> Resident to consult with a Health Care Practitioner

> Resident to obtain a Medical Document Completed by the Health Care Practitioner
  > Medical practitioners wanting to authorize resident access to medical cannabis should refer to the Health Canada information site on Access to Medical Cannabis for Medical Purposes
  > The Medical Document must include the following information and be *signed and dated* by the health care practitioner:
    i. Resident full name;
    ii. Resident date of birth;
    iii. address where resident consulted with the practitioner;
    iv. maximum daily grams of cannabis authorized to use, the period of

authorized use (i.e. number of days, weeks or months), which cannot exceed one year from the date the Medical Document is signed by the healthcare practitioner;

v. the healthcare practitioner's name and, administrative information (profession, license number, province of license, business address, phone number, fax number and email address, if applicable); and
vi. an attestation by the healthcare practitioner that the information contained in the document is correct and complete.
vii. Acknowledgement of physician Support – authorization that the facility attending physician may consult the contracted pharmacy provider directly for dosing and product guidance. SmartMeds Pharmacy contact information: 905-336-8672 or 1-877-336-8672.

- In the event that the facility physician declines to authorize access and/or use of medical cannabis; but the resident/substitute decision maker (SDM) wishes to further discuss cannabinoid therapy with an external health care practitioner in the community, the facility physician may refer the resident for evaluation of medical cannabis. Additionally, the Home shall provide the resident/SDM with information to support an external evaluation process if requested.
- The process for outside prescriptions shall be followed for any external medical cannabis authorization(s) and order(s). The physician will note the authorization for medical cannabis by the external provider in the Physician's order form as per the completed medical document.
- If the residents' attending physician elects to not authorize and/or follow the process for outside prescriptions, facility registered staff will not be permitted to administer the medical cannabis. In this situation, the County of Elgin Administration policy 1.15 - Complementary and Alternative therapy policy shall be followed.

> <u>Register and Order with a Licensed Producer</u>

<u>Process when Resident/SDM is registering/ordering the medical cannabis with a licensed producer</u>:

Note: This step can be completed by either the resident/SDM or prescriber.

> Once resident has obtained a Medical Document from their authorized healthcare practitioner, the resident/SDM or prescriber can register with the <u>licensed producer</u> of their choice. Please review the Health Canada website for a listing of licensed producers, accessible here:

https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/licensed-producers/authorized-licensed-producers-medical-purposes.html

- To register, the resident/SDM or prescriber would need to submit certain information, including the original Medical Document and registration form specific to the licensed producer. *(It is recommended to contact the licensed producer for further information regarding application requirements.)*
- Resident/SDM will order and reorder the medical cannabis and accept delivery from the licensed producer

Process when resident/SDM requests that the Home/Pharmacy assist with Medical Cannabis from a licensed producer:

- Facility registered staff will scan the medical document to the pharmacy – pharmacy will register with a licensed producer.
- Pharmacy will enter the medical cannabis order on the Medication Administration Record
- Pharmacy will work with the Home (facility registered staff) to order, reorder and accept delivery of the medical cannabis

****Upon request/authorization for resident use, the facility will notify SmartMeds pharmacy as to who will assist with the registration process (i.e. resident/SDM/prescriber or Home/Pharmacy).**

The Access to Cannabis for Medical Purposes (Part 14) in the Cannabis Regulation under the *Cannabis Act (Canada)* also allows nurses to possess the cannabis for the sake of assisting the authorized individual in taking the medical cannabis.

The nurse has a role to facilitate the client's actions and choices, including providing assistance to clients who cannot take their own medical cannabis independently.

There is a maximum amount of cannabis permitted to be possessed (possession cap) under the Cannabis Regulations of either 30 times the daily quantity of dried cannabis indicated on the Medical Document, or 150 grams of dried cannabis, whichever is less.

For example, if a resident has an authorized daily amount of 2 grams per day, their possession cap would be 60 grams. However, if their healthcare practitioner recommends 6 grams per day, then the resident would be allowed to possess a maximum of 150 grams at any one time.

PROCEDURE:

****Note: For the purposes of this policy, County of Elgin Homes have determined that cannabis oils extracts and capsules are the only form of medical cannabis that may be administered by nurses.**

a. Home to ensure the Medical Document is completed, placed in the resident's chart and sent to the producer (as outlined above) to initiate the process for registration. The authorizing prescriber will provide all required details for the medical cannabis order including the form of cannabis (oil, gel caps only), the amount/content of Tetrahydrocannabinol (THC) and Cannabidiol (CBD), number of times/frequency it is to be administered, etc.
b. For purposes outlined in this policy, medical cannabis should be treated like any narcotic/controlled substance by facility registered staff.
c. Upon receipt of all orders, a narcotic/controlled substance count sheet is to be initiated by facility registered staff and secured in the double-locked narcotic box in the medication cart in the medication room on the resident's home area.

Administration:

d. Remove product from double-locked narcotic box in medication cart.
e. Ensure the medical cannabis product is labelled with the Resident name, Dose and Directions.
f. Use personal protective equipment (i.e. gloves, mask (optional) when handling medical cannabis. Universal safety precautions are to be applied at all times).
g. When appropriate, assist with administration of medical cannabis product.
   > Note: There are different routes of administration of cannabis, including the following, which may require measuring or weighing the product
      - Oral/Buccal (i.e. oils) and capsules
         - Many of the oils come with their own dropper marked with dose amounts in millilitres (ml)
         - Staff to follow pharmacy recommendations re: measuring or weighing
h. Documentation of administration by nursing staff is to be completed on the Medication Administration Record (MAR) and the individual Narcotic and controlled substance Record.
i. Return cannabis product to double-locked container.
j. Assess and document resident's response to medical cannabis.

k. Notify the prescriber (and attending physician if attending physician is not the prescriber) if resident develops any adverse effects while using medical cannabis. If applicable, the licensed producer and/or Health Canada may also require notification.
l. It is recommended that medical cannabis be treated like a Narcotic and Controlled substance; therefore, it is to be counted at every shift change. See County of Elgin Nursing Policy – Medication - Narcotics and Controlled Drugs.

Re-Ordering Supply

1. If the medical cannabis is provided by SmartMeds pharmacy, the pharmacy will refill and send automatically to the facility on a weekly basis and as per schedule; and it will be packaged as per pharmacy procedures and labeled with a unique Customer ID.

In some cases due to the frequency of administration, the pharmacy may send the remaining of the product in a PRN blister pack and the nursing staff is responsible to re-order the PRN as needed as per re-order procedure.
For example: If the order states that Cannabis must be administered three times a day "up to 5 times a day", then the pharmacy will send on the first fill with 21 Softgels and a second card (PRN) with 14 Softgels for a total of 35 Softgels.

2. The nursing staff is responsible to re-order via SmartLink as per re-order procedure.

3.The facility must ensure to have the resident's customer ID# available and no patient specific information is to be communicated via email for confidentiality purposes.

Safe and Secure Disposal:

- Destruction/disposal of medical cannabis is the same as for any other narcotic or controlled substance; or returned to the licensed producer for destruction.
- Direction regarding destruction/return to the licensed producer shall be from the Manager of Resident Care/Administrator in consultation with pharmacy.

References

1. Health Canada 2013. Cannabis information for health care professionals http://www.hc-sc.gc.ca/dhp-mps/marihuana/med/infoprof-eng.php
2. Government of Canada. Cannabis legalization.

https://www.ontario.ca/page/cannabis-legalization

3. Government of Canada. Accessing cannabis for medical purposes from a licensed producer. https://www.canada.ca/en/health-canada/services/getting-cannabis-from-licensed-producer/accessing-from-licensed-producer.html?_ga=2.268267662.1290404164.1536328168-373850310.1507904195
4. Government of Canada. Fact sheet: Access to cannabis for medical purposes regulations. https://www.canada.ca/en/health-canada/news/2016/08/fact-sheet-access-to-cannabis-for-medical-purposes-regulations.html
5. College of Nurses of Ontario. Medical marijuana. http://www.cno.org/fr/exercice-de-la-profession/educational-tools/ask-practice/medical-marijuana/
6. A Guide to the Long-Term Care Homes Act, 2007, and Regulations 79/10. http://www.health.gov.on.ca/en/public/programs/ltc/docs/ltcha_guide_phase1.pdf
7. Government of Canada. Justice Laws Website. Cannabis Act (S.C. 2018, c. 16). https://laws-lois.justice.gc.ca/eng/acts/C-24.5/
8. SmartMeds Pharmacy Policy and Procedure 4-30 Medical Cannabis
9. County of Elgin Administration policy and procedure 1.15 Complementary and Alternative Therapy
10. County of Elgin Nursing Policy – Medication - Narcotics and Controlled Drugs
11. County of Elgin Nursing Policy – Medication – Self Administration by a Resident
12. County of Elgin Nursing Policy – Medication – Evaluation for Self Administration of Medications
13. County of Elgin Nursing Policy – Medication – Destruction of Narcotics and Controlled Drugs

HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER:
DEPARTMENT: *Nursing* **SUBJECT:** ***Cannabis – Recreational – Residents***

APPROVAL DATE: January 2019 **REVISION DATE:**
REVIEW DATE:

PURPOSE:

- The purpose of this policy is to provide guidelines for the possession, growth, and use of recreational cannabis within any facility or upon any lands upon which the Corporation of the County of Elgin operates a Long-term Care Home (LTCH or Home) that are consistent with the Home's commitment to creating a healthy and safe environment for all residents and employees. It applies to both residents and visitors to the extent that the policy needs to be enforced within the premises and on the property of the Home.

- This policy applies primarily to residents. It addresses visitors only where they are consuming cannabis on the Home's property without authority or permission from Administration.

- The term "cannabis" used throughout this policy refers to the definition of "dried cannabis" found under the federal *Cannabis Act.*

- The term "Home" used throughout this policy means any land and premise upon which the Corporation of the County of Elgin operates a LTCH, including, but not necessarily limited to Terrace Lodge, Elgin Manor and Bobier Villa.

- The regulations to Ontario's *Cannabis Act* require that "every licensee of a long-term care home shall ensure that there are written policies and procedures to govern, with respect to residents, the cultivation, acquisition, consumption, administration, possession, storage and disposal of recreational cannabis in accordance with all applicable laws, including, without being limited to, the Cannabis Act (Canada) and the Cannabis Regulations (Canada)".

Policy Statement

For the purposes of this policy, the only form of consumption of recreational cannabis permitted by residents and visitors to the Home will be dried and by smoking or vaping.

1. Receiving (Acquisition) of Cannabis

Residents may receive delivery of cannabis from the Ontario Cannabis Store to the Home. Provincial requirements mean that age verification must be made by the delivery service.

Procedure: Residents must have government-issued identification in order to receive a cannabis delivery.

2. Possession of Cannabis

Possession of cannabis by a resident is permitted at the Home, within legal limits and subject to safe storage rules described below.

3. Growing (Cultivation) of Cannabis

For safety and security reasons, the growing of cannabis by a resident is not permitted at the Home.

**For the purposes of this policy, and to support resident safety, residents wishing to produce cannabis for their own recreational purposes must designate someone to produce it for them off site from the Home.

4. Use (Consumption) of Cannabis

Indoors

Individuals (including residents) are prohibited from smoking or vaping cannabis indoors at the Home.

Outdoors

Smoking (including vaping) of cannabis by residents is permitted anywhere on the property where smoking of tobacco may occur.

Smoking rules are enforced by the Home.

- Each home will designate an outdoor smoking area for residents.
- Signage will be posted identifying the smoking area.
- All smokers of cannabis are expected to adhere to this area and to keep the area free of any debris.
- For clarity, the definition of smoking at the Home shall include vaping.

- County of Elgin Administration Policy 1.4 Smoking: Residents, Staff & Visitors shall apply and must be adhered to. Smoking Policy 1.4 includes but is not limited to the following requirements:

    - Initial and ongoing resident assessment for ability to smoke safely
    - Capacity/ability to smoke independently and to follow rules/policy/legislation
    - Potential outcomes related to failure to follow policy

- The multidisciplinary team will monitor residents using recreational cannabis for any health or behaviour issues as part of the ongoing resident assessment. An example of an incident could include:

    - swerving when driving power wheelchair
    - running into furniture, walls, people
    - physical or verbal aggression to staff, residents, visitors
    - postural changes (e.g. slumping over in chair)
    - decreased level of alertness
    - uncooperative in following instructions
    - Sick, vomiting, etc.

    Any such occurrences will be reported to the Registered Nursing staff, documented on the resident's record and reported to the physician. The multidisciplinary team (OT, PT, Registered staff, BSO team, Physician, etc.) will address situations where recreational cannabis is deemed to be causing significant risk and an intervention plan shall be implemented and discussed with the resident.

- Residents who display inappropriate behaviours believed to be attributed to the use of recreational cannabis will be reminded of the Homes' policy related to Civil, Respectful Interactions and the Violence in the Workplace policy.

- The County of Elgin recognizes the right of each resident to make choices regarding their use of recreational cannabis. It is also recognized that there can be serious risk when combining recreational cannabis and the use of power wheelchairs. The risks include but are not limited to harm to the resident, other residents, and/or property. A referral to OT/PT for assessment regarding use of the power wheelchair related to the use of recreational cannabis will be initiated. It may be appropriate for the registered nursing

staff to disconnect the power wheelchair until the referral can be completed to ensure safety of all residents and staff.

5. *Administration, Secure Storage, and Disposal of Cannabis*

> The safe administration, secure storage and disposal of cannabis in the Home are important.

> The administration of cannabis must align with the rules and procedures set out above regarding the acquisition, possession, cultivation, and consumption of cannabis.

> Residents are required to inform registered staff and their attending physician of their request to use recreational cannabis at which time a smoking assessment will be completed. See County of Elgin Administration Policy – 1.4 Smoking: Residents, Staff & Visitors.

> Residents are encouraged to speak to the Home's staff/attending physician, if they have any questions about best practices regarding the use of recreational cannabis.

> It is recommended that recreational cannabis follow the same procedure as medical cannabis including evaluation/discussion with attending physician; notation on physician order form by attending physician, the Medical Administration Record and resident care plan that resident is utilizing recreational cannabis; storage, counting, disposal, etc.

> It is recommended that recreational cannabis possessed by a resident be placed into the double-locked, centralized storage area (medication room) within the Home. This ensures safe storage and allows for proper disposal, if placed in the centralized storage awaiting proper disposal. If a resident is self-administering, the home may consider double locking in resident's room – i.e. storing it in a locked box (purchased by resident and approved by the Home) within a locked drawer in the resident's room.

> For safety and security reasons, residents are not to share /provide recreational cannabis to other residents.

References:

1. Health Canada 2013. Cannabis information for health care professionals http://www.hc-sc.gc.ca/dhp-mps/marihuana/med/infoprof-eng.php

2. Government of Canada. Cannabis legalization. https://www.ontario.ca/page/cannabis-legalization
3. Government of Canada. Accessing cannabis for medical purposes from a licensed producer. https://www.canada.ca/en/health-canada/services/getting-cannabis-from-licensed-producer/accessing-from-licensed-producer.html?_ga=2.268267662.1290404164.1536328168-373850310.1507904195
4. Government of Canada. Fact sheet: Access to cannabis for medical purposes regulations. https://www.canada.ca/en/health-canada/news/2016/08/fact-sheet-access-to-cannabis-for-medical-purposes-regulations.html
5. College of Nurses of Ontario. Medical marijuana. http://www.cno.org/fr/exercice-de-la-profession/educational-tools/ask-practice/medical-marijuana/
6. A Guide to the Long-Term Care Homes Act, 2007, and Regulations 79/10. http://www.health.gov.on.ca/en/public/programs/ltc/docs/ltcha_guide_phase1.pdf
7. Government of Canada. Justice Laws Website. Cannabis Act (S.C. 2018, c. 16). https://laws-lois.justice.gc.ca/eng/acts/C-24.5/
8. County of Elgin Administration Policy 1.4 Smoking: Residents, Staff & Visitors
9. County of Elgin Nursing Policy – Cannabis – Medical
10. County of Elgin Point Click Care Resident Smoking Assessment

REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer

DATE: December 24, 2018

SUBJECT: Council Meeting Live Streaming

INTRODUCTION:

The manner in which government communicates with their constituents is rapidly changing as new technology emerges. In the past, the public largely attended the County Building in-person to discuss their concerns or get information. Increasingly, residents are sending messages through social media, emailing to request information or calling rather than attending the County Building or Council meetings in person. In an effort to be as transparent as possible, Council must ensure the public is engaged in an appropriate way. To achieve this, some municipalities have deployed live streaming of Council meetings which allows their residents to tune into a Council discussion from the comforts of their own home.

Live streaming has been successfully incorporated into other municipalities, but it does present some challenges for Elgin County - most notably access to reliable internet throughout the County.

The purpose of this report is to seek Council's direction as to whether live streaming is something Council wishes to explore at this time, and if so, obtain direction for staff to provide a follow up report to Council noting the benefits, risks and costs associated with this initiative.

DISCUSSION:

Live streaming demonstrates transparency and accountability and provides real-time, accurate information to citizens quickly and efficiently. This enables Council to meet their constituents externally rather than expecting the constituents to be present at Council Meetings.

Some modifications to the Council Chambers would be required to facilitate live streaming as the Council Chambers have mirrors lining the walls which are not conducive to video or photography. Live streaming technology also requires a robust internet connection both at the County Building and through the device utilized by the end user. Finding reliable and affordable internet across the County is a well-known challenge. Additionally, live streaming requires human intervention, closed captioning for hearing impaired, and regular testing and maintenance checks. Lastly, but also important to note, there is a chance that this could thwart creativity and open discussion around the Council table.

CONCLUSION:

Live streaming of Council meetings is an emerging trend in municipal government, one that increases transparency and accessibility where internet access is reliable. Prior to consenting to this initiative, it is recommended that County Council receive additional information including the pros, cons and costs associated with live streaming.

RECOMMENDATIONS:

THAT staff be directed to investigate live streaming of Council meetings further and provide County Council with a report that defines the benefits, risks and costs associated with this initiative; and,

THAT the report, titled “Council Meeting Live Streaming” from the Chief Administrative Officer dated December 24, 2018 be received and filed.

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer

CORRESPONDENCE – January 8, 2019

Items for Consideration – (Attached)

1. Minister of Municipal Affairs and Housing Letter Regarding Municipal Reporting Burden
2. South Central Ontario Region Economic Development Corporation with an Invitation for Elgin to Join SCOR
3. Minister of Municipal Affairs and Housing Letter Regarding Housing Supply Action Plan Feedback

Ministry of Municipal Affairs and Housing

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Bureau du ministre

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Ontario

DEC 05 2018

RE: Municipal Reporting Burden

Dear Heads of Council,

As you have heard me say, reducing the provincial reporting burden affecting the municipal sector is a priority for the government. I addressed municipal concerns about the reporting burden at the Association of Municipalities of Ontario (AMO) conference in Ottawa this past summer. I have heard from municipalities that the province asks for too many reports, which impacts the ability of municipalities to focus on local priorities.

I have struck a team in my ministry to lead the reduction of the municipal reporting burden across government. In addition to reducing the number of reports, we must make sure any remaining information collected is necessary for the province's work. We must confirm the information requested is not duplicative, and that the reporting requirements for small municipalities are appropriate.

To address these goals, my ministry will be convening a cross-government working group to bring together ministries with municipal reporting requirements. This group will be tasked with reducing reporting and undertaking the work to meet the aforementioned commitments.

In addition to our cross-government working group, in 2018, my team will be convening a stakeholder working group of various municipal associations with a shared common interest in municipal reporting requirements.

I invite you to share your thoughts on what changes can be made to municipal reporting directly to my office, as well.

Thank you for your support.

Steve Clark
Minister, Ministry of Municipal Affairs and Housing

c: Laurie LeBlanc, Deputy Minister, MMAH

December 18, 2018

Warden Duncan McPhail,
450 Sunset Drive,
St. Thomas, ON
N5R 5V1

Dear Warden McPhail,

Congratulations on your election as Warden of Elgin County!

I am reaching out to you on behalf of the SCOR EDC Board of Directors to ask that Elgin County consider joining the organization again as a full partner.

As a neighbor community and founding partner in the organization we would value your participation in SCOR EDC.

As you may know SCOR EDC is a municipally owned economic development corporation. The five counties that make up the region are Brant, Elgin, Middlesex Norfolk, and Oxford. The region is comprised of small urban and rural communities that are home to over 450,000 residents. We share many common issues, concerns, and opportunities. We have always held to the belief that the five county region is "right-sized" large enough to draw attention of Provincial and Federal government and yet small enough to agree on many priorities and issues that we all face. Each county has a strong economic base in agriculture and manufacturing as well as tourism.

Over the past years we have continued to represent the interests of the entire region and do still believe that together we are stronger. The initiatives that SCOR EDC undertakes, we believe align well and will contribute significantly to Elgin County's overall economic development efforts.

SCOR EDC strategic priorities are:

- Infrastructure to support economic development
- Human Capital - that supports economic development
- Sector Development with a focus on agriculture and value added processing

We would welcome the opportunity to speak with you further and ask that you and your council consider participating as a full partner in the organization.

Kindest regards,

Stephen Molnar
SCOR EDC Chair
Mayor of Tillsonburg
Oxford County Councillor

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Ontario

Dear Head of Council,

As you know, our government has launched a broad consultation to gather input on how to increase the supply and mix of housing, speed up development timelines and drive down costs. Feedback from the consultation will inform our Housing Supply Action Plan, to be released this spring. I encourage you to share your ideas by visiting Ontario.ca/HousingSupply before January 25, 2019.

As part of this consultation, we will be undertaking a fundamental review of all aspects of the development approvals process as it relates to building more housing people can afford, and attracting and retaining new business investments. That is why I have directed my ministry to review the entire provincial approvals process – from the rules for planning all the way to construction.

I am keenly aware of the broad number of permits, approvals and processes that may come into play as part of this exercise, including those that reside with our partner ministries. I am working closely with my Cabinet colleagues on this initiative and our government's goal is a streamlined development process that ensures provincial approvals are in place within one year so building can begin sooner.

To help achieve this ambitious but necessary goal, and following on the successes of our recent Growth Plan Implementation workshops, we want to hear directly from you. That is why, we will be holding a series of targeted consultations focused on the key laws and policies that my ministry administers, and your input will be critical.

In the coming days, you will be invited to participate in one or several discussions focused on the Planning Act, the Provincial Policy Statement, the Building Code and other matters. This detailed review of individual policies and laws is needed to find every barrier and unnecessary step in the process. However, as Minister, I am interested in transformative change, not incremental shifts in policies.

Making Ontario open for business means a fundamental change to the status quo. Our province needs to be a place where businesses can locate and grow, and create jobs and innovate, not spend their time clearing regulatory hurdles and navigating unnecessary red tape.

This is urgent work, and I hope you will make time to participate. I look forward to hearing your important insights and recommendations on how to move forward.

Steve Clark
Minister
Ministry of Municipal Affairs and Housing

CORRESPONDENCE – January 8, 2019

Items for Information– (Attached)

1. Minister of Finance Letter Regarding Ontario Municipal Partnership Funding Update
2. Agri-Net 2019 Registration Invite
3. City-County Relations Committee St. Thomas Appointments
4. Health Recruitment Partnership St. Thomas Appointment
5. MP Karen Vecchio Municipal Leaders Roundtable Invitation
6. Living Wage St. Thomas/Elgin
7. Minister of Finance Letter Regarding Cannabis Legalization Implementation Fund
8. Thames Valley District School Board Childcare and School Projects Government Delay
9. SWIFT Board of Director Election Notice
10. Minister of Finance Update on Assessment of Landfill Properties for Tax Purposes
11. YMCA St.Thomas/Elgin Preventing and Ending Youth Homelessness

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Office of the Minister

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7 Queen's Park Crescent
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Télécopieur: 416-325-0374

December 21, 2018

Dear Head of Council:

We are writing to provide you with an update on the 2019 Ontario Municipal Partnership Fund (OMPF).

Firstly, congratulations on your new office term. Our government knows that one of the first priorities for your new council is setting your 2019 budget. The Association of Municipalities of Ontario (AMO) along with a number of individual municipalities have asked for information about the 2019 OMPF to support budget planning.

Like many of my colleagues in the Legislature, as former municipal representatives, we understand the importance of this information. Let me assure you, we are committed to getting you the details of your 2019 OMPF allocation as soon as possible.

As outlined in November's *2018 Ontario Economic Outlook and Fiscal Review*, our government wants to ensure that the vital services people rely on like health and education are available to individuals and families for generations to come. This is why our top priority is putting the Province's fiscal house in order.

As you know, the Province's financial challenge is massive. We inherited a $15 billion deficit and over a third of a trillion dollars in net debt. The previous government was spending more than $40 million more a day than they took in.

This is simply unsustainable. This is why we are making every effort to restore fiscal balance to the Province.

Ernst and Young, who conducted a line-by-line-review of Ontario's spending, confirmed in its report *Managing Transformation — A Modernization Action Plan for Ontario* that the growth in transfer payments and other provincial supports are key contributors to the province's mounting debt. Getting this spending under control is why we are undertaking a detailed review of all transfer payments, including those to municipalities.

We must continue to support municipalities in a way that is sustainable and responsible. To achieve this, we are reviewing the OMPF — which is why details of OMPF allocations will be released later than in past years.

.../cont'd

We will be looking to you, our municipal partners, to help us with the challenge that lies ahead — as we look to drive efficiencies and value-for-money in all of our transfer payments, including the OMPF. While we all will be operating within a smaller funding envelope, we want to work with you to return the program to what it was initially intended to do — support the Northern and rural municipalities that need it the most.

As part of the OMPF review, we will seek your feedback on how best to renew the program. We will work through AMO and the recently signed joint Memorandum of Understanding (MOU). This agreement is a foundation of our relationship. The AMO MOU table has been an important forum for discussing and receiving your input on financial matters. I also understand that there has been a staff working group that has provided valuable feedback on the OMPF in the past. Ministry officials have been asked to engage with this group early in the New Year.

Again, we want to provide you with 2019 OMPF allocations as soon as possible. We are working to complete the review early in 2019.

Since coming into office, our government has taken a number of actions to support municipalities. These include introducing legislation to address two critical issues in Ontario's firefighting sector: fairness for professional firefighters and the efficiency of the interest arbitration system. In addition, we have committed to providing municipalities $40 million over two years to help with the implementation costs of recreational cannabis legalization. In addition, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds $100 million, the province will provide 50 percent of the surplus only to municipalities that have not opted-out as of January 22, 2019. We are also working to reduce the significant red tape burden municipalities face.

These are important initiatives that will make life better for the people of Ontario.

We respect our municipal partners, and are committed to working constructively with all local governments to find smarter and more efficient ways to make life better for our communities.

Sincerely,

Vic Fedeli
Minister of Finance

c: The Honourable Steve Clark, Minister, Municipal Affairs and Housing
Greg Orencsak, Deputy Minister, Ministry of Finance
Laurie LeBlanc, Deputy Minister, Ministry of Municipal Affairs and Housing
Jamie McGarvey, President, Association of Municipalities Ontario

From: Christy Hunking
Date: December 7, 2018 at 11:19:40 AM EST
To: Christy Hunking
Subject: Agri-Net 2019 - SAVE THE DATE - Limited registration available

As in previous years, the London Chamber of Commerce, along with neighbouring Chambers including our own, will feature an agriculture event called Agri-Net.
The event will take place at the London Convention Centre on Wednesday, February 13th, 2019 and will host 70 to 100 exhibitors. *There is a limit to the number of exhibitors per business sector.*
Agri-Net is looking to offer a wide-range of exhibitors in terms of their agricultural contribution to our economy. These would include (but would not be limited to) small to medium sized food processors, grain seed agri-business, livestock agri-businesses (dairy, hogs, chickens etc.), fruits and vegetable growers, crop businesses, farm equipment sellers, farming chemicals, farm financing, farm accounting, farm insurance, agricultural training and education as well as storage and logistics and the various commodities and marketing boards.
Booths are priced at $175.00 +HST (members and non-members) and will include a covered table. Each exhibitor will receive 10 complimentary passes at a value of $10 each. In total that's a $100.00 value for the price of a $175.00 booth.

If you're interested in participating in the 2019 Agri-Net, register online here:
http://www.londonchamber.com/events/details/2019-agri-net-1079
Please let them know which Chamber you are connected with when you register.

Any questions, let me know.
Thanks,

| Christy Hunking
| *Member Services Rep*
| **St. Thomas & District Chamber of Commerce**
| 300 South Edgeware Road, St. Thomas
| 519.631.1981 x. 526
| www.stthomaschamber.on.ca

December 19, 2018

County of Elgin
Attn: Julie Gonyou, CAO
Via Email: cao@elgin.ca

Re: 2019 Appointments – City-County Relations Committee

Dear Ms. Gonyou,

Please be advised that at the December 17th, 2018 meeting, Council of the Corporation of the City of St. Thomas appointed the following persons to the City-County Relations Committee**:**

MAYOR JOE PRESTON	9 Cardinal Crt., N5P 0C5	519-631-1680, ext. 4131
	e-mail:	mayor@stthomas.ca
COUNCILLOR LORI BALDWIN-SANDS	12 Northwood Place, N5P 2J4	519-207-2247
	e-mail:	lbaldwin-sands@stthomas.ca
COUNCILLOR STEVE PETERS	41 St. Catharine Street, N5P 2V7	519-631-1717
	e-mail:	speters@stthomas.ca

If you have any questions please feel free to contact myself at the information above.

Sincerely,

Melanie Knapp
Corporate Administrative & Accessibility Clerk

C/c Mayor Preston, Councillor Baldwin-Sands, Councillor Peters
Jenna Fentie, Administrative Services, County of Elgin

December 19, 2018

Ms. Julie Gonyou
Chief Administrative Officer, County of Elgin
Via Email: cao@elgin.ca

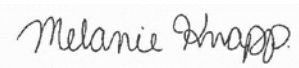
Re: Health Recruitment Partnership - Confirmation of Appointment

Dear Ms. Gonyou,

Please be advised that at the December 17, 2018 meeting, Council of the Corporation of the City of St. Thomas has confirmed the appointment of Councillor Grant Jones to the Health Recruitment Partnership.

Please feel free to contact myself if you have any questions.

Sincerely,



Melanie Knapp

Corporate Administrative and Accessibility Clerk

c/c W. Graves, City Manager wgraves@stthomas.ca
J. Fentie, Administrative Services jfentie@elgin.ca
J. Hindley, Secretary, Health Recruitment Partnership jhindley@stthomas.ca

HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Karen Vecchio
Member of Parliament
Elgin—Middlesex—London

Tuesday, December 12, 2018

RE: Municipal Leaders Roundtable

As Member of Parliament for Elgin-Middlesex-London I will be hosting a Municipal Leaders Roundtable to hear local concerns with Mayors and CAOs and better understand the needs of constituents in Elgin-Middlesex-London.

Following the Mayor's Dinner I believe that it is important as a community to work together and as leaders to have open dialogue and discussion on issues that are affecting the Elgin-Middlesex-London. As I continue to speak with local stakeholders and key community influencers it is evident that there is an overlap in issues across municipalities. Matters such as Housing, Transportation, Employment and Supports for seniors and Low-income Families are all obstacles local governments are facing.

These topics and others will be discussed at the Municipal Leaders Roundtable to establish solutions to these concerns and work together as Leaders to help serve your individual municipalities.

I am requesting your participation for the Municipal Leaders Roundtable on:

Date: Tuesday January 15, 2019
Time: 11:30am -1:30pm
Location: CASO Station;
750 Talbot St.
St. Thomas ON N5P 1E2

RSVP: Jill Ferguson 519-637-2255 or by email karen.vecchio.c1c@parl.gc.ca

Sincerely,

Karen Vecchio, MP
Member of Parliament
Elgin-Middlesex-London

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

LIVING WAGE
ST. THOMAS ELGIN
www.livingwagestthomas.com

ONTARIO LIVING WAGE NETWORK
ONTARIOLIVINGWAGE.CA

2018-2019

WHAT DOES IT COST TO LIVE IN ST. THOMAS & ELGIN COUNTY

Calculating a Living Wage for our community

The Living Wage for St. Thomas-Elgin is calculated to build awareness about the current cost to live and participate in our communities

Find out more about the Ontario Living Wage Network at www.ontariolivingwage.ca and Living Wage Canada at www.livingwagecanada.ca

Report prepared by: Petrusia Hontar, Researcher

Funding provided by: ST. THOMAS THE RAILWAY CITY; Elgin Middlesex Oxford Workforce Planning and Development Board / Commission de planification et de développement de la main d'oeuvre pour les comtés d'Elgin, de Middlesex et d'Oxford; Employment Services Elgin; FANSHAWE; YWCA ST. THOMAS - ELGIN

A living wage is more than just what an employer should pay the workforce. It is a tool the entire community can use to focus resources and work towards building a more prosperous community for everyone.

"More and more people are working for low wages. They are facing impossible choices – buy food or heat the house, feed the children or pay the rent. The result can be spiralling debt, constant anxiety, and long-term health problems. In many cases it means that the adults in a family are working long hours, often at two or three jobs, just to pay for basic necessities."

What is a Living Wage?

A Living Wage reflects the amount of money an employee needs to earn in order to allow them to adequately participate in community life.

Earning a Living Wage will move families away from severe financial stress and lift them out of poverty by providing a basic level of economic security.[i]

A Living Wage[ii]:

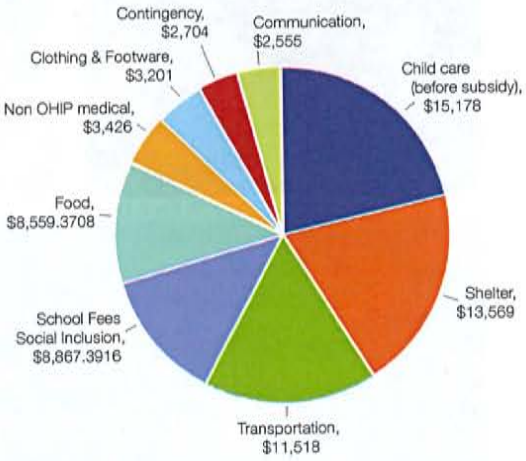
- Enables working families to have sufficient income to cover reasonable costs
- Promotes social inclusion
- Supports healthy child development principles
- Ensures that families are not under severe financial stress
- Is a conservative, reasonable estimate
- Engenders significant and wide-ranging community support
- Is a vehicle for promoting the benefits of social programs such as childcare
- Can stimulate the broader economy

The Living Wage For St. Thomas & Elgin County Is

$16.57

This is the hourly rate needed for two income earners, working 35 hours per week year round to support a family of four with two children aged 3 and 7.

Breakdown of Annual Family Expenses



Communication	4%
Child Care (before subsidy)	22%
Shelter	20%
Transportation	17%
School Fees / Social Inclusion	13%
Food	12%
Non OHIP medical	5%
Clothing & Footware	5%
Contingency amount	4%

Footnotes: i. http://livingwagecanda.ca/index.php/about-living-wage/ ii. Living Wage Canada. (2013) Canadian Living Framework

What is not included in the living wage?

- Debt payments
- Long-term savings including retirement savings
- Home ownership
- Savings for children's education
- Special dietary requirements
- Difficulty securing or receiving child support payments
- Disability costs not covered by an insurance plan
- Pets
- Social outings with friends outside a monthly family dinner and outing
- Personal lifestyle behaviours (smoking, alcohol or gambling)

Monthly costs

Childcare	$1,265	Shelter and Related Costs	$1,131
Transportation	$960	School fees/supplies personal care, recreation entertainment, vacations	$739
Food	$713	Non-OHIP Medical and Life insurance	$270
Clothing	$267	Contingency	$225
Communication	$213	Education	$76

THE GAP BETWEEN ECONOMIC GROWTH AND WELLBEING IS WIDENING There is a feeling that all is not well in Canada. But it's more than a feeling; it's a fact. When we compare trends in the wellbeing of Canadians to economic growth in the period from 1994 to 2014, the gap between GDP and our wellbeing is massive and it's growing. When Canadians go to bed at night, they are not worried about GDP. They are worried about stringing together enough hours of part-time jobs, rising tuition fees, and affordable housing. They are thinking about the last time they got together with friends or the next time they can take a vacation. Maybe that's why we are getting less sleep than 21 years ago.

Benefits of the Living Wage

For Communities:

- Increasing spending power of individuals which stimulates local economy
- Increasing civic engagement
- Improving overall health of the community

For Employers:

- Reducing absenteeism
- Reducing staff turn-over
- Decreasing costs associated with recruitment and training of staff
- Improving employee morale, productivity and loyalty.
- Improving profile in community (i.e. brand recognition, consumer loyalty, etc.)

For Employees:

- Paid fair compensation for their work
- Reducing risk of poverty
- Improving overall standard of living and quality of life
- Improving overall health
- Increasing ability to seek skills advancement opportunities and other education or training

Find out more about how to become a Living Wage Employer by visiting **www.ontariolivingwage.ca**

Poverty is:

The condition of a person who is deprived of the resources, means, choices and power necessary to acquire and maintain a basic level of living standards and to facilitate integration and participation in society.

Government of Canada, Opportunity for All - Canada's First Poverty Reduction Strategy, 2017

About Living Wage St. Thomas-Elgin

The Living Wage St. Thomas-Elgin Committee is a local community initiative that brings together stakeholders to:

- Increase knowledge and awareness of how living wages and sufficient community supports can benefit the local economy while lifting people out of poverty by calculating the local living wage every two years
- Recognize Living Wage Employers
- Advocate locally, provincially and federally for policy change

Current Living Wage Employers

- Steelway
- HD Painting
- Forest City Castings Inc.

Living Wage St. Thomas Elgin Committee

- Central Community Health Centre
- Elgin St. Thomas Public Health Elgin
- Employment Services Elgin
- Fanshawe Career and Employment Services
- Small Business Enterprise Centre
- St. Thomas-Elgin Social Services
- United Way Elgin Middlesex
- YWCA St. Thomas-Elgin

Using the Living Wage Calculation as a Community

Below are examples of how representatives from sectors in other communities have used their living wage calculation to make change.

Living Wage Task Force:

- Recruit community champions to help raise awareness and inspire collective action
- Partner with Provincial and Federal Living Wage initiatives
- Advocate for policy shifts that focus on improving (or maintaining) government benefits and social supports (child care, subsidies, etc.)
- Adopt a local living wage policy and encourage businesses in the community to adopt a living wage
- Encourage workplaces to apply innovative practices such as flexible work hours, to help employees minimize the impact of costs associated with child care: i.e. before and after school child care
- Coordinate local employee recognition strategy
- Recalculate the wage every two years

Employers with Small Businesses, Corporations, and Unions

- Adopt and implement a living wage policy
- Champion a living wage within the business community
- Advocate for improved government benefits and social supports
- Provide employees annual benefits such as Non-OHIP health benefits

Municipalities and Local Chambers of Commerce:

- Adopt a community local living wage policy and encourage and support businesses in the implementation
- Build awareness within the community and businesses about the implementation of a living wage
- Support a recognition program to encourage more workplaces to adopt a living wage

Non-Profit Organizations:

- Recruit community champions to help raise awareness and inspire collective action
- Advocate for policy shifts that focus on improving (or maintaining) government benefits and social supports (child care, subsidies, etc.)
- Encourage workplaces to apply innovative practices such as flexible work hours, to help employees minimize the impact of costs associated with child care: i.e. before and after school child care

"Opportunity for All is about working together to end poverty so that all Canadians can live with dignity, have real and fair access to opportunities to succeed, and be resilient enough to get through difficult times. Living with dignity means that Canadians would be living without hunger and would have enough income to meet their basic needs; having access to opportunities means that Canadians would be able to move out of poverty and acquire the skills, education and jobs they need to be at their best; and being resilient means Canadians would have the income security and social supports they need to rebound from life's setbacks."

Government of Canada, Opportunity for All - Canada's First Poverty Reduction Strategy, 2017

Ministry of Finance
Office of the Minister

Ministère des Finances
Bureau du ministre

Ontario

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Toronto ON M7A 1Y7
Téléphone: 416-314-6331

RECEIVED

NOV. 2 3 2018

COUNTY OF ELGIN
ADMINISTRATIVE SERVICES

November 20, 2018

Dear Head of Council (elect):

Recently, Ontario's Government for the People moved to a new cannabis retail model to meet our key priorities of combatting the illegal market and keeping our children and communities safe.

Today, the Province is beginning the fulfillment of its commitment to provide $40 million in funding over two years to municipalities to help with the implementation costs of recreational cannabis legalization.

The Ontario Cannabis Legalization Implementation Fund (OCLIF) will be distributed as follows:

- In early January, the first payment of $15 million will be made to all municipalities on a per household basis, adjusted so that at least $5,000 is provided to each municipality. This will enable all municipalities to proceed with their planned legalization activities.

- A second payment of $15 million will then be distributed following the deadline for municipalities to opt-out under the *Cannabis Licence Act*, which is January 22, 2019.
    - Municipalities that have not opted-out as of January 22, 2019 will receive funding on a per household basis, adjusted so that at least $5,000 is provided to each municipality. This funding will support initial costs related to hosting retail storefronts.

    - Municipalities that have opted-out will receive only a second $5,000 each.

- The Province is setting aside $10 million of the municipal funding to address costs from unforeseen circumstances related to the legalization of recreational cannabis, and priority will be given to municipalities that have not opted-out. Further details will be provided at a later date.

.../cont'd

- Finally, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds $100 million, the Province will provide 50 per cent of the surplus only to municipalities that have not opted-out as of January 22, 2019.

Our government is committed to respecting taxpayers and their hard-earned money. We believe municipalities have an obligation to do likewise.

As such, municipalities must use this funding to address the costs that directly relate to the legalization of recreational cannabis. Examples of permitted costs include:

- increased enforcement (e.g. police, public health and by-law enforcement, court administration, litigation);
- increased response to public inquiries (e.g. 311 calls, correspondence);
- increased paramedic services;
- increased fire services; and
- by-law / policy development (e.g. police, public health, workplace safety policy).

Lower-tier and upper-tier municipalities will receive a 50/50 split of the allocation. The household numbers will be split between the upper- and lower-tier, and the allocation calculated accordingly. Decisions to adjust the split in allocation and transfer funding can be made at the local level as needed. Upper-tier municipalities will receive funding in relation to opt-out decisions made by the lower-tier municipality.

The Deputy Minister of Finance will write to your Treasurer with further details on the administration of this funding and attach each municipality's specific allocation notice.

To assess the impact of the funding, the Association of Municipalities of Ontario and the City of Toronto have been asked to work with the Ministry of Finance to establish a process by which a sample group of municipalities can assess the use and impact of these funds. More information on this process will be provided at a later date.

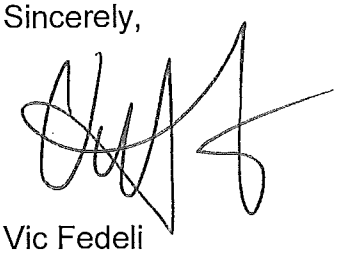
Our government is committed to building a retail system for cannabis sales that will help eliminate the illegal market and is safe and reliable with rules that keep cannabis out of the hands of children and youth, while keeping our roads safe. Complementary to this municipal funding, the Province continues to do the following:

.../cont'd

- Increase the capacity of law enforcement to help detect drug impaired driving through training. The Province has also created a specialized legal team to support drug impaired driving prosecutions, increased capacity at the province's Centre of Forensic Sciences, and has created a Cannabis Intelligence Coordination Centre.
- Support local boards of health (public health units) by providing a suite of tools and resources for enforcement of the *Smoke-Free Ontario Act, 2017,* which includes rules for smoking and vaping of cannabis.
- Conduct an integrated public awareness campaign to communicate the rules and regulations for recreational cannabis and educate Ontarians about the health and safety measures in place to protect them.

We appreciate the efforts of municipalities in the implementation of the federal government's legalization of cannabis and look forward to continuing to work together.

Sincerely,



Vic Fedeli
Minister of Finance

c: The Honourable Caroline Mulroney, Attorney General
The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Paul Boniferro, Deputy Attorney General
Greg Orencsak, Deputy Minister of Finance
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing
Renu Kulendran, Ontario Legalization of Cannabis Secretariat, Ministry of Attorney General
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project, Ministry of Finance
Kate Manson-Smith, Assistant Deputy Minister, Local Government and Planning Policy Division, Ministry of Municipal Affairs and Housing
Dan Miles, Chief of Staff

Name: Richard Hoffman, TVDSB Public Affairs Coordinator
Email: r.hoffman@tvdsb.ca

Message: We would like to share with your council and administration the following media release issued Nov. 20, 2018. Please forward to any interested individuals or member municipalities. Best regards, R. Hoffman.

School and child care projects delayed in government review process

Several important capital projects across Thames Valley have been delayed while the Ontario government continues its review of education priorities and funding across the province. The projects include a new school in Southeast London, school additions and renovations at Masonville Public School, Kettle Creek Public School and Tweedsmuir Public School, as well as new child care and EarlyON child and family centres in London, Belmont, St. Thomas, Rodney, Dorchester, Woodstock and Ingersoll. While the projects are at different stages of progress, all of them are delayed by the Ministry of Education's ongoing review process. TVDSB staff are in regular contact with the Ministry, which has not indicated when the reviews will be completed. "The provincial government has said that it is conducting a thorough review of public education funding in Ontario," said Laura Elliott, Director of Education. "The government is also in the midst of a comprehensive public consultation process into education reform." "In the meantime, parents and staff need to know that the original timetable for completion of these projects may be delayed," added Director Elliott. While these previously approved projects are delayed, TVDSB and other school boards have also not been able to apply for urgent, new construction needs resulting from the provincial review of education priorities and funding. TVDSB and other school boards have not had the opportunity to submit their capital priorities to the Ministry since 2017. As a result, two proposed new schools and child care centres – in southeast St. Thomas and Belmont – will not open as the Board had hoped in September 2020. Until the new schools in Belmont and St. Thomas are approved and built, the following schools will not close as expected in June 2020: New Sarum Public School, South Dorchester Public School, Springfield Public School and Westminster Central Public School. In addition to school projects, child care centres and EarlyON Child and Family Centres at Aldborough Public School, River Heights Public School, Algonquin Public School and Harrisfield Public School will not open as anticipated in September 2019. Parents and guardians of children affected by the delays will receive letters from their schools today. More information will be posted on school websites or at www.tvdsb.ca/planning as it becomes available.

SWIFT

SouthWestern Integrated Fibre Technology

Board of Director Election Notice

APPLICATIONS NOW BEING ACCEPTED

Applications Due

January 31, 2019

Download Director Application Policy Here

Dear Warden McPhail & Council,

The SWIFT Annual General Meeting (AGM) will be held on March 21, 2019. At the AGM the 2019 Board of Directors will be confirmed.

Due to the recent municipal election SWIFT has eight (8) WOWC and two (2) Contributing member class openings on its board. As a member of the Western Ontario Warden's Caucus and a WOWC member of SWIFT, you or one of the members of Elgin County council may wish to apply to serve a two or three-year term on the SWIFT Board of Directors.

Roles and Responsibilities:

The primary role of the SWIFT Board of Directors is to govern and foster the development of SWIFT to ensure long term organizational stability by providing strategic direction and oversight for the

corporation. The board plays a key role in helping build #broadbandforeveryone in Southwest Ontario, Caledon and Niagara.

As well, all applicants must demonstrate a commitment to dedicate the time required to attend Board meetings, participate on committees when required and attend annual events such as the Annual Strategic Planning session and AGM.

To Apply:

Anyone interested in applying for a WOWC class seat on SWIFT's board is required to review the SWIFT Director Application Policy for additional details about the role.

Individuals that qualify and wish to apply must complete and submit the online Director Application no later than 4:00 PM on January 31, 2019.

Important Timelines:

Date	Schedule
Dec 15/18 - Jan 31/19	Accepting applications
Jan 31/19	Application deadline no later than 4:00 PM
Feb 11/19	Recommendations sent to WOWC Nominations Committee
Mar 8 (tentative)	WOWC appointment of SWIFT Directors
Mar 21/19	SWIFT AGM & Board Orientation
Mar 22/19	SWIFT Board Meeting

Should anyone have questions please direct them to myself or SWIFT Executive Assistant, Deb Fawcett.

We thank you for your support and membership in SWIFT.

Sincerely,

Geoff Hogan

SWIFT CEO

Download Director Application Policy Here

Apply Here

Ministry of Finance
Office of the Minister

Ministère des Finances
Bureau du ministre

Ontario

7th Floor, Frost Building South
7 Queen's Park Crescent
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Telephone: 416-325-0400

7e étage, Édifice Frost Sud
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Téléphone: 416-325-0400

DEC 2 1 2018

Ms. Lisa Higgs
CAO/Clerk/Deputy Treasurer
Township of Southwold
35663 Fingal Line
Fingal, Ontario
N0L 1K0
cao@southwold.ca

Dear Ms. Higgs:

I am writing to provide you with an update on the assessment of properties in the landfill class for property tax purposes.

Landfills are currently assessed by the Municipal Property Assessment Corporation (MPAC) based on vacant industrial land values. This treatment is reflected in a regulation made under the *Assessment Act*.

The regulatory provisions governing the assessment methodology for landfills are set to expire in 2020, prior to the next province-wide reassessment. In order to maintain stability for landfill operators and municipalities, the Province intends to maintain the current valuation methodology for properties in the landfill class for the next reassessment.

This means that landfills will continue to be assessed based on vacant industrial land values. Regulatory amendments to implement this treatment will be brought forward in the new year.

Maintaining a stable assessment framework for landfill properties will support a competitive marketplace for waste management services in Ontario. This is another way that our government is making Ontario Open for Business.

Sincerely,

Victor Fedeli
Minister

c: Ms. Kim Grogan, Treasurer, Township of Southwold

taking action on

YOUTH HOMELESSNESS

PREVENTING AND ENDING YOUTH HOMELESSNESS IN ST. THOMAS-ELGIN

Impact Evaluation of a Youth Homelessness Protocol and Intensive Housing Based Case Management

March 2016 - July 2018

OrgCode Consulting, Inc.

Contact:
Tracy Flaherty-Willmott
Associate Director
T: 416-698-9700 x 2
tflaherty-willmott@orgcode.com

Final Report

OCTOBER 2018

ACKNOWLEDGEMENTS

The YWCA St. Thomas-Elgin would like to extend their appreciation to their community partners who diligently supported the development and implementation of a Youth Homelessness Protocol and Housing First aligned intensive case management services for local youth experiencing homelessness. The YWCA would also like to thank all of the courageous young people that trusted them to walk along in their journey to housing stability and improved wellness.

Without the continuous collaborative efforts of the Youth Homelessness Protocol team, preventing and ending youth homelessness would not be possible. The ongoing work of each agency plays a critical role in delivering a community rapid response to ending youth homelessness and improving the lives of youth in St. Thomas-Elgin.

Protocol Partners Include:

Canadian Mental Health Association
Mental health for all

YWCA ST. THOMAS - ELGIN

211

THE SALVATION ARMY

FACS St. Thomas and Elgin
Family & Children's Services

YOUTH UNLIMITED

Report design by:
pink lemonade
creative media

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INTRODUCTION

OrgCode Consulting, Inc. has been assisting the YWCA of St. Thomas-Elgin and the Taking Action on Youth Homelessness Subcommittee of the Community Action Network (CAN) for Children and Youth of Elgin to improve their responses to homelessness and housing crises since 2012. Funding secured through the Ontario Poverty Reduction Strategy (OPRS) and other local sources have ensured that adoption of the recommendations put forward in OrgCode's 2013 report entitled *Responding to Youth Homelessness in St. Thomas and Elgin County*. As stated in the Ontario Poverty Reduction Strategy, "a person without a home is unable to get out of poverty" (2014). This YWCA project is dedicated to ensuring that homeless youth are returned to safe housing and supported effectively to increase their wellness and stability

Much has been learned about the strategies, approaches and tools required to prevent and end homelessness for youth in an integrated and evidence informed way. In communities achieving the results required to prevent and end homelessness, historical approaches to service have been replaced with evidence informed assessment tools, a dedication to coordinated service pathways that are generated from the youth service user's perspective and the incorporation of re-housing and support models that are dedicated to a youth centred and outcome driven approach to service. For the homeless service delivery system in St. Thomas-Elgin, the adoption and implementation of a Youth Homelessness Protocol (YHP) as well as the addition of a Social Worker trained in housing based case management served as an impetus for transformative change in how local service delivery partners collaborated to support youth clients. Within a service culture that promoted the use of trauma informed and evidence aligned strategies and practices designed to prevent and end homelessness, 220[1] local youth have benefited from the supports provided by the YHP from March 2016 to July 2018. With the support of the Local Poverty Reduction Strategy fund the community enhanced service delivery to homeless youth in February 2016 to include professional training of front line workers across a variety of sectors with SPDAT and Housing Based Case Management tools. This was integral in establishing a new community of practice around providing intensive case management for youth experiencing or at-risk of homelessness. In March 2016, the role of Housing Based Case Manager was introduced in the community along with the use of the SPDAT and consistent data collection. The YWCA adapted their service delivery model to include intensive case management following evidence informed practices to better serve the needs of homeless youth along with the use of SPDAT tools. Between March 2016 and July 2018, 220 youth accessed the Youth Homelessness Protocol. 150 of these youth received intensive case management supported by use of the SPDAT tools by YWCA staff. The remaining youth were supported by other existing service providers such as Youth in Transition Workers from YWCA and Family and Children's Services, CMHA Case Workers, Salvation Army Youth Workers. The majority of youth entering the youth homelessness protocol were matched with a trained YWCA Housing Based Case Manager. Of the 150 youth receiving intensive case management from the YWCA, 99 achieved long term housing stability due to the intensive housing based case management. These 99 youth have already experienced successful exits from the case management supports. There are more than 30 additional youth that are still being supported by the YWCA, CMHA and the Family and Children's Services in maintaining their initial housing stability, even though this pilot project has ended. The community based training sessions provided as part of this OPRS initiative increased the adoption of Housing First as a service philosophy that espouses harm reducing and recovery oriented policies and strategies - ensuring that youth experiencing homelessness and multiple vulnerabilities identified the YHP and the housing supports as a safe, respectful and welcoming space to address barriers to improved housing and health outcomes.

1 Of the 220 youth served through the Youth Homelessness Protocol, 14 youth entered the Protocol more than once.

For St. Thomas-Elgin, the collaborative implementation of the Youth Homelessness Protocol exceeded the initial goal of improving service coordination locally. Throughout the 3 years of this evaluation project, OrgCode has witnessed an evolution in the services and supports available to assist adults, youth and families that are experiencing housing crises and homelessness and the Youth Homelessness Protocol Project provided a blueprint for local service delivery partners that were attempting to improve communication, collaboration as well as enhance health and housing outcomes for their clients. Three years into this coordinated access project for youth, communities across Ontario and the country are preparing for the national implementation of Coordinated Access as a mandatory component for all federally funded communities receiving Homelessness Partnering Strategy investments. The YWCA and its community partners are to be congratulated on their innovative spirit and steadfast commitment to improving the lives of young people locally.

In addition to the service prioritization and program matching activities achieved through the implementation of a Youth Homelessness Protocol in St. Thomas-Elgin County, this OPRS initiative also introduced the delivery of specialized housing stabilization supports for youth experiencing homelessness. The intensity, duration and frequency of these supports were customized to meet the unique needs of each youth participant. Since the inception of intensive case management using SPDAT tools, 220 youth were served through the Youth Homelessness Protocol that utilized homelessness prevention and shelter diversion activities to ensure that, when possible, youth were not exposed to the trauma of homelessness. Of the 220 youth that were supported through the Youth Homelessness Systems Developer, 150 young people with varying degree of acuity were matched with the Housing Based Case Management (HBCM) workers at the YWCA. These housing professionals ensured that the youth received assistance in finding safe and appropriate housing and the supports required to transition from homelessness and survival to housing stability. This report provides a summary of the findings and successes of this youth homelessness project.

BACKGROUND INFORMATION OF THE OPRS PROJECT

Responding to the findings of the 2013 youth homelessness report, community partners worked diligently for two years designing an innovative, large scale, community response to youth homelessness and in March 2014 launched the Youth Homelessness Protocol. The problem this protocol solves is to prevent and reduce homelessness for the target population of youth in the community and, in doing so, prevent or lift youth out of poverty. Through the OPRS initiative, the YWCA has led community efforts to evaluate, expand and strengthen the protocol by adding components including: the hiring of a registered social worker to provide intensive case management to appropriate youth; the implementation, on a community-wide basis, of an acuity assessment tool to assist with program matching; financial resources to assist youth find and obtain adequate housing; and assets to evaluate the project as a whole.

Given the trajectory of youth who experience homelessness and the many risks and challenges associated with the trauma of homelessness, early intervention that focuses on getting young people connected/re-connected to the right intervention at the right time to prevent or end their homelessness quickly and permanently is essential. Communities that are getting the results that they need to end homelessness have recognized the value of establishing a coordinated access and common assessment protocol to ensure a person-centered approach to service delivery dedicated to long term housing stability and improved wellness.

In alignment with the evaluation component of the OPRS portfolio, YWCA St. Thomas-Elgin contracted with OrgCode Consulting, Inc. to assist in the training, technical assistance and evaluation of this 3-year project dedicated to ending youth homelessness in the region.

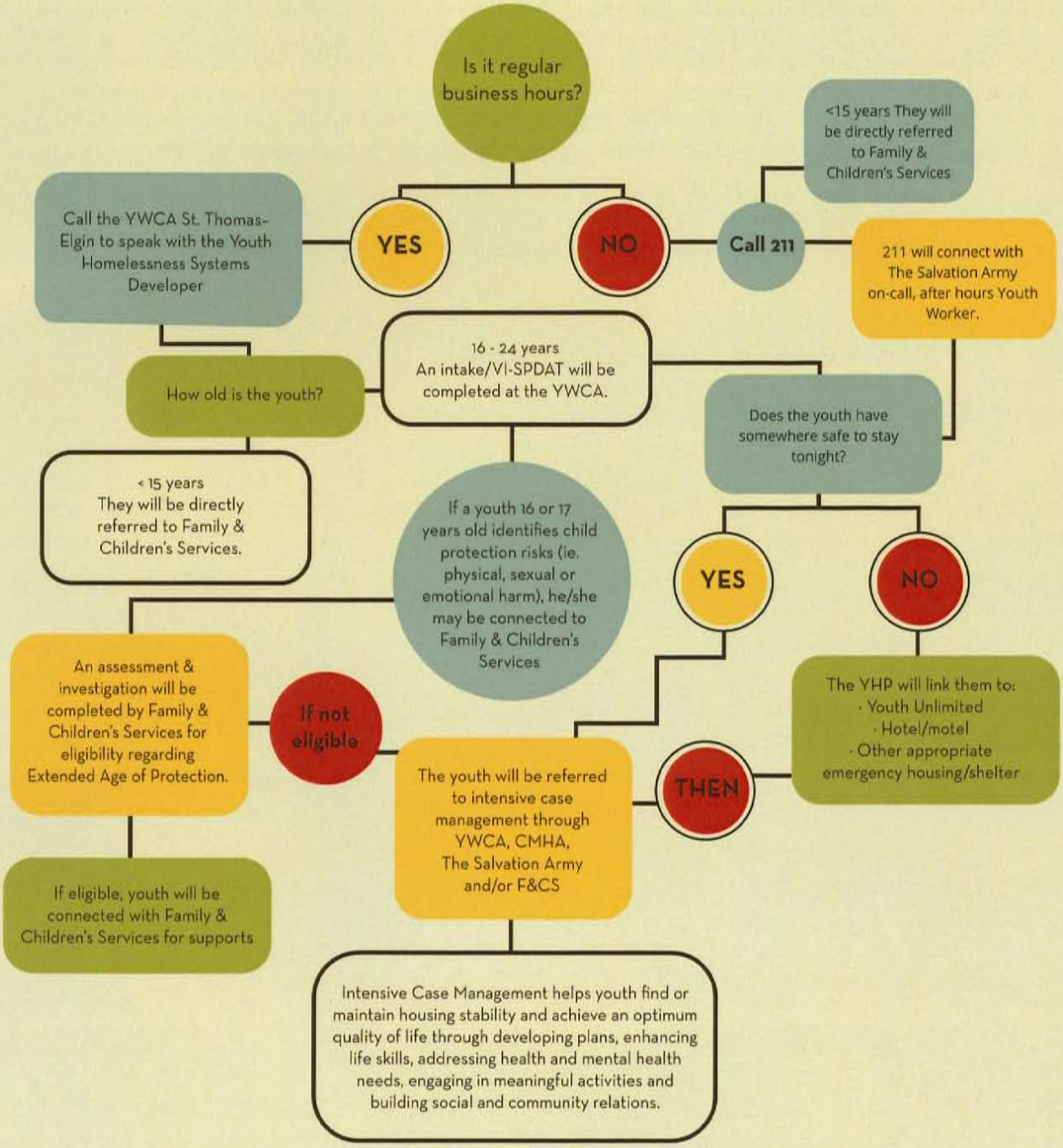
ABOUT ORGCODE CONSULTING, INC. THIRD PARTY EVALUATOR

OrgCode Consulting, Inc., are experts in housing and homelessness. Our core services include action-oriented research, data-informed analysis, robust facilitation and program evaluation, and training and technical assistance. The expertise of our firm in homelessness and housing takes us throughout North America and this experience is an asset to each of our clients. We can infuse promising practices from other jurisdictions where they fit within the local context. In our work, OrgCode works from an empowering and anti-oppression framework, sensitive to issues pertaining to gender, culture, age, economic inclusion, health and wellness, language, and other considerations.

With over 50 years of combined professional experience, our staff combines a dynamic mixture of multi-talented individuals. In the OrgCode team you'll find policy analysts, program developers, front-line practitioners, public sector executives, trainers, graphic designers, coaches, and facilitators.

ST. THOMAS-ELGIN
YOUTH HOMELESSNESS PROTOCOL
FOR YOUTH AGES 16-24 YEARS OLD

To be followed when a youth is experiencing a housing crisis and is currently homeless or will be homeless within the next 48 hours



taking action on
YOUTH HOMELESSNESS

www.canelgin.org
October 2018

THE REALITY OF HOMELESSNESS FOR YOUTH IN ST. THOMAS-ELGIN

In April 2018, the City of St. Thomas as the local provincially appointed Service Manager facilitated its first Homelessness Enumeration Project to gain a better understanding of the scope and depth of homelessness locally. During the 2018 Enumeration, 26 unaccompanied youth between the ages of 16 and 24 were identified as experiencing homelessness. Youth represented 20% of the population experiencing homelessness in the area, matching the national average[2]. Youth specific agencies and programs ensured that as many unaccompanied youth as possible were connected with during the April event. The urgency to continue enhancing the homeless and re-housing services locally is heightened by the reality that 41% of the youth met the definition of chronic homelessness (6 or more months of homelessness in the past year). It must be acknowledged that given youth development needs and influences, youth tend to acclimate to their reality of homelessness quickly, leaving them vulnerable to the risks and harms affiliated with long term homelessness. It is also clear that youth experiencing homelessness are generally unwell. Of the youth surveyed during the enumeration project, 64% identified living with a mental health concern, 32% identified struggling with both a chronic/acute medical condition and a substance use concern.

Aligning with the national homelessness statistics[3], 73% of youth identified that family breakdown (including conflict and/or abuse) caused their current period of homelessness in St. Thomas and Elgin County. With 77% of local youth experiencing hidden homelessness, a coordinated access approach must be well advertised and deliver a flex service delivery model to be successful in meeting the needs of youth experiencing homelessness.

The table summarizes the issues impacting unaccompanied youth experiencing homelessness and identifies the need to continue enhancing outreach, shelter, and re-housing supports for these youth locally.

YOUTH (BETWEEN THE AGES OF 16 AND 24)

Number of Youth Surveyed	22
Percentage Chronically Homeless	41%
Percentage Episodic Homelessness	27%
Percentage Aboriginal (N=1)	5%
Percentage Reporting a Mental Health Condition (N=14)	64%
Percentage Reporting a Chronic Health Condition (N=7)	32%
Percentage Reporting Substance Use Issues (N=7)	32%
Percentage Reporting Tri-morbidity (N=4)	18%

Family Breakdown, including conflict and abuse as the cause of Homelessness (N=16)

73%

2 Stephen Gaetz, Erin Dej, Tim Richter, & Melanie Redman (2016): The State of Homelessness in Canada 2016. Toronto: Canadian Observatory on Homelessness Press.

3 As seen as http://www.evas.ca/facts@youth-homelessness

EMERGING TRENDS IN PREVENTING AND ENDING YOUTH HOMELESSNESS

It is acknowledged that the journey into and out of homelessness is different for youth than adults. The impact of family breakdown is predominant in the journey of youth entering homelessness. It is understood that **77.5% of youth**[4] experiencing homelessness reported that their inability to get along with their parents played a significant role in why they left home. Given the stage of development and their previous dependence on the adults in their lives for structure, social development and getting their basic needs met, youth experiencing homelessness are often more vulnerable to exploitation, risk and harm than their adult counterparts.

On any given night there are at least 6,500 young Canadians who experience homelessness and either sleep unsheltered or access emergency shelters. Over the course of a year, the number is closer to 50,000. An even greater number are part of the hidden homeless population and temporarily stay with family or friends (couch surfing). **More than a third of young people who experience homelessness in Canada are from Ontario**[5]**.**

When investigating strategies to prevent and end homelessness, empirical research lends credence to Positive Youth Development, Housing First and Youth Engagement strategies in ensuring an effective service model to combat homelessness locally. The use of a coordinated access approach such as the Youth Homelessness Protocol is an indicator of progressive service and local innovation to meet the needs of youth.

4 As seen as http://www.evas.ca/facts@youth-homelessness

5 Gaetz, Stephen & Redman, Melanie. (2016). Towards an Ontario Youth Homelessness Strategy. Canadian Observatory on Homelessness Policy Brief. Toronto: The Homeless Hub Press.

THE EVALUATION PLAN FOR THE YOUTH HOMELESSNESS PROJECT

1. Engaging Partners – Training on the Service Prioritization Decision Assistance Tool (SPDAT) and Excellence in Housing Based Case Management

The Youth Homelessness Project began with the delivery of training sessions to the YWCA and its community partners. Training focused on dispelling the myths about homelessness and the approaches used to address this trauma in our communities. Housing based case management training was facilitated to ensure that support professionals were aware of the tools, strategies and case planning techniques that would be most helpful as they assisted youth through the 5 essential and sequential stages from homelessness to housing stability; and using the SPDAT assessment as a prioritization and case management tool. Trauma informed and recovery oriented strategies and approaches were highlighted to ensure that service delivery aligned with evidence informed practices. During the project OrgCode met with the TAYH committee to gather information, make recommendations and provide updates on the research.

2. Data Collection focused on Demographics and Depth of Need

This project relied on qualitative and quantitative data collection. Working with the project team, we developed data collection forms to ensure that data was accurately collected at intake into the project, throughout the provision of front line support, as well as at program exits. With the implementation of an evidence informed assessment tool, there was a structured framework for the completion/updating of SPDAT assessments at set intervals that aligned with the housing stability journey. Building upon the literature review completed on youth homelessness, this project also benefited from the perspective of youth focus groups stakeholder surveys and quality of life surveys completed with youth.

3. Protocol Encourages a Community of Practice Approach to Respond to Youth Homelessness:

Continuing its tradition of community building, the YWCA invited its community partners to consent based, bi-weekly system matching meetings to discuss new youth through the protocol, share updates on shared clients and to increase access to community supports for case managed youth. Data sharing and partnership agreements governed the level of discussion required to ensure that youth experiencing homelessness would get their needs met as quickly as possible. This bi-weekly system matching meetings also helped to illuminate the many "drivers of homelessness" and the impact of current re-housing and support services, including specialized funds to access counselling and mediation services to promote family reunification and rent assistance.

4. Program Monitoring and On-Site Coaching of Youth Centred Housing Based Case Management

To examine the connection between supports provided and the changes in housing stability, community re-integration, depth of need (acuity) and goal achievement over time, OrgCode completed program monitoring and coaching visits with the YWCA team. File audits were completed roughly every 6 months of the project to investigate the intensity, duration and frequency of support provided relative to the current acuity of participants, individual service plans and the establishment of SMART goals.

For those youth that were provided case management or other supports as a result of their depth of need, the SPDAT provided guidance for case planning and support conversations. Focusing attention on those areas of the SPDAT where the youth demonstrated higher acuity has been successful in helping to identify specific areas of risk and threat to housing stabilization and, when used to inform service planning, can support 'homelessness proofing' for youth participants.

4. Data Analysis

OrgCode used a holistic approach to data analysis. Our belief is that data measures should provide useful information that can feed back into the operation of a program. We were interested in understanding inputs, outputs, and outcomes, as well as a systems-based approach to understanding how the programs being analyzed fit into the broader picture. Data analysis focused on gaining improved understanding of the demographics of youth experiencing homelessness in St. Thomas and Elgin County; the impact of housing focused case management supports for youth, the challenges of re-housing young people in the St. Thomas housing market and the successful end to homelessness in the lives of youth. Throughout the project we strived to better understand the following research questions:

1. **"Does coordinated access affect the outcomes of homeless or at-risk youth?"**
2. **"Does Intensive Case Management affect the outcomes for homeless or at-risk youth?**
3. **"Does a coordination of acuity assessment and related program matching affect the outcomes of homeless or at-risk youth?"**
4. **Client File Audits & On-Site Coaching of Support Professionals:**

In addition to the data analysis related to the SPDAT, OrgCode Consulting Inc. also provided on-site shadowing and coaching with YWCA staff to ensure the implementation of evidence informed strategies and case planning tools. Case management file audits were also completed to monitor the connection between case management/ support activities provided through the project to the changes in SPDAT assessment scores over time. These file audits were also helpful in identifying policies and processes happening in the agency and/or the community that could be improved. Recommendations for enhancements were provided after each site visit.

THE IMPACT OF INTRODUCING THE YOUTH HOMELESSNESS PROTOCOL AND HOUSING BASED CASE MANAGEMENT

The introduction of the Youth Homelessness Protocol changed the landscape of homeless serving system for youth in St. Thomas-Elgin. For the first time, community partners collaborated to ensure that any youth experiencing a housing crisis or homelessness would be connected to the YWCA Youth Homelessness Systems Developer. The youth's current housing situation would be assessed with the goal of preventing homelessness if at all possible. Family reconnection was investigated and when deemed not appropriate, the worker would work with the youth to identify other safe, appropriate places that he/she could stay in the community. Recognizing that the experience of literal homelessness is traumatic, efforts were made to identify opportunities for the young person to stay connected with their natural supports in the community prior to examining admission into a local shelter option. If diversion was not advisable or possible, shelter options were explored.

To assist in identifying if case management services would be needed to assist youth experiencing homelessness, the YWCA Youth Homelessness Systems Developer administered the SPDAT assessment to identify recommended intensity, duration and frequency of supports to assist in the re-housing supports. Youth would then be prioritized for referrals to YWCA Housing Based Case Managers, YWCA Youth in Transition Worker, the CMHA Case Management, Family and Children Services Youth in Transition Program or the Salvation Army Community Alternatives for Youth Program. Once attached to case management supports, youth were assisted in locating housing opportunities, move-in supports and then housing stabilization case management to increase their long term housing stability, improved wellness and enhanced community integration.

YOUTH ACCESSING THE YOUTH HOMELESSNESS PROTOCOL

Their Characteristics and Needs

INFLOW AND OUTFLOW OF YOUTH

During the research period, 220 local youth accessed supports and services through the Youth Homelessness Community Protocol, an additional 48 youth accessed the protocol prior to this pilot project. Five percent (N= 14) of these youth accessed the protocol more than once. Youth were connected to the Protocol by accessing the YWCA during business hours or contacting Ontario 211.

With 220 youth presenting as homeless and at-risk of homelessness during the pilot project 150 received housing based case management from the YWCA. 99 youth who received intensive case management exited successfully to stable housing with an additional 16 continuing to receive intensive case management past the pilot project end date. The remaining 35 youth exited case management without housing stability. Unsuccessful exits may include: couch surfing, left area without supports, lack of contact or incarceration.

220 Youth Who Accessed the Protocol

150 Youth Who Received Housing Based Case Management (HBCM) by the YWCA

99 HBCM Youth Who Exited With Stable Housing

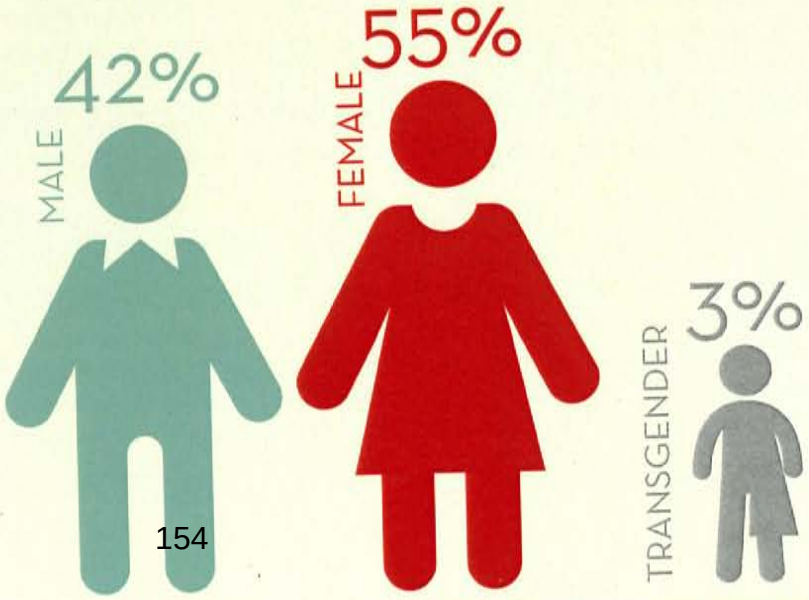
35 HBCM Youth Who Exited Without Stable Housing

GENDER IDENTITY OF YOUTH ACCESSING THE YOUTH HOMELESSNESS PROTOCOL

Of the 220 youth served through the Protocol, 121 identified as female, 92 identified as male and 7 identified as transgendered.

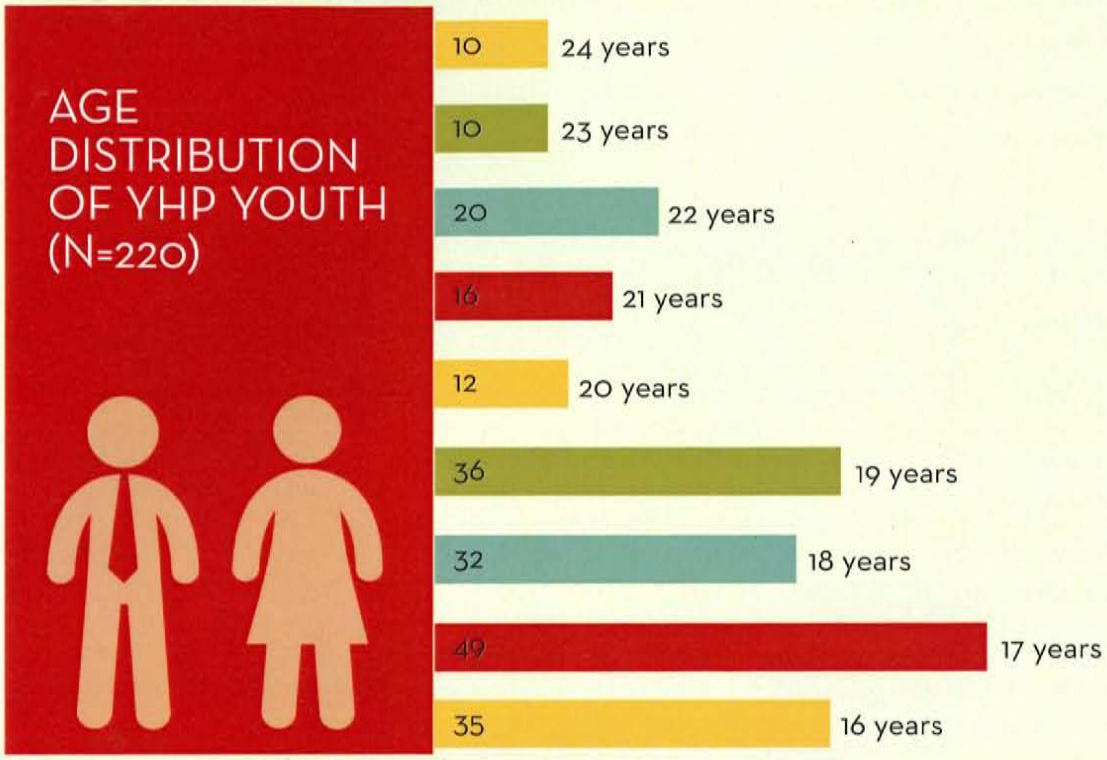
GENDER IDENTITY BREAKDOWN OF YHP YOUTH

(N=220)



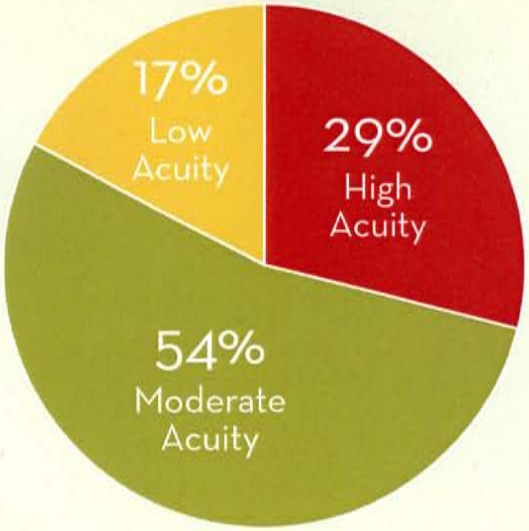
AGE OF YOUTH ACCESSING YOUTH HOMELESSNESS PROTOCOL

Examination of the ages of the youth revealed that 16% of the youth were 16 years old and 22% were 17 years old. The following chart provides the age distribution of the youth served. The Youth Homelessness Protocol was indeed working with the youth population targeted for this project. It is surprising, and somewhat concerning, that 38% of the population of youth served were under the age of majority. Involvement in child protection (past or current) was a reality for 38 of the youth (17%).



ACUITY LEVELS OF YOUTH SERVED

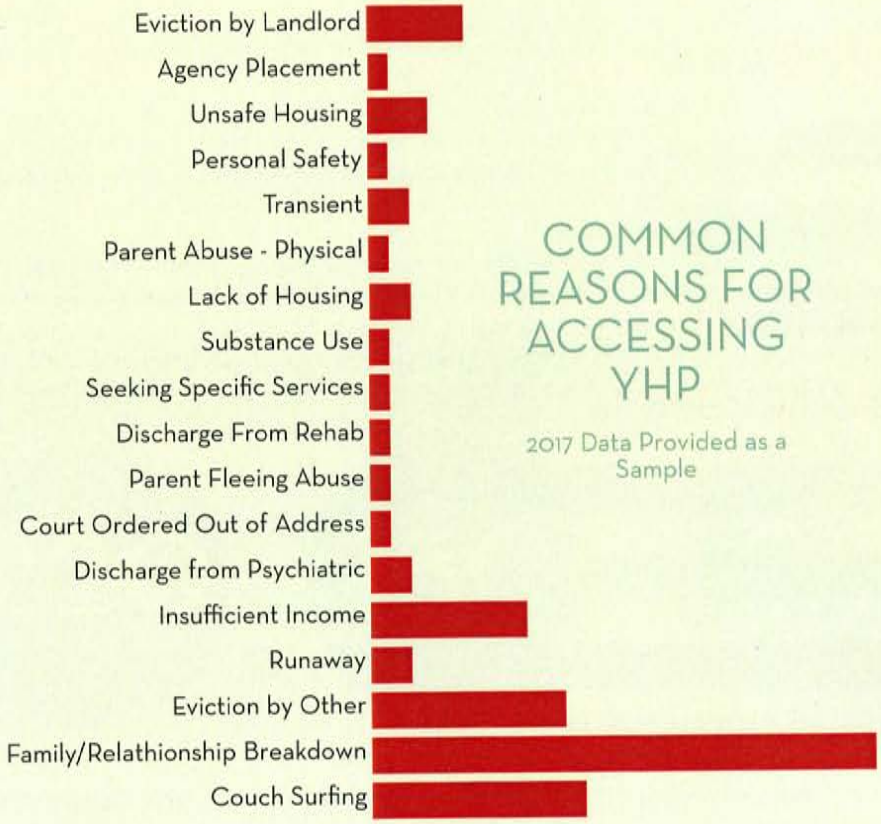
Ensuring that youth experiencing homelessness received the frequency, intensity and duration of supports that met their needs, the Youth Housing Based Case Managers implemented the SPDAT assessment to identify their depth of need related to housing and support provision. The following chart reveals that local youth are indeed demonstrating higher than expected levels of vulnerability. The following chart reveals the different acuity levels identified for the youth served between 2015-2018.



As can be seen in the graphic, 29% of the youth demonstrated a high depth of need (which is slightly higher than expected for this region) and it is recommended that these youth would benefit from a high intensity case management program with a deeper financial assistance for a longer duration of time. Such a high intensity support program would align with a Housing First Intensive Case Management Program Model. Moderate acuity was demonstrated by 54% of the youth. These youth would benefit from a medium intensity support program that aligns with a Rapid Re-Housing Program Model. An additional 27% of youth revealed a low depth of need and they would benefit from short term supports to return to housing in the community.

COMMON CAUSES OF YOUTH HOMELESSNESS IN ST. THOMAS-ELGIN

In examining the reasons for the current homelessness experience, the insights gleaned from the 2017 data provides a typical snapshot of what causes youth homelessness in St. Thomas-Elgin County. As can be seen below, family breakdown is the primary driver of youth homelessness. This aligns with the national results on causes of homelessness for youth.



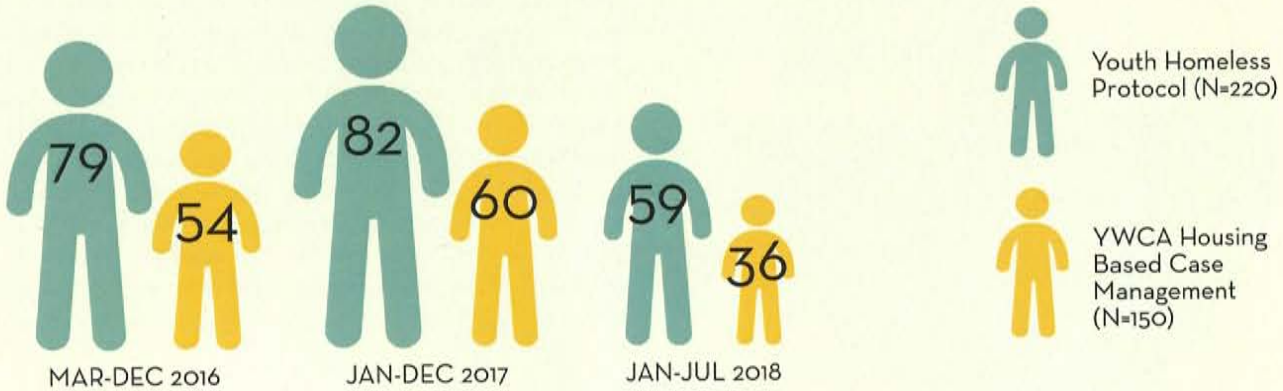
COMMON REASONS FOR ACCESSING YHP

2017 Data Provided as a Sample

YOUTH RECEIVING INTENSIVE CASE MANAGEMENT

Most youth accessing the protocol were matched with a YWCA Housing Based Case Manager in an effort to improve housing stability and minimize the effects of homelessness on a young person.

The chart below provides the breakdown of youth participants served by the Youth Homelessness Protocol and the YWCA Housing Based Case Managers by year.



YOUTH ACCESSING THE YOUTH HOMELESSNESS PROTOCOL AND/OR RECEIVING INTENSIVE CASE MANAGEMENT BY THE YWCA

THEIR CHARACTERISTICS AND NEEDS

PROGRAM EXITS TO STABLE HOUSING AND RETURNS TO HOMELESSNESS

Examination of the exit data available for the 3-year evaluation project demonstrates the progression in skill and capacity of housing based workers to deliver support services with alignment to Housing First philosophy. The result was improved housing and support outcomes with each year of service, even though the depth of need of youth continued to climb throughout the YHP pilot project.

As can be seen below, the outcomes for the first year of operation resulted in the greatest number of unsuccessful exits from the YHP and HBCM programs. Given the shift from traditional case management approaches used with youth and the initial discomfort in working with a higher acuity population of youth – the very youth that historically would not have been deemed eligible for re-housing services - such analysis is not surprising. With YWCA and its community partners (specifically Family and Children's Services, CMHA and Salvation Army) utilizing their training and on-site coaching to implement the tools and approaches required to assist youth in the journey from homelessness to housing stability, housing and stability outcomes improved, in part, because of the commitment of housing professionals to deliver quality, evidence informed services to youth. The success of these professional approaches that incorporate harm reduction, recovery orientation and trauma informed care ensured improved service standards and housing outcomes in 2017 and 2018.

ANNUAL EXIT DATA FOR YOUTH LEAVING YHP AND HBCM (N=216)

YOUTH EXITS FROM HOUSING BASED CASE MANAGEMENT

Between March 2016 and July 2018, 150 youth were matched with a Housing Based Case Manager at the YWCA for housing assistance and intensive case management supports. When feasible, referrals for housing supports were also made to the CMHA, YWCA Youth In Transition Worker, Family and Children's Services and the Salvation Army teams for the remaining youth accessing the protocol. Exit data was collected for 133 youth which is broken down below. Out of these homeless youth 133 exited intensive case management with 109 exiting to stable housing and 24 exiting without stable housing.

Stable Housing
82%

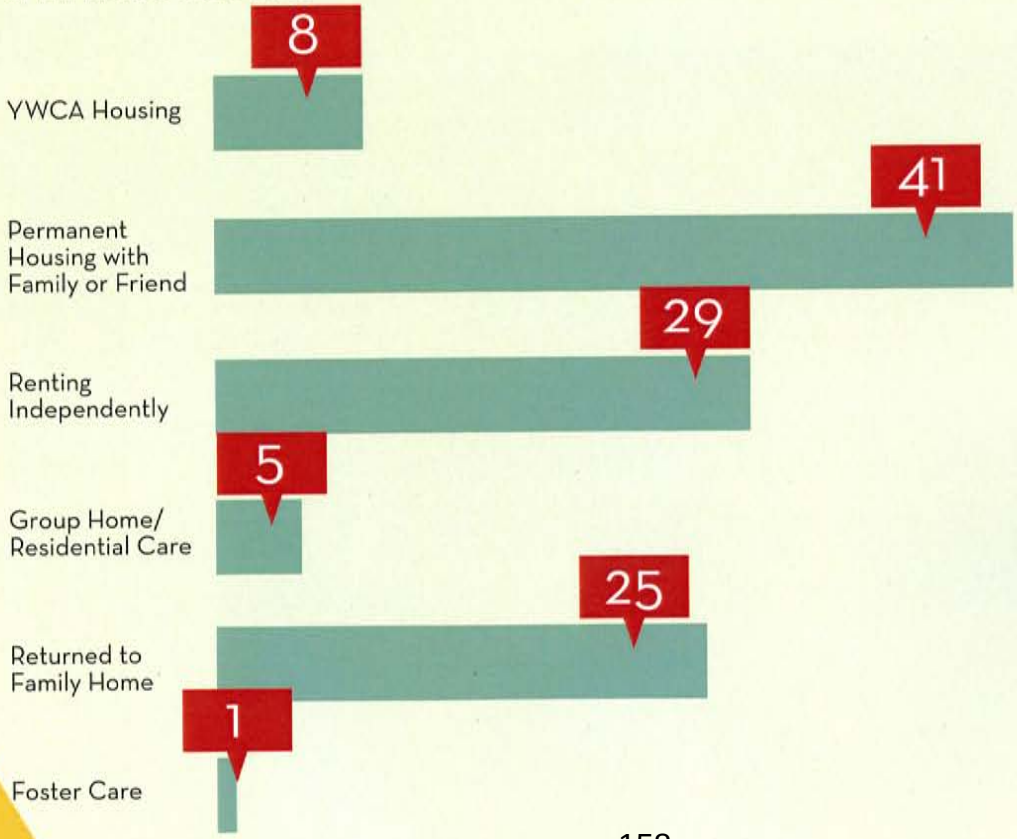
Lack of Stable Housing
18%

Youth Exits (N=133)

HOUSING STABILITY UPON EXIT FROM HOUSING BASED CASE MANAGEMENT

Youth who exited from YWCA housing based case management during the project found stability through a variety of ways. Family reunification is explored whenever safe and feasible. Putting an emphasis on this strategy is evident within this exit data. Upon exit, 41 youth were permanently settled in a family or friends home and 25 youth returned to their family home. This demonstrates 61% of youth found stable housing due to the support of a family member or friends.

In examining the destinations of youth that exited housing supports successfully, 28% were paying rent in subsidized or fair market value units.



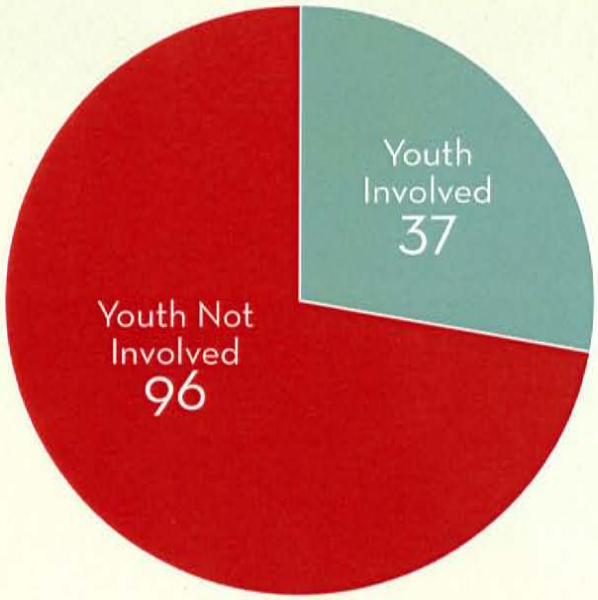
LACK OF HOUSING STABILITY UPON EXIT FROM HOUSING BASED CASE MANAGEMENT

18% of youth exited from housing based case management without stable housing. These outcomes for youth varied but were often due to lack of engagement. In examining the 24 youth that were discharged from the program without resolution of their homelessness from 2016-2018, 58% were exited due to lack of contact.

YOUTH EXITING WITHOUT STABLE HOUSING (N=24)

YOUTH INVOLVEMENT WITH JUSTICE SYSTEM

Of the 133 youth who exited housing based case management, 37 identified involvement with the justice system with a total of 12 days served in jail.



YOUTH INVOLVED WITH THE JUSTICE SYSTEM (N=133)

YOUTH ACCESSING THE HEALTH CARE SYSTEM

In examining the youth's interaction with the health system, 17 youth were admitted to hospital for medical and/or mental health needs. The average stay was 12.8 days with the longest stay being 90 days. 37 youth in need of urgent medical/mental health care accessed Emergency Department services 104 times.

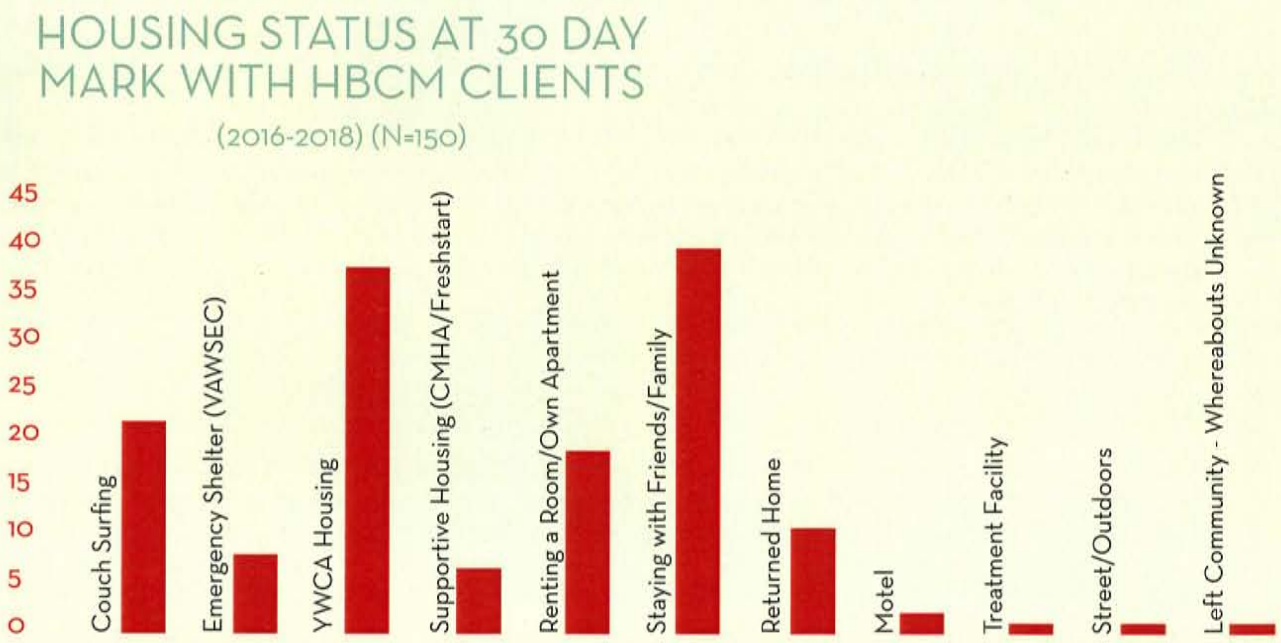
YOUTH INVOLVEMENT WITH CHILD PROTECTION

Youth involved with child protection services are often at greater risk for homelessness. Of the 220 youth accessing the Youth Homelessness Protocol, 17% or 38 youth were involved with child protection services. These youth were matched with a Youth in Transition Worker from the YWCA and/or Family and Children's Services. This number does not include all youth in care or former youth in care experiencing homelessness who were already connected with a Youth in Transition Worker, just those who accessed the Protocol.

HOUSING STATUS AT 30 DAYS

Upon access to Housing Based Case Management Supports, the housing status of the youth participants was identified at the 30-day mark. As can be seen in the graphic below, 40 of the 150 HBCM youth were staying with friend/family on a temporary basis, 38 were stably housed in YWCA housing, 7 were stably housed in CMHA/ Freshstart supportive housing, 19 were either renting a room or their own apartment, and 22 were couch surfing but these locations were identified as 'safe' by the youth. Eight youth were staying at an emergency shelter while housing options were explored, 1 youth was at a treatment facility, 2 youth were staying at a motel temporarily, 1 youth was experiencing absolute homelessness and 1 youth left the community with the whereabouts unknown.

It needs to be noted that 11 youth returned home which is a key principle of the Youth Homelessness Protocol. The following chart reveals the results of this analysis.



IMPROVEMENTS IN SUPPORTIVE SERVICES, FAMILIAL RELATIONS, EDUCATION AND EMPLOYMENT.

SUPPORTIVE SERVICES

YHP partners ensured that youth participants were connected to the local services and supports they needed to increase their wellness, housing stability and community re-integration. When youth participants were asked if they had knowledge of, and comfort in, accessing local services, 100% of the respondents identified "yes". Youth were provided with referrals to the following support services: employment, education, income supports, mental health, developmental services, counselling & mediation, legal services, hospital and health care, addiction services, Aboriginal services and housing.

FAMILIAL RELATIONSHIPS

Family reunification was a priority in the work of the YHP partners when such reunification was safe and appropriate. Of the 109 youth who successfully exited from Housing Based Case Management 41 returned to their family home and 25 youth gained housing with family or friends. This demonstrates 61% of successful youth exits were supported by support and reconnection with family members and caring adults. Twenty youth identified that they had a stronger relationship with their family since entering the Protocol.

EDUCATION

Education indicators were also monitored for youth that had participated in Housing Based Case Management. In examining high school completion rates, 39 of the youth had either graduated from high school prior to accessing the protocol or graduated during the time they were supported by the case managers. Examination of available exit interview dataset for 133 youth revealed that 34 of the youth participants were attending education classes/earning educational credits upon exit (26%).

EMPLOYMENT

26 youth identified that they were employed full time or part time upon exit of Housing Based Case Management. An additional 26 youth were involved with employment training and support programs to improve their income security. This demonstrates that 39% of the homeless youth supported were working towards gaining employment.

GRADUATION RATES (N=133)

High School Graduates

29%

High School, Non-Completers

71%

ADDITIONAL OUTCOMES AND IMPACTS EXPERIENCED BY YOUTH

Beyond the initial positive housing destinations gained by the youth supported by the Youth Homelessness Protocol and the Housing Based Case Management Program we examined youth participants' overall well being. To explore the additional wellness and stability indicators experienced by youth supported by the Housing Based Case Management Program, youth were provided with an opportunity to provide feedback on changes they had noticed in their life. As can be seen below, most youth identified improvements in their outlook on life, their quality of sleep, positive relationships and mental wellness since being housed and supported by case managers.

YOUR FRIENDSHIPS OR RELATIONSHIPS WITH FAMILY

55% IMPROVED

45% STAYED THE SAME

In alignment with Trauma Informed care and Positive Youth Development, engagement with the housing supports offered via the Youth Homelessness Protocol demonstrated increased positive relationships with trusted adults in the lives of the youth participants.

THE NUMBER OF ADULTS IN MY LIFE THAT I TRUST

50% GONE UP

15% GONE DOWN

30% SAME

5% NO ADULTS TRUSTED

YOUR OUTLOOK ON LIFE

70% IMPROVED

15% SAME

15% WORSE

In addition to improvements in relationships and mental wellness, supported youth also identified feeling safer with enhanced hope for the future. All of these indicators of wellness identify an improved opportunity for positive youth development.

When examining impacts on physical health concerns, access to housing with supports assisted in improved well-being for youth. Youth surveys also identified revisions in other activities and behaviours after being supported in housing. For example, 35% of youth self-reported that their alcohol consumption had reduced since being housed and 30% identified that the number of times they "got high" went down.

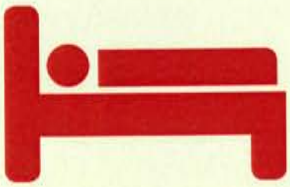
YOUR PHYSICAL HEALTH

70% IMPROVED

15% SAME

15% WORSE

THE AMOUNT YOU SLEEP



40% IMPROVED

55% SAME

5% WORSE

YOUR SAFETY

75% IMPROVED

25% SAME

YOUR HOPE FOR THE FUTURE

75% IMPROVED

25% SAME

THE AMOUNT OF ALCOHOL YOU DRINK

15% GONE UP

20% SAME

35% GONE DOWN

30% DIDN'T & DOESN'T DRINK

HOW FREQUENTLY YOU USE DRUGS

15% GONE UP

25% SAME

30% GONE DOWN

30% DIDN'T & DOESN'T USE DRUGS

IMPACT OF THE YOUTH HOMELESSNESS PROTOCOL ON THE SERVICE COORDINATION LOCALLY

The Youth Homelessness Protocol introduced a new method of coordinating and collaborating to ensure that a shared youth population would have streamlined access to housing and support services to assist in achieving housing stability and improved wellness. The bi-weekly system matching meetings created an increased understanding of the needs and system barriers impacting local young people as they attempted to secure safe and appropriate places to stay. It also ensured that access to services such as income benefits from Ontario Works, Family and Children's Services, Voluntary Youth Service Agreement (VYSA) assistance and mental health services via CMHA Elgin were more easily and efficiently accessed. The capacity building activities incorporated in the project ensured that the YWCA and all of its community partners in the region received the training and tools to effectively and efficiently serve the most vulnerable youth, single adults and families by focusing on a Housing First approach to preventing and ending homelessness. It is the hope of OrgCode Consulting that the transformation experienced within the youth serving sector will be replicated for all populations experiencing housing instability and homelessness in St. Thomas and Elgin County.

CONCLUDING THOUGHTS

With 20% of the homeless population in St. Thomas-Elgin identified as youth between the ages of 16 and 24, the quest to prevent and end youth homelessness remains paramount for community partners. The development of a collaborative Youth Homelessness Protocol that generated a single point of access for youth experiencing housing crises and homelessness ensured that a youth centred process for assessment; service prioritization and program referral could be created. As the Government of Canada begins the nation-wide implementation of Coordinated Access across all designated communities, the St. Thomas-Elgin County partnership identified itself as an innovator in improving youth homelessness strategies. With a focus on trauma informed care and positive youth development, the YWCA and its community partners are to be applauded for their work in preventing and ending homelessness locally.

OrgCode Consulting, Inc. has prepared this report for the YWCA. Conclusions and insights are based upon data compiled by OrgCode Consulting, Inc. OrgCode Consulting, Inc. is responsible for errors and omissions.

taking action on

YOUTH HOMELESSNESS

PREVENTING AND ENDING YOUTH HOMELESSNESS IN ST. THOMAS-ELGIN

March 2016 - July 2018

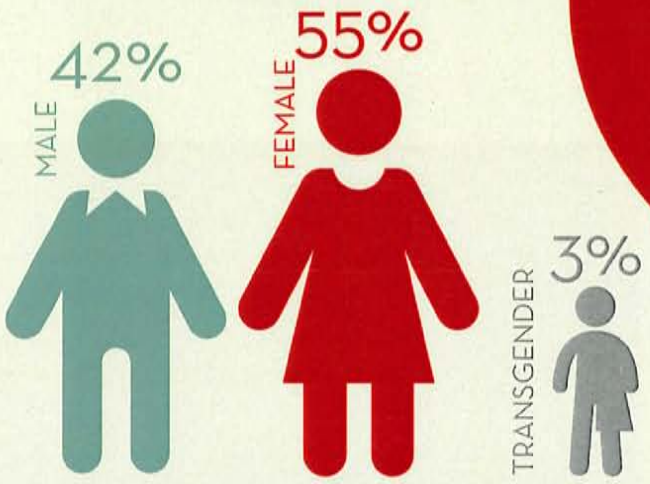
220 Youth Who Accessed the Protocol

150 Youth Who Received Housing Based Case Management (HBCM) by the YWCA

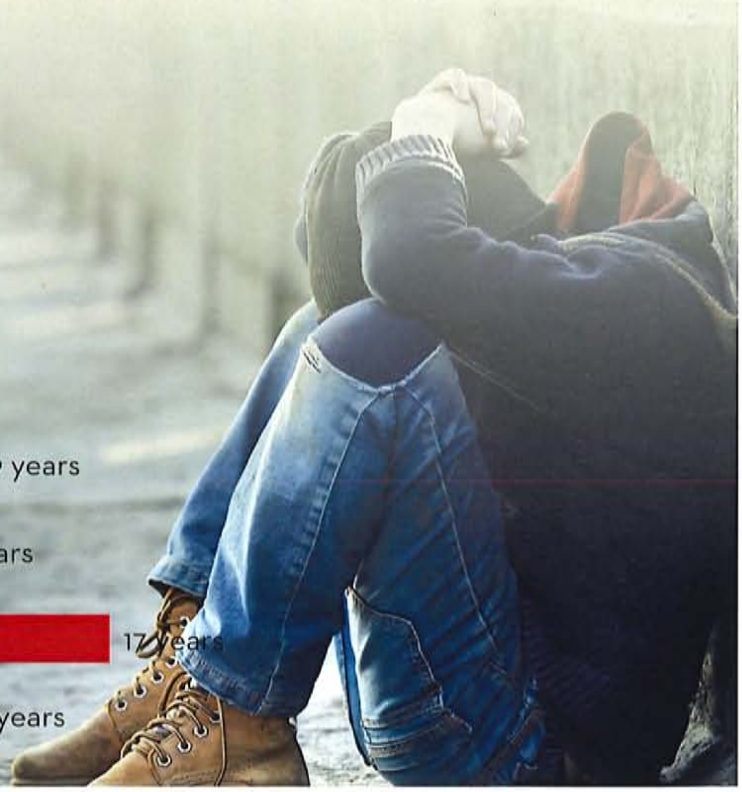
99 HBCM Youth Who Exited With Stable Housing

35 HBCM Youth Who Exited Without Stable Housing

GENDER IDENTITY BREAKDOWN OF YHP YOUTH



AGE DISTRIBUTION OF YHP YOUTH (N=220)



COMMON REASONS FOR ACCESSING YHP

2017 Data Provided as a Sample

YOUTH INVOLVED WITH THE JUSTICE SYSTEM (N=133)

IMPACT OF HOUSING BASED CASE MANAGEMENT

61% of successful youth exits were supported by support and reconnection with family members and caring adults.

26% of the youth participants were attending education classes/earning educational credits upon exit.

39% of the homeless youth supported were working towards gaining employment

YOUTH ACCESSING THE HEALTH CARE SYSTEM

In examining the youth's interaction with the health system, 17 youth were admitted to hospital for medical and/or mental health needs. The average stay was 12.8 days with the longest stay being 90 days. 37 youth in need of urgent medical/mental health care accessed Emergency Department services 104 times.

YOUTH INVOLVEMENT WITH CHILD PROTECTION

Youth involved with child protection services are often at greater risk for homelessness. Of the 220 youth accessing the Youth Homelessness Protocol, 17% or 38 youth were involved with child protection services. These youth were matched with a Youth in Transition Worker from the YWCA and/or Family and Children's Services. This number does not include all youth in care or former youth in care experiencing homelessness who were already connected with a Youth in Transition Worker, just those who accessed the Protocol.

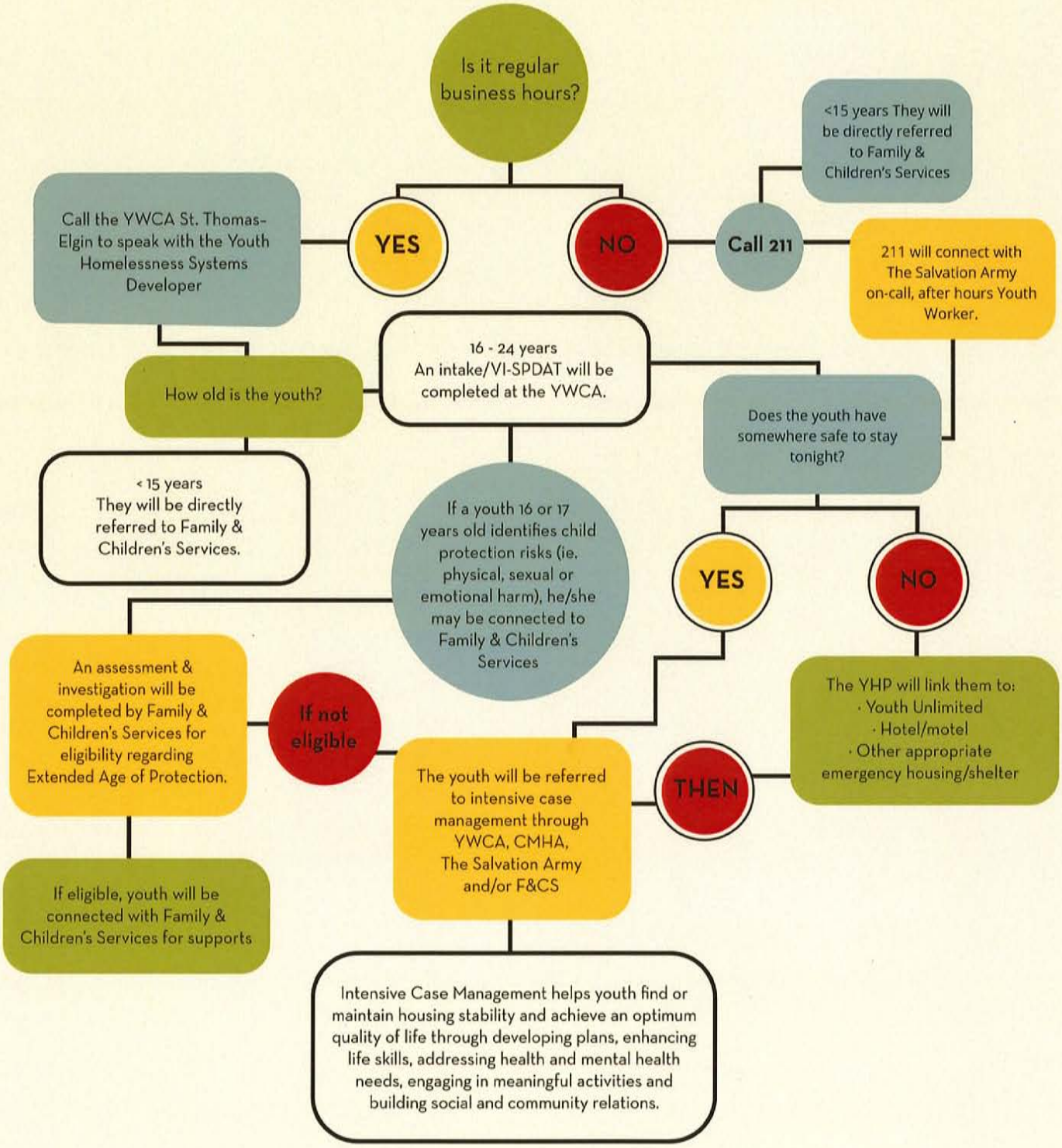
25 Youth Returned to a Family Home

41 Youth Returned to Permanent Housing With Family or Friend

Ontario

ST. THOMAS-ELGIN
YOUTH HOMELESSNESS PROTOCOL
FOR YOUTH AGES 16-24 YEARS OLD

To be followed when a youth is experiencing a housing crisis and is currently homeless or will be homeless within the next 48 hours



taking action on
YOUTH HOMELESSNESS

www.canelgin.org
October 2018

CLOSED MEETING AGENDA

January 8, 2019

Staff Reports:

1) Director of Engineering Services – *Municipal Act Section 239.2 (k) a position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board* – Graham, Scott, Enns Consolidated Lease Agreement

2) General Manager of Economic Development – *Municipal Act Section 239.2 (k) a position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board* – EBRC Satellite Office Contract

3) County Solicitor – *Municipal Act Section 239.2 (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board* – Surrender of Premises – ARC Financial

4) County Solicitor – *Municipal Act Section 239.2 (e) litigation or potential litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose* – Litigation Report (verbal)