ORDERS OF THE DAY

FOR TUESDAY, February 12, 2019 – 9:00 A.M.

ORDER

1st Meeting Called to Order

2nd Adoption of Minutes – January 22, 2019

3rd Disclosure of Pecuniary Interest and the General Nature Thereof

4th Presenting Petitions, Presentations and Delegations

DELEGATIONS:

9:00 a.m. Elizabeth Sebestyn, Director of Social Services, Elgin St. Thomas Social Services – Orientation Presentation to Council

9:15 a.m. Laura Woermke, Executive Director, St. Thomas Public Art Centre – St. Thomas-Elgin Public Art Centre Community Report 2018

9:30 a.m. Paul Jenkins, Executive Director, St. Thomas Elgin General Hospital Foundation – PowerPoint Presentation to Council

PRESENTATION:

9:45 a.m. Warden McPhail – Presentation of the Planning and Building Initiative Award in the Physical Infrastructure and Development Category from the Economic Developers Council of Ontario.

1:00 p.m. Jim Bundschuh, Director of Financial Services – 2019 Operational Budget

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 Learn – Alan Smith, Tourism

NOTICE:

February 24-27, 2019	OGRA Conference
March 12, 2019	County Council Meeting

Accessible formats available upon request.

COUNTY COUNCIL MINUTES
Tuesday, January 22, 2019
Accessible formats available upon request.

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

Warden McPhail in the Chair.

ADOPTION OF MINUTES

Moved by Councillor Mennill
Seconded by Councillor Marks

THAT the minutes of the meeting held on January 8, 2019 be adopted.

- Carried.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

- None

DELEGATIONS

Ontario Federation of Agriculture – Producing Prosperity in Ontario – President, Elgin Federation of Agriculture and Senior Policy Analyst, Ontario Federation of Agriculture

Melissa Schneider, President of Elgin Federation of Agriculture, and Ben Le Fort, Senior Policy Analyst for Ontario Federation of Agriculture, presented a PowerPoint presentation providing information on the importance of creating an advocacy campaign to promote rural Ontario and the agri-food sector.

Fons Vandenbroek, Vice-President of Elgin Federation of Agriculture, quickly spoke on behalf of the Elgin Federation of Agriculture explaining the importance of the program.

Moved by Councillor Martyn
Seconded by Councillor Jones

THAT the PowerPoint presentation titled “Producing Prosperity in Ontario” from the Ontario Federation of Agriculture’s Senior Policy Analyst and the President of Elgin Federation of Agriculture, be received and filed.

- Carried.

Ontario Federation of Agriculture – Farm Assessments and Taxes (Elgin Focused) – Senior Policy Analyst, Ontario Federation of Agriculture

Ben Le Fort, Senior Policy Analyst for Ontario Federation of Agriculture, presented a PowerPoint presentation providing information on the farm assessments and taxes and how it has impacted Elgin County in the past and what to expect in the future.

Moved by Councillor Ketchabaw
Seconded by Councillor Jones

THAT the PowerPoint presentation titled “Farm Assessments and Taxes” from the Ontario Federation of Agriculture’s Senior Policy Analyst, be received and filed.

- Carried.

Council recessed at 9:58 a.m. and reconvened at 10:07 a.m.

Elgin Business Resource Centre – EBRC & County of Elgin: A Perfect Partnership – General Manager, Elgin Business Resource Centre

Kevin Jackson, General Manager for the Elgin Business Resource Centre, presented a PowerPoint presentation that highlighted many statistics depicting the results the EBRC has achieved from 2011 to 2018 and requested a renewal of funding for the EBRC in the amount of $190,000 per year for three years commencing March 1, 2019.

Moved by Councillor Mennill
Seconded by Councillor French

THAT the PowerPoint presentation titled “EBRC & County of Elgin: A Perfect Partnership” from the EBRC’s General Manager, be received and filed.

- Carried.

Medavie EMS Elgin Ontario – 2018 Annual Review – General Manager & EMS Chief, Medavie Health Services

Pauline Meunier, General Manager and EMS Chief for Medavie Health Services, presented a PowerPoint presentation that underscored the different successes of Medavie in Elgin County for 2018.

Moved by Councillor Marks
Seconded by Councillor Martyn

THAT the PowerPoint presentation titled “2018 Annual Review” from Medavie Health Services General Manager and EMS Chief , be received and filed.

- Carried.

Moved by Councillor Ketchabaw
Seconded by Councillor Mennill

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

- Carried.

REPORTS

Final Approval of Plan Subdivision Little Creek Phase 3 – Manager of Planning

The Manager of Planning, Steve Evans, presented a report to Council advising them that the final approval for a plan of subdivision (Little Creek Phase 3) in the Municipality of Central Elgin occurred on December 19, 2018.

Moved by Councillor Marks
Seconded by Councillor Jones

THAT the report titled “Final Approval for a Plan of Subdivision, Little Creek Phase 3” submitted by the Manager of Planning, dated December 19, 2018, be received and filed.

- Carried.

2019 Events Calendar Supplemental – Senior Financial Analyst & Chair of Elgin County Special Events Committee

The Senior Financial Analyst and Chair of Elgin County Special Events Committee, Jennifer Ford, presented a report to Council that provided contextual information to clarify for Council the benefits and costs of supporting the United Way. This information was requested by Council during the January 8, 2019 County Council Meeting.

Moved by Councillor French
Seconded by Councillor Giguère

WHEREAS County Council supports the organizational benefits created through the work of the Special Events Committee; and;

WHEREAS County Council supports the principles of community involvement and fundraising initiatives on behalf of County Council provided that these initiatives are undertaken in a transparent way;

NOW THEREFORE BE IT RESOLVED,

THAT the Special Events Committee eliminate draws for paid days off, gift card draws and work on lowering the fundraising cost ratio; and;

THAT the Policy Review Committee draft a Special Events Committee Terms of Reference for Council's consideration; and;

THAT the report titled "2019 Events Calendar Supplemental" submitted by the Senior Financial Analyst and Chair of the Elgin County Special Events Committee, dated January 14, 2019, be received and filed.

- Carried.

Land Division Committee Appointments (4-Year Terms) – Legislative Services Coordinator

The Legislative Services Coordinator, Dan Scheid, presented a report to Council informing them of the Land Division Committee Appointments spanning from January 1, 2019 to December 31, 2022.

Moved by Councillor Purcell
Seconded by Councillor Jones

THAT By-Law 15-03 titled "Being a By-Law to Appoint a Land Division Committee and to Repeal By-Law No. 11-02" be repealed; and;

THAT By-Law 19-02 titled "Being a By-Law to Appoint a Land Division Committee and to Repeal By-Law No. 15-03" be enacted.

- Carried.

Quarterly Information Report – Contract Awards October 1, 2018 to December 31, 2018 – Purchasing Coordinator

The Purchasing Coordinator, Mike Hoogstra, presented a report to Council highlighting the details relevant to the exercise of delegated authority for all contracts awarded that exceed $15,000 including amendments and renewals is to be prepared and reported to Council between October 1, 2018 to December 31, 2018.

Moved by Councillor Mennill
Seconded by Councillor Martyn

THAT the report titled "Quarterly Information Report - Contract Awards, October 1, 2018 to December 31, 2018" from the Purchasing Coordinator, dated January 14, 2019, be received and filed.

- Carried.

Terrace Lodge Redevelopment Project Update – Director of Financial Services and Purchasing Coordinator

The Director of Financial Services, Jim Bundschuh, and the Purchasing Coordinator, Mike Hoogstra, presented a report to Council providing updates on the Terrace Lodge Redevelopment

project following Council's approval to proceed with a renovation and addition option as considered at the January 8, 2019 County Council Meeting.

Moved by Councillor Marks
Seconded by Councillor Purcell

THAT the report titled "Terrace Lodge Redevelopment Project Update" from the Director of Financial Services and the Purchasing Coordinator, dated January 11, 2019, be received and filed.

- Carried.

Farm Tax Ratio – Director of Financial Services

The Director of Financial Services, Jim Bundschuh, presented a report to Council discussing the Farm Tax Ratio history and reasoning behind the current rate to help Council make a decision for the February 12, 2019 Budget Report.

Moved by Councillor Purcell
Seconded by Councillor Marks

THAT staff be directed to provide a report to County Council that considers farm tax ratios of .23, .24 and .25 for Council's consideration at the February 12, 2019 meeting.

- Carried.

Council recessed at 11:27 a.m. and reconvened at 11:37 a.m.

Dementia Care in Long-Term Care (LTC) – Director of Homes & Senior Services

The Director of Homes and Seniors Services, Michele Harris, provided a report to Council which discussed the diagnoses, causes, and different treatments regarding dementia.

Moved by Councillor Jones
Seconded by Councillor Martyn

THAT the report titled "Homes – Dementia Care in Long-Term Care (LTC)" by the Director of Homes and Seniors Services, dated January 15, 2019, be received and filed.

- Carried.

Council Remuneration - Chief Administrative Officer

The Chief Administrative Officer, Julie Gonyou, presented a report to Council regarding Council and Warden remuneration.

Moved by Councillor Martyn
Seconded by Councillor Jones

THAT the report from the Chief Administrative Officer titled "Council Remuneration" dated January 16, 2019 be received and filed; and;

THAT staff be directed to provide a follow up report to County Council in regard to Council and Warden remuneration at an upcoming meeting of County Council.

- Carried.

CORRESPONDENCE

Items for Information (Consent Agenda)

1. Alzheimer Society Elgin-St. Thomas Invitation to Music for Memories

2. St. Thomas & District Chamber of Commerce Invitation to the State of the Municipalities Luncheon

3. Southwestern Public Health – Committee Appointments Notification

Moved by Councillor Jones
Seconded by Councillor Giguère

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

- Carried.

Council Recessed for Lunch at 12:04 p.m. and reconvened at 12:51p.m.

OTHER BUSINESS

Statements/Inquiries by Members

The Director of Finance asked for a date to be picked for the Terrace Lodge Building Committee. Meeting will be held on Monday, February 4th, 2019. Public notice will be provided.

The Warden is presenting to the Ministry of Finance – Minister Fideli on Wednesday, January 23, 2019 and noted that he would discuss OMPF on behalf of Elgin's constituent municipalities, as well as the rising costs of Long Term Care, Emergency Medical Services and the need for stable and sustainable funding sources to reduce the burden on Elgin's taxpayers.

Notice of Motion – None

Matters of Urgency

Moved by Councillor Jones
Seconded by Councillor Ketchabaw

THAT by motion of the Warden, the SouthWestern Integrated Fibre Technology (SWIFT) contract be discussed as closing meeting item #5 [(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization – Municipal Act Section 239 (2)].

Closed Meeting Items

Moved by Councillor Martyn
Seconded by Councillor Mennill

THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss matters under Municipal Act Section 239 (2);

In-Camera Item #1

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

In-Camera Item #2

(c) a proposed or pending acquisition or disposition of land by the municipality or local board; (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them - Economic Development Corporation Considerations

In-Camera Item #3

(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

In-Camera Item #4

(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 – Medavie EMS Contract Update

In-Camera Item #5

(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization - SWIFT

Moved by Councillor Mennill
Seconded by Councillor Marks

THAT we do now rise and report.

- Carried.

In-Camera Item #1 – Verbal

Moved by Councillor Marks
Seconded by Councillor Giguère

THAT the verbal report be received.

- Carried.

In-Camera Item #2 – Economic Development Corporation Considerations

Moved by Councillor Ketchabaw
Seconded by Councillor Jones

THAT staff proceed as directed.

- Carried.

In-Camera Item #3 – EBRC Satellite Office Contract

Moved by Councillor Martyn
Seconded by Councillor Marks

THAT staff proceed as directed.

- Carried.

In-Camera Item #4 – Medavie EMS Contract Update

Moved by Councillor French
Seconded by Councillor Jones

THAT staff proceed as directed.

- Carried.

In-Camera Item #5 – SWIFT (Verbal)

Moved by Councillor Martyn
Seconded by Councillor Mennill

THAT staff proceed as directed.

- Carried.

REPORTS CONTINUED:

Satellite Offices: Elgin Business Resources Centre Contract – Chief Administrative Officer and General Manager, Economic Development

The Chief Administrative Officer, Julie Gonyou, and General Manager of Economic Development, Alan Smith provided a report to Council highlighting the history of satellite offices in Elgin County under the Elgin Business Resource Centre to help Council make an informed decision on funding going forward.

Moved by Councillor Marks
Seconded by Councillor Ketchabaw

THAT County Council withdraw supplementary funding for the two satellite offices. Notice must be given by January 31, 2019 of a decision to withdraw funding. The availability of loans available through the CFDC will not change. Finding efficiencies in service delivery to include remote or in-person outreach will be the responsibility of the EBRC.

- Carried.

PRESENTATIONS

2019 Capital Budget – Brian Lima, Director of Engineering Services, and, Jim Bundschuh, Director of Financial Services

Brian Lima, Director of Engineering Services, presented a PowerPoint presentation to Council reviewing the 10 year plan from 2019 to 2028. The Director provided a high-level overview of the different projects that will need to be completed, the process involved in the completion process, and how much money these projects will cost over various options depending on what route Council takes.

Jim Bundschuh, Director of Financial Services, also spoke to the same PowerPoint presentation providing budgetary explanation to Council on total costs of all projects and highlighted the major projects and their subsequent costs. The Director also provided a detailed spreadsheet with all costs for Council to reference.

Moved by Councillor Jones
Seconded by Councillor Marks

THAT the 2019 capital budget be approved in principal and finally considered in conjunction with the 2019 operating budget.

- Carried.

Motion to Adopt Recommendations of the Committee of the Whole

Moved by Councillor Martyn
Seconded by Councillor Giguère

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

- Carried.

BY-LAWS

Moved by Councillor Ketchabaw
Seconded by Councillor Purcell

THAT By-law No. 19-02 “Being a By-law to Appoint a Land Division Committee and to Repeal By-law No. 15-03” be read a first, second and third time and finally passed.

- Carried.

Moved by Councillor Jones
Seconded by Councillor Martyn

THAT By-law No. 19-03 “Being a By-law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the January 22, 2019 Meeting” be read a first, second and third time and finally passed.

- Carried.

ADJOURNMENT

Moved by Councillor Jones
Seconded by Councillor Marks

THAT we do now adjourn at 3:58 p.m. to meet again on February 12, 2019 at the County Administration Building Council Chambers at 9:00 a.m.

- Carried.

Julie Gonyou, Chief Administrative Officer.	Duncan McPhail, Warden.

ELGIN COUNTY COUNCIL ORIENTATION

FEBRUARY 12, 2019

ST. THOMAS-ELGIN SOCIAL SERVICES

Social Services Department

The City of St. Thomas is the designated “Consolidated Municipal Service Manager” for social services for the Service Manager Area which includes the City and all of Elgin County.

Services for low-income residents in the City and the County are provided by the Social Services Department in three main areas:

1. income and employment assistance (Ontario Works)
2. children’s services
3. social and affordable housing & homelessness prevention

2019 Budget Overview

	Gross Costs	Net City Cost	County Cost
Ontario Works	$19,307,196	$1,153,508	$ 530,677
Children's Services	$ 9,719,066	$ 497,638	$ 208,010
Social Housing	$ 8,592,558	$2,555,473	$1,583,140
TOTALS	**$37,618,820**	**$4,206,619**	**$2,331,827**

Costs are shared with the Province for Ontario Works and Children's Services (but not Social Housing).

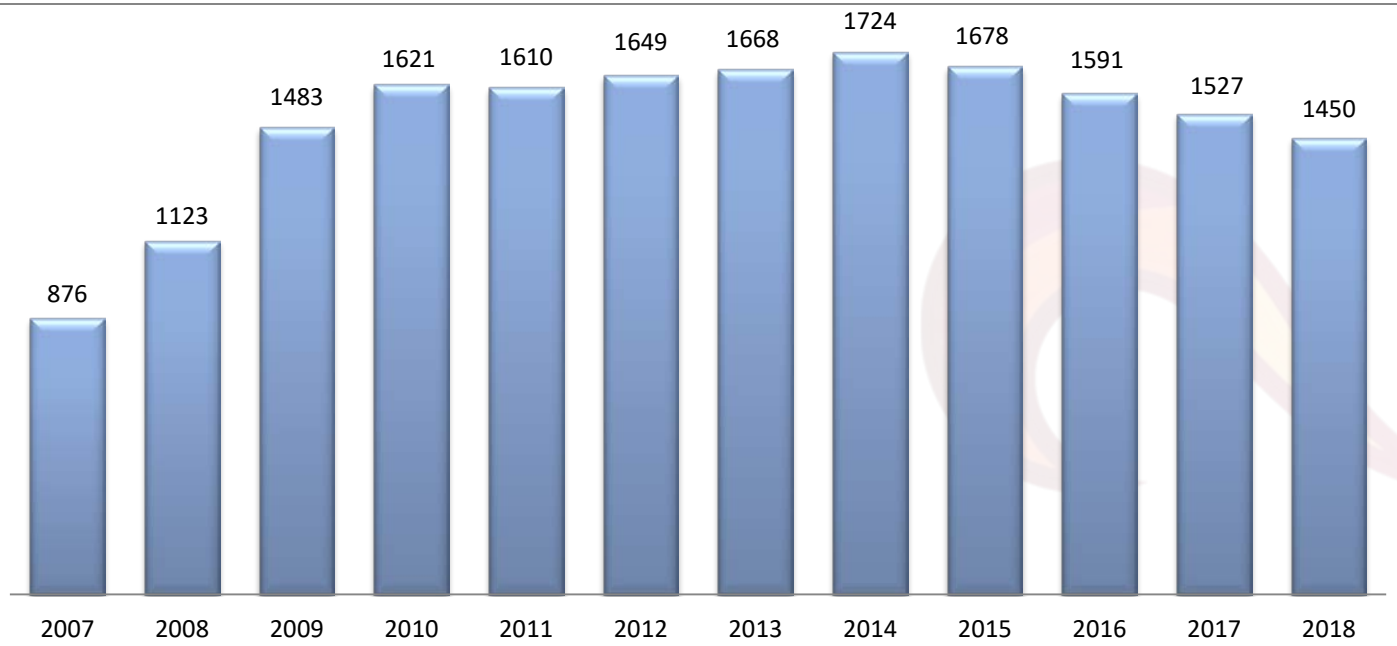
Costs are shared with the County for all services in accordance with the City/County cost-sharing agreement.

Ontario Works Division

- provides financial assistance for the cost of basic living expenses such as food and housing
- provides employment supports to help people find jobs
- two satellite offices in Aylmer and in West Lorne
- many community partnerships (Bridges Out of Poverty, Fanshawe College, Employment Services Elgin, Small Business Centre)

Ontario Works

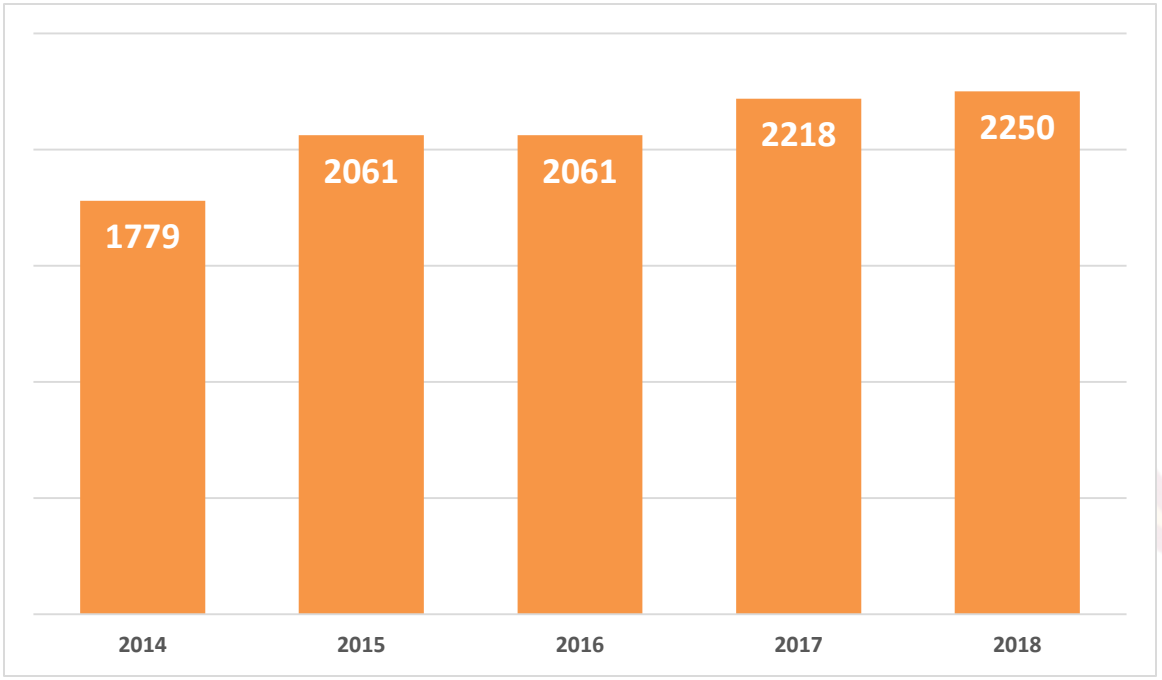
Average Annual Monthly Active Caseloads

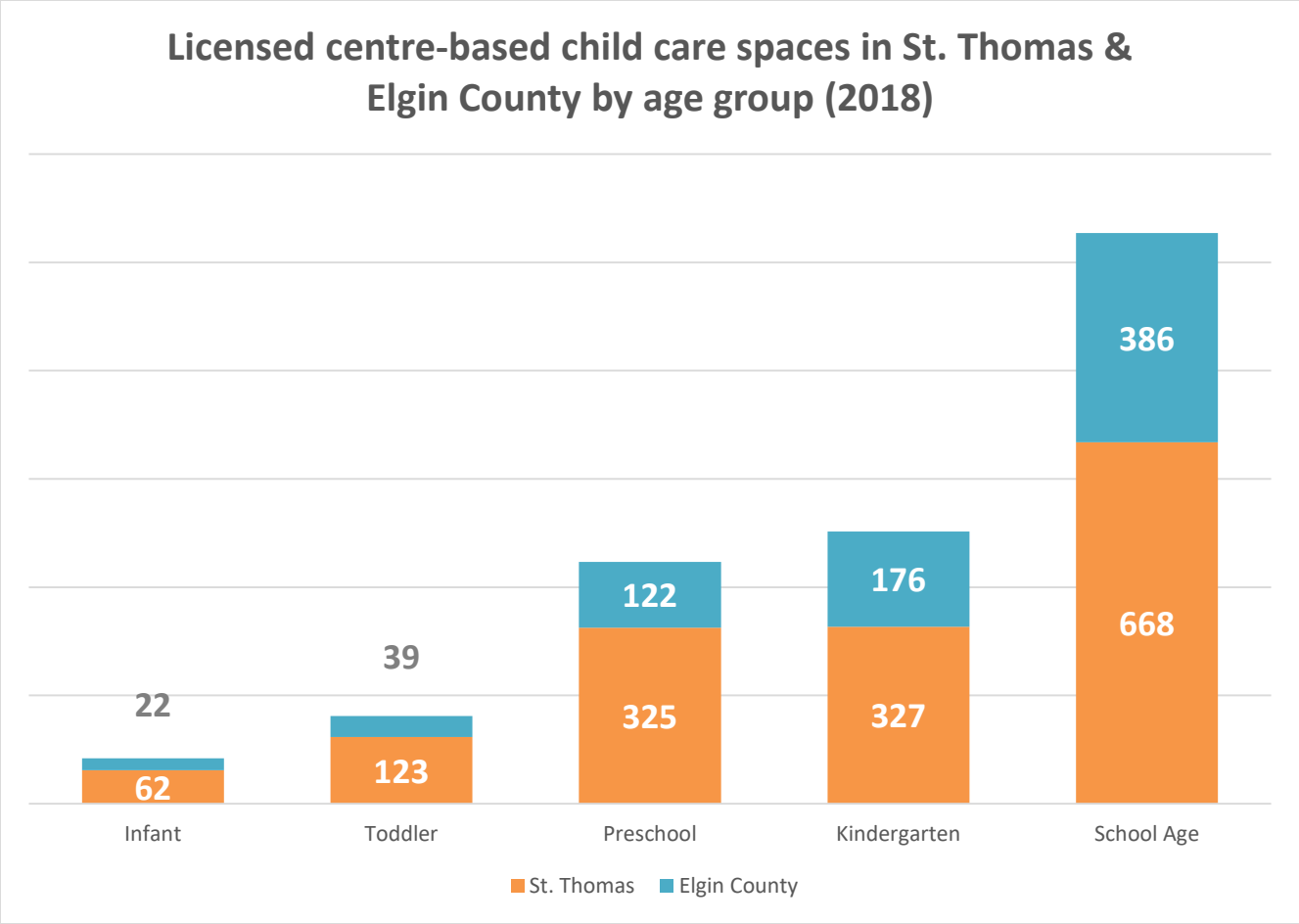


Children's Services Division

- manages the Child Care Fee Subsidy program for families
- provides operational funding for child care providers and programs
- responsible for the EarlyON program (early years child and family centres)
- serves as the system services manager for a seamless and integrated early learning and child care system
- provincial oversight transferred to the Ministry of Education to align with full-day Kindergarten and before-and-after school child care
- work is underway on a Children's Services Community Plan due to the Province by June 30, 2019

Licensed Child Care Spaces




Licensed centre-based child care spaces in St. Thomas & Elgin County by age group (2018)
22
62
39
123
122
325
176
327
386
668
Infant
Toddler
Preschool
Kindergarten
School Age
St. Thomas
Elgin County

Social Housing Division

- provides funding and overall administration of 1,147 units of social housing in St. Thomas and Elgin County, including direct management of 530 units of City-owned housing (former Elgin & St. Thomas Housing Corporation stock)
- Administration of 215 units of affordable housing built since 2008 under various federal/provincial funding programs
- is responsible for the Centralized Waiting List system
- administers the provincial Community Homelessness Prevention Initiative (CHPI)
- administers rent supplement programs with private landlords

New Social Services offices and 28 units of affordable housing – 230 Talbot

Major Projects

- new social services offices and two floors of affordable housing under construction at 230 Talbot
- annualized CHPI funding of $1.38-million for homelessness prevention
- a 10-year Housing and Homelessness Plan was approved in 2013; 5-year update is underway – due to Province on June 30, 2019
- 1st St. Thomas/Elgin homelessness count took place in April 2018
- A long-term affordable and social housing strategy was approved by Council in June 2018; implementation is underway

St. Thomas-Elgin

PUBLIC ART CENTRE

Est., 1969

COMMUNITY REPORT 2018

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The St. Thomas-Elgin Public Art Centre is the principal public art centre in the St. Thomas and Elgin County supporting contemporary and historical visual arts on a local, national and international level. The Public Art Centre acknowledges art to be an essential part of the human experience in nurturing a healthy society. As a leading cultural institution, the Public Art Centre is an integral part of the fabric that draws intellectual, social and economic opportunities to our city, county and to our region.

The Public Art Centre fosters enjoyment of and interest in the visual arts by researching, developing and producing exhibitions, publications and programs that engage, challenge and inform its various audiences.

The Public Art Centre also oversees the development and preservation of a permanent collection that includes regional, national and international art in all media. It also strives to create rewarding opportunities for visual arts professionals and the public.

Proud member of the Ontario Association of Art Galleries and the St. Thomas and District Chamber of Commerce

Our Mission

To encourage and support an appreciation for and support the practice of the visual arts in St. Thomas and Elgin County through a variety of exhibitions, educational programs and through the preservation of a permanent collection.

Our Vision

The St. Thomas-Elgin Public Art Centre is a highly valued and respected art centre that is a focal point for the St. Thomas and Elgin community. The Art Centre is dedicated to fostering a welcoming, enriching and engaging environment of art and creativity, inspire, challenge and educate its audiences.

We gratefully acknowledge the continued support from the City of St. Thomas, the County of Elgin, donors, members and supporters. With your support you provide us with the opportunity to be creative, responsive and entertaining.

Board Of Directors

PAST PRESIDENT: Tom Hughes
PRESIDENT: Suzanne Baehr
TREASURER: Meghan Vreman
RECORDING SECRETARY: Laura Woermke

Directors

Ardythe Anderson
Bethany Green
Amy Sloan
Dang Ho
Katherine Medlyn
Debra Bagshaw
Kathy Collier
Kevin Morrell
Grayden Laing
Neil Hubert
Joan Dennis
Stacey Wraight
Timothy Hedden
Mayor Heather Jackson (City Rep.)
Alternate Linda Stevenson (City Rep.)
Mayor Greg Currie (County Rep.)

Committees

Executive Committee (standing)
Past President Tom Hughes
President Suzanne Baehr
Treasurer Megan Vreman

Acquisitions Committee (standing)
Chair Bethany Green
Kevin Morrell
Gerald Pedros
Laura Woermke

Fundraising Committee (standing)
Chair Dang Ho
Amy Sloan
Bethany Green
Sherri Howard
Laura Woermke

Finance Committee
Chair Suzanne Baehr
Treasurer Meaghan Vreman
Laura Woermke

Membership Committee
Chair Ardythe Anderson
Laura Woermke
Joan Dennis
Sharron Little
Deb Bagshaw

Human Resource Committee
Chair Suzanne Baehr
Tom Hughes
Megan Vreman

Sponsorship Committee
Chair Kathy Collier
Laura Woermke
Suzanne Baehr
Amy Sloan

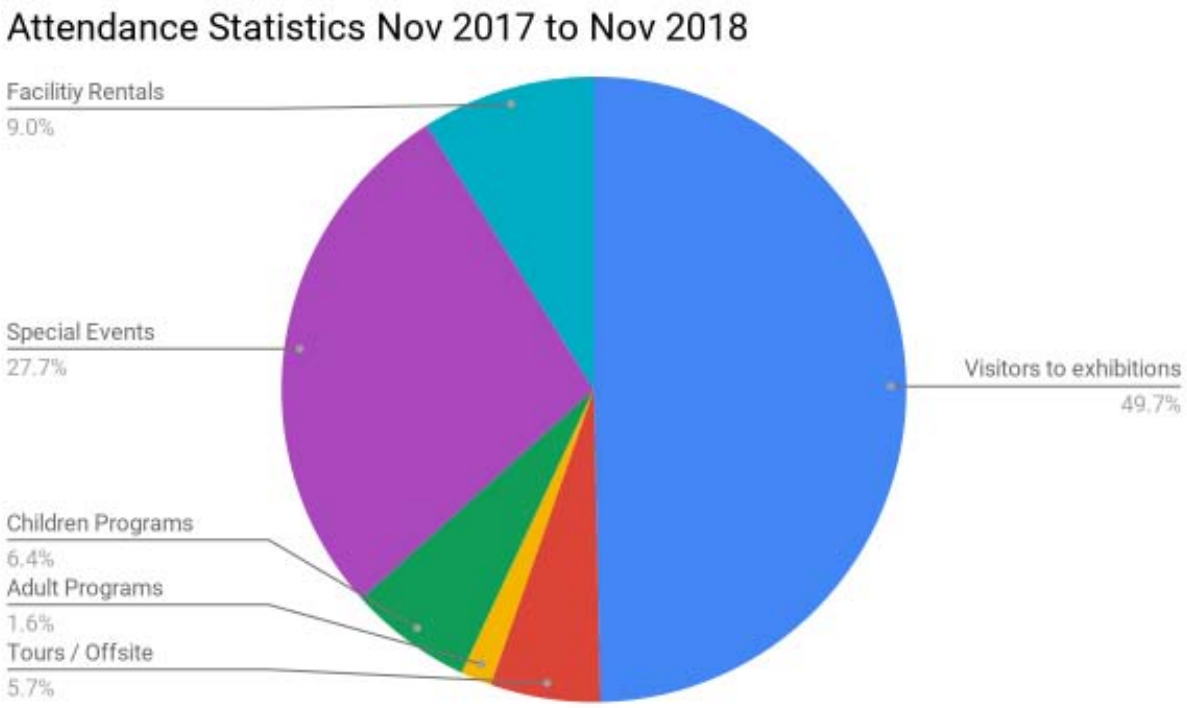
Administration

Laura Woermke,
Executive Director / Curator
Sherri Howard, Program Director
Katelyn Tippin,
Reception / Volunteer
Peri Hayes, Part-time Reception
Teagan Butler, Part-time Reception
Catherine Craig, (Volunteer) Reception
Ruth Wallace, (Volunteer) Reception
Elizabeth Bouque, (Volunteer) Reception

Instructors / Guest Speakers
Heather Keating
Katelyn Tippin
Sarah Van Pelt
Andres Villar
Catherine Craig

Community Engagement and Social Media

The St. Thomas-Elgin Public Art Centre is the leading non –profit organization for advancing art and culture in St. Thomas and Elgin County. Located in the west end of Talbot Street in St. Thomas, it has a record of 49 years of service. The Art Centre is dedicated to representing and serving our community and creating opportunities for everyone to participate in and develop an appreciation of the visual arts.



7400 Visitors to Exhibitions
4120 Openings and Special Events
1340 Facility Rentals
951 Children Classes
848 Student Tours / offsite programming
239 Adult Classes
Overall Attendance 14898
2017 Year Attendance 11539

Social Media Highlights

Twitter Followers 4504
Facebook Fans 2144
Instagram 991
Visits to www.stepac.ca 15174

Executive Director Summary

As we began 2018, the Public Art Centre was faced with a challenge to solidify its role in our community. We had a hard look at our social value, our economic impact and the effect we have on the cultural and educational environment for our citizens.

It was encouraging to see the support and patronage from our members, visitors, teachers, educators and families in light of this challenge. At the heart of it all, we remained committed to fostering of our artists, providing inspiring and provocative educational programs, continuing our work with community partners and hosting a tremendous series of events and fundraisers.

This past summer and early fall provided a wonderful opportunity to meet individuals running for council. It was encouraging to discover that many of the candidates had a desire and openness to know more about the integral role the Public Art Centre plays in the cultural framework of our city. These discussion focused on who we are, what we do, the benefits to our citizens and our contribution to the economic and cultural growth of City of St. Thomas.

In my review of 2018, I marvel at our accomplishments and the intensity of activity. We continued our efforts to deepen our engagement and I was happy to see us realize continued growth in our attendance to both exhibitions and in our programs. The openings for Great Beginnings Elementary and Great Beginnings Secondary, seemed to set the tone for the year. These exciting exhibitions of student art work saw hundreds of visitors to the exhibitions and hundreds more to the opening receptions. This trend of vibrant, at-capacity opening receptions was sustained through the year.

The summer exhibitions brought us a closer look at ourselves, with the exhibition, Francis Caprani—Ghost in the Machine. With over 50 self portraits on display, the artists pushed the viewer to examine the notion of the mind's connection to the physical in an age where the dispersed digital body has become prevalent through self portrait "Selfie". To create a dialogue between the spaces in the Art Centre, a call for submissions was sent out to our community. #artcentreselfie, was a portrait of our community, resulting in hundreds of photos emailed and tagged on social media. #artcentreselfie".

In total the Public Art Centre hosted eleven thought-provoking exhibitions that encompassed many different themes and mediums. "In View of the Artist", our Annual Juried Exhibition received an overwhelming amount of submissions from local and regional artists. This exhibition provided an opportunity for a "Meet the Artist" event during Culture Days Ontario, and visitors to have a chance to discuss the art making process with the artist. We thank the Downtown Development Board for supporting the exhibition and the Meet the Artist event.

I cannot understate the value all our programs bring to the Public Art Centre and our audiences. My deep thanks to Sherri Howard our Program Director for her exceptional School Programs for all students, the partnership with the Thames Valley District School Board and London Catholic School Board, providing engaging free public programs, Adult and Children workshops and classes and the collaboration with our community partners. She designs these programs to ensure our community can engage on multiple levels; all with the hope that once engaged, our audience members will continue to connect with art throughout their lives.

As we move into our 50th year, I would like to honour our funders who continue to value our efforts and provide sustaining operational support. My tremendous thanks to the City of St. Thomas and the County of Elgin. I also recognize the critical contribution of the many businesses and individuals, and particularly our members who support our exhibitions, our programs, our events and simply contribute to the Public Art Centre because they too see the importance of an Art Centre in St. Thomas and Elgin County that supports artists, extends the conversation about the value of visual art and nurtures critical thinking, creativity, respect for diversity and the power of engagement. Thank you to the extraordinary efforts of our Board and volunteers.

I look forward to 2019 and celebrating our 50th Anniversary with you.

Respectfully,
Laura Woermke

Program Director Summary

For almost 50 years, art education programming has played a central role in the St. Thomas-Elgin Public Art Centre realizing its mission in the community. Each year we look for ways to not only maintain, but increase the services being offered so that they reflect the needs and wishes of the community.

In 2018, the Public Art Centre maintained it's strong relationship with the schools in the TVDSB and the LDCSB and once again presented our biennial Great Beginnings Elementary and Secondary School Exhibitions. Twenty-one schools took part (more than 525 works of art) and the opening reception saw 821 people stop by the Public Art Centre to take in the show. The Art Centre has long realized the importance of showcasing the artwork of children. It is an experience that many children will remember for a lifetime and others will use as a starting point in pursuing their life's ambitions. For our community, children's art offers an energetic, welcoming and straightforward exhibition that we can all take pride in. It provides a wonderful venue for building self-esteem and acknowledges the importance of art and creativity within our schools.

Although construction in the west end resulted in much lower than normal tour numbers this spring, our stunning new streetscape has seen large numbers of school tours returning again this fall and many already booked for the winter.

Our weekend, PA Day, March Break and summer art programs allow hundreds of children the opportunity to take part in art based classes and workshops in our studio and our main gallery space, where they can also experience directly the work of professional artists. Additionally these programs provides older youth with the chance to participate in and learn about teaching art. This is accomplished through the local high school volunteer programs, co-op placements, and university internships.

Our versatile, dynamic venue at 301 Talbot Street has always been at the heart of our public programs and 2018 presented abundant, new opportunities to work with community partners. In our effort to build on programs that reflect the shared needs and concerns of our community, the Public Art Centre partnered with the Elgin St. Thomas Coalition to End Poverty committee, to mount the From Poverty to Possibility, photovoice project. The Public Art Centre was eager to join this initiative and provide our expertise and a cultural venue for this important initiative.

Another new partnership that began this year was the Winter Blues program run through the Central Community Health Centre. The Public Art Centre provides the setting for an unplugged music jam that is presented as a preventative program that encourages people to get out during the winter months and enjoy companionship and music.

The Heath Recruiters St. Thomas and Elgin County, continued to showcase the value of an art institution in our community by hosting a breakfast social for the surgical residents that were spending time in our community this past February.

Our facility rental program also ensured that many local and regional businesses and organizations were able to host their events and gatherings in a welcoming space that our community can be very proud to call it's own. These organizations include: St. Thomas Executive Association, London Health Sciences Centre, Elgin Travel, Elgin Medical Association, Chamber of Commerce, Downtown Development Board, Early Learning Centre, County of Elgin and many others.

It is a distinct privilege to have the opportunity to provide these, and all our many programs and services to the community. As we prepare to celebrate our 50th anniversary we look forward to expanding the important work we do, building on the solid foundation the Public Art Centre has worked so hard to achieve and furthering the tremendous support that exists in our community. We invite all of you to be a part of the celebration and to work with us in solidifying our next 50 years.

Sincerely,
Sherri Howard

Exhibitions 2018

Modern /Contemporary? Selections from the Permanent Collection January 6 to February 17, 2018

While contemporary and modern art may sound similar, in form and practice they are quite different. In many ways, modern art has laid the foundation for contemporary art, as both seem to have emerged as a result of technological advancements in society and are concerned with being indicative of popular culture or social issues of their respective time period. This exhibition focused the works and artists that also fulfill our mandate of "collecting and preserving local and regional artworks". These works define our community and demonstrate the artists' contribution to the development of contemporary art in Canada.

Winter in Canada: Selections from the Permanent Collection January 6 to February 17, 2018

There is a certain silent grandeur about the natural world when it is blanketed with a deep layer of snow that is entirely captivating. The study of the effects of light and shadow on the subtly coloured surface of snow, has been a challenge and vocation of the Canadian Artist. *For example, Black Spruce Country, by Francis (called Frank, and later Franz) Hans Johnston (1888 – 1949) demonstrates the artist's pursuit of the natural subtly of this season. Franz was a member of the Royal Canadian Academy of Arts and one of the founding members of the Group of Seven. He was characteristically known for his pastoral scenes of Ontario, Quebec countryside and the landscapes of people of the Arctic.*
This selection of work was dedicated to the brilliance of winter. If you are not motivated to play in the snow (and even if you are), winter is also a great time to visit the Art Centre and warm up your artistic sensibility along with your toes.

Great Beginnings—Elementary February 24 to March 24, 2018

Every other year the Art Centre hosts exhibitions comprised of works of art created by the many talented young artist attending schools in St. Thomas-Elgin County. This exhibition allows hundreds of elementary and secondary students the opportunity to share their talent and accomplishments with family, friends, teachers and the entire community. It provides a wonderful venue for building self-esteem and acknowledges the importance of art and creativity within our schools.

Great Beginnings—Secondary March 31 to April 29

The Art Centre has long realized the importance of showcasing student artwork. It is an experience that many students will remember for a lifetime and others will use as a starting point in pursuing their life's ambitions. For our community it offers an energetic, welcoming and straightforward exhibition that we can all take pride in. Participating schools– St. Joseph's High School, Arthur Voaden Secondary School, Parkside College Institute, West Elgin Secondary School, East Elgin Secondary School

All in the Family—Selections from the Permanent Collection May 15 to June 17

This exhibition examined the significant influence of family with the work of Robert Reginald Whale and his sons John Claude and Robert Heard and nephew John Hicks Whale. Robert Reginald Whale, a self-taught artist was born in Cornwall County, England, in 1805. He was one of the first professionals artists to work in what is now southwestern Ontario. Best known for a handful of frequently reproduced landscapes– panoramic views of Hamilton and Dundas from the Niagara Escarpment and of Niagara Falls—he also specialized in portraiture and genre painting. Unable to support a growing family, Whale, his wife Ellen Heard and 5 children emigrated to Canada in June 1852. They settled first in the rural village of Burford, then in 1864 moved to the nearby town of Brantford, where Whale established a family studio that employed his sons John Claude (1852-1905) and Robert Heard (1857-1906) and his nephew John Hicks Whale (1829-1905), all 3 of whom went on to establish professional careers of their own. The paintings drawn together for this exhibition demonstrate the Whale family's important artistic and cultural legacy and help to define the impact of the family influence.

Few and Far Between: From the Collection May 15 to June 17, 2018

The Art Centre has acquired a lot of artwork over the last 49 years. Most are representative of their time in history, but some fall beyond the realm of our collection mandate. This exhibition brought together a diverse selection of works by contemporary artists who have felt the pull of the unusual or extraordinary. The works that were on display included sculpture, drawings, fibre art and painting, with subjects ranging from masks, folk, and the unusual.

Francis Caprani—Ghost in the Machine July 7 to September 1, 2018

For centuries Artists have possessed a drive to expose who they are. From the Lascaux cave paintings, where stencilled handprints revealed the existence of their creators nearly 20,000 years ago, to Artists like Albrecht Dürer and Frida Kahlo, who focused on the particulars of their appearance in self-portraits that evoked a presence of defined mystery—deeply personal interpretations of one's own image have always been investigations of the self, with an unequivocal ability to provoke desire in the viewer to know more about the identity behind the subject.

But why do we as humans feel it necessary to create with the intention of proving our existence? In our contemporary culture, the Selfie is a reflexive referent to our physicality in relationship to time. By capturing our face and its distinguishing features, we choose to convey the message of our being to the world. Social media functions as the key transmitter in the mass dissemination of Selfies whose relevance is paradoxically dependent upon and also diluted by the sheer vastness of the medium.

In *Ghost in the Machine, Francis Caprani considers the notion of the mind's connection to the corporeal in an age where the dispersed, digital body has become predominant through his exploration of self-portraiture; an introspective process where proof of life also happens to carry with it the acknowledgement of our mortality.*

#ARTCENTRESELFIE July 7 to September 1, 2018

#artcentreselfie coincides with the launch of the new exhibition by Francis Caprani—Ghost in the Machine an exhibition of self portraits. The exhibition was open from July 7 to September 1, 2018. This exhibition explored the differences and similarities of the selfie and the self portrait, while celebrating the truly creative potential of a form of expression often mocked for its vanity. Presented alongside Francis Caprani's self portraits, the selfie has quickly became the icon of the digital era – from the simple and uplifting to the untamed, bad and utterly risky.

In View of the Artist Annual Juried Exhibition September 8 to October 21, 2018

Exhibition Sponsor Downtown Development Board
This juried exhibition seeked original two-dimensional works of art that celebrate the artist behind the art, what the artist sees and creates, "in their view", real or imagined. This means anything goes!

Shelby Hayward Doyenne September 8 to October 21, 2018

Based in London Ontario, Shelby Hayward is a recent graduate of Western University's BFA program. Her work has primarily been shown in London and its surrounding area; however, she had the privilege of taking part in a collaborative Print Project featured in an international exhibition, which was shown in Germany, Norway and the UNAIDS headquarters in Geneva, Switzerland.
Most of Shelby's work takes its form in silkscreen prints and sculptural pieces addressing femininity, the human body, exposure and, most recently, witchcraft. She uses bold colour and imagery in her work as a way to evoke chosen feelings and associations, offering a sense of whimsy paired with serious underlying tones and commentary.

Deborah Worsfold Renaissance November 10 to December 29, 2018

Not every year or even decade is adorned with "new" work. Painting for a show can be daunting in early years, but at mid career it is thrilling to paint for this upcoming solo show. This work stems from years of practice in studio and in situ as well as many years of observation. Whether you view a painting previous to this show or this upcoming work, you will see a constancy. There is relevance in the language, form and composition but most important in the colour relationships. Scale varies to exercise range in voice and show each piece as a singular object, acting in its own language. What is life in connecting with others and the nature of that intimacy? Whether it be a moment, an atmosphere or a movement, the nature of connection is pivotal in this contemplation.-Deborah Worsfold August 9 2018

Sarah Van Pelt A Pint-Sized Perspective November 10 to December 29, 2018
Sarah enjoys many different mediums of art - everything from lino and wood block printing, to handmade books, painting, fibre art and more. The sky is the limit. Right now, her focus is on scratch building miniature dioramas. She has always loved the world in miniature, appreciating the sense of delight and mystery they evoke. Her inspiration comes from Anonymouse MMX's "Noix de Vie" store for mice in Malmo in Sweden and the fairy doors of Ann Arbor, Michigan. She has also been inspired by street artists like Banksy and David Zinn. She occasionally hides her miniatures around St. Thomas for the unsuspecting viewer to come across, and plans to do more of that in the future.

Programs (Children and Adult)

Seasonal Classes / Workshops for Children

PA DAY Works, January 19, 2018 Grades JK-5
Elementary Expressions (Winter Session) February 3 to March 10, 2018 Grades JK-3
Drawing and Painting (Winter Session) February 3-24, 2018 Grades 4-8
March Break Workshops March 12 to 16, 2018 Grades JK-5

Elementary Expressions (Spring Session) April 7 to May 12, 2018, Grades JK-3
Drawing and Painting (Spring Session) April 7 - 28, 2018 Grades 4-8
P.A. Day Workshop April 27, 2018 Grades JK-5
P.A. Day Workshop June 8, 2018 Grades JK-5

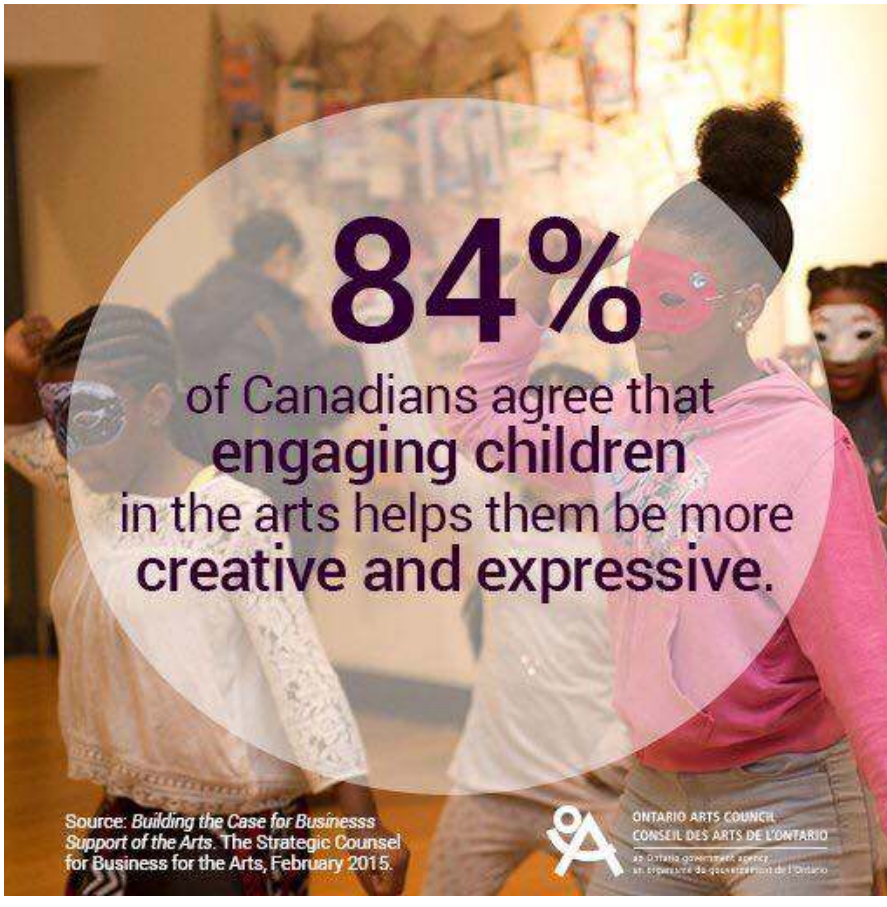
Elementary Expressions (Fall Session)
October 13-Nov 17 Grades JK-3
Drawing and Painting (Fall Session)
October 13 to Nov 3 Grades 4-8
P.A. Day Workshops
October 26 (In the Studio) JK-5
P.A. Day Workshops
October 26 (in the Gallery) Ages 11 and up
P.A. Day Workshops
November 16 Grades JK-5

Family Day (FREE Family Art Activities)

Monday February 19, 2018 11am to 3pm FREE art activities, games and more Grades JK-6 (accompanied by an adult)

Summer Programs

Daily Workshops July 3-6 Ages 5-11
Around the Works with Art July 9-13
Ages 5-11
Sculpture July 16-20 Ages 5-11
Art Movements July 23-27 Ages 5-11
Cursive Writing (in the Gallery) 24-26 Ages 12 and up
Medium a Day July 30 - August 3 Ages 5-11
Drawing and Illustration (Main Gallery) July 31 - August 2, Ages 12 and up
Daily Workshops August 7-10 Ages 5-11
Puppets, Plays and Productions August 13-17 Ages 5-11
Daily Workshops August 20-24 Ages 5-11



Adult Workshops and Classes

Watercolour with Heather Keating, February 1 to March 8, 2018
EAT DRINK CREATE, Friday February 9, 2018
Petals & Paint(Harris Flower Farm and Heather Keating) Thursday April 19, 2018
EAT DRINK CREATE, Friday April 21, 2018
Watercolour with Heather Keating, May 17 to June 21, 2018
Petals & Paint June 28, 2018 (Harris Flower and Heather Keating)
Watercolour with Heather Keating October 11 to November 29
EAT DRINK CREATE November 30

EDUCATION

THE IMPORTANCE OF THE ARTS IN THE CURRICULUM

Since arts experiences offer other modes and ways of experiencing and learning, children will have opportunities to think and feel as they explore, problem solve, express, interpret, and evaluate the process and the results. To watch a child completely engaged in an arts experience is to recognize that the brain is on, driven by the aesthetic and emotional imperative to make meaning, to say something, to represent what matters.
The Arts Go to School , David Booth and Masayuki Hachiya, eds. (Markham, Ontario: Pembroke Publishers, 2004), p.15

"Community partners can be an important resource for a school's arts program. In choosing community partners, schools should build on existing links with their local communities and create new partnerships in conjunction with ministry and school board policies. These links are especially beneficial when they have direct connections to the curriculum." (taken from the Ontario Arts Curriculum updated in 2009)

The Public Art Centre offers tours and hands-on art activities, based on the Ontario Arts Curriculum to the schools in our community. These tours incorporate aspects of both the creative process and the critical analysis process, as well as offering students an active, participatory experience. They are offered free of charge to ensure that all schools and students are able to participate.

Within our community, grades junior kindergarten through high school participate in our educational tours, day long workshops and the biennial **Great Beginnings Elementary and Secondary School Exhibitions**. We welcome high school students participating in Work Internships, co-op placements and serve as a host venue for day long workplace placements.

In recent years, we have also partnered with Fanshawe College to teach a workshop on "Art and Play" to the students enrolled in the Foundations of Early Childhood Education course.

The imagination is one of our most precious human resources, and one of the most comprehensive ways to cultivate it is through art education. Art increases a child's ability to convey ideas, feelings and emotions, to analyze, reflect, make judgments and generate new ideas. Art is a visual medium that provides a basis for both national and international understanding like no other subject. Young people, more so than ever before need a broad set of skills to be successful in higher education, careers and life. The Public Art

Centre takes seriously our responsibility to educate children that there are unlimited possibilities for them and their imaginations!

Free Art History Talks with Andres Villar

Throughout 2017 and 2018, the Art Centre will be offered Art History Talks on the last Sunday of the month. The talks were prepared by Andrés Villar. Andrés Villar was born in Colombia and has lived in Canada since the early 90s. He obtained a Ph.D. in Art and Visual Culture, a Master's in Art History, and a Bachelor's in Visual Arts at Western University, where he currently teaches courses in art history. Admission to these talks was free and open to individuals new to the study of art history, those picking up where they left off but primarily those just looking to spend some time culturally on a Sunday afternoon.

Clark McDougall Scholarship

In order to commemorate the life and artistic achievements of Clark McDougall and to encourage and support future generations of artists, a scholarship fund has been established in Clark McDougall's name by his family. Each year two $1000.00 awards are presented to two graduating secondary school students from St. Thomas and Elgin County, who are pursuing visual or graphic arts at a post secondary level.

1. $1000.00 for any graduating student entering a traditional post secondary fine arts program which included studio courses in drawing and painting.
2. $1000.00 for any graduating student entering any other post secondary visual arts program which may include arts, photography, design and architecture or any other program deemed appropriate by the selection committee.

Special Projects and Partnerships

Canada Southern Station (CASO Station)

In 2018 our Gift Shop/Reception area was generously remodeled by skilled volunteer craftsmen; Bob Lister, Charlie Gendron, Larry Doan and Brian Yallop of the CASO Station. Using donated, reclaimed heritage materials from the CASO Station, volunteers created a unique, functional space that highlights our local heritage by preserving and repurposing historical materials and giving them new life. The public has been remarking on the beauty, creativity and enjoying learning more about the history of each piece of furniture the volunteers crafted.

Image: Bert Dennis, Bob Lister, Charlie Gendron, Brian Yallop, and Larry Doan.

City of St. Thomas Local Art Wall

Located across from the Treasury Office, the local Art Wall is organized and presented by the Public Art Centre. During 2018 the wall has been adorned by local artists such as Clark McDougall (Permanent Collection STEPAC), Paul Schelusner (Permanent Collection STEPAC), Diane Dobson, Dang Ho, Grayden Laing, Chris Cherry, Betty Burrell and many more.

Elgin County Libraries

Since 2015 the Public Art Centre has partnered with the Elgin County Libraries to bring several of our programs off-site. These programs are self-guided and focus on well known artists and art movements. They provide an opportunity for learning as well as creating art. These lessons have been prepared by the Art Centre and will rotate between all of the libraries in the county.

Central Community Health Centre Winter Blues

As a mainstay in the west end, the Public Art Centre is always looking for ways to best serve our neighbourhood and the opportunity for new partnerships is one of the most effective ways to do this. In 2018 the Public Art Centre offered our facility as the venue for another non-profit to run a new community program. The Winter Blues program, coordinated by the Central Community Health Centre, is an unplugged music jam that is presented as a preventative program that encourages people to get out during the winter months and enjoy companionship and music. This initial partnership has led to the opportunity to also welcome the TRUYOUth group to the Public Art Centre inorder to tour our facility, learn more about what we do and opportunities for them to be involved.

City of St. Thomas Public Art Committee

The Public Art Centre participates with representation on the City of St. Thomas Public Art Committee. This committee is responsible for reviewing new acquisitions / gifts of artwork, care for existing and purchasing new works through policy and defined terms of reference.

Leadership Council Mayor's Office

The Cabinet provides a forum where Community Leaders work collectively to improve the quality of life in St. Thomas Elgin through strong cross-sectoral leadership. The Art Centre has been an active participant since 2015.

Railway City Tourism

Arts Crawl

The Railway City Arts Crawl is a **FREE** winter event celebrating local arts and culture.

Elgin County Tourism Elgin Arts Trail

A member of the Elgin Arts Trail since 2008, the trail offers visitors year long opportunities to discover Elgin County and its artists, galleries, collectives and studios.

Culture Days Ontario

Culture Days was created in response to the growing recognition that a vibrant arts and cultural sector contributes directly to a healthy and stable society. With hundreds in attendance, the Art Centre provided visitors the opportunity to meet the 40 Artists of "In View of the Artist". A very special thank you to the Downtown Development Board for sponsoring the exhibition and the "Meet the Artist" event.

A record **1,764 events** were registered in 158 cities, towns, rural areas, and First Nations across Ontario.

We saw a massive increase in public participation, with nearly **950,000 people attending Culture Days** events in our province alone.

91% of attendees say Culture Days offers a unique cultural experience, with 41% saying they discovered a new artist or cultural organization in their community.

89% of attendees said that Culture Days increases pride in their communities.
**Survey results courtesy of Maru/Matchbox, 2018*

Arable Communications

During 2018, we have started planning our 50th Anniversary celebration. C, Design Director & Partner of Arable Brand Communications has worked with staff to rebrand the Art Centre as we move into our next 50 years. We are grateful for their contribution and their volunteer hours. Stay tuned through 2019.

Doors Open St. Thomas - Railway City Tourism

The Ontario Heritage Trust works with communities across the province to open the doors, gates and courtyards of their unique and most fascinating cultural sites so you can explore the stories inside. Our focus during 2018 Doors Open was to provide more information on the original of the Art Centre and its location at 301 Talbot |Street. A special thank you to Steve Peters, Pete Sheridan and Mike Baker at the Elgin County Museum.

Chamber of Commerce - Meet the Makers

In partnership with the Chamber of Commerce the Art Centre organized the Creative Corner, at “Meet the Makers”, featuring local artists and creative businesses. The goal of “Meet the Maker” is to highlight many of the worthwhile opportunities that our region has to offer, both in the present and in the future. Also learn of the surprising (and often unknown) products created inside the walls of local places we never get to visit.

Permanent Collection

The St. Thomas-Elgin Public Art Centre’s Permanent Collection is one of the largest and most significant in the St. Thomas and Elgin County region, made up of approximately 1700 artworks of local, regional, national and international origin in a variety of media, with special emphasis on contemporary and historical Canadian art, - in particular Canadian - and on the artists associated with St. Thomas and Elgin County. The historical component of the Collection is based on approximately 400 works by local artists from the 19th and 20th century, with content that demonstrates our important history, which includes, oil paintings, prints, sculpture and watercolours. Several major gifts of artwork have been made to the Collection, including the St. Thomas-Smith and Clark McDougall works and through a purchase of the artwork from Alma College.

Canadian Cultural Property Government of Canada Protecting our Heritage

Approximately 180 works in the permanent collection have received the status of “Canadian Cultural Property”. As a A1 rated gallery, the art centre has the duty and responsibility to protect these works. Cultural property is of outstanding significance and national importance with a view to protect and preserve significant examples of Canada’s artistic, historic, and scientific heritage. Works include local artist Ron Kingswood, Clark McDougall, Walter Redinger, El Zelenak, Ross Reverdy Osgoode to name a few.

Acquisitions Gifted

1. Evelyn Knight “Smith”, *Untitled (Summer Scene), Oil on board, nd*
2. Evelyn Knight “Smith”, *Untitled (Log Cabin), Oil on board, nd*
3. Evelyn Knight “Smith”, *Untitled (Hay Stacks), Oil on board, nd*
4. Evelyn Knight “Smith”, *Untitled (Laundry), Oil on board, nd*
5. Clark McDougall, Untitled, (*Portrait of a Horse “Now”), oil on masonite, 1966*
6. William St. Thomas Smith, *Untitled (Sea Scene), Oil on board, nd*
7. Fred Harrison, *Middlesex Courthouse, Oil on board, 1978*
8. Francis Caprani, *Untitled, (Self Portrait), acrylic on mylar, 2018*
9. Peter Robson, *Reflections on Landscapes, watercolour and Gouache on paper, 1993*
10. Ron Martin, *Untitled collage, mixed media, 1966*
11. Tony Urquhart, *Untitled, drawing, 1999*
12. Tony Urquhart, *Untitled, drawing, 1983*
13. Tony Urquhart, *Untitled, drawing, 1999*
14. Tony Urquhart, *Untitled, drawing, 1989*
15. Tony Urquhart, *Untitled, drawing, 1970*
16. Tony Urquhart, *Untitled, drawing, 2011*
17. Tony Urquhart, *Untitled, drawing, 1986*
18. Tony Urquhart, *Untitled, drawing, 1995*
19. Tony Urquhart, *Untitled, drawing, 2004*
20. Tony Urquhart, *Untitled, drawing, 1993*
21. Tony Urquhart, *Untitled, drawing, 2014*

Special Events / Fundraising

Redtail Cocktail Party and Silent Auction

This event was held on Saturday May 26, 2018 in the club house of the Redtail Golf Course. This sold out event features a traditional cocktail party and silent auction. Auction items were generously donated by many local businesses. We thank our sponsors and our returning emcee Andrew Buttigieg from MYfm.

Annual Art Auction

For over 35 years the Annual Art Auction is held on the first Friday in November. This year the event took place on Friday, November 2 and featured over 80 works of art in the live and silent auction. Al Hughson, our auctioneer, entertained the sold out crowd kept everyone on task. A very big thank you to our event sponsors, generous local artists and everyone who purchased a ticket!

Clark McDougall Posters Fundraiser

Based on the overwhelming success of the Talbot Street 1964, Anne’s Snack Bar poster, the Art Centre has reproduced five gorgeous, Clark McDougall images as new art posters. The originals of four of these images were part of the donation made to the Art Centre’s permanent collection by the McDougall Group in 2016. The fifth image is from the collection of Deb and Carl Bagshaw. Funds raised from the sale of these posters help the Art Centre to continue to house, exhibit and maintain our outstanding collection containing more than 420 works by Clark McDougall, the largest in Canada.

Women's Committee St. Thomas-Elgin Public Art Centre

Over 50 years ago a group of women were presented with an idea by the National Gallery of Canada. It was a call to communities to start small and mid-sized galleries. Since 1969, this group have continued to support and raise funds for the operations of the Art Centre. As we enter our 50th year, we owe this group our sincere gratitude for their forward thinking and making the Public Art centre a reality.

ART MART Saturday November 17, 2018 7-9pm

This market styled event feature local artist from St. Thomas and Elgin County. 9 artist filled the art centre with a exciting and new creations.

Facility Rentals

Facility rentals provide the Public Art Centre a revenue stream and the opportunity to expand our audience. Our facility is the perfect place to meet or hold a business function.

St. Thomas Executive Association
Central Community Health Centre
St. Thomas Elgin Medical Association
Elgin Travel
Phil Bell Shutter Studio
Downtown Development Board
Elgin County Administration
Elgin Health Recruiters
London Health Science Centre
Southwest Region Cancer Program

GIFT SHOP ARTISTS

The Gift Shop allows us to raise funds for the St. Thomas – Elgin Public Art Centre through consignment sales of local, original art, jewellery, pottery and local books from our community of artist entrepreneurs who are looking to grow their creative small businesses. We provide a venue for artists to sell and gain visibility year round while providing the public with information about the artists, techniques and processes used in the making of the artworks. The Art Centre also gives referrals to local artists for commission work, private lessons and general interest.
Artists and local artisan businesses in our gift shop include:

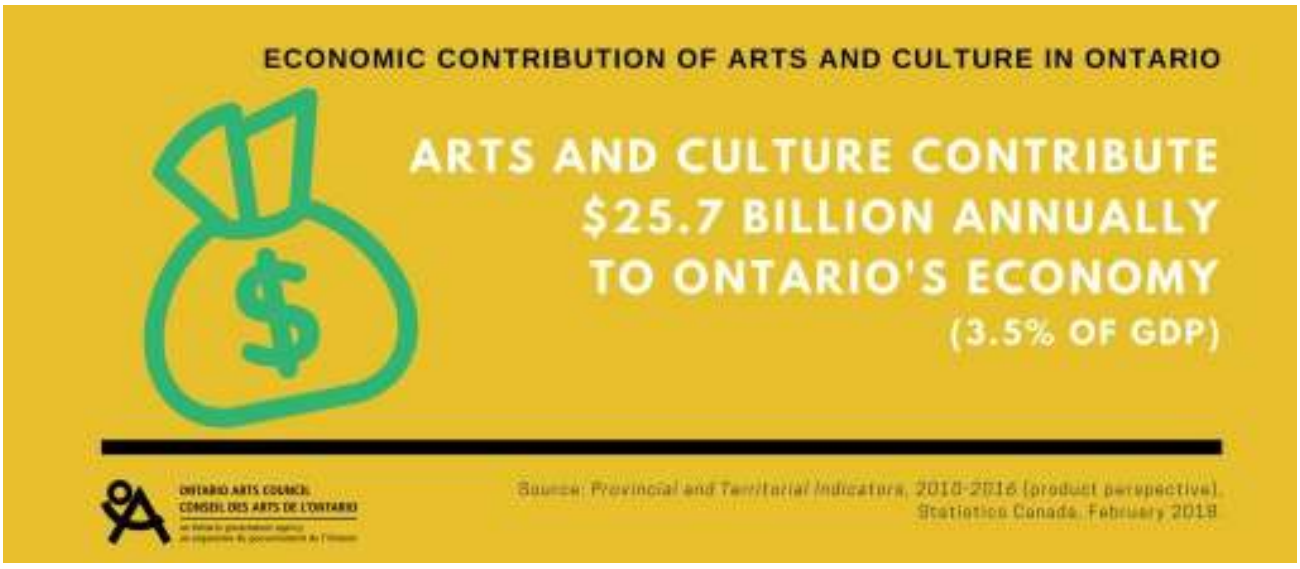
Joel Berry
Julie Berry
Emmi Coburn
Genevieve Crabe
Ann-Marie Cheung
Mandy Carter
Pat Curtis
Terry Carroll
Tamara David
Kellen Devos
Herman Gooden
Robin Grindley
Paula Platter-Galloway
Christopher Golding
Betty Harmsen
Kim Hughson
Elizabeth Kusinski
Heather Keating
Christine Klaus Noble
Grayden Laing
Terry Lanning
Raegan Little
Katherine Medlyn
Ethel Mirovic
Crystal McMaster
Candy McManiman
Peter Robson Studio
Denyse Gervais Regan
Larry Russell
Judy Ross
Jan Row
Peter Sheridan
Aganetha Sawatzky
Joseph Sawicki
Scott Shakir
Jennifer Squires
Katelyn Tippin
Vivian Tserotas
Sarah Van Pelt
Deborah Worsfold
Lily Wraight
Jeff Wilmore
Mary Louise White
Laura Woermke

Volunteers - An Important Resource

Volunteers have contributed over 861 hours in 2018. In our children's educational programs volunteers have contributed 526 hours. Reception, event and maintenance volunteers have volunteered 335 hours. Our Board of Directors have contributed 355 hours. In 2018 volunteer participation has increased 33% over 2017.

We greatly appreciate the time and efforts of our active volunteer team which currently includes:

Carol Ashford
Jeevan Atwal
Suzanne Baehr
Halle Bartley
Elizabeth Bourque
Catherine Craig
Jim Coburn
Jesse Cummings
Emma Ewaskiw
Tarisa Loucks
Erica Harris
Kala Herring-Geelen
Dang Ho
Yen Ho
Olive McEvenue
Aaliyah Paul
Jack Pigram
Mike Pineau
Andre Remero
Rodger Remero
Ethan Smith
AmieSteven
Ruth Wallace
Cara Wilson
Angelyn Flemming-White
Olisa Wong
Lillian Wraight



Awards and Grants

Dowlar Karn - Fueling Communities

This year marks the 75th anniversary for Dowler-Karn, a third-generation family business. To celebrate, Dowler-Karn and the ESSO Community Program decided to invest $75,000 into local projects through the Fueling Communities Give-Away.

A total of 161 projects applied for funding through the Give-Away and 8,485 people registered to show their support for their organizations of choice.

The response from the community was outstanding, and both Dowler-Karn and ESSO™ made the decision to expand their generosity. The Fueling Communities 75th Anniversary grant program has increased funding to $127,500 – 58% more than had originally committed. In total, 48 organizations have been selected to receive a portion of that grand total.
The St. Thomas-Elgin Public Art Centre was a recipient. Our project:

In 2019 the Art Centre will be celebrating 50 years of working to inspire and enrich our community and schools through art education. The Art Centre maintains its strong relationship with the schools in the TVDSB and the LDCSB, welcoming thousands of students through our doors and offering free, curriculum based tours and hands-on activities. In celebration of our anniversary, an extraordinary exhibition featuring over 200 works of art from the Permanent Collection will be present from April 13 to June 29. This exhibition will highlight historic to contemporary art with a special focus on our local culture and history. Our goal during this exhibition is to welcome 50 classes of students for our free hands-on curriculum based tours. Our project is to help with the cost of transportation of students to the Art Centre by offering $50 towards busing costs for 50th Anniversary and to ensure the participation in the celebration of the art during our anniversary year.

Nomination: Premier's Awards for Excellence in the Arts - Arts Organization Award
Nominator County of Elgin Council

The Premier’s Awards for Excellence in the Arts celebrate the outstanding achievements of Ontario’s arts community and its contributions to a strong, vibrant culture sector. Now in its 11th year, the program recognizes artists and arts organizations whose contributions span a significant period of time.

Kinsmen Club of St. Thomas

Each year the Kinsmen Club of St. Thomas support the Art Centre’s initiative to support the art education of the students of St. Thomas and Elgin County. Their $3000 contribution, covers the materials for the hands-on curriculum based activities. We are very grateful for their continued support.

Canada Summer Jobs

This year the Art Centre received funding for two summer students. Instructor of Summer Art Programs and Studio Assistant / Assistant Instructor positions was filled by Shelby Hayward and Celeste Fialios Castillo respectfully. This dynamic duo brought an incredible line-up of classes and workshops to our community. Through hands-on activi-

ties, art lessons, games and so much more children experienced a summer of creativity, imagination and inspiration in our fun, active, learning environment. #arteducationmatters

YWCA Summer Work Student Exchange

We welcomed Rosline B The YMCA Summer Work Student Exchange is a unique national exchange program that brings together youth from various communities across the country. Participating youth, aged 16 and 17, have the opportunity to improve their second official language skills, and gain important employment experience through a work placement while on their exchange.

Within local participating communities, other community partners such as exchange hosts, employers, our summer staff and the community at large also both contribute to the program and benefit from participation.

In 6 short weeks over the summer, participants go on a journey that will forever impact their life. Learning more about themselves, discovering another part of Canada and the people that make up our great nation, taking on new challenges, making new friends and, having so much fun, participants agree this experience is THE JOURNEY OF A LIFETIME!

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Donors, Sponsors, Supporters and Members

Annual Giving
Kathy Collier
Elgin Contracting and Restoration Ltd.
Brenda Fuhrman
Ray Galloway
Anne Gilbert
Sheila Martin
Carolyn McLeod
Marietta Robert
Pat White

General Donation
Kathlyn J. Haggerman
Nancy Moore
Joan Janes – Little Red Mitten
Evelyn Knight
Marion Orchard
Catherine Elliot Shaw and John D. Shaw
Heather Robinson
Steve Wookey

Public Programming
Cornella Greger

Inspire A Student
Elgin Contracting and Restoration Ltd.
Kinsmen Club of St. Thomas
Carolyn McLeod
Talbot Trail Optimist Club
Williams Funeral Home Ltd.
Malcom and Monique Wood
Optimist Club of St. Thomas Bingo

In Memory of Ted Gatenby
Marly Gatenby

In Memory of Kay Pocock
Barb Hinchberger

In Memory of Agnes Bennett
Dr. James Bain
John and Judy Bain
Allison Bain
John and Lynda Bottoms
Collingwood Optimist Club
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William Horn
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Shirley Shore
David and Barbara Trafford
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Danny Lee Watson

Women's Committee
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Suzanne Beahr
Sue Bandeen
Agnes Berko
Mary Ellen Bolt
Jennie Carswell
Kathy Collier
Lynda Cosens
Joan Dennis
Joanne Dunn
Carol Ewaskiw
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Evelyn Knight
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Margaret Patterson
Linda Maskel-Pereira
Mary Helen Raynham
Elizabeth Raven
Brenda Sheridan
Margie Snowsell
Anna Tanguay
Mary Louise White
Janet Willoughby

2018 Membership

Individual/ Senior/ Student
Linda Armstrong
Robin Baratta
Susan Bassett-Gold
Lynda Baughman
Emily & Scott Bate
Helga Bear
Agnes Berko
Elizabeth Bourque
Paul Brezina
Cathy Burgoyne
Mary Carnahan
Ann-Marie Cheung
Gary Clarke
Pat Clinton
Patti Cochrill
Brandon Collier
Tara Collier
Dr. Sandy Deluca
Mary Donlan
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Elgin Business Resource Centre
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Don Ferguson
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Patrick Thibert
Katelyn Tippin
Dianna Saddington
Shirley Shore
Susan Shurish
Amy Sloan
Meg Sloan
Josepha Van Den Anker
Fanny Yeager
Sarah Westaway
Mary Louise White
Pat White

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Janet Brodie
Jerry & Mary Jane Collins
Diane Dobson
Timothy & Krystal Hedden

Rita & Jim Herbert
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Marg & Wayne Howard
Dagny Ingolfsrud & Mary Beth Ingolfsrud
Scott & Nancy Johnson
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John McMahon & Catherine Craig
Dan Peterson
Wendy Saby & Dennis Siren
Bill & Linda Stevenson
Andres & Catherine Villar
Jack & Bev Yurek
Jeff, Jen & Maggie Yurek

Contributing
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Betty Burrell-Beaudry
Suzanne Steed & Jim Bundschuh
Jenny Couse
Darrell & Joan Dennis
Brenda Fuhrman & Jim Barber
Ted Gilchrist
Melanie Goldsmith
Barb & Bruce Green
Eileen Grimley
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Pat & Bob Curtis
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Louise & Jack Ferriman
Sine B. Herold
Tom & Colleen Hughes
Patricia Johnson
Maxine & Wayne Kentner
Sally & John Martyn
Carolyne & Gary McLeod
John D. Shaw & Catherine Elliot Shaw
Ian Tripp
Wendy & Dan Tippin

Sponsoring
Suzanne Baehr
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Sustaining
Elgin Contracting and Restoration
Mary-Ellen & Brian Bolt
Eric Bargenda & Ciabh McEvenue
Candy McManiman & Paul Prevett
Frances Tarry
St. Thomas Downtown Development Board

Sponsors

Redtail Cocktail Party and Silent Auction Saturday May 26, 2018

Platinum
Doug Tarry Homes

Gold
Talbot Trail Physiotherapy

Silver
Masco Canada
Geerlinks Home Hardware
Railway City Tourism
Graham Scott Enns
Omac Mortgages - Mike Rogozynski
Collier Homes

Bronze
GCW custom Kitchens & Cabinetry INC
Edward Jones—Kelly Ruddock
Kenny Insurance Brokers
Locke Insurance

Art Auction Friday November 2, 2018

Gold
Dr. Paul Collins MPC

Bronze
Elgin/St. Thomas Small Business Enterprise Centre
Ferguson DiMeo Lawyers
Railway City Tourism
Locke Insurance
Graham Scott Enns
Minerva Art Gallery
Beamish Landscape Service
Dementia Support Strategies
RBC Meg Sloan
Shawn Jackson Funeral Home

Silver
Under Armor
McBains Signs and Designs
Canadale Nurseries

Reception Sponsor
Wendy Tippin

Newsletter

Portside Gallery
Doug Tarry Homes LTD
Richard and Helen Haddow Remax City Centre
Elgin Contracting and Restoration LTD
Art Emporium
St. Thomas Artist Guild

Presentation to the County of Elgin

St. Thomas Elgin General Hospital Foundation

Partnering with the community to support OUR Hospital in the delivery of an excellent patient care experience.

It's OUR Hospital.ca

February 12th, 2019

Mission, Vision, & Values

OUR Mission is to partner with the community to support **OUR** Hospital in the delivery of an excellent patient care experience.

OUR Vision is to inspire a lifetime of philanthropic support for our Hospital.

OUR Values are … Integrity, Leadership, Community & Results.

Even though the Great Expansion Campaign is finished, our work continues. Each year, the Foundation invests more than **$500,000** to support the needs of our Hospital, which includes 100% of equipment costs, 10% of infrastructure projects, as well as supporting nursing education. We continue to depend on the support of our generous donors to fund these critical investments.

Thanks to your leadership and generosity the Great Expansion fundraising campaign was a success!

2018 Foundation Highlights

Early January – Completed Great Expansion fundraising campaign!

January 9th – Grand opening celebrations

January 15th – Surgical Services & MDRD opened

January 25th – Emergency Services opened

February 8th – Mental Health Services opened

June – AGM, STEGH Foundation transfers **$11.5 million** to Hospital

Summer – Many great community events in support of **OUR** Hospital!

October 20th – Midnight in Paris Gala!

It's OUR Hospital.ca

St.Thomas Elgin General Hospital Foundation

St. Thomas Elgin General Hospital

NORTH BUILDING

THE McCAIG FAMILY

Foundation Activities

OUR Community's generosity shines continues to shine through!

Donor report shared with Great Expansion donors

Rebuilt our website

Ramping up our annual campaign – STEGH's equipment needs

Focus on raising funds for cancer care at STEGH – *new chemotherapy hood & second mammography unit*

The Big Assist with Joe Thornton

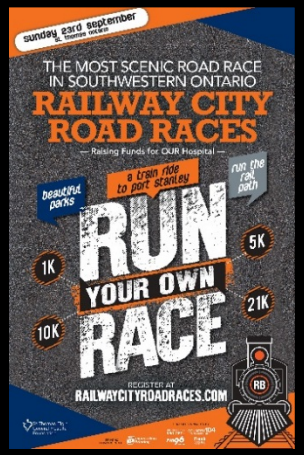
Continued success with the 6th Annual "Midnight in Paris" Gala that raised **$107,000** for cancer care

Giving Tuesday – celebrating philanthropy

It's OUR Hospital.ca

St.Thomas Elgin General Hospital Foundation

Community Events



Community Leadership

Capacity Building – Working with partners to help strengthen our great community

- St. Joseph's Hospice
- Inn Out of the Cold
- Elgin-St. Thomas United Way
- Chamber of Commerce – capacity building series
- Fanshawe College – co-op student program
- Out There Creative Therapy
- St. Joseph's Robotics Club

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2018 Hospital Activities

- January & February opening of services in the North Building
- STEGH's farewell to President & CEO Dr. Nancy Whitmore
- STEGH welcomed new President & CEO Robert Biron
- Renovations to the Cardiac & Intensive Care Unit
- Hospital strategic plan **"Imagine 2023"** initiated
- Care by Parent Residence renovated and opened
- Application submitted to Ministry of Health & Long Term Care for an **MRI** – ***waiting for response***
- Recent renovations to former Emergency Department to accommodate a **second Mammography Unit** to respond to increased patient volumes and grow our breast screening program

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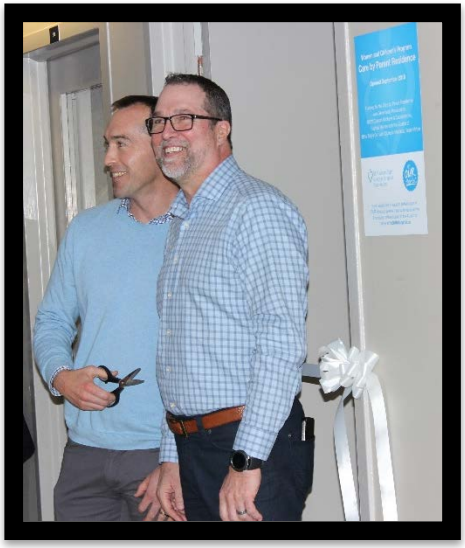
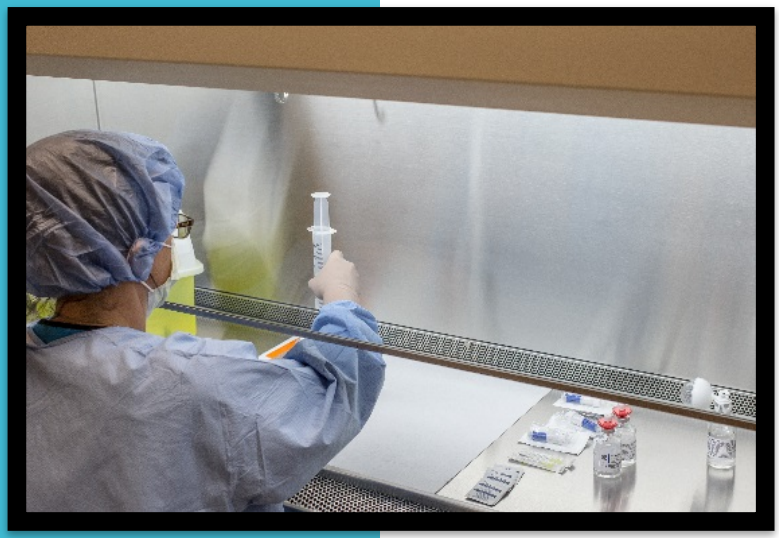
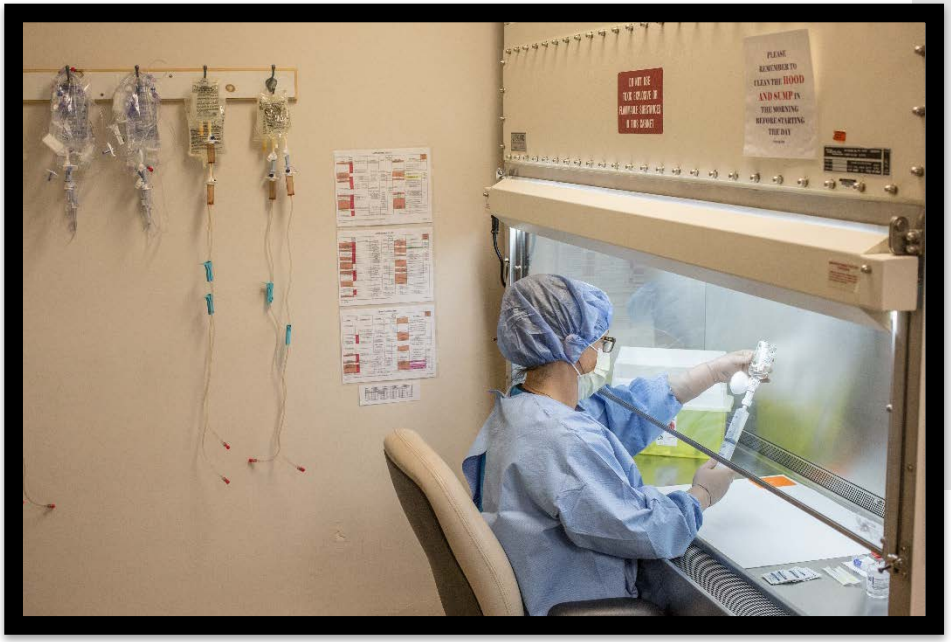
St.Thomas Elgin General Hospital Foundation

Care by Parent Residence



Chemotherapy Hood





2019 The Year Ahead

Looking forward to 2019 to continue **our Mission** of partnering with the community to support our Hospital in the delivery of an excellent patient care experience.

Fundraising for patient care equipment at STEGH

Many great community events for 2019

"Divine Night Out" – Thursday, May 16th

The Big Assist – Saturday, June 29th

7th Annual Black Tie Gala "Harvest Moon" – Saturday, October 19th

It's OUR Hospital.ca

St.Thomas Elgin General Hospital Foundation

THANK YOU FOR YOUR CONTINUED SUPPORT!

It's OUR Hospital.ca

St.Thomas Elgin General Hospital Foundation

REPORTS OF COUNCIL AND STAFF

February 12, 2019

Council Reports (ATTACHED)

Warden – Warden Activity Report – January 2019

Deputy Warden – Health Recruitment Partnership – Committee Update

Staff Reports – (ATTACHED)

Human Resources Assistant – Amendments to Human Resources Policy 9.30 (Attendance Management System)

Manager of Planning – Approval for Official Plan Amendment No. 15

Manager of Planning – Approval for Official Plan Amendment No. 23

Manager of Planning - Draft Approval for a Vacant Land Condominium 34CD-CE1701

Manager of Planning - Protection and Enhancement of Tree Canopy and Natural Vegetation Policy

Director of Community and Cultural Services – 2018 Out-of-Province Travel

Director of Human Resources – Council Remuneration

Director of Human Resources – 2019 Employee Benefits Renewal

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

Chief Administrative Officer – Council-Staff Relations Policy – Bill 68

REPORT TO COUNTY COUNCIL

FROM: Warden Duncan McPhail

DATE: February 1, 2019

SUBJECT: Warden Activity Report – January 2019

RECOMMENDATION:

THAT the report from Warden McPhail titled "Warden Activity Report – January 2019" dated February 1, 2019 be received and filed.

PURPOSE:

The purpose of this report is to provide County Council with a list of official functions that I attended as Warden in January 2019.

ACTIVITIES:

January 2019

- Meeting with Minister Yurek (January 9, 2019)
    - Issues discussed include: Long Term Care, Port Bruce Bridge relief funding, Elgin County School Board Reform, Public Health funding, and Broadband.

- City-County – Current Initiatives Leaders Meeting with Mayor Preston, County CAO and City Manager (January 15, 2019)

- Inter-municipal relations – Middlesex County Meeting (January 8, 2019)

- Western Ontario Wardens Caucus – Dinner with 15 Wardens (January 17, 2019) and Annual General Meeting of Caucus including Chief Administrative Officers (January 28, 2019)

- Hosted a joint City-County Council and Senior Leadership meeting (January 23, 2019)

- Delegation with the Minister of Finance and MPP Yurek (January 23, 2019)
    - Issues discussed include: Ontario Municipal Infrastructure Fund, Long Term Care and ambulance.

- Rural Ontario Municipal Association (ROMA) Conference January 27-30, 2019.
    - Delegation with the Minister of Education (January 28, 2019)

    - Delegation with Ministers re: SWIFT and Economic Development (January 28, 2019)

- Ontario Library Association Conference – (January 30, 2019)

- Economic Development Corporations of Ontario Conference - (January 31, 2019)

CONCLUSION:

County Council as a whole is off to a productive start to the term.

All of which is Respectfully Submitted,

Duncan McPhail
Warden, Elgin County Council

REPORT TO COUNTY COUNCIL

FROM: Grant Jones, Deputy Warden
Health Recruitment Partnership Council Representative

DATE: February 1, 2019

SUBJECT: Health Recruitment Partnership – Committee Update

RECOMMENDATION:

THAT the report from Deputy Warden Jones titled "Committee Update – St. Thomas Health Recruitment Partnership" dated February 1, 2019 be received and filed.

PURPOSE:

The purpose of this report is to provide an update on the Health Recruitment Partnership (HRP).

BACKGROUND:

Many communities throughout Ontario have struggled with physician shortages and are working aggressively to recruit and retain physicians. In an effort to be competitive and encourage physicians to practice in our community, in 2010, Elgin County partnered with the City of St. Thomas to establish a Health Recruitment Partnership ("HRP"). This is a municipal incentive program that, when combined with private incentives that already exist for new physicians or physicians who are relocating their practice, has resulted in 20 new physicians practicing in our community.

Elgin-St. Thomas is designated as an *Area of High Physician Need* by the Ministry of Health and Long Term Care. Areas of high physician need are those areas of the province where physician supply does not meet local demand for their services. The approach used by the Ministry to identify these areas was evidence based with allowance for local circumstance and includes a combination of rurality (Rurality Index for Ontario "RIO" score), family physician to population ration and input from each Local Health Integration Network (LHIN) based on their knowledge of the community and local access needs.

DISCUSSION:

The City of St. Thomas is the administrator of the HRP on behalf of the County. The HRP's Health Recruiter, Cheryl Fish, works on a part-time basis.

The Health Recruiter is tasked with:

- establishing and strengthening connections with prospective physicians and retiring physicians;
- building networking opportunities with the broader medical community;

- coordinating orientation sessions for new physicians with many community agencies including the Local Health Integration Network (LHIN), Southwestern Public Health, mental health agencies, etc.;
- hosting events throughout the year for medical students who are from Elgin-St. Thomas;
- promoting Elgin County and the City of St. Thomas as desirable communities for medical practitioners;
- surveying and dialoguing with existing physicians;
- updating job opportunity links; and
- assessing the community for locum (temporary) placement opportunities.

BUDGET:

County's contribution to this program in 2018 was $73,800. The 2019 contribution is forecasted to be $57,000. Funding is used for the following:

- an incentive loan program for new physicians (*);
- a scholarship program for County/City residents who are currently enrolled in a Canadian Medical School;
- events, tradeshows; and
- wages for part-time Health Recruiter.

(*) physicians are eligible for a forgivable loan of up to $33,000 to set up their practice in Elgin and St. Thomas - its entirety must be repaid if the physician fails to practice in the community for a period of at least four (4) years.

CONCLUSION

This Committee meets every six (6) weeks and City Manager and County Chief Administrative Officer attend as non-voting members. This Committee's success in recruiting family doctors has been used as a model for neighbouring communities who are struggling with physician shortages in their communities.

All of which is Respectfully Submitted

Grant Jones
Deputy Warden

REPORT TO COUNTY COUNCIL

FROM: Heather Rosevear, Human Resources Assistant

DATE: February 1, 2019

SUBJECT: Amendments to Human Resources Policy 9.30 (Attendance Management System)

RECOMMENDATION:

THAT Council approve the revised Attendance Management System Policy 9.30 as attached.

INTRODUCTION:

Effective January 1, 2019, Bill 47 amended Ontario's Employment Standards Act (ESA) by eliminating Personal Emergency Leave (PEL) days and replacing it with three (3) new types of leave.

The amendment to the Employment Standards Act affects the Human Resources Policy 9.30 – Attendance Management System.

DISCUSSION:

Bill 47 amendments to the Employment Standards Act created three (3) new types of leave:

1. Sick Leave – a maximum of three (3) unpaid sick leave days for personal illness, personal injury, or personal medical emergency.
2. Family Responsibility Leave – a maximum of three (3) unpaid family responsibility leave days for family member illness, injury or other urgent matters.
3. Bereavement Leave – a maximum of two (2) unpaid bereavement leave days because of the death of an individual as outlined in the ESA.

As such, amendments are required to the County of Elgin's Human Resources Policy 9.30 – Attendance Management System in order to ensure our attendance program is compliant with legislation. Changes to HR Policy 9.30 are attached.

Consistent with the new ESA leaves, changes to the County's Attendance Management System include:

- Deletion of all reference to personal emergency leave days. Emergency days no longer exist.
- The first three (3) sick days in each calendar year will not count toward a level in the Attendance Management System.
- The first three (3) family responsibility leave days in each calendar year will not count toward a level in the Attendance Management System.

- Supported bereavement (compassionate) leave requires no change in application as this type of leave is not counted toward a level in the Attendance Management System.
- For all of the new leaves, any portion of a shift taken under one of the leaves is deemed to be one (1) day taken.
- Employers may require an employee to provide evidence reasonable in the circumstances for absences taken under the provision of any of the new leaves. Should an employment contract/policy provide for paid time for any of the same reasons as one of the leaves, the provisions of the employment contract regarding payment are to be followed. For example: many County non-union and union employees are eligible for paid sick leave and paid bereavement leave as outlined in the Human Resources policy manual or collective agreement(s). If an employee has coverage for a paid sick day for personal illness the entitlement to a paid sick pay will apply. The paid leave (as per the collective agreement / policy) is also deemed to be a day taken out of the ESA leaves. The new leaves are not "in addition to" the quantum of leave days already provided through a workplace policy/agreement.

In early January 2019, a detailed email regarding the ESA changes was sent to all staff as well as distributed and posted in the Homes. Additional education and training for all staff will also be provided to increase awareness and enhance compliance with new changes. Human Resources staff will be amending the new-hire orientation program to reflect the changes and all existing staff will receive online training and/or in-person education conducted by Human Resources within the next three (3) months.

CONCLUSION:

Revisions to the County's Attendance Management System Policy 9.30 have been made to ensure compliance with Bill 47 amendments to the Employment Standards Act.

All of which is Respectfully Submitted

Heather Rosevear
Human Resources Assistant

Approved for Submission

Julie Gonyou
Chief Administrative Officer

Rob Bryce
Director of Human Resources

County of Elgin
Human Resources Policy Manual

Subject:	**Attendance Management System**
Policy Number:	**9.30**
Date Approved:	**October 1, 1987**
Date Last Revision:	**February 12, 2019**
Code:	**A**
Section:	**9**

COMMITMENTS

The County of Elgin and its employees have a mutual interest and shared responsibilities for the maintenance of regular attendance and effective management of attendance.

The County is committed to a healthy and safe working environment for all employees. When illness or disability prevents regular attendance the County will work cooperatively with all stakeholders to facilitate an early and safe return to work.

The County is further committed to recognizing and responding to accommodation issues attending disability related absences.

The County's employees have an important responsibility to contribute to a safe and healthy workplace; and to provide their full cooperation to any initiatives directed at supporting, encouraging, and facilitating regular attendance.

PURPOSE

The purpose of the Attendance Management System is the following:

a) To ensure all members of the County's workforce community understand and meet their responsibilities with respect to attendance.

b) To support all members of the County's workplace community in maintaining a level of attendance consistent with the objectives and interests of the county in terms of delivering its services.

c) To help County employees achieve optimum attendance at work by making every reasonable effort to provide accommodation, assistance, and rehabilitation.

d) To respond to the facts of individual cases in passing through all the steps of the program. This program is not intended to be applied in a mechanical fashion which endeavours to have "one size fits all", but to rely on objective evidence relating to the attendance.

e) To provide guidance to management staff who are responsible for dealing with attendance issues.

f) To enable the employer to conduct its operations in a safe, efficient and orderly manner.

g) To maximize service delivery to the public.

h) To be in compliance with the Employment Standards Act (ESA).
- ESA 2019 Sick Leave, Family Responsibility Leave, and Bereavement Leave Provisions are not included in the attendance management system.
- The quantum that falls within the ESA 2019 provisions can be considered both in the manageable and approved categories.
- ESA Job Protected Leaves, including but not limited to: Pregnancy/Parental Leave and Family Medical Leave are not included in the attendance management system.

i) To manage attendance and absenteeism in a manner that recognizes and responds to the equality rights guarantees of employees where the interruption in the ability to provide regular attendance, or attendance consistent with norms attending disability issues.

j) To ensure compliance with the Ontario Human Rights Code; specifically the duty to accommodate where the employee's inability to meet attendance expectations is caused by disability.

Medical Time Loss Review (MTLR)

The MTLR is an assessment to be pursued whenever in the course of the employee's management in the Attendance Management System there is a need to determine whether a condition of disability is impacting the employee's ability to meet the attendance benchmarks. The purposes of the MTLR are:

1. To determine if there is a disability issue.

2. To assess the impact of the disability issue on
    a) An employee's ability to provide regular attendance, and/or
    b) Employee's ability to meet/perform all the regular duties and regular scheduling requirements when at work.

3. To identify any accommodation issues/needs attending the verification of a disability issue impacting attendance.

Return to Work Medical Clearance

The Return to Work Medical Clearance is an assessment to determine the employee's ability to perform the essential duties of his/her regular job in a safe and predictable manner.

MANAGEABLE ABSENCES*:*

The purpose of the AMS policy is to encourage and support employees in maintaining attendance levels consistent with the "Manageable Attendance Rate" (MAR) defined in this policy.

"Manageable Absences", refers to absences that will be addressed through the steps of the AMS. Manageable absences include all absences or withdrawals of services except for approved absences or disability related absences which are s*ubject to accommodation activity*.

"Culpable Or Blame Worthy Absences" will be addressed through progressive discipline.

"MANAGEABLE ATTENDANCE RATE" ("MAR")
The Manageable Attendance Rate is exceeded whenever the employee's rate of "*Manageable Absences*" as defined under this policy exceeds 4 incidents or 10 days in any 12 month period.

"APPROVED ABSENCES", absences falling within the definition of approved absences set out below are excluded from the definition of "Manageable Absences" and thus not included in evaluating the employees' attendance against the benchmark of the "*Manageable Absenteeism Rate*".

Approved Absences include:

1. Absent with Permission
   An approved absence in accordance with the provisions of the collective agreement or County policy.

2. Compassionate Leave
   An approved absence due to the death of a family member, in accordance with provisions of the collective agreement or County policy.

3. Doctor's Appointment
   An absence where the employee requests leave to attend up to two physician or dental appointments, each no greater than one-half day in length or in accordance with provisions of the collective agreement or County policy.

   At the discretion of the Supervisor, a sick day or a part thereof may be used to attend an appointment with a specialist, as these are difficult to schedule.

4. *Leave of Absence*
   An approved unpaid leave of absence of one day to a maximum of five incidents per year.

5. Legal Strikes
   An absence resulting from unresolved formal contract negotiations.

6. Maternity Leave
   An approved absence for maternity leave in accordance with the Employment Standards Act and based on the appropriate medical authorization.

7. Modified Work/Rehabilitation
   An approved absence for participation in a temporary modified work or rehabilitation program in accordance with established gradual return to work procedures.

8. Parental Leave
   An approved absence available to adoptive and/or natural fathers and/or mothers in accordance with the Employment Standards Act.

9. Suspension
An absence where an employee is instructed to be absent from scheduled working hours as a result of disciplinary action.

10. Temporary Lay-Off
An absence resulting from the temporary unavailability of work.

11. Union Business
An absence approved by the Corporation to engage in union related activities.

12. Vacations/Holidays
An approved absence where an employee does not report to work due to vacation or holidays in keeping with collective agreements and corporate policies. This includes, lieu statutory days, lieu overtime days, holidays (non-paid).

13. *Witness/Jury Duty*
An approved absence to perform witness or jury duty activities, in accordance with the provisions of the collective agreement or County policy.

14. Workplace Safety and Insurance Board Benefits
An absence resulting from a work related injury or illness. These absences are not subject to the Attendance Management procedures.

EMPLOYEE RESPONSIBILITIES

General Responsibilities

Maintaining regular attendance is an important employment obligation of every employee. The County recognizes that employees may experience circumstances that unavoidably conflict with the obligation to attend work. Employees are expected to deliver the effort, information, and cooperation required to minimize the impact of absenteeism on the workplace. Employees are expected to make every effort to maintain a level of attendance that supports the County in delivering its commitments as a service provider.

Employee Responsibilities – Specific

Employees who are absent from work shall:

1) Report all absences to the immediate supervisor, or equivalent designate, in the manner and time prescribed in the Attendance Management System and/or Collective Agreements and/or Short and Long Term Disability Plans and/or County Policies, and/or departmental procedures.

2) Make every effort to contact the immediate supervisor, or equivalent designate, prior to the start of the shift.

3) It is the employee's responsibility to provide his/her immediate supervisor with the following information:
   - Reason for absence [according to defined absence types]
   - Expected date of return

4) Employees who fail to report an absence shall be recorded as absent without leave.

5) Employees will be required to maintain contact and provide functional ability related documentation with the Manager/Supervisor as well as Human Resources regarding return to work possibilities.

6) *Documentation Obligations*: The County or its designate may require input or documentation from individuals other than the employee in connection with managing and responding to issues attending the employee's absence, in particular input and documentation from Medical Advisors. Employees are required to provide full cooperation in facilitating the County access to relevant documentation.

7) *Employee's General Duty to Cooperate*: Employees are required to provide their full cooperation in response to any request for information, documentation, or other input in connection with absences. Such cooperation is necessary to enable the County to successfully address the employee needs and workplace needs that may attend an employee's absence.

MANAGEMENT RESPONSIBILITIES:

1) Pursue regular communications with employees reinforcing the importance of their regular attendance.

2) Secure and record any information or documentation from an absent employee that is required in accordance with this policy.

3) Be accountable for the attendance level within the groups you supervise.

4) Know and follow the procedures outlined in the attendance management system.

5) Ensure the consistent application of the attendance management system procedures within the groups they supervise.

6) Demonstrate due diligence in creating a healthy and safe work environment.

7) Manage employee absenteeism by regularly reviewing attendance records, identifying attendance issues, and addressing the attendance issues as per the AMS policy.

8) Create a supportive environment where by the employee is positively reinforced through the period of illness or disability.

9) Work with Human Resources to identify suitable accommodation activity to accommodate employees as required.

SUPERVISORS RESPONSIBILITIES:

Supervisors shall:

1) Receive calls from absent employees to:

    a. determine the anticipated length of absence and/or return date
    b. determine status of outstanding work, assignments, etc. to assess disposition
    c. express concern regarding employee's health

2) Ensure that all employees are aware of the designate to be reported to when absent. In identifying a designate, supervisors should select an equivalent or higher level of management.

3) Monitor and document all contacts from employees and note any revisions of expected date of return to work.

4) Notify Human Resources of absences expected to be, or in excess of, 3-working days and changes in return to work dates resulting from regular contact with absent employees.

5) Demonstrate due diligence in creating a healthy and safe work environment.

6) Create a supportive environment where by the employee is positively reinforced through the period of illness or disability.

7) Work with Management and Human Resources to identify suitable accommodation activity as required.

DIRECTOR OF HUMAN RESOURCES RESPONSIBILITIES:

1) Regularly review the corporate and departmental levels of attendance.

2) Ensure that department heads are consistently managing the level of attendance within their departments in accordance with the attendance management system procedures.

HUMAN RESOURCES DEPARTMENT RESPONSIBILITIES:

1) Provide overall administration of the attendance management system, including providing timely attendance reports to Director of Human Resources and department management, and regularly inform management of the effectiveness of the attendance management system.

2) Support departmental management in the AMS process.

3) Human Resources will liaise with the employee, , the Supervisor, the Workplace Safety and Insurance Board, the Benefit Carriers, and any other persons necessary to assist with the administration of the Attendance Management System.

4) Monitor the overall health and welfare of all employees. While the emphasis is on preventive medicine, the Human Resources Department will arrange a consultation with a medical practitioner to assess an employee regarding his/her ability to perform job duties in a safe and predictable manner and provide assistance to employees through the AMS.

5) Monitor the management of the AMS process to ensure that it is being administered consistent with the *Ontario Human Rights Code*.

WORKPLACE SAFETY AND INSURANCE BOARD BENEFITS:
All incidents/accidents which occur during the course of duty, no matter how minor, must be reported immediately to the supervisor or designate and appropriate incident/accident forms completed and forwarded immediately to Human Resources.

RETURN TO WORK CLEARANCES:

Employee Responsibility

- Report to Human Resources before returning from any absence exceeding time limits outlined in the Collective Agreements or County Policy
- Report to Human Resources before returning from any absence with limitations or restrictions
- Provide medical documentation regarding limitations or restrictions regarding the ability to perform regular duties in a safe and predictable manner
- Report to Human Resources before returning from any WSIB absence

Supervisor Responsibility

- For all absences of 5 working days or less due to Short Term Disability, refer employee to Human Resources when employee indicates that there are restrictions or limitations or when there are just concerns regarding the employee's ability to perform duties in a safe and predictable manner
- Ensure all employees returning from WSIB benefits have been cleared to return by Human Resources

Human Resources

- For all absences due to Workplace Safety and Insurance Board benefits, notify WSIB of employee's return
- Review all absences exceeding 3 working days due to STD or LTD
- Review all absences of 3 working days or less where employee was referred by supervisor.

ATTENDANCE INTERVIEW PROCEDURES:

Interviews will not be required at Level 1 or 2, unless requested by the employee. A notice will be sent from the Human Resources Department to the supervisor, to inform them of the attendance. The Supervisor will provide a letter to the employee to inform him/her of the attendance concern.

Interviews are not disciplinary proceedings. The intent and purpose, is to provide information and assistance to the employee regarding his/her attendance, responsibility to maintain an acceptable level of attendance, to identify and address any accommodation issues; and to clearly indicate that a persisting failure to meet attendance expectations would be a serious breach of their employment obligations and could result in frustration of the employment contract.

At Level 1 and 2, a notice will be sent from the Human Resources Department to the supervisor, to inform them of the attendance. The Supervisor will provide a letter to the employee to inform him/her of the attendance concern. Where the employee believes that he/she is experiencing a disability issue impacting their ability to meet the “MAR”, the employee should advise their supervisor and request a meeting. A meeting will be held with the supervisor and Human Resources to discuss and assess the issue of disability and discuss any relevant accommodation issues that may arise. The meeting may result in a referral for a “Medical Time Loss Review” (MTLR). It is the employee’s responsibility to request a meeting.

No notice will be sent when an employee's rate of manageable attendance is at or below 4 incidents or 10 days or less in any 12 month period.

When an employee's rate of manageable attendance exceeds 4 incidents or 10 days in any 12 month period after Levels 1 and 2, the supervisor will notify the employee in writing that he/she should arrange an interview with the supervisor. This interview will be documented. If the employee has not contacted the supervisor within two weeks of the date of the first notice, the supervisor will send a follow-up letter.

Should the employee's rate of manageable attendance exceed 4 incidents or 10 days at any time within a 12 month period following the interview, the employee shall proceed to the next level.

Should the employee's rate of manageable attendance exceed 4 incidents or 10 days between 12 and 24 months following an interview at any level of the AMS, the same level interview will be repeated.

Should the employee's rate of manageable attendance exceed 4 incidents or 10 days after 24 months following an interview at any level of the AMS, the employee will re-enter the procedure at Level 1.

At all stages of the AMS follow-up interviews, when an employee demonstrates improvement in meeting attendance expectations, the supervisor will:

a) Commend the employee on his/her improvement.
b) Emphasize the importance of meeting and maintaining attendance expectations.

Except for level 1 and 2, all supervisors are required to document all actions taken through the various stages of AMS and forward them to the Human Resources Department for input into the data system.

Following the return to work date after the absence that triggered the notice/interview the employee will begin a new 12 month period for the purpose of Attendance Management monitoring procedures.

Note: The substantiation of disability issues and accommodation needs at any level will result in a re-evaluation of the employee's status in the context of the targeted manageable absenteeism rate and may affect the progressions through the levels.

ATTENDANCE INTERVIEW GUIDELINES:

1. Stress that, after Levels 1 and 2, the interview results from him/her being identified as having a rate of manageable attendance that exceeds 4 incidents or 10 days. Subsequent interviews result whenever the employee's rate of manageable attendance exceeds 4 incidents or 10 days in any 12 month period.
2. Indicate to the employee that there is concern for the employee's health status and the Corporation wants to assist him/her in fulfilling corporate objectives by meeting attendance requirements. Outline the problem by:

    a) Showing the employee a copy of his/her attendance for the past 12 month period.
    b) Stating the Corporation's need and desire for every employee to be at work on each working day.

3. Encourage the employee to volunteer all relevant information regarding the cause and circumstances of the absence. This will assist the supervisor in identifying relevant strategies and supports to facilitate improved attendance.

4. Where the employee identifies medical issues that are potential disability issues, the supervisor with consult with Human Resources. Human Resources shall pursue inquiries directed at determining if there is a disability issue. If a disability issue is confirmed, the supervisor together with Human Resources will assess and implement the accommodation activity required.

5. Identify how the employee's absences affect his/her Department:
    a) Morale of fellow employees
    b) Effectiveness and productivity of the work group
    c) Quality of service to the public

6. Stress the need for improvement. Make the employee aware that an improvement in his/her attendance is expected.

7. Outline to the employee his/her options:
    a) Correct the problem on his/her own
    b) Ask for help

8. Offer assistance to the employee:
    a) Employee Assistance Program. Any employee who seeks assistance will be provided information about the County's Employee Assistance.
    b) Medical assistance through the Human Resources Department.

9. Inform the employee that his/her attendance will be monitored.

10. Advise the employee of the risks of his/her inability to maintain acceptable attendance.

11. Have the employee restate what you have explained to ensure that he/she understands.

12. Invite the employee to provide any input or comments that could assist in working together to improve attendance.

13. Document the Meeting - forward copy to Human Resources.

Note: It may not be appropriate to discuss 5, 6, 7 and 10 where it is determined that disability related absences have resulted in the employee exceeding the "Manageable Absenteeism Rule" (MAR).

EMPLOYEE REPRESENTATION:

As previously stated, interviews are not intended to be disciplinary but rather a communication between the employee and management regarding attendance information and expectations, assistance available and potential outcomes. Should a unionized employee wish to have representation present at the interview, he/she may request it at any and all levels. Commencing at level 3, a union representative's attendance shall be invited by the supervisor/manager. It will be of value to include the union representative in interviews and assessments where disability issues are impeding attendance, given the multi-party responsibilities attending Accommodation issues.

LEVELS

Level 1 (Initial Concern Notice)

An initial concern occurs when an employee's rate of manageable attendance exceeds 4 incidents or 10 days within a 12 month period. A notice will be sent from the Supervisor to the

employee, to inform them of the attendance. No meeting is required unless the employee requests it. This notice is designed to inform the employee of the attendance.

If the employee indicates that there is a medical condition for the attendance, the employee will be referred to the Human Resources Department for a “Medical Time Loss Review".
A follow-up meeting will be held, no later than 3 months after the referral to the Human Resources Department, with the employee to review the outcome of the "Medical Time Loss Review" and agree on a plan of action.

Level 2a (Further Concern Notice)

A Level 2a notice will be sent from the Supervisor to the employee, to inform them of the attendance. No meeting is required unless the employee requests it. This notice shall be sent if the employee's rate of manageable attendance exceeds 4 incidents or 10 days at any time within a 12 month period since the initial Level 1 notice or since medical intervention and establishment of an action plan.

This notice is again designed to inform the employee of the continuing attendance concern.

If the employee indicates that the attendance is due to a medical condition, the employee will be referred to the Human Resources Department for a "Medical Time Loss Review".

A follow-up meeting will be held with the employee, no later than 3 months after the referral to Human Resources to review the outcome of the "Medical Time Loss Review" and agree on a plan of action.

Level 2b (Follow Up Meeting)

A Level 2b meeting shall be conducted three months after the Level 2a notice ONLY if the employee's rate of manageable attendance has not exceeded 4 incidents or 10 days since the Level 2a notice.

The employee will be commended for his/her progress and reminded of the importance of satisfactory attendance. The employee will also be advised that if his/her manageable absences exceed 4 incidents or 10 days within 12 months of the Level 2a notice, then a Level 3a meeting will be held.

The Level 2b meeting shall be conducted by the employee's supervisor, documented in a letter to the employee and recorded in the employee's file in the Human Resources Department.

Level 3a (Advance Concern Meeting)

A Level 3a meeting shall be conducted if the employee's rate of manageable attendance exceeds 4 incidents or 10 days at any time within a 12 month period since the initial Level 2a meeting.

The employee will be advised of the attendance, management's expectations regarding satisfactory attendance at work, offered assistance and advised of the possible outcome if there is no improvement.

The employee should be asked if there is a medical condition causing the attendance. If the employee indicates that the attendance is due to a medical condition, the employee will be referred to the Human Resources Department for a "Medical Time Loss Review". A follow-up meeting will be held, no later than 3 months after the referral to Human Resources, with the employee to review the outcome of the "Medical Time Loss Review" and agree on a plan of action.

The Level 3a meeting shall be conducted by the employee's Supervisor and Human Resources. All meetings occurring in this stage shall be documented in a letter to the employee and recorded in the employee's file in the Human Resources Department.

Level 3b (Follow Up Meeting)

A Level 3b meeting shall be conducted three months after the Level 3a meeting ONLY if the employee's rate of manageable attendance has not exceeded 4 incidents or 10 days since the Level 3a meeting.

The employee will be commended for his/her progress and reminded of the importance of satisfactory attendance. The employee will also be advised that if his/her manageable absences exceed 4 incidents or 10 days within 12 months of the Level 3 a meeting, then a Level 4 meeting will be held.

The Level 3b meeting shall be conducted by the employee's supervisor, documented in a letter to the employee and recorded in the employee's file in the Human Resources Department.

Level 4 (Final Warning)

A Level 4 meeting shall be conducted if the employee's rate of manageable attendance exceeds 4 incidents or 10 days at any time within a 12 month period since the initial Level 3a meeting or since medical intervention and establishment of an action plan.

The employee will be advised of the attendance, management's expectations regarding satisfactory attendance at work, and the possible outcome if there is no improvement. The purpose of this meeting is to:

a) Present the employee with his/her attendance record to date and to remind him/her of previous notices and/or discussions regarding the necessity of satisfactory attendance

b) Explain to the employee the seriousness of the situation and stress that improvement must be shown quickly and dramatically in order to ensure continued employment

c) Offer assistance if appropriate

d) Advise the employee that termination of his/her employment will occur if improvement is not forthcoming

If the employee indicates that the attendance is due to a medical condition, the employee will be referred to the Human Resources Department for a "Medical Time Loss Review".

A follow-up meeting will be held, no later than 3 months after the referral to the Human Resources Department, with the employee to review the outcome of the "Medical Time Loss Review" and agree on a plan of action.

The Level 4 meeting shall be conducted by the Department Head, Supervisor and Human Resources. A union representative shall also be invited to attend. This meeting will be documented in a letter to the employee and will be recorded in the employee's file in the Human Resources Department.

Level 5 (Frustration of Contract)

A Level 5 meeting shall be conducted if the employee's rate of manageable attendance exceeds 4 incidents or 10 days at any time within a 12 month period since the initial Level 4 meeting or since medical intervention and an action plan have been established.

The purpose of this meeting is to:

a) Present the employee with his/her attendance record to date.

b) Advise the employee that he/she has not demonstrated the required improvement outlined in Level 4, resulting in frustration of his/her employment contract.

The Level 5 meeting shall be conducted by the Department Head, Supervisor and Human Resources. A union representative shall also be invited to attend. This action will be documented in a letter presented to the employee and will be recorded in the employee's file in the Human Resources Department.

Prior to the Level 5 meeting being held, Human Resources will review all cases to ensure that:

a) Every reasonable effort has been made to accommodate the employee within the workplace;

b) The employer has fulfilled its obligations under the Workplace Safety and Insurance Act and the Ontario Human Rights Code;

c) The employee's attendance record illustrates an inability to meet attendance expectations.

ATTENDANCE MANAGEMENT SYSTEM REPORTS:

In order to assist management to identify and manage the attendance performance of their employees in a fair and consistent manner according to the procedures outlined, system reports will be generated and distributed to supervisors on a regular basis monthly.

Overall administration and statistical monitoring of attendance is the responsibility of the Human Resources Department. It shall be responsible for producing employee and summary attendance reports.

Summary Reports

As requested by the Supervisor/Manager the Human Resources Department will produce summary report data indicating:

- Number of employees
- Number of available work days
- Total manageable absences (severity and frequency) by absence type
- Average days lost and average incidents per employee by manageable and approved absences
- Total manageable absences as a percentage of the total available work days.

HUMAN RESOURCES DEPARTMENT:

Purpose of Human Resources Department

The primary purpose of the Human Resources Department in the Attendance Management System is to assist in ensuring that employees are receiving optimum medical care and to provide professional opinions and guidelines on health related issues to Employees, Supervisors and Personnel. Complete confidentiality of medical information as per medical ethics, will be maintained in all cases.

Role of the Human Resources Department for Absences in Excess of 3 -Working Days

For absences in excess of 3 working days, the Human Resources Department role is as follows:

a) Confirm through medical documentation provided by the employee the anticipated length of the employee's absence;

b) Ensure the absence from the workplace is medically required through the employees' medical documentation;

c) Review and/or obtain additional information to determine the appropriateness and ability of the employee and County in providing modified work.

d) Develop a follow-up action plan to ensure ongoing communications with the employee.

Role of the Human Resources Department in the "Return to Work" Medical Clearance

If the employee is required to obtain "Return to Work" medical clearance, the employee must report to the Human Resources Department. The role of the Human Resources Department is to assist the employee to return to work in a safe and efficient manner by:

a) Determining the employee's functional abilities as they relate to his/her position;

b) Ensuring that the employee is fit to return to regular duties;

c) Assisting in determining any follow-up care that may be appropriate;

d) Assessing the employee's capability of performing any part of his/her regular job in a modified work environment.

Role of the Human Resources Department in a "Medical Time Loss Review"

At Level 4 of the AMS or at any previous time a medical condition for the attendance problem is declared, the employee may be requested to attend a "Medical Time Loss Review" assessment as arranged by Human Resources. The purpose of the Medical Time Loss Review is to:

1. Determine if there is a disability issue;

2. Assess the impact of the disability issue on the employee's ability to provide regular attendance; or the employee's ability to meet/perform all regular duties and regular scheduling demands;

3. Identify any accommodation issues/needs attending any disability issues substantiated.

Following the MTLR, Human Resources will liaise with supervisors, employees and union to address any accommodation issues confirmed by the MTLR; to seek input and finalize an accommodation plan or activity; to confirm the significance of the MLTR results to the employee status in the AMS system.

Information Provided by the Human Resources Department

When an employee has been suitably assessed as determined by Human Resources whether triggered by the "Return to Work Medical Clearance" or the "Medical Time Loss Review", supervisors can expect answers to the following:

a) Is there a medical condition causing the attendance problem? (diagnosis information will not be provided)

b) Is the medical condition permanent or temporary?

c) Are there any limitations or restrictions that are temporary or permanent?

d) What is the anticipated date for return to full regular duties?

e) Has everything been done to facilitate the employee's performance of his/her regular duties?

f) What modifications or adjustments to the duties or schedule are required to facilitate the employees' ability to perform the essential duties of his/her job or other available jobs?

g) What is the impact of this condition on the employee's ability/likelihood to attend work in a predictable manner in the future?

h) What initiatives are required to accommodate the impact of the disability issues on the employee's ability to provide attendance consistent with the Manageable Attendance Targets?

i) How should the employee, with the disability related absences and accommodation needs be managed under the Attendance Management System?

Note: **Complete confidentiality of medical information as per medical ethics, will be maintained in all cases.**

REPORT TO COUNTY COUNCIL

FROM: Steve Evans, Manager of Planning

DATE: January 21, 2019

SUBJECT: Approval for Official Plan Amendment No. 15
Part of Lot 11, Concession 9,
Township of Malahide
File No.: MA-OPA15-18
Owners: John & Susana Guenther

RECOMMENDATIONS:

THAT the Council of the Corporation of the County of Elgin modifies and approves Official Plan Amendment No.15 to the Township of Malahide Official Plan, File No.MA-OPA15-18; and;

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

INTRODUCTION:

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

The Township of Malahide submitted Official Plan Amendment No.15 to the County of Elgin on December 21, 2018 for approval. In accordance with Section 17 of the Planning Act the "Approval Authority" is required to make a decision in which it may approve, modify or refuse to approve an official plan amendment. If the "Approval Authority" fails to make a decision within 210 days after the amendment is received any person or public body may appeal to the Local Planning Appeal Tribunal. (see attachment)

DISCUSSION:

The lands that are the subject of this application for Official Plan Amendment approval are located on the east side of Imperial Road adjacent to the former CN Railway line. The purpose of the Official Plan Amendment is to change the land use designation on a parcel of land comprising 2.42 hectares (6 acres) from "Agriculture" to "Specific Policy Area No. 9" to permit the establishment of a truck terminal (Guenther Trucking Inc.)

The owners are proposing to establish a truck terminal which would include a building measuring 1,858 square metres (20,000 sq. ft.) to be used for truck and trailer vehicle maintenance and offices. As well, an associated parking area to accommodate 18 trucks and 24 refrigerated trailers would be located on the property. A site plan agreement will be required by the Township to ensure the lands are developed appropriately. This shall include safe ingress and egress to the site, proper grading and drainage and safe storage of fuel and other materials that are considered hazardous to persons and the environment.

The Township of Malahide held a public meeting to consider this Official Plan Amendment on November 15, 2018. There were two members of the public present for the meeting that had concerns about the proposed amendment. One landowner was concerned about drainage and the possibility of spills and contamination of the soil. As well, traffic safety was a concern as a new truck access will need to be constructed on Imperial Rd. Another landowner had concerns about the loss of good agricultural land in allowing the truck terminal to establish in this area.

The Township of Malahide received a planning justification report from the owners' Planning Consultant, Zelinka Priamo, on June 28, 2018 in which there was support for the amendment. Specifically the consultant argues that the trucking business is an agriculturally-related use as it provides transportation services to local farm operators and farm operations in Southwestern Ontario. The site chosen for the trucking business is located adjacent to an existing industrial use to the north (Canada Trailers) and there are no alternative locations in the Township which avoid prime agricultural areas.

The Township also received a planning report from its own municipal planning consultant, Monteith Brown, which supports the justification report provided by Zelinka Priamo. Monteith Brown's report states that reasonable alternative locations elsewhere which avoid prime agricultural land do not exist. In addition, the potential for conflicts with neighbouring agricultural operations is not apparent given the existing industrial uses in the vicinity.

Based on the information received, Township Council was satisfied that Official Plan Amendment No. 15, as prepared, was suitable for adoption and passed By-Law 18-75 on December 20, 2018 and submitted it to the County of Elgin for approval.

Based on the site-specific nature of this Official Plan Amendment it was determined that a full circulation of this amendment to agencies and/or ministries was not required. The amendment was circulated however, to the County Engineer who provided specific information about ingress and egress and improvements to Imperial Road (County Road 73) to provide for turning lanes.

CONCLUSION:

The Council of the Township of Malahide supports this Amendment and adopted it by By-Law 18-75 on December 20, 2018.

The Manager of Planning has reviewed File No. MA-OPA15-18, and is of the opinion that this Official Plan Amendment is consistent with the Provincial Policy Statement and conforms to both the County of Elgin and Township of Malahide Official Plans.

The details of the amendment should be modified to add clarity to the wording in Section 3.8.9 and Schedule B should be modified to clearly delineate the site for the proposed trucking terminal as shown in the concept plan presented at the public meeting.

Official Plan Amendment No. 15 as modified was reviewed by Malahide Township staff with no objections.

All of which is Respectfully Submitted

Steve Evans
Manager of Planning

Approved for Submission

Julie Gonyou
Chief Administrative Officer

File No.:	MA-**OPA15-18**	**Date of Decision:**	**2019**
Municipality:	**Township of Malahide**	**Date of Notice:**	**2019**
Subject Land:	**Part Lot 11, Concession 9**	**Last Date of Appeal:**	**2019**
Applicant:	**Zelinka Priamo**		

NOTICE OF DECISION

With respect to an Official Plan Amendment
Section 17(35) and 21 of the Planning Act

Purpose and Effect of the Official Plan Amendment
The purpose of this Amendment is to change the land use designation on part of Lot 11, Concession 9 from "Agriculture" to "Specific Policy Area No. 9" for the Township of Malahide Official Plan. The change in designation will permit the establishment of a truck terminal on the east side of Imperial Road north of College Line.

Decision
On , Elgin County Council **approved as modified** Amendment No. 15 to the Official Plan for the Township of Malahide as adopted by By-law No.18-75 on December 20, 2018.

When and How to File an Appeal
Any appeal to the Local Planning appeal tribunal must be filed with the County of Elgin no later than 20 days from the date of this notice as shown above as the last date of appeal.

The appeal should be sent to the attention of the Manager of Planning, at the address shown below and it must,

(1) set out the specific part of the proposed official plan amendment to which the appeal applies,
(2) set out the reasons for the request for the appeal, and
(3) be accompanied by the fee prescribed under the Local Planning Appeal Tribunal Act in the amount of $300.00 payable by cheque to the Minister of Finance, Province of Ontario.

When the Decision is Final
The decision of the County of Elgin is final if a Notice of Appeal is not received on or before the last date for filing of a notice of appeal.

Other Related Applications: NA

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

Who Can File an Appeal
Only individuals, corporations or public bodies may appeal the decision of the County of Elgin to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, an appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the plan was adopted, the person or public body made oral submissions at a public meeting or written submissions to the council, or, in the opinion of the Local Planning Appeal Tribunal, there are reasonable grounds to add the person or public body as a party.

Mailing Address for Filing a Notice of Appeal

County of Elgin
Planning Department
450 Sunset Drive
St. Thomas, ON N5R 5V1

Submit notice of appeal to the attention of the Manager of Planning.

Telephone: (519) 631-1460
Fax: (519) 633-7661

DECISION

With respect to the Official Plan for the Township of Malahide
Subsection 17 (34) of the Planning Act

I hereby modify and approve as modified, Official Plan Amendment No. 15 for the Township of Malahide as adopted by by-law 18-75, as follows:

1. Part 1 – Section 3.8.9. is modified by adding “No. 9” following “Specific Policy Area” and deleting the words “agricultural purposes and” in the middle of the paragraph.

2. Part 2 – is modified by adding “No. 9” following “Specific Policy Area”.

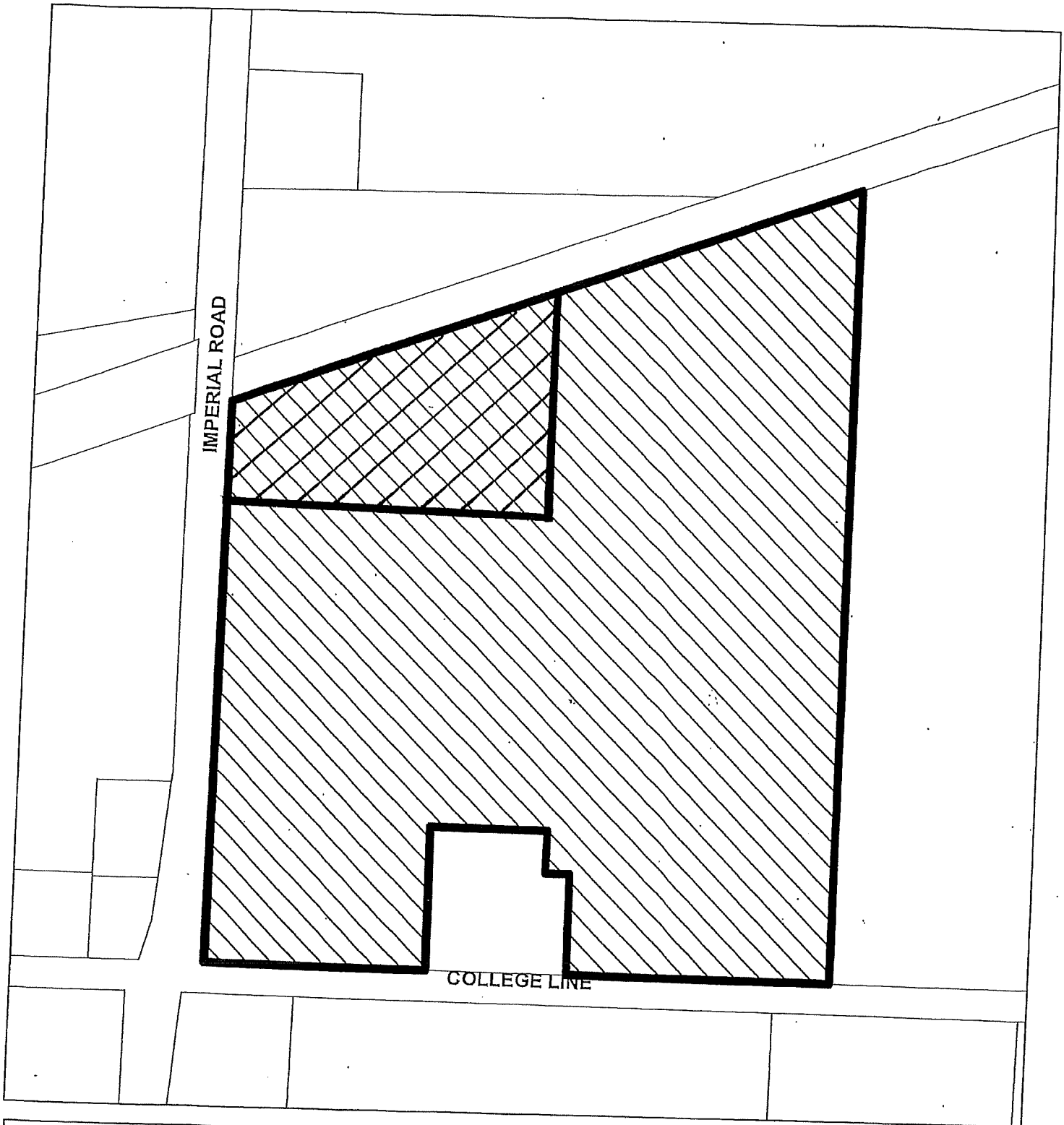
3. Schedule “B” is modified by replacing it with the attached Schedule “B”

Dated at the County of Elgin this _____ day of _____, 2019

_____
Manager of Planning
County of Elgin

Modification
No. 3

Schedule 'B'



mbpc
Monteith+Brown
planning consultants

LANDS DESIGNATED 'SPECIFIC POLICY AREA' No. 9

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Metres
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AMENDMENT NO. 15
TO THE
OFFICIAL PLAN
OF THE
TOWNSHIP OF MALAHIDE

Subject: 'Agriculture' to 'Specific Policy Area No. 9'
1841591 Ontario Inc. (John & Susana Guenther)
11766 Imperial Road

December 20, 2018

CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 18-75

WHEREAS *the Township of Malahide has an official plan that is in effect, adopted by Council on 16 August 2001 and approved by the Ministry of Municipal Affairs on 9 March 2003, and as subsequently amended; and*

WHEREAS *a meeting of Council, open to the public, was held on November 15, 2018 for the purposes of considering a proposed amendment which would permit the establishment of a truck terminal by applying a 'Specific Policy Area' designation in accordance with Section 2.1.2.4 and Section 3.4.4 of the Official Plan;*

WHEREAS *the proposed amendment would be consistent with the Provincial Policy Statement;*

WHEREAS *the intent of the Official Plan of the County of Elgin and the Official Plan of the Township of Malahide would be maintained;*

WHEREAS *the Council of the Corporation of the Township of Malahide now deems it expedient to adopt the proposed amendment to the Official Plan of the Township of Malahide;*

THEREFORE *the Council of the Corporation of the Township of Malahide, in accordance with Section 17 of the Planning Act, R.S.O., 1990, as amended, hereby enacts as follows:*

1. **THAT** Amendment No. 15 to the Official Plan of the Township of Malahide, consisting of the attached explanatory text and Schedule 'A' and 'Schedule B', is hereby adopted.

2. **THAT** the Clerk is hereby authorized and directed to make application to the County of Elgin for approval of the aforementioned Amendment No. 15 to the Official Plan of the Township of Malahide.

3. **THAT** Amendment No. 15 shall not come into force or take effect unless and until it has been approved in accordance with the Planning Act, R.S.O., 1990, as amended.

4. **THAT** this By-law shall come into force and take effect on the day of final passing thereof.

READ a FIRST time this 20th day of December, 2018.

READ a SECOND time this 20th day of December, 2018.

READ a THIRD time and FINALLY PASSED this 20th day of December, 2018.

Mayor

C.A.O/Clerk

PART A - THE PREAMBLE

1. PURPOSE

The purpose of this Amendment is to change the designation as it applies to certain lands situated on the east side of Imperial Road north of College Line, being part of Lot 11, Concession IX in the Township of Malahide. The change in designation, from 'Agriculture' to 'Specific Policy Area', permits the establishment of a truck terminal as the base of operations for Guenther Trucking Inc. The establishment of non-agricultural industrial uses (such as a truck terminal) in areas beyond those lands designated 'Suburban' and/or within the 'Settlement Area' of Springfield requires an amendment to the Township of Malahide Official Plan.

The subject lands comprise an area of approximately 17 hectares (42 ac), a broken frontage of approximately 315 metres (1,033 ft) on College Line and a depth and flankage of approximately 363 metres (1,190 ft) on Imperial Road. The lands are occupied by a single unit detached dwelling and various accessory buildings and structures associated with agricultural lands including an apple orchard ("Aylmer Big Apple Orchard"). A separate residential lot has been previously severed from the south-central portion of the farm holding. A former railway line (Canadian National) abutting the lands to the north has been abandoned.

The owner is proposing to establish a truck terminal in the northwesterly portion of the subject lands on a parcel comprising an area of approximately 2.42 hectares (6 ac). The terminal would include a 1,858 sq m (20,000 sq ft) building used for truck and trailer vehicle maintenance and offices, and an associated parking area to accommodate 18 trucks and 24 refrigerated trailers.

Neighbouring lands are predominantly used for agricultural purposes (cash crop), including a poultry operation (Cold Spring Farms) to the west. Immediately to the north of and abutting the subject lands is situated a large-scale manufacturing operation (Canada Trailers). Residential development lies primarily to the south at the intersection of Imperial Road and College Line (Figure 1).

2. BASIS

The rationale for amending the Official Plan is based on the following considerations.

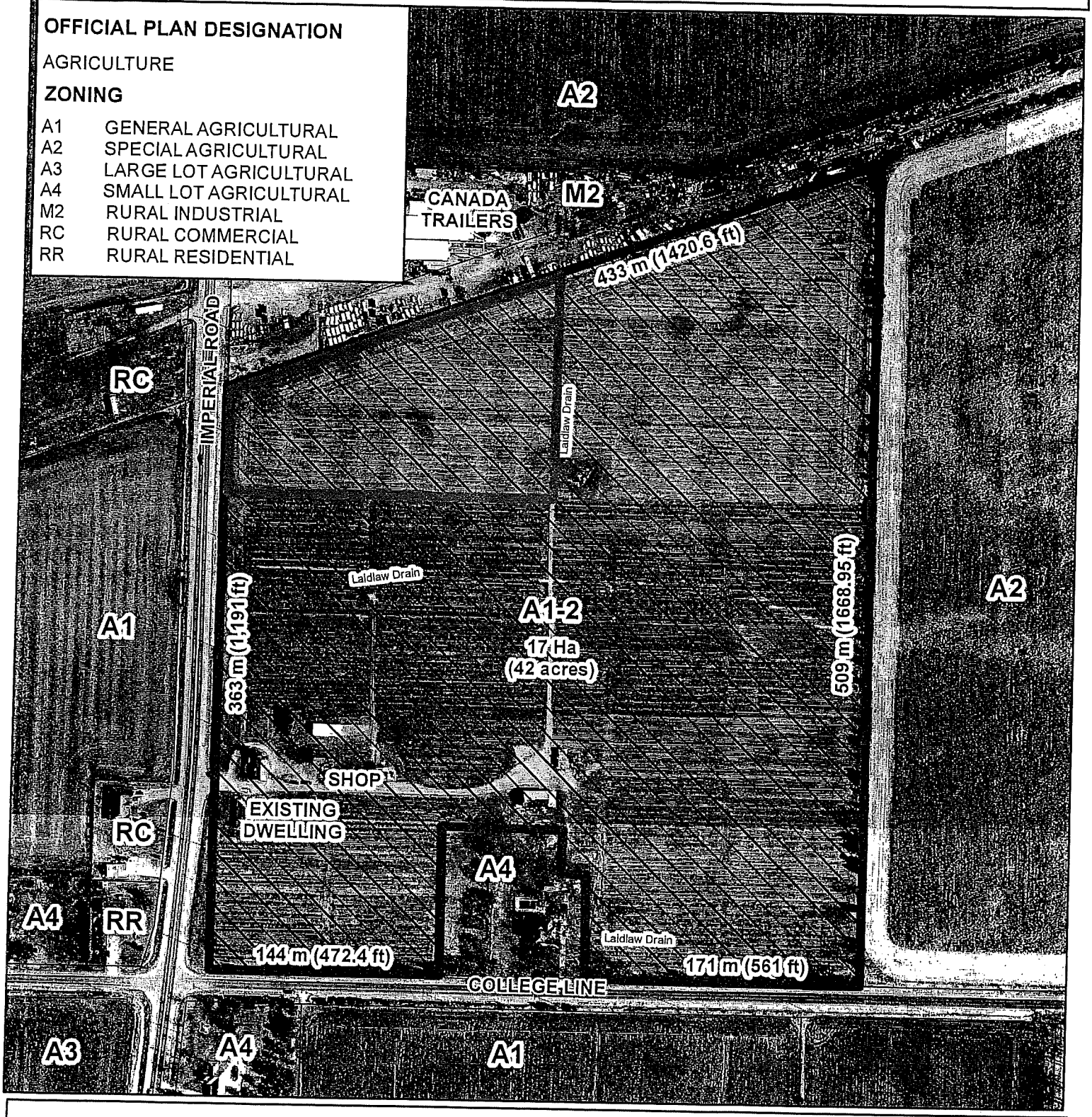
i) Under the Provincial Policy Statement 2014 (PPS), the preservation of prime agricultural land is a matter of provincial concern. The subject lands have a Canada Land Inventory (CLI) ranking of Class II and are considered to lie in a 'Prime Agricultural Area'.

The preservation of prime agricultural land is a matter of provincial concern. So too is the promotion of economic development. The relevant policies of PPS are those related to Employment (Section 1.3) and Non-Agricultural Uses In Prime Agricultural Areas (Section 2.3.6).

PROPOSED OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT

Zelinka Priamo Ltd., agent for 1841591 Ontario Inc.
(John and Susana Guenther)
11766 Imperial Road
Part of Lot 11, Concession 9
Township of Malahide

Township of MALAHIDE
FIGURE 1



mbpc
Monteith•Brown
planning consultants

LANDS TO BE RE-DESIGNATED FROM 'AGRICULTURE' TO 'SPECIFIC POLICY AREA' AND RE-ZONED TO INCLUDE A TRUCK TERMINAL AS A PERMITTED USE

LOCATION OF PROPOSED TRUCK TERMINAL

N

Metres
0 15 30 60

The subject lands are assigned a Class 2 rating in the Canada Land Inventory (CLI) and are considered to lie in a 'Prime Agricultural Area'. Establishing consistency with PPS is tied to satisfying the criteria of Section 2.3.6 regarding justification for the truck terminal and the potential loss of approximately 2.4 hectares of "prime agricultural land".

To this end, and based on the information provided, it is noted that:

- the subject lands do not comprise a specialty crop area;

- there are no reasonable or better alternative locations that would avoid prime agricultural areas. In terms of the potential for conflict with neighouring agricultural operations, establishment of the trucking operation is unlikely to result in any greater conflicts than those which may already exist in the case of Canada Trailers;

- with respect to the avoidance of Class 1, 2 & 3 soils, it is virtually impossible to avoid using such lands in the Township of Malahide, and the loss of 'Class 2' agricultural land is appropriately weighted in this case against the impacts of alternative scenarios, namely, establishing a new truck terminal elsewhere within the confines of the Town of Aylmer or seeking out other suitable lands already designated for industrial purposes on a lower soil class rating (which do not exist in the Township);

- the limited area of the subject lands and in particular the modest size of the parcel to be utilized for the truck terminal calls into question the viability of these lands for productive agricultural purposes.

- a neighbouring poultry operation (Cold Spring Farms) generates a minimum MDS I separation distance of 269 metres (883 ft) from livestock buildings and structures to the nearest portion of the building to accommodate a truck terminal. The actual separation distance is approximately 300 metres (984 ft). MDS I is not applicable to the situation at hand insofar as a truck terminal is not considered to be a more sensitive use than one of the uses (i.e. a restaurant) which is permitted by existing zoning.

In view of the foregoing, the re-designation of lands would be consistent with the relevant policies of the PPS.

ii) The subject lands are designated 'Agriculture Area' on Schedule 'A' of the County of Elgin Official Plan. The relevant policies are as follows:

C1.1.3 Employment Areas
It is the objective of this Plan to:
a) monitor and ensure that there is a 20 year supply of land for all types of employment uses in a number of different settings and locations at all times;

b) recognize that there are many types of employment in the County and that each has different locational requirements that are necessary to support their continued viability;
c) encourage local municipalities to protect employment areas from land uses which may affect the continued viability of existing and future employment uses and their expansion in the future;
d) encourage and promote development in appropriate locations that combines a mix of employment uses and supporting uses to facilitate the more efficient use of urban land;
e) promote the efficient use of existing and planned infrastructure by creating the opportunity for various forms of intensification, where appropriate; and,
f) require a high standard of urban design for development and redevelopment.

C2.9 RECREATIONAL AND OTHER NON-AGRICULTURAL USES

The development of new recreational uses and expansions to existing recreational uses, such as golf courses and driving ranges, and cemeteries is not permitted on lands designated Agricultural Area by this Plan since it is the intent of this Plan to protect lands which are suitable for agricultural uses for the long term. However, applications to amend the local Official Plan to develop such uses may be considered subject to the submission of appropriate studies, including an Agricultural Impact Assessment, that demonstrates to the satisfaction of the County that:

a) there is a need within the planning horizon of this Plan for the proposed use;
b) the lands do not comprise a specialty crop area;
c) there are clearly no other reasonable alternatives that are outside of prime agricultural areas;
d) there are no reasonable alternative locations in prime agricultural areas with lower priority agricultural lands;
e) the proposed use will not be located in an area that may have an impact on the efficient and logical expansion of nearby urban areas;
f) the proposed use meets the required MDS I setback distances; and,
g) impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands should be minimized to the extent feasible.

Site-specific local Official Plan Amendments of this nature will not require an Amendment to this Plan.

Under the circumstances and given the information provided, the value of any 'Agricultural Impact Assessment' in this case is questionable. The subject lands do not comprise a specialty crop area. There are no reasonable alternatives outside of prime agricultural areas, or for that matter in prime agricultural areas with lower priority agricultural lands. The proposed truck terminal use is not located in an area which would have an impact on the efficient and logical expansion of any nearby urban area. The MDS I required setback distance (between the proposed truck terminal and neighbouring Cold Spring Farms) is not applicable under Guideline No. 10. Finally, impacts from the proposed non-agricultural use on surrounding agricultural operations are not expected to be significant given the existing presence of Canada Trailers and subject to site plan control in concert with any recommended mitigating measures (e.g traffic study, noise impact study).

Establishment of the truck terminal at the subject location is considered a desirable alternative to establishing the use elsewhere in the Township. Subject to this amendment to the Township Official Plan and corresponding Zoning By-law amendment, conformity with the County of Elgin Official Plan would be maintained.

iii) The subject lands are designated 'Agriculture' on Schedule 'A1' of the Township of Malahide Official Plan. The relevant policies of the Plan regarding the establishment of industrial uses are of relevance. The Plan includes specific requirements governing new non-agricultural uses and large scale industrial uses in the 'Agriculture' designation, namely:

2.1.2.4 Proposals for new or altered land uses in the "Agriculture" designation other than those contemplated by subsection 2.1.2.2 of the Official Plan will require an amendment to the plan which must be justified on the basis of a growth related demand for the proposed use; the lands do not comprise a specialty crop area; there being no appreciable loss of prime agricultural lands from a prime agricultural area; no reasonable alternative locations which avoid prime agricultural areas; and/or there being no reasonable alternative locations within the prime agricultural area with lower priority prime agricultural lands.

2.1.2.6 In evaluating proposals for non-farm uses, Council shall require a presentation of the proposal which will include a detailed site plan outlining building areas and locations, ingress and egress to the site, parking facilities, existing land use and surrounding land uses, building location, site characteristics, and proposed buffering and landscaping.

3.4.4 Industrial – Large Scale
3.4.4.1 The Township of Malahide supports the development of large scale industrial uses which rely on, collaborate with, and benefit the existing agricultural economies found within the Township. The preferred locations for such shall be in the "Suburban Areas" land use designation or within lands designated "Industrial" in the Village of Springfield. Such uses may be permitted on a site-specific basis outside of these areas, in accordance with Section 2.1 of this Plan.

The criteria of Section 2.1.2.4 (refer above) are largely a re-statement of the Provincial Policy Statement and are capable of being satisfied as previously identified. Similar amendments to the Official Plan (e.g. Jantzi, Aylmer Cemetery) have been treated as 'Special Policy Areas'. Based on the information provided, reasonable alternatives elsewhere which avoid prime agricultural land do not exist.

The provisions of the Official Plan with respect to site plan control (Section 8.16) are considered crucial in application to the proposed truck terminal given its size and highly visible location. Through the planning approval process, a detailed site plan must be prepared and approved, and the necessary site plan agreement entered into with the owner and registered on title. Matters to be addressed include layout and design, access and parking, storm water management and traffic and noise mitigation. The agreement will incorporate and document all studies which may be required to address mitigation measures and impacts on neighbouring properties.

An amendment to the Township of Malahide Zoning is required to permit a truck terminal. The zoning will control and regulate the placement of the truck terminal on the lot as well as establish parameters for the size of the building. The application of the "holding' (h-1) symbol will prevent premature development until such time as a site plan agreement has been entered into.

PART B - THE AMENDMENT

All of this part of the Amendment entitled 'Part B - The Amendment', consisting of the following text and Schedule 'A' and Schedule 'B', constitutes **Amendment No. 15** to the Official Plan of the Township of Malahide.

DETAILS OF THE AMENDMENT

1. Section 3.8 of the Official Plan of the Township of Malahide is hereby amended by the addition of the following subsection.

"3.8.9 **Specific Policy Area No. 9**

The lands situated on the east side of Imperial Road, north of College Line, in Part of Lot 11, Concession IX in the geographic Township of Malahide, and designated "Specific Policy Area" on Schedule "A", may be used, developed and zoned for agricultural purposes and non-agricultural purposes limited to the establishment of a truck terminal. Lands so designated will be subject to an amendment to the Township's Zoning By-law and site plan control and a high degree of site design and amenity will be required. The owner shall be responsible for ensuring that all studies deemed necessary to address any potential farmland use impacts are provided to the satisfaction of the Township."

2. Schedule A1, Land Use, of the Official Plan of the Township of Malahide, is hereby amended by changing the designation of part of Lot 11, Concession IX from **'Agriculture'** to **'Specific Policy Area'** as shown on Schedule "B" hereto.

PART C - THE APPENDICES

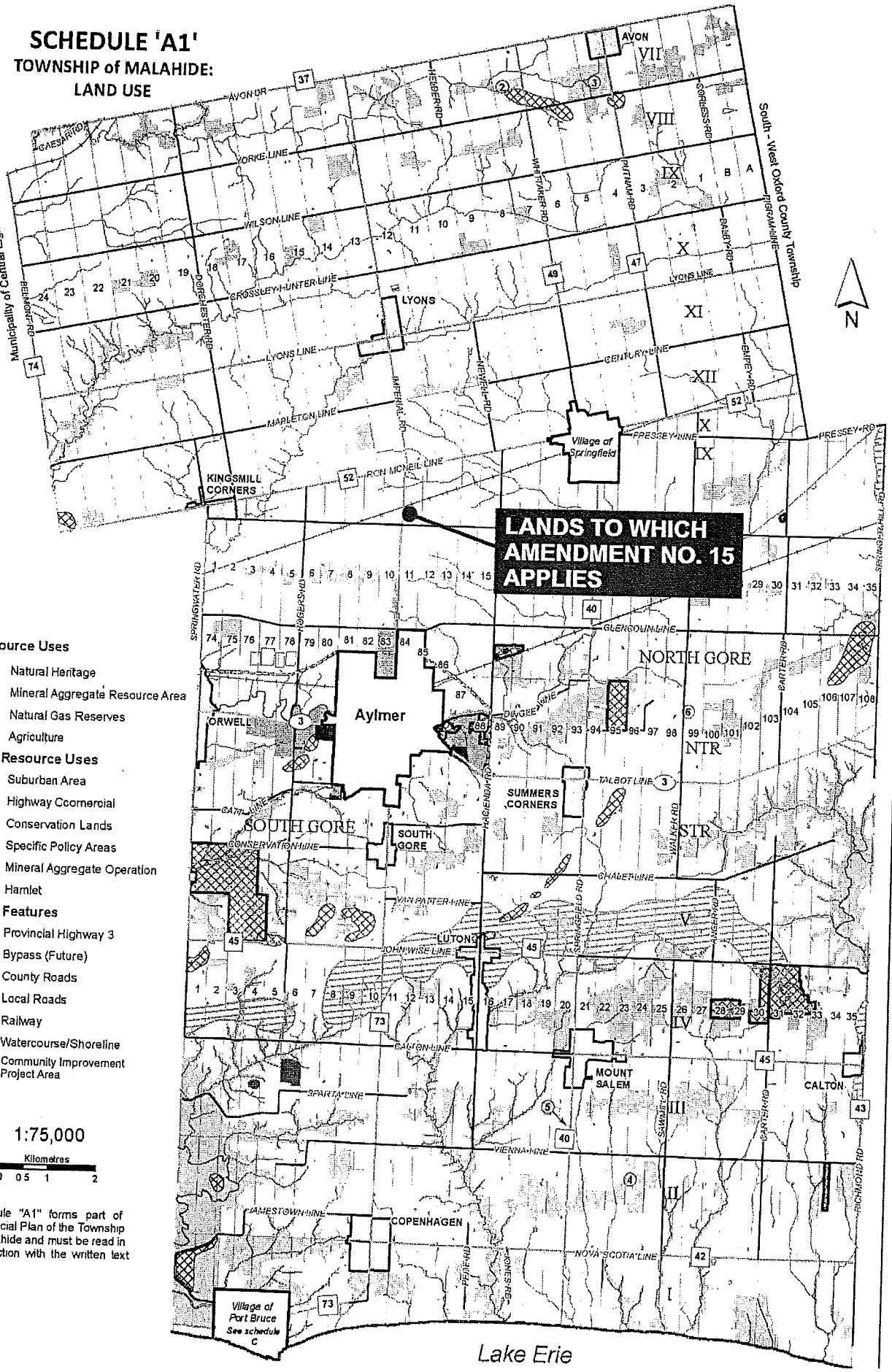
The following appendices do not constitute part of Amendment No. 15 but are included as information supporting the amendment.

Appendix I	-	Notice of Public Meeting
Appendix II	-	Minutes of Public Meeting, 15 November 2018
Appendix III	-	Correspondence

Schedule 'A'

OFFICIAL PLAN
OF THE
TOWNSHIP of MALAHIDE

SCHEDULE 'A1'
TOWNSHIP of MALAHIDE:
LAND USE



Resource Uses
- Natural Heritage
- Mineral Aggregate Resource Area
- Natural Gas Reserves
- Agriculture

Non Resource Uses
- Suburban Area
- Highway Commercial
- Conservation Lands
- Specific Policy Areas
- Mineral Aggregate Operation
- Hamlet

Base Features
- Provincial Highway 3
- Bypass (Future)
- County Roads
- Local Roads
- Railway
- Watercourse/Shoreline
- Community Improvement Project Area

1:75,000

Kilometres
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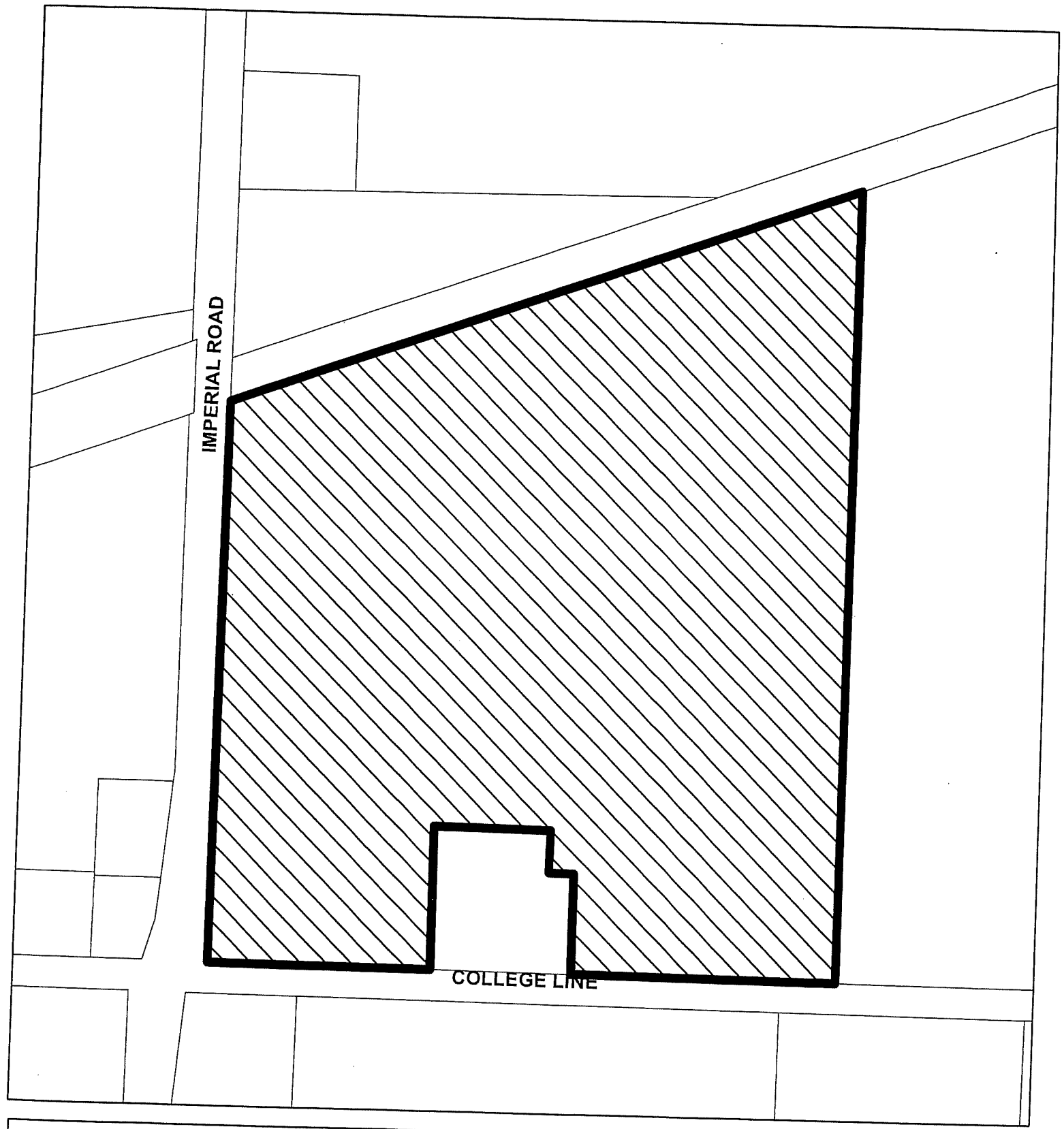
Schedule "A1" forms part of the Official Plan of the Township of Malahide and must be read in conjunction with the written text

Schedule 'B'



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Monteith•Brown
planning consultants

LANDS DESIGNATED 'SPECIFIC POLICY AREA'

N

Metres
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REPORT TO COUNTY COUNCIL

FROM: Steve Evans, Manager of Planning

DATE: January 29, 2019

SUBJECT: Approval for Official Plan Amendment No. 23
Five-year review for the Official Plan of the Municipality of Bayham
File No.: BA-OPA23-18
Applicant: Municipality of Bayham

RECOMMENDATIONS:

THAT the Council of the Corporation of the County of Elgin modifies and approves Official Plan Amendment No.23 (5-Year Review) to the Municipality of Bayham Official Plan, File No. BA-OPA23-18; and;

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

INTRODUCTION:

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

The Municipality of Bayham submitted Official Plan Amendment No. 23 to the County of Elgin on July 4, 2018 for approval (see attachment).

In accordance with Section 17 of the Planning Act the "Approval Authority" is required to make a decision in which it may approve, modify or refuse to approve an official plan amendment. If the "Approval Authority" fails to make a decision within 210 days after the amendment is received any person or public body may appeal to the Local Planning Appeal Tribunal.

DISCUSSION:

The purpose of this Amendment is to implement the recommendations of the five-year review of the Bayham Official Plan. Section 26 of the Planning Act requires that the Official Plan be reviewed every five years. The amendments to the Official Plan are intended to keep the Official Plan current with respect to Provincial and upper-tier (County of Elgin) policy requirements and matters of Provincial interest as well as to address community issues identified throughout the review process.

In accordance with Section 26 of the Planning Act the Municipality of Bayham held a special public meeting on March 23, 2017 to discuss the revisions that may be required to its Official Plan. Several members of the public were present including a representative from Southwest Public Health and a planning consultant representing an industrial land owner. Both submitted comments in writing to the Municipal Council.

The Municipality of Bayham received a planning report from its consultant IBI Group dated November 7, 2017 and a staff report dated June 21, 2018 supporting the proposed Official

Plan Amendment. As a result Bayham's Municipal Council adopted Official Plan Amendment No. 23 by By-Law 2018-073 on June 21, 2018 and submitted the Amendment to the County of Elgin for approval.

The County of Elgin circulated the Official Plan Amendment to the Ministry of Municipal Affairs and Housing and to the Ministry of Agriculture and Rural Affairs for their review but no comments were received. Elgin County staff met with the Municipality's consultants in September 2018 to discuss the Amendment and possible modifications. As a result the Municipality of Bayham forwarded a letter to the County acknowledging that amendments to its Official Plan should be made through approval authority modifications

CONCLUSION:

The Council of the Municipality of Bayham supports Official Plan No. 23 and adopted it by By-law 2018-073 on June 21, 2018.

The Manager of Planning has reviewed File No.BA-OPA23-18, along with the background material that was submitted by the Municipality of Bayham. Based on the information provided by the Municipality, the Manager of Planning is satisfied that this Official Plan Amendment is consistent with the Provincial Policy Statement and conforms to both the County of Elgin and Municipality of Bayham Official Plans.

The details of the amendment should be modified to add clarity to the wording in several sections.

Official Plan Amendment No. 23 as modified was reviewed by the Municipality of Bayham staff with no objections.

All of which is Respectfully Submitted

Steve Evans
Manager of Planning

Approved for Submission

Julie Gonyou
Chief Administrative Officer

File No.:	**BA-OPA23-18**	**Date of Decision:**	**2019**
Municipality:	**Municipality of Bayham**	**Date of Notice:**	**2019**
Subject Land:	**Entire Municipality**	**Last Date of Appeal:**	**2019**
Applicant:	**Municipality of Bayham**		

NOTICE OF DECISION

With respect to an Official Plan Amendment
Section 17(35) and 21 of the Planning Act

Purpose and Effect of the Official Plan Amendment
The purpose of this Amendment is to implement the recommendations of the five-year review of the Bayham Official Plan. Section 26 of the Planning Act requires that the Official Plan be reviewed every five years. The amendments to the Official Plan are intended to keep the Official Plan current with respect to Provincial and upper-tier (County of Elgin) policy requirements and matters of Provincial interest as well as to address community issues identified throughout the review process.

Decision
On , Elgin County Council **approved as modified** Amendment No. 23 to the Official Plan for the Municipality of Bayham as adopted by By-law No.2018-073 on June 21, 2018.

When and How to File an Appeal
Any appeal to the Local Planning Appeal Tribunal must be filed with the County of Elgin no later than 20 days from the date of this notice as shown above as the last date of appeal.

The appeal should be sent to the attention of the Manager of Planning, at the address shown below and it must,

(1) set out the specific part of the proposed official plan amendment to which the appeal applies,
(2) set out the reasons for the request for the appeal, and
(3) be accompanied by the fee prescribed under the Local Planning Appeal Tribunal Act in the amount of $300.00 payable by cheque to the Minister of Finance, Province of Ontario.

When the Decision is Final
The decision of the County of Elgin is final if a Notice of Appeal is not received on or before the last date for filing of a notice of appeal.

Other Related Applications: NA

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

Who Can File an Appeal
Only individuals, corporations or public bodies may appeal the decision of the County of Elgin to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, an appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the plan was adopted, the person or public body made oral submissions at a public meeting or written submissions to the council, or, in the opinion of the Local Planning Appeal Tribunal, there are reasonable grounds to add the person or public body as a party.

Mailing Address for Filing a Notice of Appeal

County of Elgin
Planning Department
450 Sunset Drive
St. Thomas, ON N5R 5V1

Submit notice of appeal to the attention of the Manager of Planning.

Telephone: (519) 631-1460
Fax: (519) 633-7661

DECISION

With respect to the Official Plan for the Municipality of Bayham
Subsection 17 (34) of the Planning Act

I hereby modify and approve as modified, Official Plan Amendment No. 23 for the Municipality of Bayham as adopted by By-Law No. 2018-073, as follows:

1. Part 4 – Section 2.2.3 is modified by deleting subsection 2.2.3.6 in its entirety and replacing it with the following:

   2.2.3.6 Where development or site alteration is proposed in any of the Natural Heritage Features and Areas identified in this Plan or on adjacent lands, the landowner shall request Species at Risk (SAR) information from the Ministry of Natural Resources and Forestry (MNRF) - Aylmer District, prior to beginning site alteration and/or conducting SAR surveys. Once information has been provided, MNRF will review available SAR data to determine if SAR species are known or likely to occur on the property. If SAR species are known to occur the landowner may be required to engage a qualified biologist to determine if the proposed development may contravene the Endangered Species Act (ESA). Project screening through an Information Gathering Form (IGF) would be needed to initiate a project screening request after which MNRF would provide a response indicating that contravention under the ESA is not likely to occur or contravention under the ESA is likely to occur with recommended options for seeking approval. No development or site alteration shall be permitted until the landowner for the development or site alteration has provided the necessary documentation to the MNRF.

2. Section 2.3.3.4 is modified by adding "vulnerability scores" for each well head protection area (WHPA) listed in subsections a) , b) and c) and information about vulnerability scores as follows:

   a) WHPA-A: 100 metre radius surrounding the well – vulnerability score 10
   b) WHPA-B: 2 year travel time for water to enter the well – vulnerability score 8
   c) WHPA-C: 5 year travel time for water to enter the well – vulnerability score 6 or less

   The "vulnerability score" listed above for each WHPA illustrated on Schedule E to this plan identifies the degree to which a WHPA in the Municipality is vulnerable to contamination. The vulnerability score of a WHPA can range from 2 to 10, with 10 being the most vulnerable. The vulnerability score is used, together with

a table of drinking water threats, published by the Ministry of the Environment Conservation and Parks, to determine whether a drinking water threat is either significant, moderate or low.

3. Section 6.1.11.2 is modified by adding the following:

   The Elgin County Shoreline Management Plan (Baird 2015) can be used as a reference for assessing shoreline erosion.

4. Section 8.5.1.2. is modified by adding the following to the list of background studies:

   - Land use justification report
   - Agricultural impact assessment
   - Archaeological assessment

5. Schedule Amendments is modified by adding the following preamble:

   The Municipality is relocating an industrial designation of lands in the Bayham Industrial Park from Highway #3 onto Pressey Road, north and west of the subject site location. The purpose of this exchange of lands is to allow for improved municipal road access instead of limited Provincial Highway access. The exchange of lands results in no net change in the area of industrial lands consistent with the Provincial Policy Statement 2014.

6. Technical Amendments are modified as follows:

   References to the Ministry of the Environment and Climate Change are deleted and replaced with Ministry of the Environment Conservation and Parks.

   References to the Local Planning Appeals Tribunal are deleted and replaced with the Local Planning Appeal Tribunal.

Dated at the County of Elgin this _____ day of _____, 2019

_____
Manager of Planning
County of Elgin

AMENDMENT NUMBER 23

TO THE OFFICIAL PLAN

OF THE

MUNICIPALITY OF BAYHAM

RECEIVED

JUL 04 2018

COUNTY OF ELGIN
ADMINISTRATIVE SERVICES

SUBJECT: **Municipality of Bayham**

General Amendment

(5-Year Review)

The following text and map schedule constitute Amendment Number 23 to the Official Plan of the Municipality of Bayham

BY-LAW NO. 2018-073

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

1) **THAT** Amendment No. 23 to the Official Plan of the Municipality of Bayham as set out in the text and map schedules attached hereto is hereby adopted.

2) **THAT** the Clerk is hereby authorized and directed to make application to the County of Elgin for approval of the aforementioned Amendment No. 23 to the Official Plan of the Municipality of Bayham.

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

ENACTED AND PASSED this 21st day of June 2018.

MAYOR

CLERK

CERTIFIED that the above is a true copy of By-law No. 2018-073 as enacted and passed by the Council of the Corporation of the Municipality of Bayham.

DEPUTY **CLERK**

I, MARGARET UNDERHILL, DEPUTY CLERK of the Corporation of the Municipality of Bayham, certify that the foregoing is a certified true copy. Dated this 22nd day of June, 2018

OFFICIAL PLAN

OF THE

MUNICIPALITY OF BAYHAM

THE attached text and map schedule constituting Amendment No. 23 to the Official Plan of the Municipality of Bayham was prepared upon the recommendation of the Council of the Municipality of Bayham after evaluation of public input pursuant to the provisions of the **PLANNING ACT**.

THIS Amendment is adopted by the Council of the Corporation of the Municipality of Bayham by By-law No. 2018-073, in accordance with Section 26 of the **PLANNING ACT**, on the 21st day of June 2018.

MAYOR

CLERK

OFFICIAL PLAN

OF THE MUNICIPALITY OF BAYHAM

AMENDMENT NO. 23

1. PURPOSE

The purpose of the Official Plan Amendment No. 23 is to implement the recommendations of the Five-Year Review of the Bayham Official Plan. Section 26 of the Planning Act requires that the Official Plan be reviewed every five years. The amendments to the Official Plan are intended to keep the Official Plan current with respect to Provincial and upper-tier (County of Elgin) policy requirements and matters of Provincial interest as well as to address community issues identified throughout the review process.

2. LOCATION OF THE AMENDMENT

The proposed amendment is applicable Municipality-wide.

3. BASIS OF THE AMENDMENT

The Five-Year Review of the Official Plan of the Municipality of Bayham began with Council direction to initiate a Five-Year Review in accordance with the requirements of Section 26 of the Planning Act. The background information was provided through memorandum by the planning consultant, IBI Group, dated October 13, 2016. A Public Open House was held on March 23, 2017 to present information and receive feedback on potential land use planning changes and to identify other issues that should be included in the review. Based on Council, Staff and Public input and research on Provincial and upper-tier (County of Elgin) policy changes a background report was prepared and presented to Council on November 16, 2017 and draft amendments were prepared and presented to Council on March 1, 2018. The public meeting to consider the amendments was held on June 21, 2018.

4. DETAILS OF THE AMENDMENTS

Included below are the nineteen (19) text amendments, two (2) map schedule amendments and eleven (11) technical amendments identified through the Five-Year Review process.

Text Amendments

1. Section 2.1 is hereby amended by adding the following new section:

2.1.11 Large Scale Supplementary Farm Dwellings

Supplementary farm dwellings that exceed the approval criteria in Section 2.1.10 may be permitted for temporary accommodation of seasonal farm labour through temporary dwellings, or permanent dwellings subject to the following policies:

1. The owner shall apply for an Official Plan and Zoning By-law amendment to permit the farm dwellings subject to the following criteria:

    a. Consideration of all criteria and policies for supplementary farm dwellings permitted by a minor variance;

    b. Demonstration that alternative locations for the accommodation in existing farm dwellings on lots in the same farm operation, in temporary accommodation, in settlement areas and other similar accommodation are not feasible and not appropriate for the intended accommodation;

    c. Identification of the potential off-site impacts related to noise, lighting, traffic, maintenance and operation of the site on the surrounding community and the identification of appropriate mitigation measures; and

    d. A location in the Municipality where the site and building design shall provide appropriate accommodation for the health and safety of seasonal farm labourers.

2. Large scale supplementary farm dwellings shall be for the temporary accommodation of seasonal farm labour. The accommodation shall be located in proximity to the farm building cluster. The site and buildings shall be subject to agreements with the Municipality for the maintenance, buffering, removal of structures and improvement and limitations on the period of seasonal occupancy. The Municipality may enact licensing by-laws to ensure the health and safety of the occupants.

2. Section 2.1 is hereby amended by adding the following new section:

2.1.12 Second Dwelling Units Agriculture

Second dwelling units may be permitted in the Agriculture Resource designation where a single detached dwelling is permitted. The second dwelling unit shall fulfill all the criteria for Second Dwellings Units set out in Section 4.7.1. The second dwelling occupied in the Agriculture Resource designation shall not be used for seasonal farm labour as intended in the supplementary farm dwellings policies Section 2.1.10.

3. Section 2.1.5 is hereby amended by deleting the following text:

2.1.5 *Agri-Tourism Operations*

The Municipality supports on-farm diversification through the establishment of agri-tourism operations. Such operations are defined as agricultural, horticultural or agri-business operations used for the purpose of enjoyment, education or active involvement in the activities of the farm where the principle activity on the property remains as farming and where products used in the activity are produced on the property or related to farming. Such activities may include: farm tours; processing demonstrations; pick-your-own-produce; a hay or corn maze; petting zoo; hay rides and sleigh, buggy or carriage rides; and a farm theme playground for children.

And by replacing it with the following text:

2.1.5 ***<u>On-Farm Diversified Uses</u>***

2.1.5.1 The Municipality supports on-farm diversified uses through the establishment of agri-tourism, farm related home occupations, farm related home industries and uses that produce value added agricultural products. These operations include agriculture, horticultural or agri-business operations for the purpose of recreation, education, research and training or active involvement in farm activities, where the principle use on the property remains farming and where products used in the activity are produced on the property or related to farming. Such activities may include: farm tours; processing demonstrations; pick-your-own-produce; a hay or corn maze; petting zoo; hay rides and sleigh, buggy or carriage rides; a farm theme playground for children; wineries or research activities.

And by adding the following subsection:

f) Small scale overnight guest accommodation such as, farm vacation home, bed and breakfast or other temporary shelters to a maximum of six rooms may be permitted as temporary accommodation of guests accessory to permitted on-farm diversified uses.

4. Section 2.2.3 is hereby amended by adding the following new subsection:

2.2.3.6 Where development or site alteration is proposed in any of the Natural Heritage Resources identified in this Plan or on adjacent lands, the applicant shall complete an evaluation of the existence and\or impact of any *Species at Risk*. The Municipality shall provide notice of the development application to the Ministry of Natural Resources and Forestry requesting information as to the potential existence of *Species at Risk*. No development or site alteration shall be permitted until the applicant for the development or site alteration provides the necessary documentation and mitigation measures to protect the identified *Species at Risk*.

5. Section 2.3 is hereby amended by deleting the following text:

2.3.2 ***Implementation***

2.3.2.1 *The Municipality may utilize any of the following planning tools to protect, improve, or restore the water resources of the municipality:*

a) *conditions of consent and subdivision approval and consequent agreements;*

b) *provisions related to site plan control; and,*

c) *standards, definitions and regulations in the Municipality's Zoning By-law.*

2.3.3 ***Development Applications***

2.3.3.1 *Council shall circulate all development plans to the Long Point Region Conservation Authority, for their review and comments related to any potential impact on designated surface water features or ground water features.*

2.3.3.2 *Development or site alteration will not be permitted in designated vulnerable areas.*

2.3.3.3 *Development or site alteration will not be permitted on or adjacent to designated surface water features or ground water features where it will negatively impact the hydrological functions of the features.*

And by replacing it with the following text:

2.3.2 **Ground and Surface Water Protection**

2.3.2.1 Ground and surface water sources occur throughout the Municipality. Groundwater sources need to be protected to promote public health and as an essential resource for settlement area and rural water supplies, agricultural production and the maintenance of natural heritage features.

2.3.2.2 The Municipality shall encourage agricultural practices that protect water resources.

2.3.2.3 The Municipality shall ensure that land use planning contributes to the protection, maintenance, and enhancement of water and related resources and aquatic systems on an integrated watershed management basis.

2.3.2.4 The Municipality shall protect surface and groundwater quality through the use of regulatory and voluntary means of prohibiting, restricting, or influencing land uses and activities within *vulnerable areas.*

6. Section 2.3 is hereby amended by adding the following new section:

2.3.3 Sourcewater Protection Implementation

2.3.3.1 The policies of this Plan implement and complement the policies of the Source Protection Plans that apply within the Municipality. The Long Point Region Source Protection Plan contains the policies for the protection of municipal drinking water sources within the Municipality.

2.3.3.2 The identified vulnerable areas within Bayham include the Wellhead Protection Area (WHPA) surrounding the Richmond wellhead. This WHPA is identified on Schedule 'E' Richmond: Water Resources of this Plan. A WHPA is the area around a municipal wellhead where land use activities have the potential to affect the quality and quantity of water that flows into the well.

2.3.3.3 The WHPA identified on Schedule 'E' is a special protection area where certain land uses involving a significant drinking water threat activity may be prohibited or regulated in accordance with Section 57 or 58 of the Clean Water Act, 2006, and the Long Point Region Source Protection Plan, notwithstanding the uses permitted by the underlying land use designation.

2.3.3.4 The following policies are intended to prohibit or restrict significant drinking water threats from establishing within the WHPA in accordance with the Long Point Region Source Protection Plan to ensure that permitted uses can be established with an acceptable level of risk to groundwater quality and shall apply to the time related capture zones identified in Schedule E to this Plan, including:

a) WHPA-A: 100 metre radius surrounding the well
b) WHPA-B: 2 year travel time for water to enter the well
c) WHPA-C: 5 year travel time for water to enter the well

2.3.3.5 Land use activities which may pose a drinking water threat to municipal water supplies include the following:

a) The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage.
b) The application, storage and management of agricultural source material to land.
c) The application handling and storage of commercial fertilizer to land.
d) The application, handling and storage of pesticide to land.
e) The application, storage and management of road salt.
f) The use of land as livestock grazing or pasturing land, an outdoor confinement area or farm-animal yard.
g) An activity that takes water from an aquifer or surface water body without returning the water to the same aquifer or surface water body.
h) An activity that reduces the recharge of an aquifer.

2.3.3.6 The Municipal Risk Management Official shall determine whether a new land use or activity is, or involves, a significant drinking water threat and whether the use or activity is prohibited, or regulated through a Risk Management Plan in accordance with Long Point Region Source Protection Plan or a Prescribed Instrument. Therefore, notwithstanding the land uses permitted by the underlying land use designation in this Plan, permitted land uses that involve a significant drinking water threat within a WHPA

identified in Schedule 'E' to this Plan may be either prohibited or regulated by the Long Point Region Source Protection Plan.

2.3.3.7 An application for development, redevelopment, or site alteration for any land use, except solely residential uses, within a WHPA that may involve a significant drinking water threat shall only be deemed complete under the Planning Act if the Risk Management Official has issued a Section 59 Notice in accordance with the Clean Water Act, 2006. The Risk Management Official may provide guidance to assist the Municipality in screening applications for development, redevelopment or site alteration.

7. Section 4.2 is hereby amended by adding the following new section:

4.2.5 Community Design

The Municipality shall encourage development and redevelopment of lands, buildings, streets, and public spaces applying community design excellence, contributing to the quality of place for Bayham's residents. The following policies relate to the physical design of communities, including plans of subdivision, infill development proposals, and site plans. Through the development review process for all planning applications the Municipality shall:

a) Ensure that new development is designed in keeping with the traditional character of Settlement Areas, in a manner that preserves the traditional image and enhances the sense of place in the Municipality;

b) Promote efficient and cost-effective development buildings, landscapes and circulation design patterns that minimize land consumption;

c) Promote the improvement of the physical character, appearance and safety of streetscapes, public spaces, and parks;

d) Encourage tree retention and\or tree replacement on private and public lands;

e) Encourage design that considers and integrates existing and traditional street patterns and neighbourhood structure;

f) Encourage a high quality of architecture and site design for institutional uses such as schools, places of worship, libraries and other public service buildings;

g) Encourage streetscaping that reflects the intended land use character of Settlement Areas and the specific land use designation;

h) Encourage high quality of park and open space design. Land for parkland dedication shall be selected to facilitate its use as a central focal point for new or existing neighbourhoods;

i) Encourage the provision of pedestrian, cycling and trail linkages through the development approvals process; and

j) Encourage, at the Municipality's discretion, design guidelines with development applications, establishing how the policies of this Section have been considered and addressed. These guidelines shall be prepared by the applicant to address physical features including streetscaping, landscaping, setbacks, signage, garage placement, architectural treatment and related design matters.

8. Section 4.5.7 is hereby amended by adding the following new subsection:

4.5.7.3 Council will encourage public service facilities to be co-located in the community hubs of the Villages of Port Burwell, Straffordville and Vienna to promote cost-effectiveness, facilitate service integration and access to active transportation.

9. Section 4 is hereby amended by adding the following new section:

4.7 SECOND DWELLING UNITS

4.7.1 Second Dwelling Units

Up to one (1) second residential dwelling, being a self-contained unit, with kitchen and bathroom facilities, ancillary and subordinate to the primary dwelling unit, may be permitted within a single detached dwelling, semi-detached dwelling, or street row houses. Second units may include second suites, basement apartments, or accessory apartments. The second unit shall be located in a Settlement Area and on the same lot as the primary dwelling. It shall meet the following criteria:

a) The exterior building or site changes to permit the second dwelling shall generally be less than 10% floor area increase, maintaining the general form and architectural character of the building. Additional on-site parking shall be required.

b) Existing private and\or municipal sewage and water services shall be available to service the second dwelling unit, to the satisfaction of the Municipality and the Elgin St. Thomas Public Health as required.

c) The second dwelling shall be incidental to the primary permitted residential use, is located within the primary residential building or an ancillary structure, where the gross floor area of the second dwelling is not greater than 40% of the combined total gross floor area of both the primary and second dwelling units.

10. Section 5.1.2 is hereby amended by adding the following new subsection:

5.1.2.4 The Municipality may provide stormwater management infrastructure in the Village of Port Burwell in a manner that is viable, complies with all regulatory requirements and protects human health and the natural environment. Council shall encourage development which incorporates best management practices, including stormwater attenuation and re-use, and low impact development.

11. Section 5.1.4 is hereby amended by deleting the following text:

5.1.4.1 *The hamlets of Corinth, North Hall, Richmond, Calton, and portions of Eden are serviced by individual on-site sewage services and individual on-site water services. Any growth in these areas will be limited to infill development of a size and scale that complies with the requirements of the Zoning By-law and does not threaten the environment, human health and safety.*

And replacing it with the following text:

5.1.4.1 The hamlets of Corinth, North Hall, Calton, and portions of Eden and Richmond are serviced by individual on-site sewage services and individual on-site water services. Any growth in these areas will be limited to infill development of a size and scale that complies with the requirements of the Zoning By-law and does not threaten the environment, human health and safety.

12. Section 5.1 is hereby amended by adding the following new section:

5.1.5 Partial Services (Water Only)

5.1.5.1 Portions of the Hamlet of Richmond have *municipal water services* and *individual on-site sewage services (septic)*.

5.1.5.2 The Municipality will endeavour to extend municipal water services to partially serviced areas to allow for future multi-unit development and intensification opportunities. Such expansion will be done in a manner that is consistent with Section 5.1.2.3 of the Plan. However, nothing in this Plan shall be construed as a public commitment to extend municipal water services during the time framework of this Plan.

13. Section 6.1 is hereby amended by adding the following new section:

6.1.11 Public Road Access

6.1.11.1 The Municipality is subject to significant shoreline erosion hazards and continues to lose tableland through this process along Lake Erie. Where existing opened municipal roads are in proximity to the shoreline, there is potential loss of public access when the road becomes unsafe for public use. This loss of access may remove access to private lands. The following policies provide an approach to address access to these private lands and to maintain public safety.

6.1.11.2 The Municipal Engineer shall monitor and assess the Lake Erie Shoreline erosion risk where the distance from the top of bank to the public right of way is 50 m or less. Where the assessment determines that the public road or public infrastructure in proximity to the top of bank is at risk of further erosion to a distance of 25 m or less, the Municipality shall close the road to public access to ensure safety and make any public infrastructure safe for public use. Council is under no obligation to address loss of public road access to private lands created by natural erosion processes along the Lake Erie Shoreline.

6.1.11.3 Where the road is closed to public access the Municipality may undertake an assessment of the land owners affected by the road closure to determine the impact

of the loss of the road for private access and the need to provide emergency services. The assessment shall include the number of properties affected and their assets; alternative methods of providing private access; the cost efficiency of the access; the desirability of replacing a public access and related land use planning matters.

6.1.11.4 Where Council deems it necessary to maintain public road access for public health and safety, Council may consider a wide range of methods to obtain and secure long term emergency access for these private lands.

6.1.11.5 Council shall notify the land owners affected by the closing of the public right of way and inform them of any assessments or report directed by Council, regarding the closing of road allowances or the creation of alternative access to their lands.

14. Section 6 is hereby amended by adding the following new section:

6.3 Climate Change

The Municipality recognizes the potential impacts of climate change on the built and natural environment. Through the following policies, the Municipality and the residents of Bayham will aim to conserve energy, reduce greenhouse gas (GHG) emissions, adapt to environmental changes and encourage the development of renewable energy sources.

6.3.1 Council may prepare and adopt a Municipal Energy Plan setting out targets to conserve energy and reduce overall energy consumption in the Municipality. Where new development or redevelopment is proposed, the Municipality will encourage the owners to use energy conservation measures in the orientation, design, construction and maintenance of the buildings or property.

6.3.2 Council may prepare and adopt a Local Action Plan setting out targets to reduce GHG emissions in the Municipality. This Plan will provide direction for the development or redevelopment of land or buildings to reduce the amount of GHG emissions. It is a policy of this Plan to consider actions related to buildings, outdoor areas and public and private transportation to support the achievement of GHG emission reduction targets.

6.3.3 Council will consider the increased risk associated with climate change related to intensity and volume of rainfall, increased intensity of weather events, fluctuation in temperature, and related weather changes when approving development applications or site alterations. Public works and infrastructure will be designed and built or rebuilt to adapt to the changing climate.

6.3.4 Council will encourage energy production technologies and form as set out in Section 5.3 Energy as an approach to reduce the GHG emissions in the Municipality.

15. Section 7.1 is hereby amended by adding the following new section:

7.1.5 Brownfields Redevelopment

7.1.5.1 Brownfields Objectives

a) To improve the conditions of former contaminated industrial and commercial sites in the Municipality's hamlets and villages.

b) To encourage the redevelopment of existing or vacant industrial and commercial lands to residential or commercial developments.

c) To improve the overall attractiveness of industrial and commercial areas in terms of aesthetics and public amenities

d) To prepare and implement design schemes and marketing of former industrial and commercial lands in the municipality.

7.1.5.2 Brownfields Criteria

a) Areas of industrial or former industrial uses or commercial or former commercial uses in need of rehabilitation.

b) A need for improvement to or extension of municipal services including water mains, sanitary sewers, storm drains, sidewalks, cycling lanes, curbs and gutters and related public infrastructure.

c) A need for aesthetic improvements or beautification which may enhance the viability of the industries or commercial businesses in the area.

7.1.5.3 Brownfields Policies

a) Council may by by-law adopt incentives for the redevelopment of brownfields sites.

b) Incentives may include tax incentives, reduced development fees or other provisions in accordance with the *Municipal Act*.

16. Section 8.5.1 is hereby amended by deleting the following text:

8.5.1.1 The Municipality encourages persons to consult with the Municipality prior to making an application to amend the Official Plan and/or Zoning By-law, and may by passing of a by-law make pre-application consultation mandatory.

And replacing it with the following:

8.5.1.1 The Municipality may by by-law require a Pre-application Consultation meeting with an applicant prior to the submission of a complete land use planning application. The applications shall include any privately initiated planning application as provided for through the Planning Act. The purpose of the meeting is to identify the complete application requirements related to reports or background studies for land use planning matters to be addressed or considered through the land use planning application review process.

17. Section 8.5.1 is hereby amended by deleting the following text:

8.5.1.2 Any person who wishes to amend the Official Plan or Zoning By-law must submit a complete application to the Municipality of Bayham. A complete application shall include any reports or studies deemed appropriate by the Municipality to address the Provincial Policy Statement 2005, the policies of the Official Plan, and the regulations of the Zoning By-law. Such studies or reports may include matters relating to agriculture, natural heritage, water, or other resources identified in the Plan; transportation, servicing and infrastructure; cultural heritage and archaeological resources; hazardous lands; or other land use planning matters identified in the Plan.

And by replacing it with the following text:

8.5.1.2 The Municipality may require reports and background studies needed to make timely and informed decisions on all land use planning matters in accordance with the requirements of the Planning Act. Background studies may include but are not limited to:

- Land use planning and design;
- Environmental and natural heritage;
- Natural hazards;
- Transportation;
- Municipal servicing and infrastructure;
- Cultural heritage; and,
- Other land use planning matters arising through the pre application consultation that are of public health and safety interest.

These studies will address how the land use planning application fulfills the requirements of the Provincial Policy Statement 2014 and its updates and revisions; the County of Elgin Official Plan; the Bayham Official Plan; the policies and regulations of any public agency or body having an interest in the application.

18. Section 4.5.8.7 is hereby amended by deleting the following text:

4.5.8.7 In order to acquire and develop parks and open space areas, the Municipality shall require a dedication of five percent, or cash-in-lieu, of the lands being subdivided for residential purposes and for commercial and industrial purposes, two percent in accordance with the Planning Act. The monies received from cash in lieu payments may be used to purchase park and open space areas elsewhere in the Municipality or, for any other public recreational purpose.

And Section 8 is amended by adding the following new section:

8.18 Parkland Dedication

In order to acquire and develop parks and open space areas, the Municipality shall require parkland dedication or cash-in-lieu of parkland dedication in accordance with the following polices:

8.18.1 A dedication of five percent of the gross area of land proposed for development or redevelopment and/or a dedication rate of one hectare per 300 units or the equivalent cash-in-lieu, of the gross area of lands being developed for residential purposes.

8.18.2 A dedication of two percent of the gross area of land proposed for development or redevelopment or the equivalent cash-in-lieu, of the gross area of lands being developed for commercial and industrial purposes.

8.18.3 Where land in a draft plan of subdivision or development or redevelopment is to be used for any use other than residential, industrial or commercial purposes, Council may require conveyance of land for park purposes or equivalent cash-in-lieu at a rate of five percent (5%) of the gross area of the land proposed for development.

8.18.4 The monies received from cash in lieu payments may be used to purchase park and open space areas elsewhere in the Municipality or, for any other public recreational purpose.

8.18.5 The Municipality may accept cash-in-lieu of the land dedication to be paid into a special account and used as specified in the *Planning Act*. Council will consider cash-in-lieu of parkland dedication under the following circumstances:

a) where the required land dedication fails to provide an area of suitable shape, size or location for development as public parkland;

b) where the required dedication of land would render the remainder of the site unsuitable or impractical for development; and/or,

c) where it is preferable to have consolidated parkland of a substantial size servicing a wide area.

8.18.6 Where new development or redevelopment is proposed on a site, part of which has physical limitations or hazards, then such land shall not necessarily be acceptable as part of the land dedication under the *Planning Act*. All land dedicated to the Municipality shall be conveyed in a physical condition satisfactory to the Municipality, and shall meet minimum standards in terms of drainage, grading and general condition.

19. Section 8 is hereby amended by adding the following new section:

8.19 Cash-in-lieu of Parking

In order to acquire and develop public parking areas, the Municipality may accept cash-in-lieu of the provision of on-site parking into a special account and used as specified in the *Planning Act*. The monies received from cash-in-lieu payments shall be used to purchase public parking elsewhere in the Municipality or for any other public parking purpose. Council may consider acceptance of cash-in-lieu of vehicular parking under any one of the following circumstances:

a) Where the required provision of on-site parking is restricted or limited due to the available lot area, the shape, physical limitations of the land or the location of parking for the intended use;

b) Where the required provision of on-site parking would render the remainder of the site unsuitable or impractical for development; and

c) Where it is preferable and in the public interest to have consolidated publically accessible parking located elsewhere in the Municipality.

Schedule Amendments

1. a) Schedule 'A1' Municipality of Bayham: Land Use is hereby amended by changing from "Industrial" those lands outlined and marked as changed to "Agriculture" on the attached Schedule "A1", being lands in Part Lot 20, Concession 11, which shall constitute part of this amendment.

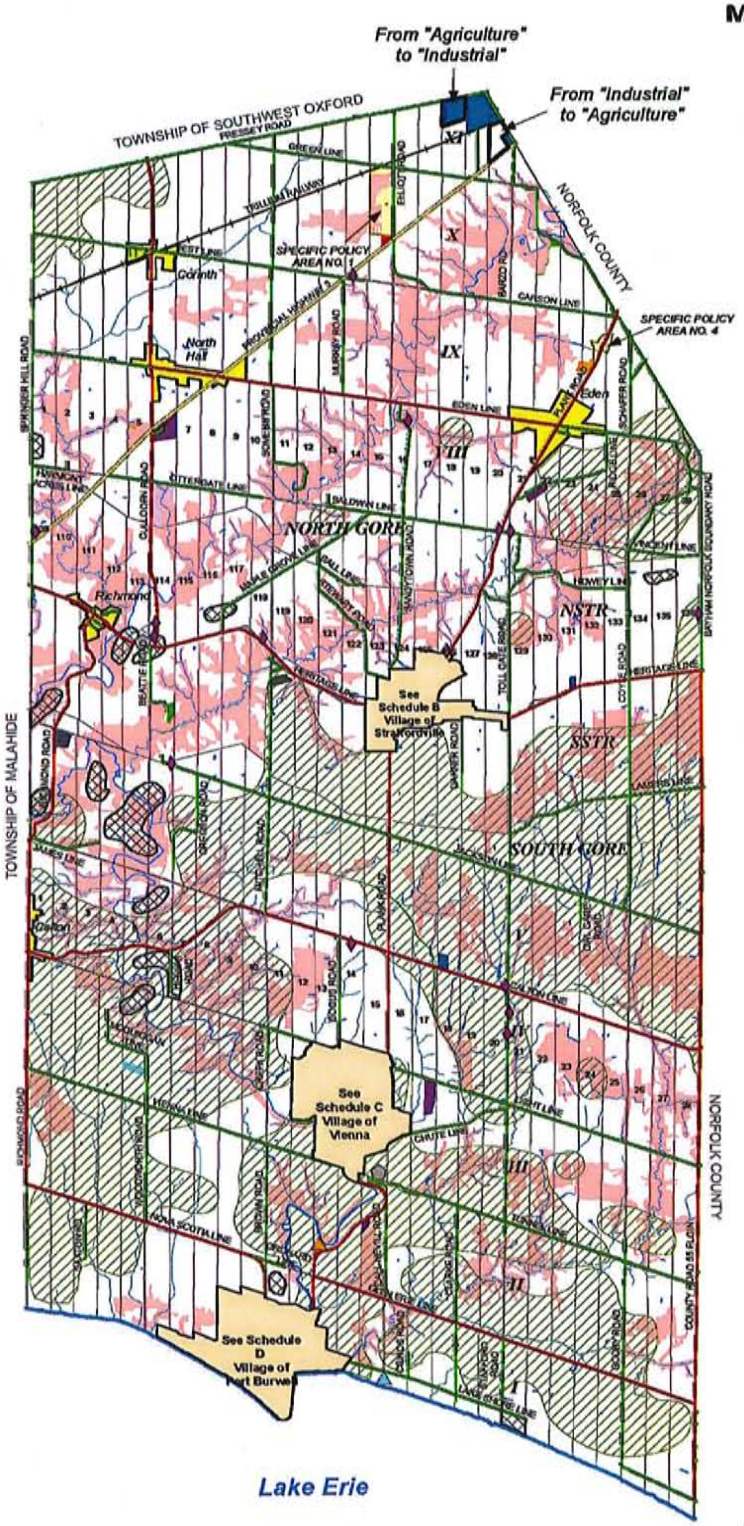
b) The lands subject to this amendment and designated "Agriculture" may be used, developed and zoned in accordance with the "Agriculture" designation policies of Section 2.1 of the Official Plan, as amended.

c) Schedule 'A1' Municipality of Bayham: Land Use is hereby amended by changing from "Agriculture" those lands outlined and marked as changed to "Industrial" on the attached Schedule "A1", being a portion of lands in Part Lot 18, Concession 11 of the same area as the lands being changed to "Agriculture" noted in a) above, which shall constitute part of this amendment.

d) The lands subject to this amendment and designated "Industrial" may be used, developed and zoned in accordance with the "Industrial" designation policies of Section 3.1.9 of the Official Plan, as amended.

OFFICIAL PLAN
OF THE
MUNICIPALITY of BAYHAM

SCHEDULE 'A1'
MUNICIPALITY OF BAYHAM: LAND USE



Resource Uses

- Agriculture
- Natural Heritage
- Mineral Aggregate Resource Area
- Natural Gas Reservoir

Non Resource Uses/ Specific Land Use Policies

- Estate Residential
- Mobile Home Parks
- Seasonal Travel Trailer and Campgrounds
- Institutional
- Commercial / Highway Commercial
- Recreational
- Industrial
- Conservation Lands
- Licenced Pits and Quarries
- Specific Policy Areas
- Hamlets

Base Features

- Provincial Highway 3
- County Roads
- Local Roads
- Railway
- Watercourse / Shoreline

N W E S

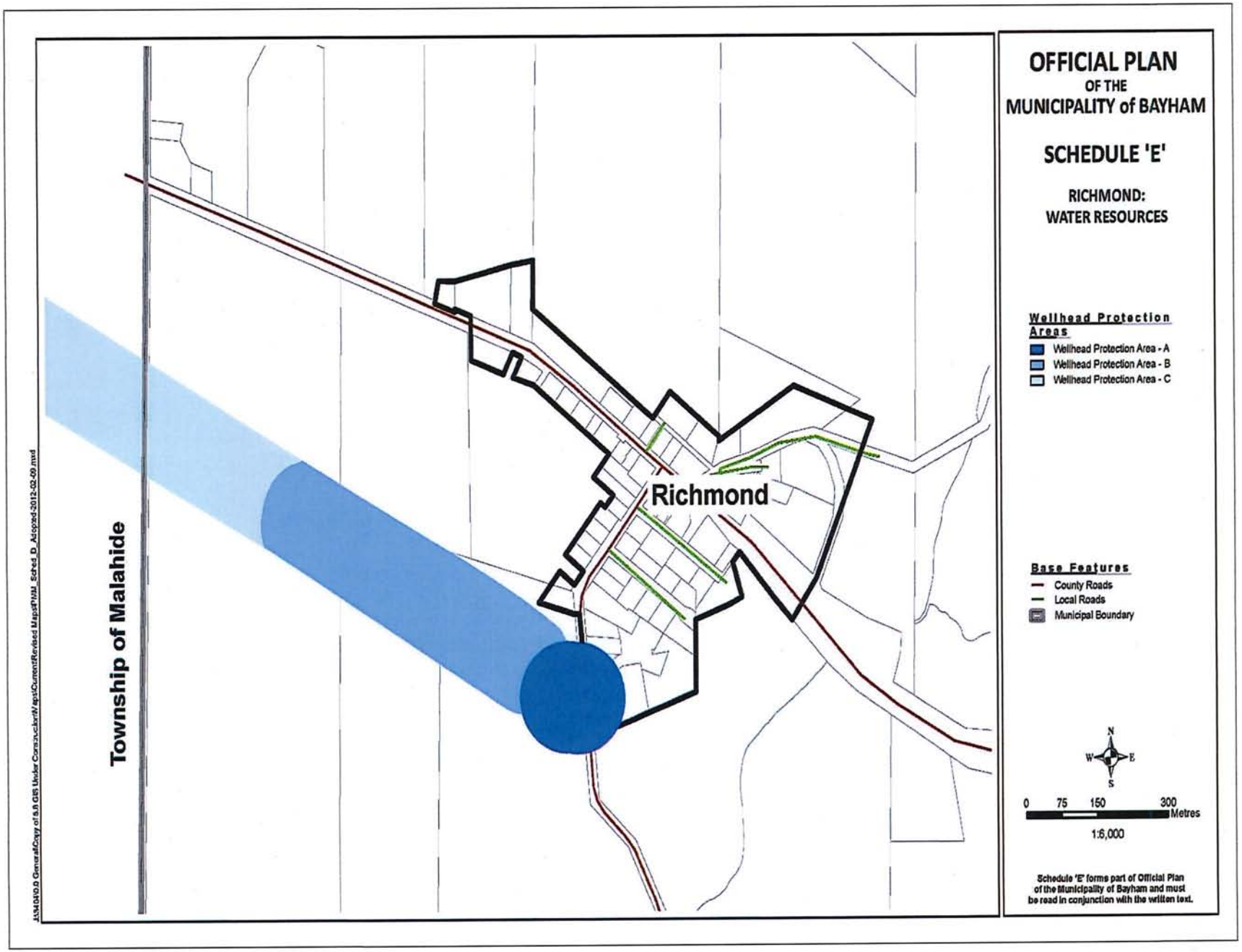
0 1 2 4 Kilometres

1:75,000

Schedule 'A1' forms part of Official Plan of the Municipality of Bayham and must be read in conjunction with the written text.

June 2018

2. The Official Plan of the Municipality of Bayham is hereby amended by adding the following Schedule 'E' Richmond: Water Resources:


Township of Malahide
Richmond
OFFICIAL PLAN
OF THE
MUNICIPALITY of BAYHAM
SCHEDULE 'E'
RICHMOND:
WATER RESOURCES
Wellhead Protection Areas
Wellhead Protection Area - A
Wellhead Protection Area - B
Wellhead Protection Area - C
Base Features
County Roads
Local Roads
Municipal Boundary
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Metres
1:6,000
Schedule 'E' forms part of Official Plan of the Municipality of Bayham and must be read in conjunction with the written text.

Technical Amendments

1. The Municipality of Bayham Official Plan is hereby amended by changing the entire document from 10 font size to 11 font size.

2. Section 3.1.1.2 is hereby amended by replacing the following:

    - Replacing 'located' with 'locating'

3. Section 3.3.1 is hereby amended by revising the number of occupied existing non-farm residential dwellings:

    - Replacing 'ten (10)' with 'nineteen (19)'

4. Section 4.4.1.4 is hereby amended by revising the following:

    - Replacing 'communal well' with 'public well', in the table for the Hamlet of Richmond

5. The following sections are hereby amended by revising reference from: 'Provincial Policy Statement 2005' to 'Provincial Policy Statement 2014'; or by adding '2014' to Provincial Policy Statement:

    - Section 1.1 – replacing '2005' with '2014', paragraph 4
    - Section 1.3
        - Adding '2014', paragraph 1
        - Adding '2014', paragraph 3 (2 times)
        - Changing '2005' to '2014', paragraph 4 (2 times)
    - Section 2.1.7.1 – adding '2014'
    - Section 2.2 – replacing '2005' with '2014'
    - Section 2.3 – adding '2014'
    - Section 2.3.1.1 – adding '2014'
    - Section 2.4 – adding '2014'
    - Section 2.6 – adding '2014'
    - Section 3.1.3.3 – adding '2014'
    - Section 3.2.1.5 – adding '2014'
    - Section 8.1 – adding '2014'
    - Section 8.5.1.2 – replacing '2005' with '2014'

- Section 8.14.1.1 - adding '2014'

6. The following sections are hereby amended by revising reference to Provincial Ministry and Agency names:

    - Sections - 2.1.3.2, 2.1.5.1 e), 3.1.5.1.1 a), 3.1.7.3, 3.1.8.3 d), 3.1.9.3 e), 3.3.3 a), 4.2.1.3, 4.5.6.4, 4.5.6.6,4.6.1.1 d) (x2), 4.6.2.1 b) (x2), 5.3.4.2 a), 7.1.4.1 j), 8.10.2.1 a)/b)/c)/d):
        - Replacing 'Ministry of the Environment' with 'Ministry of the Environment and Climate Change'
    - Sections – 1.3, 2.2.1.3, 2.2.3.2 a), 2.2.3.4, 2.3.1.5, 2.4, 2.4.2.2, 3.3.3 g), 6.1.7.4 c), 6.1.8.2 b), 6.1.8.4 (x2), 6.1.9 b), 6.1.10.1 a), 6.2.2.6, 8.2.1.2:
        - Replacing 'Ministry of Natural Resources' with 'Ministry of Natural Resources and Forestry'
    - Section 2.6 - replacing 'Ministry of Culture' and with 'Ministry of Tourism, Culture and Sport'
    - Section 3.3.3 c) - replacing 'Ministry of Tourism and Culture' with 'Ministry of Tourism, Culture and Sport'
    - Sections - 8.5.1.4, 8.5.5.3, 8.7.2.6, 8.16.1.6 (2 times), 8.16.4.2
        - Replacing 'Ontario Municipal Board' with 'Local Planning Appeals Tribunal'
    - Section 8.10.1.3
        - Replacing 'Elgin-St. Thomas Health Unit' with 'Southwestern Public Health'

7. Section 1.1 is hereby amended by adding the following paragraph:

    "A five year review of the Official Plan was initiated in 2017 in response to changing local circumstances and development, and to address economic, environmental and social change. The review also incorporates Provincial policy changes to the Planning Act, Provincial Policy Statement 2014 and the County of Elgin Official Plan. The population of the municipality in 2016 was 7396 according to Statistics Canada. The projected population for the Municipality by the year 2038 is 9480 based on extrapolation of recent growth rates. The policies and land use designations included in this Official Plan have been prepared to guide development in the Municipality of Bayham for the ten-year period between 2018 and 2028."

8. Section 3.1.9.1 – adding Part Lot '18' to Bayham Industrial Park lands

9. Section 4.5 – replacing '2009-2029' with '2018-2038'

10. Section 7 – replacing '2009-2029' with '2018-2038'

11. Map Schedule "A1" Municipality of Bayham: Land Use is hereby amended for housekeeping purposes by changing the following:

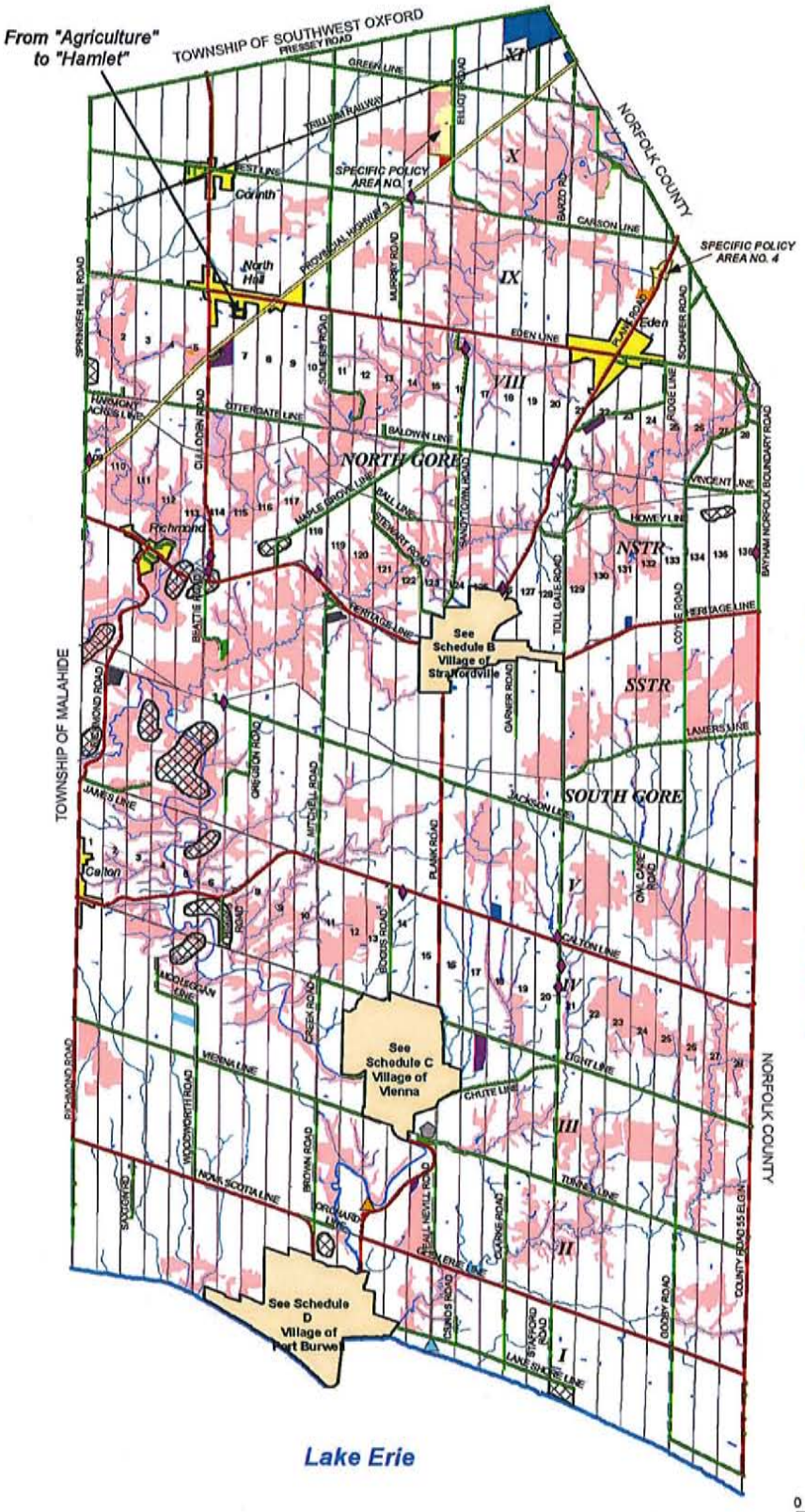
    a) Schedule 'A1' Municipality of Bayham: Land Use is hereby amended by changing from "Agriculture" those lands outlined and marked as changed to "Hamlet" on the attached Schedule "A1", which shall constitute part of this amendment.

    b) The lands subject to this amendment and designated "Hamlet" may be used, developed and zoned in accordance with the "Hamlet" designation policies of Section 4.4 of the Official Plan, as amended.

OFFICIAL PLAN
OF THE
MUNICIPALITY of BAYHAM

SCHEDULE 'A1'

MUNICIPALITY OF BAYHAM: LAND USE



Resource Uses

- Agriculture
- Natural Heritage
- Mineral Aggregate Resource Area
- Natural Gas Reservoir

Non Resource Uses/ Specific Land Use Policies

- Estate Residential
- Mobile Home Parks
- Seasonal Travel Trailer and Campgrounds
- Institutional
- Commercial / Highway Commercial
- Recreational
- Industrial
- Conservation Lands
- Licenced Pits and Quarries
- Specific Policy Areas
- Hamlets

Base Features

- Provincial Highway 3
- County Roads
- Local Roads
- Railway
- Watercourse / Shoreline

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1:75,000

Schedule 'A1' forms part of Official Plan of the Municipality of Bayham and must be read in conjunction with the written text.

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June 2018

REPORT TO COUNTY COUNCIL

FROM: Steve Evans, Manager of Planning

DATE: February 4, 2019

SUBJECT: Draft Approval for a Vacant Land Condominium
Part of Lot 24, Concession 6 South of the River Thames
Geographic Township of North Dorchester
Municipality of Central Elgin
File No.: 34CD-CE1701
Owner: Robin Ridge Estates Ltd.

RECOMMENDATIONS:

THAT the Council of the Corporation of the County of Elgin grants draft plan approval to Robin Ridge Estates Ltd. Draft Plan of Vacant Land Condominium in the Municipality of Central Elgin (Belmont) File No. 34CD-CE1701; and;

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

INTRODUCTION:

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

In accordance with Section 51 of the Planning Act, the Council of the County of Elgin, the "Approval Authority," is required to make a decision which gives or refuses to give approval to a draft plan of condominium.

DISCUSSION:

The lands that are the subject of this application for draft plan approval are located in Belmont (see attached plan and location map). The owner is requesting approval of a "Plan of Condominium" on which is proposed forty (40) single detached residential dwellings.

Adjacent land uses include residential to the east, west and south and a municipal water tower to the north.

This application was accepted as "complete" on April 25, 2017 by the County of Elgin. The developer submitted documents to support the proposed subdivision including a Preliminary Servicing Report and an Archaeological Assessment.

A statutory public meeting was held by the Municipality on June 26, 2017 and a number of concerns were raised by neighbours about drainage issues, privacy and construction traffic. There were no objections from the Kettle Creek Conservation Authority.

The proposed plan of condominium is located in a fully serviced area of Belmont and the land is designated "Residential" in the Central Elgin Official Plan. The plan is consistent

with the Provincial Policy Statement, complies with the County and Central Elgin Official Plans and the lands are zoned appropriately in the Belmont Zoning By-law.

CONCLUSION:

The Manager of Planning has reviewed File No. 34CD-CE1701 and has prepared conditions for draft approval which are attached for Council's review. These conditions have been reviewed by the Municipality of Central Elgin and by the owner and no changes have been requested.

Based on the above the Manager of Planning is satisfied that this plan of condominium has had regard to subdivision criteria as set out in Section 51 (24) of the Planning Act and that the conditions, as attached, are reasonable. If County Council approves this draft plan of condominium, the owner will be responsible for fulfilling the conditions before final approval can be given.

All of which is Respectfully Submitted

Steve Evans
Manager of Planning

Approved for Submission

Julie Gonyou
Chief Administrative Officer

Applicant:	**Robin Ridge Estates Ltd.**	**Date of Decision:**	**2018**
File No.:	**34-CD-CE1701**	**Date of Notice:**	**2018**
Municipality:	**Central Elgin**	**Last Date of Appeal:**	**2018**
Subject Lands:	**Part of Lot 24, Concession 6 Geographic Township of North Dorchester, Municipality of Central Elgin**	**Lapsing Date:**	**2021**

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

Approval of a Draft Plan of Condominium in respect of the subject lands noted above was given by the County of Elgin on . A copy of the conditions for final approval is attached. Council considered all written and oral submissions received on this application, the effect of which helped Council to make an informed decision.

When and How to File an Appeal

Notice to appeal the decision to the Local Planning Appeal Tribunal must be filed with the County of Elgin no later than twenty (20) days from the date of this notice as shown above as the last date of appeal.

The Notice of Appeal should be sent to the attention of the Planning Department, at the address shown below and it must,

(1) set out the reasons for the appeal; and

(2) be accompanied by the fee prescribed under the Local Planning Appeal Tribunal Act in the amount of $300.00 payable by cheque to the Minister of Finance, Province of Ontario.

Who Can File an Appeal?

Only individuals, corporations or public bodies may appeal the decision of the County of Elgin to the Local Planning Appeal Tribunal. An appeal may not be filed by an unincorporated association or group. However, a Notice of Appeal may be filed in the name of an individual who is a member of the association or group.

Right of Applicant or Public Body to Appeal Conditions

The applicant or any public body may, at any time before the final plan of subdivision / condominium is approved, appeal any of the conditions imposed by the County of Elgin to the Local Planning Appeal Tribunal by filing with the Manager of Planning a Notice of Appeal.

How to Receive Notice of Changed Conditions

The conditions of an approval of draft plan of subdivision / condominium may be changed at any time before the final plan is given.

You will be entitled to receive notice of any changes to the conditions of approval of draft plan of subdivision / condominium if you have either,

(1) made a written request to be notified of the decision to grant or refusal to grant approval of draft plan of subdivision / condominium; or

(2) made a written request to be notified of changes to the conditions of approval of the draft plan of subdivision / condominium.

Getting Additional Information

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

Mailing Address for Request to be Notified

County of Elgin
Planning Department
450 Sunset Drive
St. Thomas, ON N5R 5V1
Tele: (519) 631-1460
Fax: (519) 633-7661
E-mail: sevans@elgin.ca

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Applicant:	**Robin Ridge Estates Ltd.**	**Date of Decision:**	**2018**
File No.:	**34-CD-CE1701**	**Date of Notice:**	**2018**
Municipality:	**Central Elgin**	**Last Date of Appeal:**	**2018**
Subject Lands:	**Part of Lot 24, Concession 6 Geographic Township of North Dorchester, Municipality of Central Elgin**	**Lapsing Date:**	**2021**

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

No.	**Conditions**
1.	That this approval shall apply to the "red line revised" draft Plan of Condominium (vacant land condominium 34CD-CE1701), prepared by Archibald, Gray & McKay Ltd. and certified by Juan Zapata OLS, dated February 16, 2017, showing a total of 40 units for residential detached dwellings and a common element area containing a paved roadway, visitor parking and landscaped areas. The Plan is located within the Municipality of Central Elgin, and comprises Part of Lot 24, Concession 6, and all of Block 31, Plan 33M-658, Geographic Township of North Dorchester in the Municipality of Central Elgin, County of Elgin.
2.	That the owner enters into a Condominium Agreement, pursuant to the authority of section 51 (26) of the Planning Act R.S.O 1990, as amended, with the Municipality of Central Elgin (Municipality) wherein the owner agrees to satisfy all the requirements, financial and otherwise, of the Municipality of Central Elgin respecting the conditions of approval set out herein, and the laying out and development of the site, the installation of facilities and services including roads, sanitary sewerage collection system, water distribution system, utilities, storm water management facilities and landscaping required for the development of the lands within the Plan.
3.	That the agreement between the owner and the Municipality be registered against the lands to which it applies once the declaration and description have been registered.
4.	That the street as shown as "common element" on the draft plan of condominium shall be named and new homes addressed to the satisfaction of the Municipality.
5.	That the owner shall provide easements as may be required for access. utility, servicing, or drainage purposes in a form satisfactory to the Municipality or utility.
6.	That the owner convey up to 5% of the land included in the plan to the Municipality for park or other public recreation purposes. Alternatively, the Municipality may require cash-in-lieu of all or a portion of the conveyance.
7.	That the Agreement between the Owner and Municipality shall contain provisions requiring: (a) The owner, to include within the declaration, a statement informing the persons who first purchase a unit following draft plan approval and prior to registration, of all the approved development charges, including development charges for school purposes, relating to any such unit within the draft plan of condominium pursuant to section 59 (4) of the Development Charges Act, 1997;

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(b) All services, which in the opinion of the Municipality are necessary for the development of the lands within the Plan, such services being hereinafter called the "necessary services", shall be in place before development begins; and

(c) Notwithstanding (b), development may begin before all necessary services are in place if the Municipality is satisfied that adequate arrangements have been made to ensure that the necessary services shall be provided in a timely manner as development proceeds. Adequate arrangements shall include the passing of an area-specific development charge by-law pursuant to section 2 of the Development Charges Act, 1997, and the entering into of a front-ending agreement under section 44 of the Development Charges Act, 1997, which by-law and agreement relate to the necessary services.

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

9. That prior to final approval the Municipality shall confirm that there is uncommitted reserve sewage and water treatment capacity to service the development and that the proposed arrangements for storm water management are acceptable and can be assumed by the Municipality.

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

11. That the Owner shall be responsible for implementing and maintaining sediment and erosion controls on the subject lands until such time as the Municipality assumes the roads and associated services.

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

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

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

    (a) The owner shall:

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

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

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

    (b) The owner further agrees to:

        (i) consult with Canada Post to determine suitable permanent locations for the community mail box, which locations shall be indicated by the developer on the appropriate servicing plans;

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

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

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

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

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

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

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

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"Holding Zone" is defined by a geographic boundary, within an attendance area (usually with high concentrations of new or imminent development), for which the Trustees have approved that students residing in it are to attend a specified school based on available capacity, until such time as long-term accommodation and related revised attendance areas can be established.

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

17. That prior to final approval, the County of Elgin is to be advised in writing by the Municipality how conditions 1 through 16 have been satisfied.

18. That prior to final approval the County of Elgin is to be advised in writing by Canada Post how condition 14 has been satisfied.

NOTES TO DRAFT APPROVAL

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

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

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

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

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

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

5. Clearance is required from the following:

   - Donald Leitch, CAO / Clerk
     Municipality of Central Elgin
     450 Sunset Drive
     St. Thomas, ON N5R 5V1

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

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If the agency's condition concerns a clause in the Condominium Agreement, a copy of the agreement should be sent to them. This will expedite clearance of the final plan. A copy of the agreement and declaration is also required by the County of Elgin.

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

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

   (a) Georeferenced to the NAD83 UTM Zone 17N coordinate system;

   (b) All classes of features must be separated into different layers; and

   (c) Each layer should be given a descriptive name so that the class of feature it contains is recognizable.

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

   "Approval Authority Certificate

   Parts _____ & _____ approved and Part _____ exempted under section 9 of the Condominium Act and section 51 of the Planning Act, on this _____ day of _____, 20__.

   _____
   Manager of Planning"

9. The approval of this draft plan of condominium File No. 34CD-CE1701 will lapse on the _____ day of _____, 2022, pursuant to subsection 51(32) of the Planning Act, as amended. It is the responsibility of the owner to request an extension of the draft approval if one is needed. A request for extension should be made at least sixty (60) days before the approval lapses since no extension can be given after the lapsing date. The request should include the reasons why an extension is needed and a resolution in support of the extension from the Council of the Municipality of Central Elgin.

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

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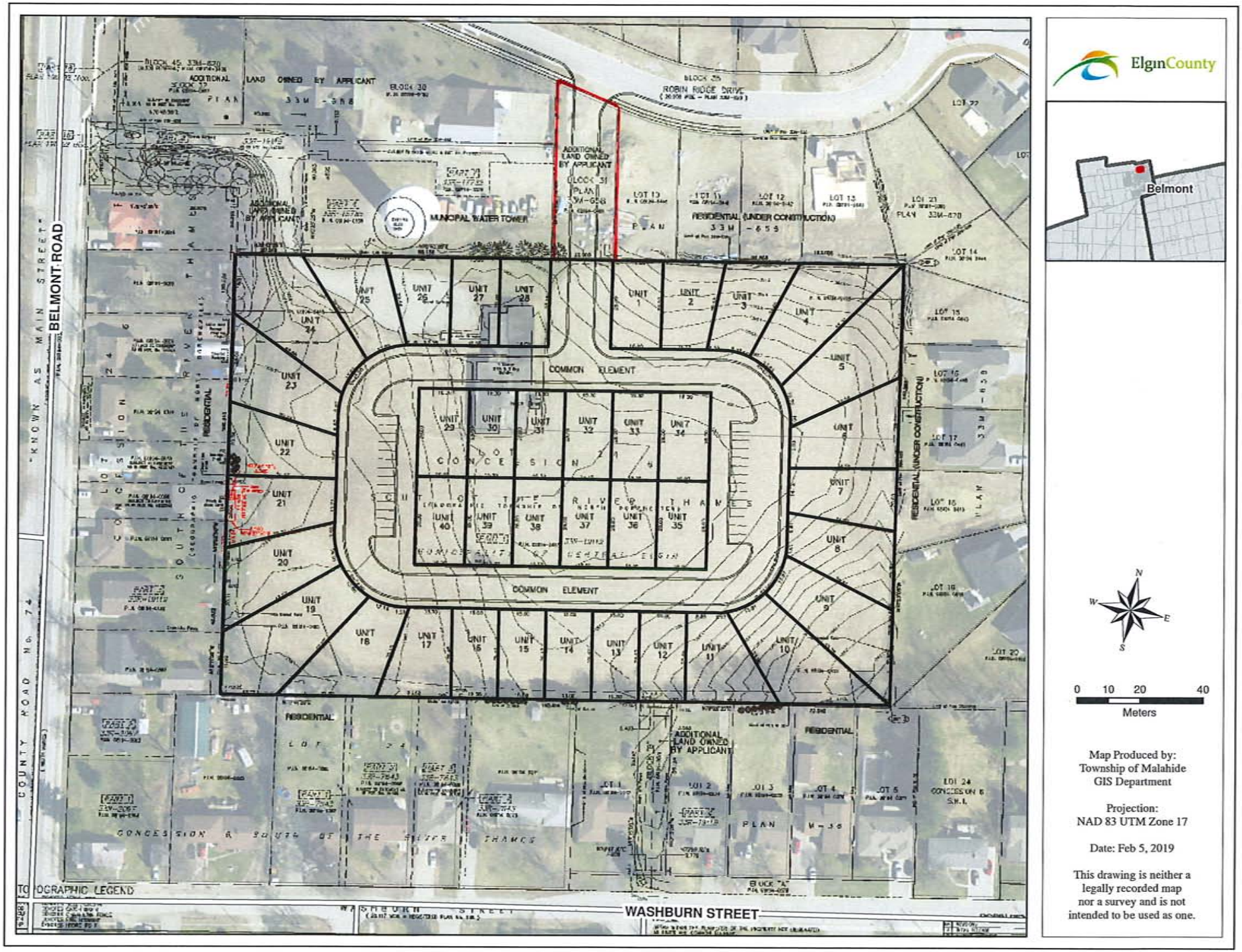

ElginCounty

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Map Produced by:
Township of Malahide
GIS Department

Projection:
NAD 83 UTM Zone 17

Date: Feb 5, 2019

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

REPORT TO COUNTY COUNCIL

FROM: Steve Evans, Manager of Planning
Jeff Lawrence, County of Elgin Tree Commissioner & Weed Inspector

DATE: February 12, 2019

SUBJECT: Protection and Enhancement of Tree Canopy and Natural Vegetation Policy

RECOMMENDATION:

THAT the attached Protection and Enhancement of Tree Canopy and Natural Vegetation Policy be approved and added to the Corporate Policy Manual.

INTRODUCTION:

Section 270(1)(7) of the Municipal Act requires that the County adopt and maintain policies with respect to "the manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality".

DISCUSSION:

The County has undertaken a number of initiatives that, cumulatively, protect and enhance the tree canopy and natural vegetation within the County. The initiatives include a new County Official Plan which was approved in 2013. The Official Plan recognizes and protects natural heritage features including woodlands. Currently the County is preparing a Natural Heritage System Study which will not only protect and manage impacts to ecosystems, but also include the objective of enhancing and restoring ecosystems appropriately. Having an Elgin Natural Heritage System Study, and an upper tier Official Plan that protects woodlands and natural vegetation adds a level of scrutiny to the County's approval authority mandate when planning decisions are made concerning new development. These County initiatives actively support the intent of the County's Woodlands Conservation By-law No. 05-03, as amended, to ensure that the tree canopy and woodlands coverage across the County is protected and enhanced. The attached policy satisfies the County's requirements under the Municipal Act. The policy also serves to summarize and consolidate into one document the County's initiatives and existing decisions..

This policy applies to the activities of the County of Elgin. In addition, this policy could be utilized by local municipalities within the County to satisfy their requirements under Section 270 (1)(7) of the Municipal Act should they choose to.

CONCLUSION:

The following report and accompanying policy will ensure that the County of Elgin will be compliant with Bill 68 in regards to Tree Canopy and Natural Vegetation by the prescribed date of March 1, 2019.

All of which is Respectfully Submitted

Steve Evans
Manager of Planning

Approved for Submission

Julie Gonyou
Chief Administrative Officer

Jeff Lawrence
County of Elgin Tree Commissioner & Weed Inspector

Subject: PROTECTION AND ENHANCEMENT OF TREE CANOPY AND NATURAL VEGETATION

Scope: Elgin County

Issued: February 12, 2019

Purpose:

Section 270(1) (7) of the Municipal Act requires that the County adopt and maintain policies with respect to “The manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality.” This policy provides a framework for the County of Elgin to protect and enhance the tree canopy and natural vegetation within the County.

Policy:

This policy applies to the Corporation of the County of Elgin.

Procedure:

The County of Elgin has undertaken a number of initiatives that, cumulatively, protect and enhance the tree canopy and natural vegetation within the County.

Elgin Natural Heritage Systems Study

The County, in partnership with its four conservation authorities, is preparing the Elgin Natural Heritage System Study which on a landscape basis will identify the Natural Heritage System within the County. The Study will be consistent with Policy 2.1.3 of the Provincial Policy Statement 2014 which requires that natural heritage systems should be maintained, restored or, where possible, improved.

The Elgin Natural Heritage System Study will provide the base science to support natural heritage planning within the County including the protection and enhancement of the tree canopy and natural vegetation.

Elgin County Official Plan

The Elgin County Official Plan guides the County in land use policy and physical planning and establishes an upper tier policy framework for all land use planning decisions within the County. The County Official Plan reinforces the value of integrating land use issues and enabling development on an environmentally sustainable basis so that the needs of today do not compromise the ability of future generations to meet their own needs.

The County Official Plan protects and enhances the tree canopy and natural vegetation of the County by seeking to protect its natural heritage system. This includes, where directed by land use planning policy, the requirement for the completion of Environmental Impact Study in support of development applications that may have an impact on the tree canopy and natural vegetation.

Decisions under the Planning Act

County Council is the Provincially- delegated Approval Authority for local official plans, official plan amendments, plans of subdivision and plans of condominium. When decisions are made concerning such matters, the potential impact on the County's Natural Heritage System, including the tree canopy and natural vegetation, is considered and opportunities for enhancement are examined.

The County undertakes this activity working with our partners including local municipalities, the conservation authorities, the Province of Ontario, and others. This includes, where directed by land use planning policy, the requirement for the completion of Environmental Impact Studies in support of development applications that may have an impact on the tree canopy and natural vegetation.

Woodlands Conservation By-law

The County's Woodlands Conservation By-law No. 05-03, as amended, passed under Section 135 of the Municipal Act, regulates the destruction or injuring of trees within woodlands on private property to prevent deforestation, overharvesting and to promote good forestry practices. The By-law provides for selective cutting /commercial timber harvest within regulated woodlands under either Good Forestry or Circumference Limit practices. The County's Woodlands Conservation Officer, appointed by County Council, actively administers and enforces the By-Law.

The Woodlands Conservation By-law No. 05-03, as amended, provides exemptions for certain activities that can cause the destruction of trees, including but not limited to a licensed aggregate pit or quarry, municipal drain maintenance, and where County Council approves a 'Council Exemption'.

In considering 'Council Exemption' applications, the public and agencies are consulted, and Council considers a report from the Woodlands Conservation Officer that addresses, among other matters, the following evaluation criteria: native Carolinian species, evidence of long-term continuous forest cover, viability of remaining woodland, species composition / diversity / age class, influence of recent disturbance, replant of an equivalent area contiguous with existing woodlands, effect on remaining woodland, Environmental Impact Study, natural heritage significance criteria, rare / protected wildlife species habitat, Provincially designated wetlands / ANSIs / Regulated Area, Species at Risk screening, previous exemptions, Federal / Provincial / Municipal / NGO funding, and if planted or retained as a condition of a planning approval.

REPORT TO COUNTY COUNCIL

FROM: Brian Masschaele, Director of Community and Cultural Services

DATE: February 12, 2019

SUBJECT: 2018 Out-of-Province Travel

RECOMMENDATION:

THAT the report titled “2018 Out-of-Province Travel” from the Director of Community and Cultural Services dated February 12, 2019 be received and filed.

INTRODUCTION:

County Council has given authority for staff and members of Council to attend meetings and conventions outside of Ontario subject to certain conditions; particularly that such travel receive prior approval of the CAO, that costs be contained within existing budgets and that it is reported annually to Council. This report fulfils this annual reporting requirement.

DISCUSSION / CONCLUSION:

The following out-of-province meetings and conventions were attended by staff in 2018:

- Laserfiche training – Long Beach, California – January 2018. Attended by Information Technology Coordinator. (Laserfiche is the County’s electronic document management software. Costs associated with airfare and registration were paid by the County’s vendor as part of training support.)
- Motorcycle Super Show – Cleveland – January 2018. Attended by General Manager, Economic Development (in partnership with Southwest Ontario Tourism Corporation as part of the “Cruise the Coast” motorcycle tourism program).
- Canadian Association of Municipal Administrators - Fredericton, New Brunswick- May 2018. Attended by CAO.

All of which is Respectfully Submitted

Brian Masschaele
Director of Community and Cultural Services

Approved for Submission

Julie Gonyou
Chief Administrative Officer

REPORT TO COUNTY COUNCIL

FROM: Rob Bryce, Director of Human Resources

DATE: February 1, 2019

SUBJECT: Council Remuneration

RECOMMENDATIONS:

THAT County Council direct staff on how to proceed with regards to remuneration for Council; and;

THAT the report titled “Council Remuneration” dated February 2, 2019 be received and filed.

INTRODUCTION:

In October 2016, County Council reiterated its desire to ensure that elected positions are compensated fairly for their time and expenses within a remuneration framework that is financially sustainable and reasonable given current practices for municipal council remuneration in Ontario.

In light of recent changes to federal taxation for municipally elected positions, Council requested that staff review comparator data to determine the impact of such changes to the County’s compensation practice, if any, within our established comparator group for compensation purposes. This report provides the outcomes of such review.

DISCUSSION:

Historically, Council has undertaken periodic reviews of Council remuneration. The last review was in 2016 and prior to that 2009. In the last review, Council retained an external advisor who reviewed market data compiled from comparator municipalities to address a variety of remuneration elements and presented recommendations to Council.

A municipal comparator group of ten (10) western Ontario counties and two area cities was selected based on a defined set of criteria that included size and scope of services, geographic placement, and historic comparator considerations.

Within the comparator group and across the municipal sector, a common practice of paying at the 50th percentile of the municipal comparator group was observed. Council adopted the 50th percentile as a reasonable pay target for elected positions having regard to the competitive pay market and the pay policy for the management and non-union group.

The 2016 base salaries for the positions of Wardens and Councillor were deemed to be competitive to the pay market when compared to the municipal comparator group and no wage adjustments were recommended or made at that time.

The 2016 review also determined that eleven of the twelve comparators consider the Mayor/Warden as part-time position. All comparators deemed the Councillor role to be part-time. All comparators had a 1/3 tax free provision attributable to the base pay for Mayor/Warden and Councillor positions. It should be noted that per diems were not common among the comparator group with only three of twelve comparators providing per diems ranging from $149.25 to $166.77. It was determined the County of Elgin's health care and life insurance benefit offerings were competitive at that time as well.
Per County Council's direction, a recent survey of our comparator group has concluded. While the survey did not consider all components of a compensation program, it has been determined that with the federal tax changes now in force, the wages of Elgin County Warden and Councillors are less competitive to the established comparator group.

Survey information is shown below:

Annual Council Wages	Year	Warden/Mayor	Councillor	Tax Treatment eff. Jan 1/2019
Elgin County	2018	$ 60,895.00	$ 22,563.00	1/3 Tax Free
	2019*	$ 71,316.00	$ 26,119.00	Fully Taxable and Grossed up for 1/3
Elgin's Comparators:				
Wellington County	2019	$ 127,421.00	$ 41,040.00	Fully Taxable and Grossed up for 1/3
Haldimand County	2019	$ 101,919.00	$ 52,957.00	Fully Taxable and Grossed up for 1/3
Dufferin County	2019	$ 50,885.00	$ 18,768.00	Fully Taxable and Grossed up for 1/3
Grey County	2018**	$ 75,823.00	$ 19,829.00	Fully Taxable and Grossed up for 1/3
Huron County	Did not respond to request for Information			
Middlesex County	2018***	$ 47,691.00	$ 10,483.00	Fully Taxable and Grossed up for 1/3
Norfolk County	2019	$ 85,863.00	$ 36,814.00	Fully Taxable and Grossed up for 1/3
Perth County	2019	$ 26,946.00	$ 11,433.00	Fully taxable and NOT grossed up
Brant County	Did not respond to request for Information			
St. Thomas	2019	$ 64,510.00	$ 24,260.00	Fully Taxable and Grossed up for 1/3
Woodstock	2019	$ 68,640.00	$ 28,740.00	Fully Taxable and Grossed up for 1/3
Oxford County	2019	$ 75,868.00	$ 24,174.00	Fully taxable and adjusted calculation of rate to match percentage of Director rate
	average	$ 72,557.00	$ 26,850.00	
	50th percentile (median)	$ 72,231.00	$24,217.00	
Notes:	Any approved economic increases for Grey and/or Middlesex Counties will raise average and median numbers of comparator group.			
	* Elgin County - 2019 data assumes 2% economic increase			
	** Grey County - 2019 wage increase has not been determined			
	*** Middlesex County - 2019 wage increase has not been determined			

CONCLUSION:

The vast majority of comparator municipalities have responded to the federal government's tax changes by grossing up wages for elected officials. Without such action being taken at Elgin County, the wages of Elgin County Warden and Councillors will be less competitive to the established comparator group and not reflect Council's previously stated desire to compensate elected officials fairly for their time and expenses.

All of which is Respectfully Submitted

Rob Bryce
Director of Human Resources

Approved for Submission

Julie Gonyou
Chief Administrative Officer

REPORT TO COUNTY COUNCIL

FROM: Rob Bryce, Director of Human Resources

DATE: February 1, 2019

SUBJECT: 2019 Employee Benefits Renewal

RECOMMENDATION:

THAT County Council approve the negotiated renewal rate adjustments with Manulife Financial for the County of Elgin, effective March 1, 2019

INTRODUCTION:

The annual employee benefits renewal report from our benefit consultants at Mosey and Mosey has been received by staff. The report summarizes Mosey's analysis of the group benefits renewal action required by Manulife Financial, effective March 1, 2019.

As part of the 2019 benefits renewal, Human Resources staff worked with Mosey and Mosey to ensure that benefit coverage and associated underwriting costs continue to remain competitive.

County staff is satisfied with the renewal as negotiated on our behalf by Mosey and Mosey with Manulife Financial and recommends renewal of this year's employee benefits program with them.

DISCUSSION:

The County of Elgin's employee group benefits program is underwritten by Manulife Financial and AIG Insurance. The County of Elgin is combined with other member municipalities in order to provide benefits at the most competitive rates. Manulife Financial underwrites the Life, Long Term Disability (LTD), Health and Dental benefits. AIG underwrites the Accidental Death and Dismemberment (AD&D) benefit only.

The County wide consortium represents a total of over $ 2.7 million in annual premiums. Annual premiums for the County of Elgin are approximately $1,270,884 with the extended health and dental representing approximately 70% of total cost.

The group benefit program for the County of Elgin is broken down into two main components, based on the underwriting arrangements that apply to each, as follows:

Life Insurance and Long Term Disability: These are underwritten on a partially pooled, partially experience rated basis. The rating of these benefits takes into consideration

the overall performance of the insurer's pool, changes in employee demographics and the claims experience for the overall consortium. As a result of 2017 marketing, life insurance rates are guaranteed until 2020; 2019 Long Term Disability rates are coming off rate guarantee after a two year freeze and are seeing an 18% increase at this renewal.

Extended Health Care and Dental: These are underwritten on a fully experience-rated basis by Manulife. Rates are established based on the results generated by the premium and claims experience for a twelve month period each year (Nov – Oct) combined for all participating municipalities. Extended Health Care rates will decrease 3.8% and dental rates will increase 2.0%.

Extended Health Care being the highest cost benefit has various cost drivers. Typically, increased paramedical utilization and the impact of specialty drugs will contribute to escalating costs. Additionally, there is a stop loss pooling arrangement in place designed as added protection against the impact of catastrophic claims. Pooling costs have increased steadily over the years.

In a September 2018 report, HR staff had shared with County Council that based on the first 9 months experience in the policy period, a renewal increase of 7.4% was projected. Following negotiations with the insurance carrier and the impact of the extended health care experience results over the last quarter, renewal costs reflect an upward adjustment in overall premiums of 1.8% for the County of Elgin's plan. This represents an additional annual cost over current rates of approximately $24,500 as outlined below:

County of Elgin

	Current	Proposed Renewal		Negotiated Renewal	
Benefit	**Monthly Premium**	**Monthly Premium**	**Rate Adjustment**	**Monthly Premium**	**Rate Adjustment**
Group Life	$7,952	$7,952	0.0%	$7,952	0.0%
AD&D	$299	$299	0.0%	$299	0.0%
Long Term Disability	$19,776	$24,028	21.5%	$23,337	18.0%
Total Pooled:	**$28,027**	**$32,279**	**15.2%**	**$31,588**	**12.7%**
Extended Health Care	$54,957	$55,616	1.2%	$52,867	-3.8%
Dental Care	$21,031	$22,503	7.0%	$21,452	2.0%
Total Experience Rated:	**$75,988**	**$78,119**	**2.8%**	**$74,319**	**-2.2%**
Total Overall:	**$104,015**	**$110,398**		**$105,907**	
8% PST	$8,321	$8,831		$8,473	
Overall Premium	**$112,336**	**$119,229**	**6.1%**	**$114,380**	**1.8%**
$ Adjustment Over Current		**$6,893**		**$2,044**	

CONCLUSION:

Human Resources staff is satisfied with the proposed renewal and recommends acceptance of the renewal rate adjustments with Manulife Financial effective March 1,

2019. A copy of the benefit consultant’s report will be made available in the County Human Resources Office on the third floor, for review.

All of which is Respectfully Submitted

Rob Bryce
Director of Human Resources

Approved for Submission

Julie Gonyou
Chief Administrative Officer

REPORT TO COUNTY COUNCIL

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

DATE: January 24, 2019

SUBJECT: Engineering Services for the Port Bruce Bridge Replacement

RECOMMENDATIONS:

THAT the provision of engineering services associated with the Replacement of the Port Bruce Bridge Request for Proposal 2018-33 submission received from K. Smart Associates Limited Consulting Engineers and Planners in the amount of $213,486.00 (excluding HST) be awarded; and;

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

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 Consulting Engineers and Planners
- 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 selected by the Evaluation Committee is - K. Smart Associates Limited Consulting Engineers and Planners. The total cost for Engineering Services is $213,486.00 (excluding HST). The proposal submitted by K. Smart Associates Limited Consulting Engineers and Planners was the highest scoring qualified proposal and thus represented the best complete quality submission.

Subject to County Council's award of this engineering services assignment as recommended, K. Smart Associates Limited Consulting Engineers and Planners 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 K. Smart Associates Limited Consulting Engineers and Planners was deemed the successful qualified proponent and is recommended for award.

All of which is Respectfully Submitted

Mike Hoogstra
Purchasing Coordinator

Brian Lima
Director of Engineering Services

Approved for Submission

Julie Gonyou
Chief Administrative Officer

REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer/Clerk

DATE: February 1, 2019

SUBJECT: Council-Staff Relationship – Bill 68

RECOMMENDATION:

THAT the report titled “Council-Staff Relationship – Bill 68” from the Chief Administrative Officer/Clerk, dated February 1, 2019 be received and filed.

PURPOSE:

Bill 68*, Modernizing Ontario’s Municipal Legislation Act, 2017* requires that municipalities shall adopt and maintain policies with respect to a number of matters including the relationship between members of council and the officers and employees of the municipality [Municipal Act, 2001 270.(1)(2.1)].

While some municipalities have chosen to adopt a separate policy for council-staff relations, others have incorporated such provisions within other existing governance documents, including their Code of Conduct.

This report concludes that Elgin County’s requirements for this policy are achieved within Council’s Code of Conduct (By-Law 17-39), which was passed on November 28, 2017 and recommends that an additional separate policy not be established at this time.

BACKGROUND:

The purpose of this report is to review compliance with legislated requirements included in Bill 68*, Modernizing Ontario’s Municipal Legislation Act, 2017* which advises that as of March 1, 2019, all municipalities in Ontario must have, among several other new provisions, a Code of Conduct for Members of Council, an Integrity Commissioner, and policies with respect to a number of matters including the relationship between members of council and the officers and employees of the municipality. With respect to the last item, the legislation provides no specific guidance in regard to the content or format of such policies.

In order to strengthen the role of Council and to enhance public trust with respect to the obligations of its Members, the Code of Conduct was established to govern and regulate the ethical conduct of all Members. The Code of Conduct supplements existing superior legislation, municipal by-laws and corporate policies related the relationship between members of council, officers, and employees.

The purpose and intent of the Code of Conduct is:

(i) To establish guidelines for ethical conduct required of Members;

(ii) To establish guidelines to encourage and ensure interpersonal conduct, communications and interactions consistent with legal requirements; and,
(iii) To provide mechanisms to ensure accountability and compliance with the required ethical and interpersonal conduct standards of this Code of Conduct.

When the Code of Conduct was approved by Council, a section for Council interaction with the Public, other Members, and County Staff was included. (See Part 8, below). The Code was designed to be a "living document" which is established at a base level and evolves over time, if required, to ensure compliance with any legislative changes that impact such policy. This approach to policy development allows the policy to adapt with the changing needs of the municipality, while at the same time avoiding being overly prescriptive in mandatory policy areas.

In the case of such council-staff relations, an overly prescriptive separate policy has the potential to impact the positive council and staff dynamic that currently exists in Elgin County. Part 8 of our Code of Conduct not only meets the legislated requirements, it completely captures our collective goals. The existing language ensures that each Member of Council has the ability to speak to staff about issues or to seek information while at the same time ensuring that such communications are carried out in a controlled and respectful way.

Specifically, By-Law 17-39, which includes Part 8 of the Code of Conduct regarding Council interaction with the Public, other Members, and County Staff states:

8.1 Members have a duty to treat members of the public, each other and staff with respect and dignity and without abuse, bullying or intimidation;

8.2 Members have a duty to ensure that the County's work environment is safe and free from discrimination and harassment;

8.3 Members are to recognize that Employees serve Council and work for the municipal corporation under the direction of the Chief Administrative Officer. Council directs Employees through its decisions as recorded in the minutes and resolutions of Council. The role of Employees is to provide advice and services that are based on political neutrality, objectivity and professional judgment which may not necessarily reflect the opinion or position of any single Member. Members have no individual capacity to direct Employees to perform specific functions.

8.4 Inquiries of Employees from Members should be directed to the Chief Administrative Officer or the appropriate Department Head.

8.5 No Member shall compel Employees to engage in partisan political activities or be subjected to threats, discipline or discrimination for refusing to engage in any such activity.

8.6 Members shall show respect for the professional capacities of County Employees. Some Employees have professional credentials (examples: professional engineer, registered nurse) which create separate legal and ethical obligations for those Employees. Members shall refrain from any conduct which may deter, interfere or unduly influence Employees in such a manner as to result in them violating their professional legal or ethical obligations.

8.7 Certain Employees hold positions within the administration of justice. Members shall refrain from making requests or statements or otherwise taking action which may be construed as an attempt to influence the independence of staff working within the administration of justice.

Additionally, the County has a number of Human Resources policies to ensure that Members governed by this Code of Conduct understand and comply with standards of conduct required at law in terms of their interpersonal interactions, communications and conduct. These Human Resources policies include *HR 3.01 – Respectful Workplace; HR 3.02 – Adherence to the Ontario Human Rights Code; HR 3.03 – Workplace Harassment; and HR 3.04 – Workplace Violence.*

The Municipal Corporation and Members, as agents of the Municipal Corporation, share important obligations for ensuring compliance with required standards of interpersonal conduct and interactions. A failure to adhere to the required Standards of Conduct can expose the Municipality, the County, and individual Members to potential liabilities.

It is noted that legislative compliance has been considered by the County Solicitor and he is satisfied that a separate policy document relating to council-staff relations is not specifically required by the relevant section of the Municipal Act, 2001.

CONCLUSION:

Elgin County has worked to foster and sustain an outstanding council - staff relationship that is guided by mutual respect, effective communication protocols and a strong understanding by both the governance and administration of the various roles and responsibilities in the organization. While there will undoubtedly be a strong desire in some municipalities to develop a more formal protocol, it is my view that our current format and language on this subject complies with legal requirements and supports the strong foundation that we have built in Elgin County.

With this being said, it is always an option for Council to request a more detailed policy and therefore, the options that I present for Council's consideration are:

a) Legislative requirements regarding the relationship between members of council and the officers and employees of the municipality have been achieved and are included within the Code of Conduct (as recommended) and that this document be considered a "living document" that is subject to revision at any time as directed by Council; (no direction required)

b) Council may desire a separate and distinct Council-Staff Relations Policy and direct that staff complete this and submit it to the Policy Committee; (direction required)

All of which is Respectfully Submitted,

Julie Gonyou
Chief Administrative Officer

CORRESPONDENCE – February 12, 2019

Items for Consideration – (Attached)

1. Jennifer Cripton, Elgin St. Thomas EMS, with a request for a retired Elgin County ambulance for Operation Nicaragua.

2. Rev. Canon Nick Wells, Chaplin Old St. Thomas Church, request for the painting entitled “The arrival of the First Settlers”

January 31, 2019

Ms. Julie Gonyou, CAO of Elgin County,

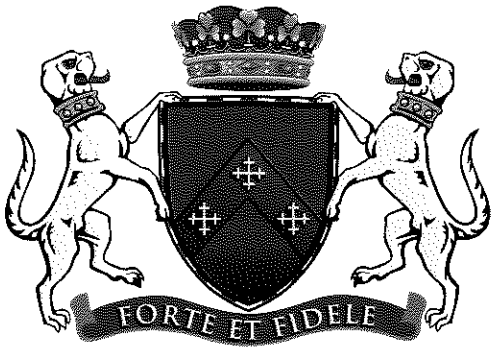
My name is Jennifer Cripton and I am a paramedic who has been working in Elgin County for 10 years. I am writing to you as a paramedic and humanitarian looking to continue to transport and donate retired emergency vehicles to Nicaragua. I am hoping to add one or more retired Elgin ambulances to that number. To date, the charitable organization I work with, Operation Nicaragua, has delivered over 30 emergency vehicles in the last decade. Unfortunately, most of the firetrucks and ambulances the country did have were destroyed in past revolutions. The volunteer firefighters and paramedics who do their best to take care of their communities are left with deteriorating resources, often having to push-start the vehicles if they are not already in the shop for repairs.

As I write this, 2 ambulances and a firetruck are being loaded on a ship in Fort Lauderdale to sail for 6 days to Nicaragua, where they will help paramedics and firefighters keep thousands of people safe. I will be traveling to Nicaragua in February of 2019 in order to ensure their arrival/delivery to their respective communities. I also continue to bring paramedic volunteers down from Canada to assist with training the local bomberos (firefighters) in basic first aid and CPR, and this has included other Elgin paramedics. I'm proud to say this has become an annual tradition, and I'd like to continue the trend.

I hope you will consider assisting me in obtaining a retired vehicle from Elgin County, as it is such a privilege to be able to give the vehicles a second life. I have every intention of being there along the way for each vehicle, documenting the journey and further use in Nicaragua. Operation Nicaragua is a registered charity, founded in BC, but now includes Ontario. Please contact me for further details. I hope to be able to work with you in helping those that help others!

Graciously,

Jennifer Cripton
Elgin St. Thomas EMS
519-872-7588
jennifer.cripton@memseo.com



February 4, 2019

Julie Gonyou
450 Sunset Avenue
St. Thomas, Ontario
N5R 5V1

Dear Ms. Gonyou:

I write to ask permission to remove the painting entitled "The arrival of the First Settlers" by Peter Rindlesbacker in the County Council chambers and transfer it to the Elgin St. Thomas Art Gallery just prior to Tuesday April 23rd 2019. The painting along with one other will be part of an unveiling of a new work that depicts a significant event in the history of Elgin County in 1832. The work will only be on display for several days and then returned to its current location. I have been in contact with Sally Martin who supports this request and has asked that I seek permission of council on this matter. All members of council are invited to attend the unveiling of this new work on Tuesday April 23rd 2019 in the evening at the Art Gallery as part of their 50th Anniversary celebrations. I look forward to hearing from you.

Epiphany Blessings,

The Rev. Canon Nick Wells
Chaplain Old St. Thomas Church
Diocese of Huron

The Rev. G. Nick Wells | 40 Mitchell Street, St. Thomas, Ontario N5R 2T9 | (519) 615-6226 | gwells1@teksavvy.com

CORRESPONDENCE – February 12, 2019

Items for Information– (Attached)

1. Delegation Request & Response from Larry Martin, Chairman, Southwestern Public Health

2. Honourable Jeff Yurek, Minister of Transportation, with a letter regarding funding for a Planning and Environmental Assessment Study to accommodate traffic in the vicinity of Wonderland Road, Highway 3/Ron McNeil Line, Talbot Line and Ford Road.

3. Michael Baker, Manager of Museum & Archives, nominated for a 2019 London Heritage Award.

4. Ontario Farmland Trust's commentary on proposed Bill 66, *Restoring Ontario's Competitiveness Act, 2018.*

5. Western Ontario Wardens' Caucus (WOWC) Briefing

6. PowerPoint Presentation to Minister Lisa Thompson at ROMA - Protecting our Local Interests in Elgin County Schools.

January 18, 2019

Southwestern Public Health
c/o Larry Martin, Board of Health Chairman
email: warden@oxfordcounty.ca
1230 Talbot Street
St. Thomas, ON
N5P 1G9

Dear Chairman Martin,

As part of the 2019 budget deliberations, the County's finance staff noted an anticipated increase Elgin County's require share of funding for Southwestern Public Health. I am writing on behalf of County Council to express our concerns about the rising costs of Public Health and to impress upon you Elgin County Council's desire to maintain the current municipal contribution to Public Health.

County Council is committed to reducing the burden on our taxpayers and is carefully reviewing all of our services to find efficiencies. We encourage the Board of Health to do the same. Elgin County Council is optimistic that Southwestern Public Health will be successful in finding the efficiencies that staff noted would be the result of the merger that took place in 2018.

I would like to invite Southwestern Public Health to attend County Council on February 12th at 9:00 am as a delegation. Please confirm your attendance with Jenna Fentie jfentie@elgin.ca. Delegation materials must be received by February 5th, 2019.

If you have questions or concerns, regarding any information presented in this letter, please do not hesitate to follow up with me directly.

Yours very truly,

Warden Duncan McPhail
warden@elgin.ca

cc. Elgin County Council

Jenna Fentie

From: lmartin@norwich.ca
Sent: Monday, January 21, 2019 5:54 PM
To: County Warden; Jenna Fentie
Cc: Cynthia St. John
Subject: Elgin county delegation invitation

Follow Up Flag: Follow up
Flag Status: Completed

Warden McPhail and Jenna Fentie

I would like to take this opportunity to thank you for your invitation to a council meeting. Unfortunately as a result of the municipal election time tables have been set back and we have not had an opportunity to see the budget for 2019.

Regarding your meeting of February the 12th , the board will have nothing to report at that time, of any substance. Perhaps later in February once the full board had has an opportunity to view the full budget would be more informative and productive.

I assure you that the board of health will do everything it can to provide the services in a most cost efficient way.

If you require any further information do not hesitate to contact me at lmartin@norwich.ca

Regards

Larry Martin

Chairperson South West Public Health

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Ministry of Transportation

Office of the Minister

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

Ministère des Transports

Bureau du ministre

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

Ontario

107-2019-51

Mr. Brian Lima
Director of Engineering Services
Elgin County
450 Sunset Drive
St. Thomas ON N5R 5V1

Dear Mr. Lima:

As the new Minister of Transportation, I wanted to take this opportunity to connect with you on Elgin County Council's resolution regarding funding for a Planning and Environmental Assessment Study to accommodate traffic in the vicinity of Wonderland Road, Highway 3/ Ron McNeil Line, Talbot Line and Ford Road.

Ontario's Government for the People is committed to improving the transportation network across the province to reduce congestion and get people moving.

The ministry is committed to partner with you in the study to address the long-term transportation needs in this area. To that end, we are committed to contribute funding of 50 per cent of the study's cost.

I have directed ministry staff to reach out to your office to initiate a mutually agreed upon terms of reference to move this important initiative forward.

If you have any questions, please feel free to contact Jennifer Graham Harkness, Regional Director, West Region – Provincial Highways Management, at Jennifer.GrahamHarkness@ontario.ca or 519-873-4333.

We look forward to working with you.

Ontario's Government for the People is committed to giving Ontarians a direct say in how we can improve the effectiveness and efficiency of provincial programs and services.

Sincerely,

Honourable Jeff Yurek
Minister of Transportation

c: Julie Gonyou, Chief Administrative Officer, County of Elgin
Dave Marr, Warden, County of Elgin

London Heritage Awards nominees

lfpress.com/news/local-news/blackfriars-bridge-info-tech-downtown-office-among-2019-london-heritage-awards-nominees

London Free Press - January 28, 2019

ADVOCACY AWARD NOMINEES

Michael Baker — historian, author, speaker, heritage advocate, former president of ACO London

Jessie Gussack — photographer and creator of popular local Victorian architecture Instagram account

Sue Henson — stained glass artisan and restorer

Susan Jory — heritage and community advocate, co-founder and co-chair of the Blackfriars Neighbourhood Association

Don Menard — heritage advocate, long-time ACO London volunteer, former president of ACO London

John Nicholson — architect and volunteer with heritage and city-building organizations including London Advisory Committee on Heritage, and London Society of Architects

Mike Vanhoudt — publisher of *Old South News*, featuring history of heritage buildings in the Old South neighbourhood

Those are just some of the nominees for the 2019 London Heritage Award, which were announced Monday morning by the local chapter of the Architectural Conservancy Ontario (ACO London) and the Heritage London Foundation (HLF). Given out annually, the awards aim to recognize efforts in heritage conservation in the London and Middlesex County area. This year, organizers say they received a record 19 nominations for individuals, organizations and buildings in the area for the awards.

This year's winners will be announced at a gala at the historic Delta Armouries Hotel on Thursday, Feb. 21, in which recipients of the ACO London Heritage Scholarship and London property owners receiving heritage designation plaques will also be recognized.

January 15, 2019

Michael Helfinger
Intergovernmental Policy Coordination Unit
900 Bay Street, Hearst Block, 7th floor
Toronto, ON
M6H 4L1

RE: EBR Registry # 013-4293 for input on the proposed Bill 66, *Restoring Ontario's Competitiveness Act, 2018*

Ontario Farmland Trust (OFT) is a not-for-profit organization whose mission is to protect and preserve Ontario farmlands and associated agricultural, natural, and cultural features of the countryside. OFT achieves this through direct land securement, stewardship, policy research and education to benefit all Ontarians.

Thank you for the opportunity to submit feedback on the proposed Bill 66, *Restoring Ontario's Competitiveness Act, 2018.* OFT has played an active stakeholder role in the development of policies that support a prosperous, sustainable and permanent farm sector, including those contained in the Growth Plan, Greenbelt Plan, and Oak Ridges Moraine Conservation Plan. In an effort to continue working with the Province to develop responsible planning policies that support the agri-food sector, OFT has detailed its concerns regarding Schedule 10 of the proposed Bill 66, *Restoring Ontario's Competitiveness Act, 2018*, in the following document.

Ontario's agri-food sector is a major economic engine for the province. In terms of job creation and economic growth, a 2018 report confirmed that the agri-food sector contributes over $39 billion to Ontario's GDP and employs more than 820,000 Ontarians in the supply chain [1]. This contribution is overwhelmingly significant in rural areas, where roughly 12% of the GDP and 10% of rural jobs are attributed to the farm sector [2]. Ontario is also positioned favourably to attract agricultural and manufacturing investment because it is a global leader in the agri-food industry and houses one of the largest agri-food hubs in North America. This, in turn, generates growth in employment and GDP.

OFT believes that, as currently written, the Open-for-Business Zoning By-law proposed within Schedule 10 of Bill 66 places the agri-food sector and its substantial economic benefits at an unacceptable level of risk. If adopted it will jeopardize the economic contributions of the agri-food sector and expose rural areas to greater economic vulnerability. As such, **OFT recommends that Schedule 10 be removed from Bill 66.** It is critical that all Acts that protect the permanency, health, productivity, and profitability of Ontario's farmland and the agri-food sector are retained in full and without exception.

The following sections provide greater detail regarding Schedule 10's threats to the farm sector and suggests alternative actions to improve the province's business environment while attracting agri-food investment.

Threats to the Farm Sector

Schedule 10 of Bill 66 and the Open-for-Business Zoning By-law (OFB-ZBL) could open up for development farmland that is either currently protected (e.g. through the Greenbelt Plan) or is outside of projected municipal growth areas.

This negatively impacts the agricultural sector in a number of ways. Schedule 10 of Bill 66:

- **Threatens to pave over and permanently destroy productive farmland.** Only 5% of the Canadian land base is prime agricultural land, the majority of which is in southern Ontario and contributes to the success of the Province's agri-food sector. Ontario is already losing 175 acres of farmland every day, a rate that could increase under the proposed OFB-ZBL. The loss of this land to non-agricultural uses is irreversible and negatively impacts Ontario's economy, food security, and agri-food investment potential.
- **Risks farmland fragmentation and the dismantling of the agricultural system.** A successful agri-food sector relies on a healthy farm sector, which requires access to a contiguous agricultural land base with a system of supportive infrastructure, agricultural services, distributors, and processors. This requirement is recognized by, and is being addressed through, ongoing municipal-level processes to implement the Agricultural System for the Greater Golden Horseshoe. Development approvals outside of strategic growth areas that are delineated in Official Plans and in conformity with the Provincial Policy Statement, Growth Plan, Greenbelt Plan, etc. will fragment and destroy the systems required by the farm sector. As farmland and the agricultural system is fragmented by conflicting land uses, the viability of agricultural enterprises and the agri-food sector is reduced or eliminated.
- **Will dramatically inflate farmland prices as speculation and land banking increases and further reduce affordability for farmers**. Sustaining large swaths of contiguous, affordable farmland is crucial because land ownership provides the long-term, land use certainty that is required for farmers to make investments in their property and business. This contributes to a stronger agri-food sector and more attractive investment environment.
- **Introduces conflicting land uses adjacent to land used for agricultural purposes**. This disadvantages both producers and those on adjacent properties because of the nature of agricultural activity, which generates noise, odours, and dust, and involves the use of slow-moving farm machinery and hazardous materials. Ultimately, introducing incompatible land uses makes it more difficult for farmers to continue running financially

sustainable farm businesses, can interrupt normal farm practices, and can create conflict with neighbors.

- **Re-introduces uncertainty around the permanent protection of land for agriculture and agribusiness.** Uncertainty about the ongoing protection of land for agriculture discourages investment in agriculture and leads to a deterioration in the resource and the agricultural community associated with it. Given that the best agricultural land is largely located in areas experiencing growth pressures, this uncertainty and the resultant reluctance to invest in agribusiness, will weaken the agri-food sector. Furthermore, the lack of public consultation will result in farmers being unable to provide feedback, challenge decisions, and advocate for the ongoing viability of their business.
- **Increases the agricultural sector's vulnerability to the adverse effects of climate change.** Studies in Ontario indicate that the effects of climate change will be dramatically different across the province and that heat and water stress will likely have negative impacts on agricultural productivity [3,4]. The agricultural and natural lands threatened by the proposed OFB-ZBL help to offset these negative impacts by providing services including carbon storage and flood management. Re-introduced land use uncertainty would also reduce farmers' incentive to invest in on-farm adaptive and mitigative technologies and practices.

Actions to Improve Ontario's Business Environment

As currently proposed, the OFB-ZBL is unnecessary and does not appropriately solve the issues it seeks to address.

Numerous studies report that there is already enough employment land designated for growth out to 2031 and beyond, meaning the provisions within the OFB-ZBL meant to open up land previously unavailable for development are unnecessary. For example, a 2017 Neptis Report notes that 85% or 87,440 ha of Designated Greenfield Area in the Greater Golden Horseshoe is unbuilt [5], and a 2017 study from Simcoe County indicated that across its 16 municipalities, there were 1,514 ha of excess employment lands to accommodate anticipated growth out to 2031 [6]. These planning horizons can be extended well beyond 2031 when growth is managed through intensification [7].

Existing planning resources, including Official Plans, already allow municipalities to respond to employment opportunities on currently designated lands and direct growth in a strategic and appropriate manner. Municipal polices are developed based on substantive amounts of work supported by public consultation and should not be pre-empted by the OFB-ZBL.

The proposed OFB-ZBL disregards the importance and necessity of coordinated, comprehensive planning to maintain and protect the integrity of regional systems,

including the agricultural system. Current provincial policies address strategic planning processes at a regional level and should not be bypassed or undermined under any condition.

While the OFT is opposed to the currently proposed Open-for-Business Zoning By-law we acknowledge that there are other actions that can be taken to improve the business environment in the province and attract investment in the agri-food sector, which include:

- Coordinating the actions of provincial ministries so they work as a team to facilitate appropriate development
- Adopting an online 'single portal' approach to planning applications, approvals, and communications between government agencies and applicants
- Providing greater recognition and promotion of the agri-food sector as an economic engine in the province
- Promoting job creation and investment opportunities that recognize and support agricultural business potential in rural areas. Farmland is rural employment land and employment in one sector should not place jobs at risk in another, which is the current reality of Schedule 10 given the risks it will create for agricultural viability.
- Creating land-use certainty by using existing planning or policy tools to permanently protect critical sector resources including farmland and the agricultural system.

The OFT is eager to work with the provincial government to achieve this vision.

Thank you for this opportunity to share our recommendations and feedback on the proposed Bill 66, *Restoring Ontario's Competitiveness Act, 2018*. We believe that Ontario has an opportunity to position itself as a national and global leader in strategies that blend environmental/farmland protection and economic growth and is capable of setting an example of how economic prosperity need not be at the expense of the environment. We invite discussion and welcome any questions you might have regarding our submission. We look forward to working with you further.

Most Sincerely,

Kathryn Enders
Executive Director
Ontario Farmland Trust

References:

[1] Ontario Federation of Agriculture. 2018. *Agriculture Matters – A Guide for Municipal Councillors and Staff.* https://ofa.on.ca/resources/guide-for-municipal-councillors-and-staff/

[2] Ontario Federation of Agriculture. 2013. *Economic Contribution of the Ontario Farm Sector 2013.* https://ofa.on.ca/resources/economic-contribution-ontario-farm-sector-2013/

[3] Ontario Centre for Climate Impacts and Adaptation Resources. N.d. *Agriculture: in a changing climate*. http://www.climateontario.ca/doc/factsheets/Agriculture-final.pdf

[4] Tant & Reynolds. 2003. Impacts of Recent Climate Trends on Agriculture in Southwestern Ontario, *Canadian Water Resources*, *28* (1).

[5] The Neptis Foundation. 2017. *An update on the total land supply: even more land available for homes and jobs in the Greater Golden Horseshoe.* http://www.neptis.org/sites/default/files/land_supply_briefs_2016/an_update_on_the_total_land_supply_even_more_land_available_for_homes_and_jobs_in_the_ggh.pdf

[6] County of Simcoe. 2017. *Phase 2 - Employment Land Budget 2017.* https://www.simcoe.ca/dpt/pln/growth

[7] The Neptis Foundation. 2013. *Implementing the Growth Plan for the Greater Golden Horseshoe: Has the strategic regional vision been compromised?* http://www.neptis.org/sites/default/files/growth_plan_2013/theneptisgrowthplanreport_final.pdf

WOWC BRIEFING

Western Ontario Wardens' Caucus

Provincial Priorities & Current Initiatives

The Western Ontario Wardens' Caucus (WOWC) represents 15 upper- and single-tier municipalities which make up Southwestern Ontario, collectively representing 300 communities and approximately three million residents.

The purpose of the WOWC is to advocate and engage with other levels of government as one united voice on opportunities, common needs and issues of critical importance to Southwestern Ontario.

Ontario municipalities need help from other levels of government to maintain and provide infrastructure and services. But together we can guide success.

As a rapidly growing area, the WOWC 2018 election priorities advocate for key investments in Southwestern Ontario, while planning for future needs, promoting economic vitality and supporting community wellbeing.

While we certainly support many other issues pertinent to our municipalities, some of which are outlined by groups such as AMO, OMSSA, and Advantage Ontario, we have identified four areas where the WOWC can work with the next provincial government to address our shared priorities:

- Access to high-speed broadband networks
- Economic Development
- High Speed / Performance Rail Services
- Long Term Care and Seniors funding
- Infrastructure Funding

We call the next provincial government to work with municipalities in Southwestern Ontario to achieve these opportunities and help us create greater communities, together.

Infrastructure

Municipalities in Ontario need meaningful, sustainable and consistent Federal / Provincial infrastructure funding to maintain our critical public infrastructure.

In South-Western Ontario, an abundance of watercourses feeding into the Great Lakes systems result in an extraordinarily high number of municipal bridges and culverts on our municipal roads – these assets cost significant money to prudently maintain. Downloading of aged roadways and structures from the Province to the municipalities over the years has also added to our expanding asset management inventory, and many of these came with little or no asset maintenance funding and now require costly improvement.

Water and Waste Water infrastructure also remains a challenge in terms of provision of new capacity and maintenance of existing systems for municipalities.

Infrastructure is critical and municipal governments own almost two-thirds of all public infrastructure in Ontario, yet they collect less than 10% of each overall household tax dollar.

It is essential that future Federal / Provincial infrastructure programs consider and meaningfully fund municipal priorities and respect our existing municipal asset management and financial plans. When infrastructure funding programs are application / lottery driven, and geared primarily towards short term economic considerations or politically strategic investments rather than overall longer term prioritized infrastructure maintenance, unintended distortions can result on municipal capital plans and ultimately result in overall lower value for money for our taxpayers. This is an inefficient deployment of scarce resources, eventually costing more for governments at all levels.

Municipalities are committed to working with the Federal and Provincial governments to reach a common understanding on the elements of prudent and sustainable infrastructure funding programs designed to meaningfully meet the needs of every level of government and deliver good infrastructure value for money to Canadians.

High Speed / Performance Rail

The WOWC believes a fully integrated inter-community transportation system in Southwestern Ontario is essential to broader small urban-rural community mobility across the region. The development of a public transportation system that addresses mobility and connectivity is vital to our economic vitality and community wellbeing.

Properly developed, enhanced passenger rail transportation across Southwestern Ontario can be the vital backbone of a fully integrated public transportation system. To this point, the newly initiated High Speed Rail Environmental Assessment Terms of Reference (as required under the Environmental Assessment Act), must explicitly include the full and comparative assessment of alternatives to High Speed Rail, including the optimization of existing rail corridors such as the High Performance Rail (HPR) alternative.

- The WOWC supports the development of enhanced passenger rail from Toronto to Windsor.
- The terms of the process initiated by the Province of Ontario supports High-Speed Rail (HSR) for the Toronto-Windsor corridor, including the development of a new rail corridor west of Kitchener. However, the implied preference ignores viable alternatives such as High Performance Rail (HPR)
- The WOWC believes that the HPR is a viable alternative worthy of consideration. The HPR alternative optimizes existing rail corridors rather than creating new ones. This allows for a transportation solution at a lower cost, in less time, with greater preservation of agricultural lands, enhanced rail freight improvements, less detrimental community impacts, almost immediate mobility benefits and the flexibility for incremental improvement to the system. To enhance mobility and cultivate rail passenger ridership a fully integrated inter-community transportation system in Southwestern Ontario could be developed leveraging and complementing existing motor coach and other private sector transportation services in a similar manner as the Ontario Northland bus network.

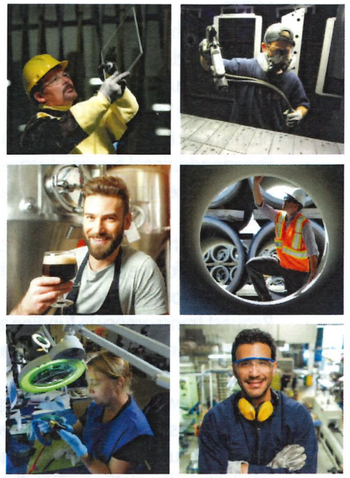
Support development of a fully integrated, inter-community transportation system in Southwestern Ontario, and ensure the proposed High-Speed Rail (HSR) EA Terms of Reference west of Kitchener include alternatives such as a High Performance Rail (HPR) system

Economic Development

The WOWC has long appreciated the contributions that economic development makes to the sustainability of the region and its constituent municipalities and is now championing a regional Economic Development Strategic Plan for Southwestern Ontario. This approach provides a regional view of the need and priorities related to our sectors, markets, infrastructure, labour force and supply chains.

It also provides effective stakeholder engagement and a unique opportunity for discussion of local issues and opportunities with larger economic implications. As a growing region, we face collective issues in labour market shortages, transportation infrastructure and land use planning constraints that impact investment and growth.

- Greater support for regional workforce planning, including strengthening access and quality of labour market intelligence and improving the region's access to a skilled and talented labour pool
- Investment in regional infrastructure to connect communities to major transportation hubs and ensure the flow of goods and services is equitable and efficient across the region
- Funding of regional sector strategies in the areas of manufacturing, agri-food processing and packaging, energy and digital industries and to support the growth of export and trade activities
- Provincial inclusion and support of Southwestern Ontario's within national and international marketing and promotional objectives and investment attraction initiatives



Support greater economic prosperity across Southwestern Ontario by investing in local and regional economic development strategies, providing infrastructure needed for business expansion and attraction, addressing labour market shortages, and supporting land use planning policies that encourage responsible growth

Access to high-speed broadband networks (SWIFT)

SouthWestern Integrated Fibre Technology Inc. (SWIFT) was initiated in 2011 by the combined connectivity interests of the Western Ontario Wardens' Caucus (WOWC). The WOWC continues to support SWIFT and highlights ubiquitous and equitable access to high-speed broadband networks as a catalyst for innovation, economic prosperity, and global competitiveness.

Broadband has become an essential service that is necessary to encourage economic growth and stability, modernize and streamline the delivery of health and social services, provide greater educational opportunities, increase capacity to administer and govern institutions, improve the environment, and create fairness and opportunity for everyone. Access will ensure that all Ontarians, whether they be in rural or urban areas, have access to the services they need to participate in the digital economy.

- Implement a provincial broadband plan that is aligned with federal, regional, municipal and Indigenous partners. This plan should leverage the collective voice of the 3.5 million residents in the SWIFT geography to maximize broadband infrastructure investments in order to create equitable, evidence-based provision of services
- Provide long-term, predictable funding to models like SWIFT which are overcoming Ontario's connectivity barriers and meeting the unique needs of each community
- Facilitate the deployment of communications infrastructure by introducing a Broadband Conduit Deployment Act, like that of the United States, to facilitate the faster and lower cost deployment of fibre optic infrastructure by municipalities and Telecom Service Providers (TSPs)
- Unlock the tremendous potential of our province and create a safety net for individuals who cannot currently access Internet services due to remoteness of location or financial hardships by declaring broadband internet an essential utility

To continue supporting and investing in SWIFT's vision to empower communities to access global opportunities through local, ultra-high-speed connections.

Long Term Care and Seniors Funding

As our municipalities prepare for a shift towards a rapidly aging population, the WOWC has a strong concern surrounding the capacity to deliver Long Term Care and Seniors' Services given the current funding gap created in part by the Age-In-Place Provincial strategy.

In 2017, the WOWC confirmed that our region alone has a provincial funding shortfall of $74.3 million annually for 3,428 beds. Since introducing the Age-In-Place Strategy, the WOWC region has experienced a significant increase in the acuity of new admissions. WOWC has not witnessed an increase in the funding envelope to address the strain to the system particularly in the areas of staffing surrounding registered and non-registered nursing staff.

In 2013 the WOWC advocated the province to address the unintended consequences of the Age-In-Place Strategy and the 79/10 regulation. Arbitrary staffing requirements, coupled with design standard restrictions create a highly inflexible arrangement for the public sector licensees.

The continued fiscal grandfathering policies for Preferred Revenues is unrealistic and inequitable for each home. Further, the imposed funding restrictions on Basic Room Rates equalling the sum of Canadian Pension Plan (CPP) + Old Age Security (OAS) + Guaranteed Income Supplement (GIS) + Guaranteed Annual Income Supplement (GAINS) creates a local fiscal burden that is not sustainable.

- Create a continuous and stable capital reinvestment model for the entire sector
- Increase public sector resident monthly accommodation rates – create a special envelope for those residents in a publicly funded home to receive an additional supplement
- Increase the Long Term Care funding envelope and the RAI/CMI process to properly address the increased acuity of residents
- Provide additional funding avenues to municipalities seeking redevelopment and expansion of Long Term Care and Seniors' Services facilities
- Adopt the proposal from the City of Toronto which sought a different agreement for the public sector whose funding goes directly back into care versus the for-profit sector
- Request transparency in funding allocations, including outlining how the 32 bed increment in design standards impact funding allocations for each home
- Enhance private-public partnerships in our operating models
- Adjustments to the system that require market and pay equity comparisons to be with our private sector neighbours
- Flexibility to the staffing ratios dictated within the act
- The elimination of current grandfathering requirements surrounding preferred rates to be addressed for resolution before 2025
- Revisit the legislative requirements to allow all facilities to realize economies of scale and address funding options for Nurse Practitioners in addition to Medical Director
- Redefine staffing requirements and work towards innovative solutions to sector wide human resource shortages
- Provide additional funding to boost food per diem rates that are currently sitting at $9 per resident

The WOWC maintain that the funding gap for the delivery of care, and the operational restrictiveness of the Long Term Care Homes Act for all public sector licensees must be addressed and seek a real solution to the unintended consequences of the Age-In-Place Strategy and flexibility to the staffing requirements outlined in 79/10 regulation

Summary

Working together, the next provincial government, the WOWC and the municipalities of Southwestern Ontario can provide our residents and businesses with the services, supports and infrastructure they need to thrive today and into the future, while planning for growth and a rapidly aging population. Many or our priorities are about connecting small and mid-sized communities to Ontario's broader infrastructure system, which will enable vitality, equity and prosperity for all.

We look forward to working with the next Government of Ontario to achieve these and many other priorities critical to the success of our communities and quality-of-life of our residents. Working together, we can achieve great things in Southwestern Ontario.

Western Ontario Wardens' Caucus Member Municipalities

County of Brant	Dufferin County	Grey County	Middlesex County	Perth County
Bruce County	Elgin County	Huron County	Norfolk County	Simcoe County
Municipality of Chatham-Kent	Essex County	Lambton County	Oxford County	Wellington County

For more information, please contact Charlotte Gravlev, Administrative Coordinator at 519-635-0040 or gravlev@gmail.com

Protecting Our Local Interests in Elgin County Schools

The Corporation of the County of Elgin

Elgin County
Progressive by Nature

Minister Lisa Thompson | January 28, 2019| Presented by: Warden McPhail, Councillor Giguère, Councillor Martyn

Our Community Concern

* As our school system and society evolve and become more complex, we have a growing and widespread concern about

  * The need for a **school board governance model** that effectively **responds** to **both provincial** priorities **and local** contexts

  * The need for a **school board governance model** delivered through **community engagement**, communication, accountability and **transparency**.

Impact and Risks

* Without a change in the school board governance model:
  * Our community's frustration with the Thames Valley District School Board will continue to intensify.
  * Duplication of efforts will continue and our "rural voice" will continue to be overshadowed by our urban counterparts.

Our Request

* We are seeking a school board governance and operational model that will result in **collaborative decision-making process** and in **democratically determined decisions** regarding school closures and consolidations.

* We are requesting that more consideration be given to our localized needs and community impacts.

* Municipalities listen carefully to what our communities tell us, we request that school boards do the same.

Size of Board and Disconnect

* TVDSB is one of the **largest public school boards in Ontario**, serving an area that stretches more than 7,000 sq. kilometres.

* As a result of this size, our **local voice has been overshadowed** by our urban counterparts in the City of London.

* We have observed a **disconnect** between **local advice** and **planning** taking place by the Thames Valley District School Board.

Evolution of School Boards

* **In the past, school boards** were viewed as democratically elected organizations that **enabled citizens to have a voice** in the education of elementary and secondary public students in **local jurisdictions.**

Local input excluded

* Lack of productive dialogue between municipalities and school boards.

* Duplication of planning efforts and information sharing on development and future plans for our municipalities

* The **connection, communication and collaborative decision-making process** between the school board and community needs and priorities needs to be re-established to ensure that the rights of the local communities are maintained and remain vital.

Reform decision-making process

* We would like **to partner** with school boards **in making decisions** about where **schools are built** and when **schools are closed.**

* The community wishes to see school board reform following the decision of TVDSB to close schools in New Sarum and Springfield, and convert Sparta Public School to a French Immersion facility, despite overwhelming opposition from parents in our community.

Planning and Policy Development

* We ask that the Ministry work together with Elgin County and the TVDSV to develop policies addressing such issues as:
  * planning for declining enrolments;
  * allowing municipalities to provide input into where schools are located and when they close and ultimately; and
  * **redefine the relationship** and allowing for increased community input.

* Thank you

Contact Information:

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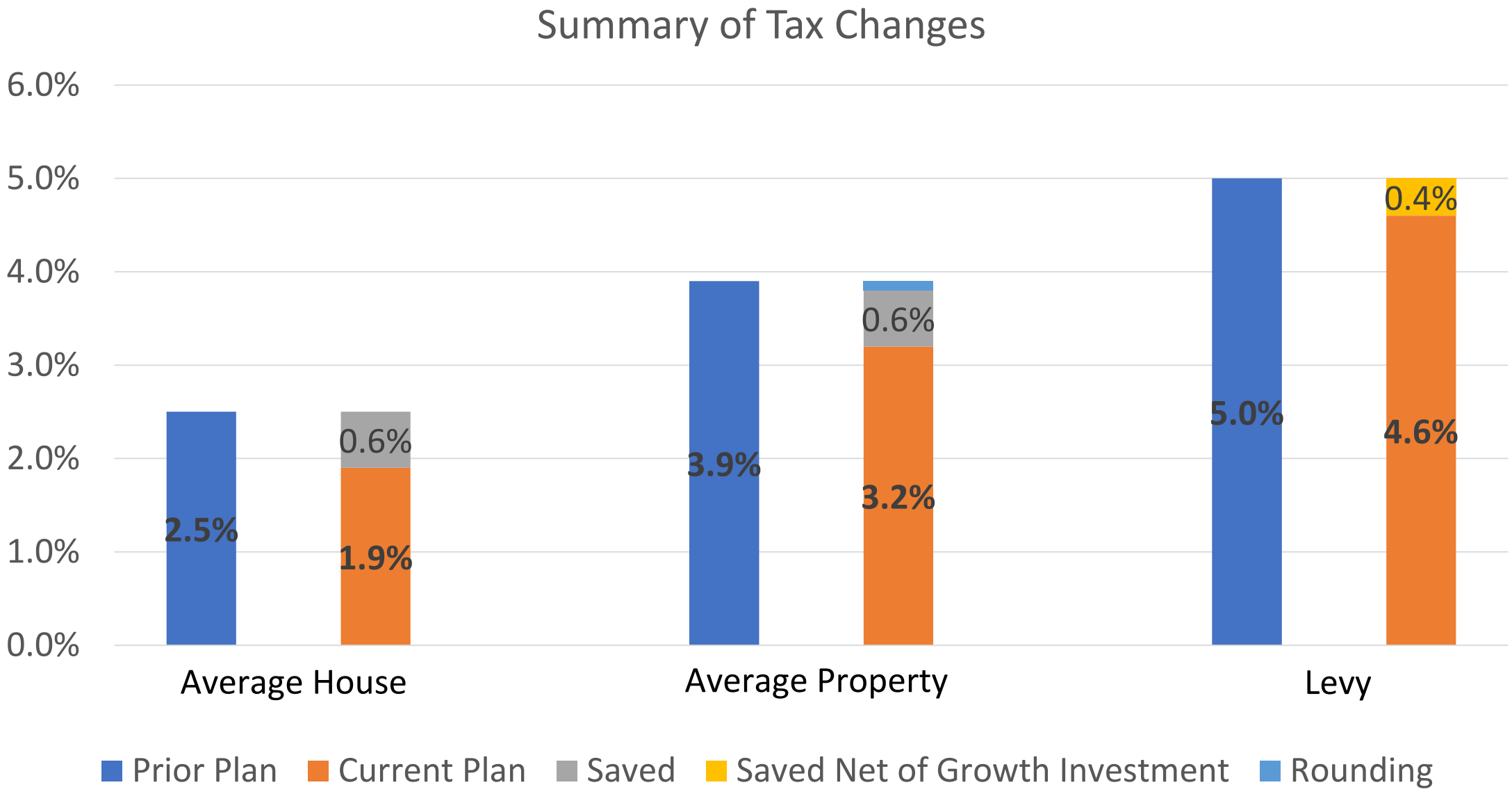
warden@elgin.ca
Corporation of the County of Elgin
450 Sunset Drive, St. Thomas ON
N5R 5V1

Elgin County Operating Budget

Finance Department

Elgin County

Progressive by Nature


Summary of Tax Changes
6.0%
5.0%
4.0%
3.0%
2.0%
1.0%
0.0%
2.5%
0.6%
1.9%
3.9%
0.6%
3.2%
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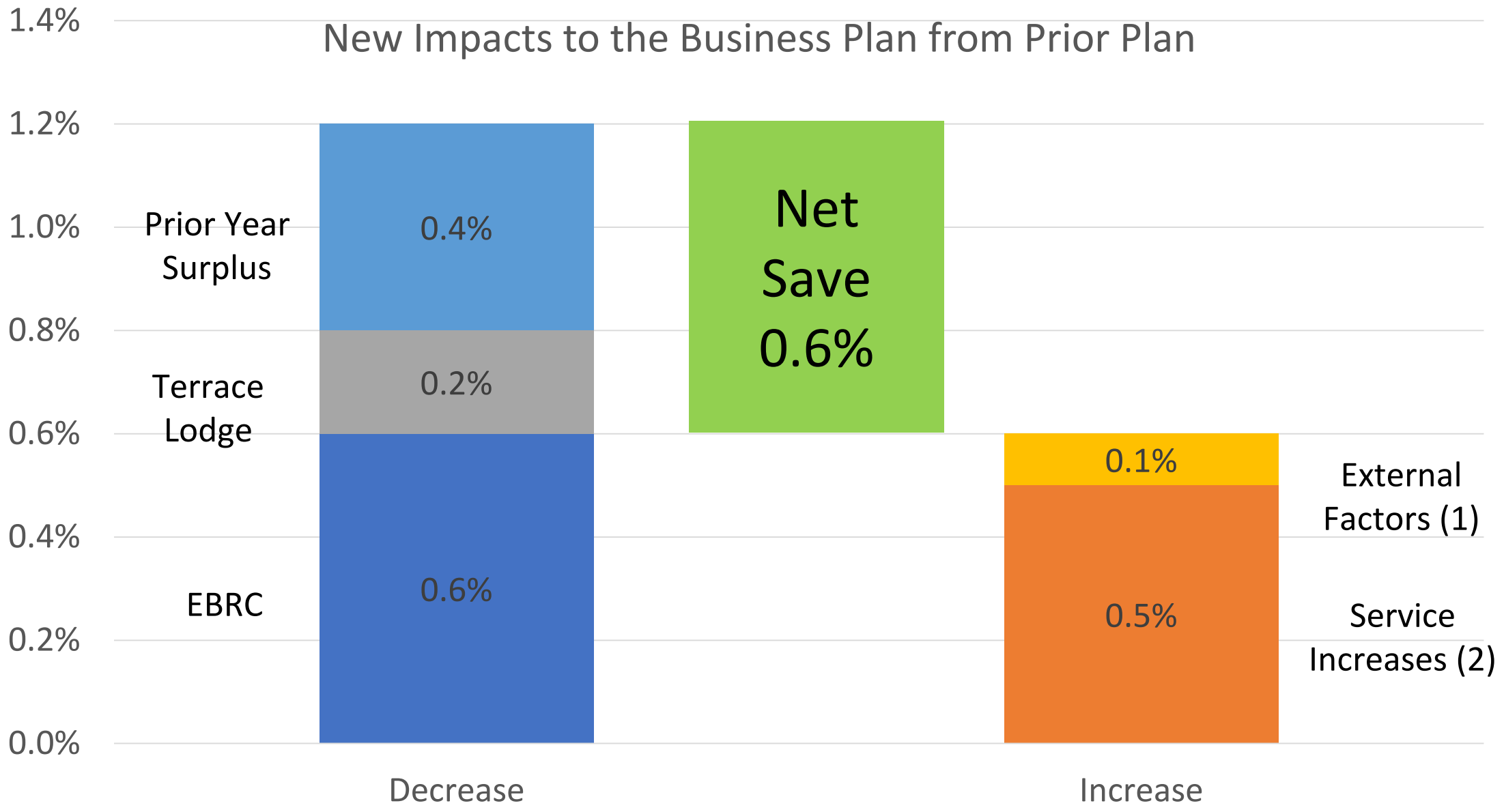
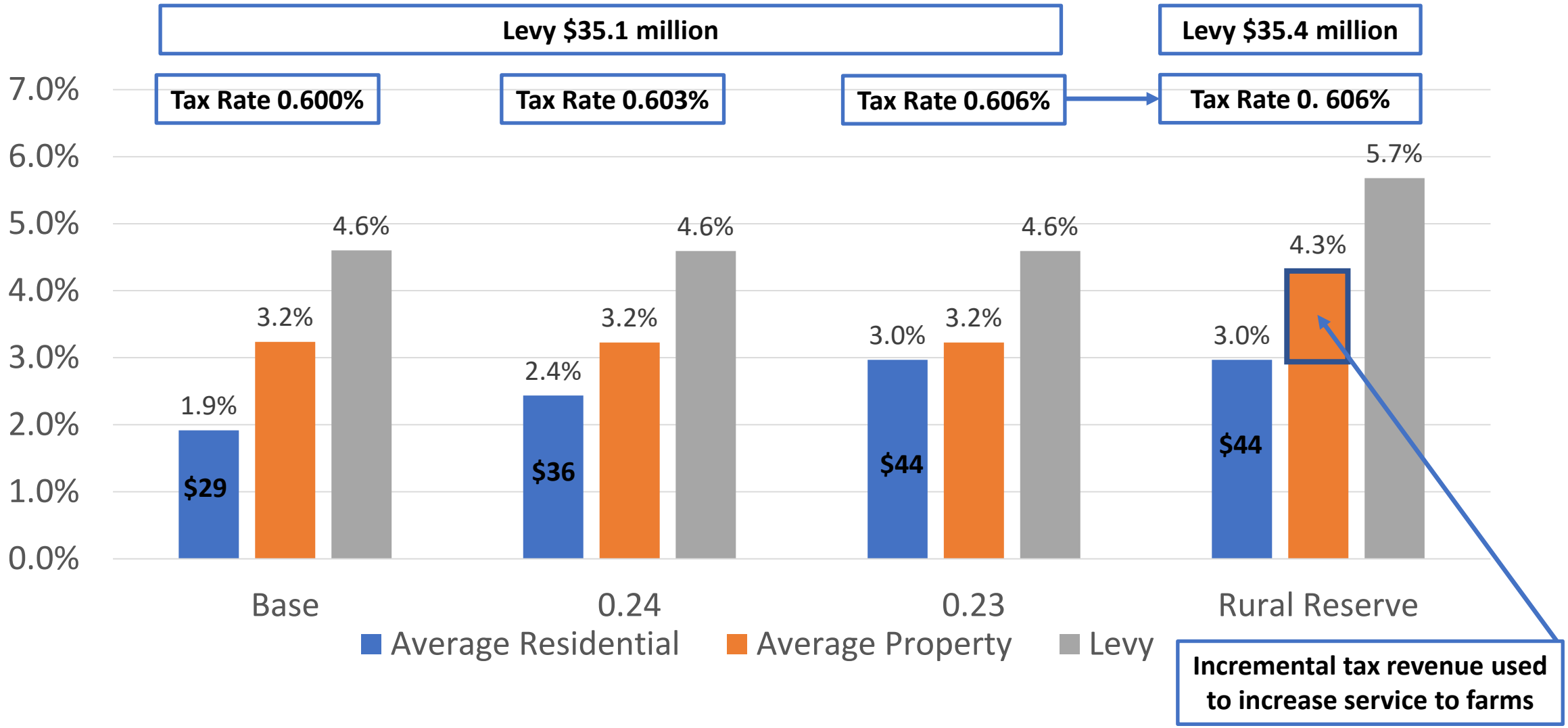
0.4%
4.6%
Average House
Average Property
Levy
Prior Plan
Current Plan
Saved
Saved Net of Growth Investment
Rounding



1) Gas tax, Public Health, 1/3 Tax, Social Service net of Bill 148, Manulife and Insurance

2) Fire Trainer, Legal Clerk, Planner, Museum Capital

Tax Fairness Alternatives



2018 Highlights

- Opened new Heritage Centre to enable better display of exhibits
- Construction of new Provincial Offences (POA) building underway
- Provided a temporary bridge for the residents of Port Bruce while a permanent bridge replacement solution is developed
- Provincial government detailed review of all transfer payments could result in negative financial consequences for municipalities
- Over $3.6 million in efficiencies found in last nine budget cycles
- 2018 is anticipating surpluses in both operating and capital

2018 Operating Budget Performance

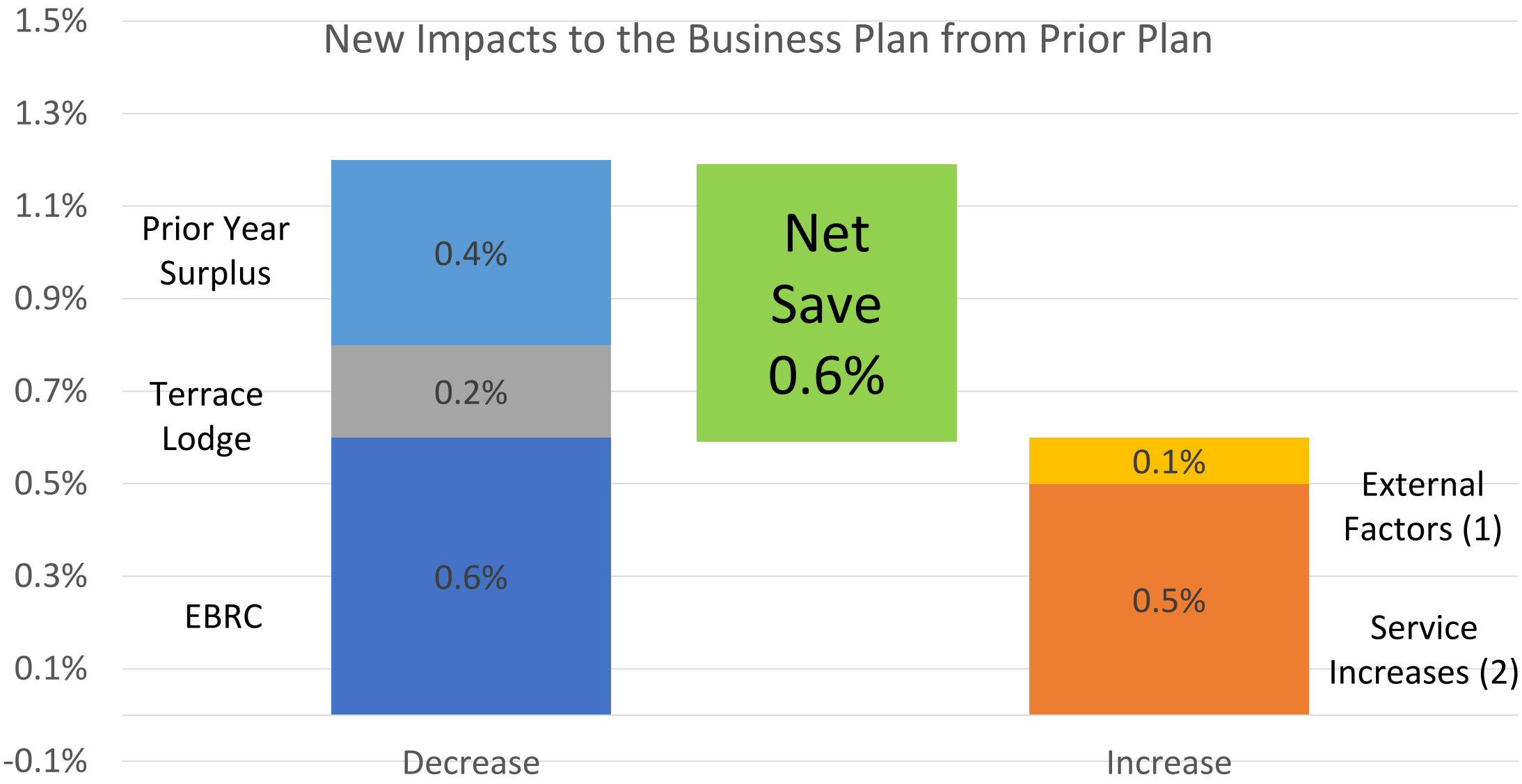
Supplemental Taxes	$125,000
Interest	211,000
External surpluses (Public Health, Health Recruitment, Social Services)	138,000
Insurance Deductible	73,000
Departmental operating costs (represents 1.6% of budget)	538,000
Wages & Benefits (represents 0.2% of budget)	50,000
Other	9,000
Total Preliminary Performance (subject to change)	$1,144,000

Jan 8, 2019 Presentation Recap

	Lower/(Higher)		
2019 Tax Increase Avg. House (2018 Plan)			2.5%
Benefits (Bill 148, Manulife)	$90,000	ongoing	0.3%
Federal Gas Tax Funding	(100,000)	ongoing	(0.3%)
Service Increase (Fire Trainer, Legal, Planner)	(140,000)	ongoing	(0.4%)
Social Services	(40,000)	ongoing	(0.1%)
Museum Capital Needs	(40,000)	ongoing	(0.1%)
Terrace Lodge Redevelopment Operating	(370,000)	ongoing	(1.1%)
Terrace Lodge Redevelopment Capital	$3,000,000	one-time	0.9%
Prior Year Supplemental Tax Performance	100,000	one-time	0.1%
Prior Year Other Operating Surplus	750,000	one-time	0.2%
Revised Tax Increase Avg. House			3.0%

Changes from Jan 8, 2019 Presentation

	Lower/(Higher)		
Previous Tax Increase Avg. House (Jan 8, 2019)			3.0%
Terrace Lodge Capital Budget Tightening	700,000	one-time	0.2%
Deferred Debt Interest Savings	1,900,000	10 years	0.6%
Terrace Lodge Capital Reserve	(1,200,000)	one-time	(0.4%)
Elgin Business Resource Center Savings	$190,000	ongoing	0.6%
Manulife increase improvement	60,000	ongoing	0.1%
Council Gross Up 1/3 Exemption	(35,000)	ongoing	(0.1%)
2018 Operating Surplus improvement	294,000	one-time	0.1%
Public Health Share Increase	(63,500)	ongoing	(0.2%)
General Insurance RFP net of Cyber Policy	69,500	ongoing	0.2%
Revised Tax Increase Avg. House			1.9%



1) Gas tax, Public Health, 1/3 Tax, Social Service net of Bill 148, Manulife and Insurance

2) Fire Trainer, Legal Clerk, Planner, Museum Capital

Ten-Year Plan

- The ten-year plan allows Council be proactive and avoid sudden large tax increases
- It provides a base for the new year's budget and plan
  - The first nine years need to be updated with changes
  - A new tenth year is added
- To begin we will review the Business Plan
  - Explain why costs are changing over time
  - Highlight which of those *changes differs from last year's plan*
  - Highlight risks to the plan that could result if future incremental tax increases
  - Highlight opportunities to the plan

Ten Year Business Plan

Please refer to Attachment III (hand out)

Business Plan

- Key categories of changes are:
  - Provincial and Federal revenue
  - Capital Projects
  - Supplemental Taxes and Payments-In-Lieu (PIL)
  - External Impacts and One-Time Items
  - Economic Development Initiatives
  - Service improvements
  - External Health Care
  - Efficiencies

Provincial and Federal Revenue

- OMPF funding (line 2)
  - Historically was $5.8 million has been reduced to $0.7 million by 2018
  - $0.2 million reduction in 2019
  - Funding completely eliminated by 2022, but province may accelerate
- OCIF Funding (line 3)
  - Funding increase of $0.4 million in 2019
  - Provincial commitment only to 2020 – plan includes $0.9 million reduction
- *Federal Gas Tax* (line 4)
  - A reduction of $0.1 million in 2019 due to relative population allocation
  - Future years assumes no further reductions
- Bike Lane Funding (line 5)
  - One time funding received in 2018

Capital Projects

- *Study of Terrace Lodge redevelopment has resulted in $3 million in capital savings versus the prior plan*
- Combined with changes in project timing,
  - the *initial debt* (line 35) reduced from $17 million to $10 million
  - *Interest payments* (line 8) reduced by $1.9 million
- Rebuild Funding (line 6) from province of $0.7 million
- *Operating Costs* (line 7) for larger building adds $0.4 million
- Amortization (line 9) increases as overall capital investment increases
  - 2025 shows a large increase in amortization after completion of Terrace Lodge redevelopment

Supplemental Taxes/Payments-In-Lieu (line 10)

- *2019 budget increased* based on 2018 performance of $0.1 million
- 2022-2026 show reduction in landfill PIL taxes of $0.5 million
  - Landfills are valued based on remaining capacity
  - As capacity declines, value of property is reduced
  - Province establish new valuation methodology in 2017
    - Province established special ratio for Elgin, Lambton and Chatham/Kent to protect our tax bases
    - Current tax ratio is 33 versus other business ratios of approximately 2
    - Province provides new ratio each year
    - Risk that province may introduce further methodology changes

External Impacts and One-Time Items

- Inflation (lines 11-14) is included in the plan based on the known union agreements
  - Future years and other costs and revenue are estimated at 2%
  - The exception is *Manulife Benefits that will be 1.8% in 2019* but estimated at 5% for future years based average experience
- Bill 148 (line 15) drove substantial increases in the 2018 plan, but *revised legislation and Manulife provide a $0.2 million improvement in 2019*
- Canada Pension Plan (CPP – line 16) changes will increase employer costs in 2020, 2022 & 2025
- Other externals (line 17) includes insurance savings and Social Services overhead reduction net of Social Services cost increase and federal 1/3 tax exemption impact

Economic Development Initiatives

- The Community Improvement Plan (CIP – line 18)
  - Approved by Council in 2015 for a total multi-year spend of $1 million
  - In 2018, the elimination of the vacancy rebate funded annual incremental contributions to the CIP of $80,000
  - Starting in 2021, the $80,000 vacancy rebate funds will be the sole funding source for the program
- *Elgin Business Resource Centre (EBRC – line 19) will be eliminated in April of this year savings $0.2 million ongoing*
  - EBRC was an extension of the federally funded Small Business Enterprise Centre (SBRC)
  - Council has shifted focus to needs-based service areas (roads, Homes, ambulance)

Service Improvements

- *Service increases (line 20) worth $0.1 million:*
  - Fire trainer duties to be added to Emergency Measures Coordinator position to create a full-time position adding $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

External Health Care

- The merger of the Elgin St. Thomas Health Unit (line 21) with Oxford County *increasing cost $0.1 million* with future years TBD
  - Freeze in provincial funding will require efficiencies/reductions or will result in an increase in municipal share
  - Health Unit is claiming that efficiencies from merger will be slow to emerge
  - Oxford previously funded about one-third the costs of their Health Unit in comparison to the provincially mandated 25% that Elgin St. Thomas followed
- Donation of $3.5 million to St. Thomas Elgin General Hospital (line 22)
  - Donation was funded by a “special levy” of $0.25 million annually
  - $2.5 million donated to date with further $0.25 million per year through 2022
  - 2023 will see an elimination of the $0.25 million “special levy” (line 29)
- A one-time donation to the Four Counties hospital (line 23) in 2018

Efficiencies (line 24)

- Over $3.6 million in efficiencies found in last nine budget cycles
- Efficiency improvements are becoming more difficult to achieve
- 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

Impact on Levy (line 26)

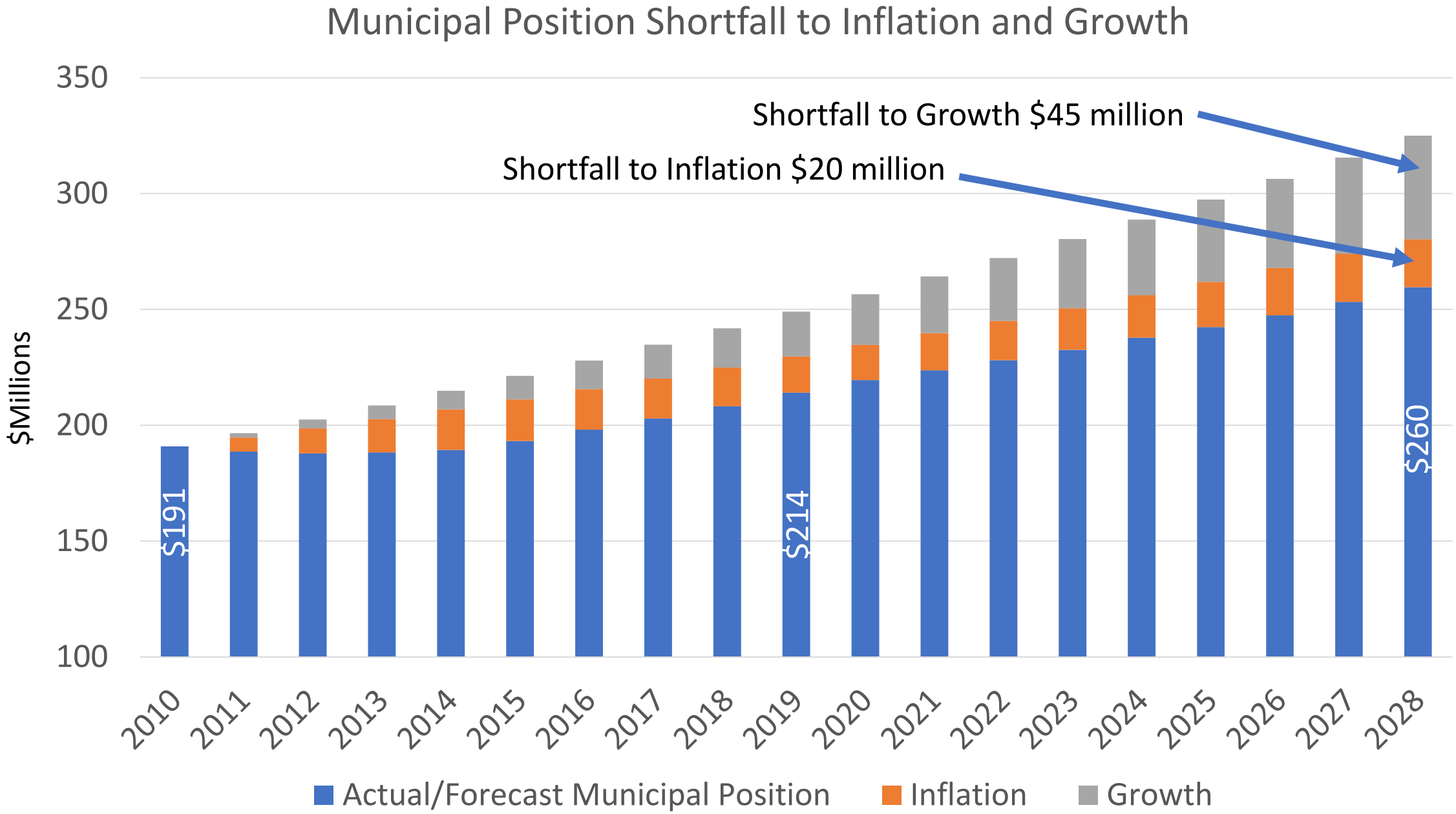
- Tax rate decrease of 0.3% results in a levy increase of $1.5 million
  - Or rate increase of 0.7% if OFA demands are met
- The increase on the average home will be 1.9% (line 28) or $29
  - Or 3.0% increase ($44) if OFA demands are met
- Due to shifts between property tax classes the increase on the average property across all classes (line 27) will be 3.2% or an improvement of 0.7% from the prior plan
- The average property increase for future years is:
  - 2020 is the culmination of a ten-year series of 4% increases to offset the losses of OMPF and Ford tax revenue
  - Thereafter increases will be at the rate of inflation assumed at 2%
  - The exception is 2023 with a 1.4% increases as a result the completion of the St. Thomas Elgin General Hospital “Special Levy”

Municipal Position - Definition

- Municipal Position (also known as Accumulated Surplus on the Financial Position statement) is the net of a municipality's assets and liabilities
  - Assets are the economic resources controlled by the municipality as a result of past transactions or events and from which future economic benefits are expected to be obtained including:
    - financial assets
    - non-financial assets
    - tangible capital assets
  - Financial liabilities are obligations of the municipality as a result of past activity, including future payments to:
    - suppliers
    - creditors
    - employee benefits
- In the private sector, the term used is Owner Equity

Municipal Position (line 32)

- The beginning 2011 ten-year plan started with a municipal position of $191 million
- Assuming 2% inflation, the municipal position should grow to $280 million by 2028 to stay constant in real inflation adjusted terms
- Assuming population growth of 1%, and its associated demands for infrastructure, municipal position should increase further to $325 million
- In contrast, this plan anticipates a 2028 municipal position of $260 million
  - An improvement over the 2018 ten-year plan (line 34) of $13 million
  - Short of inflation by $20 million and growth demands by $45 million


Municipal Position Shortfall to Inflation and Growth
Shortfall to Growth $45 million
Shortfall to Inflation $20 million
$Millions
350
300
250
200
150
100
$191
$214
$260
2010
2011
2012
2013
2014
2015
2016
2017
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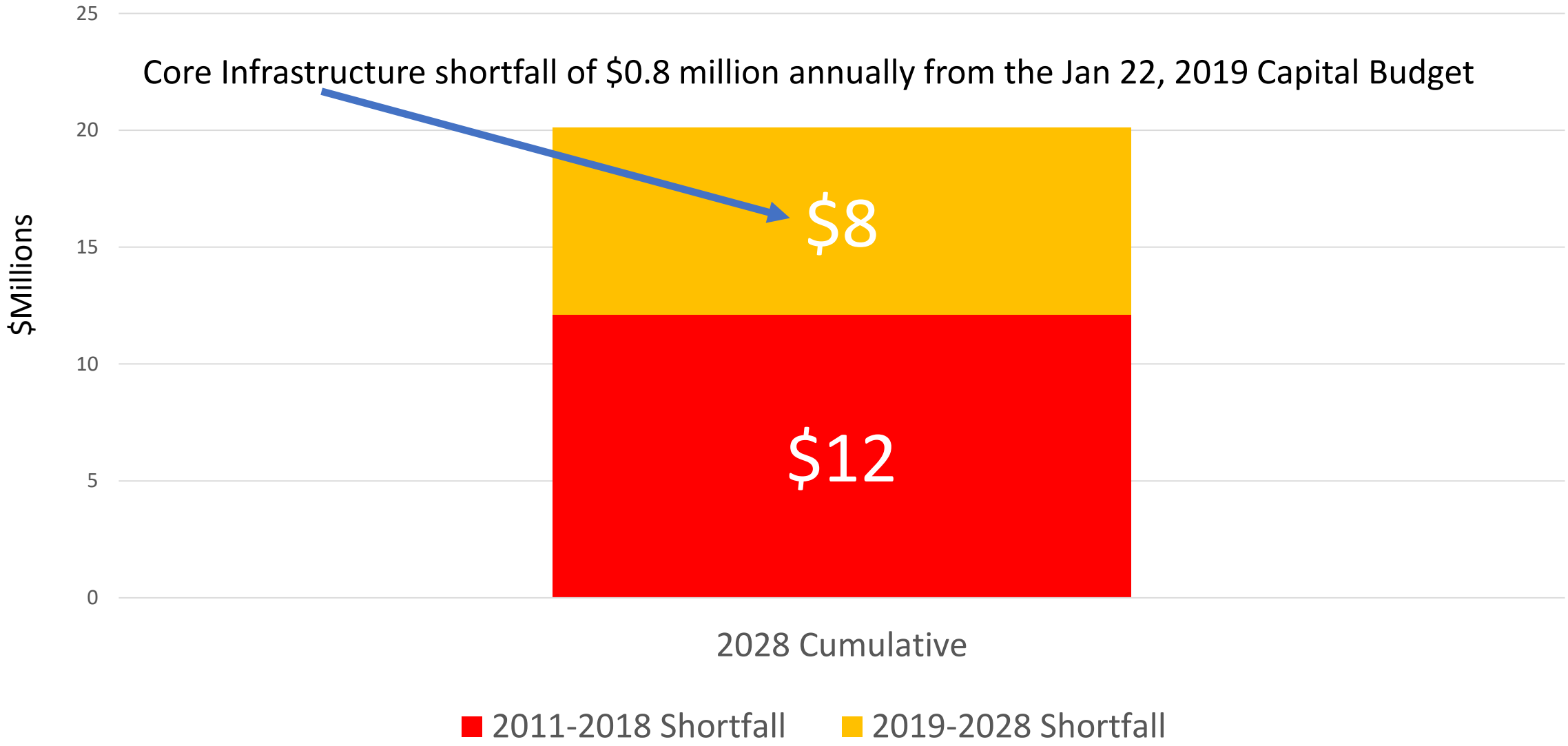
2028
Actual/Forecast Municipal Position
Inflation
Growth

Municipal Position Shortfall to Inflation



Balance Sheet and Reserve Budget

Please refer to Attachment V (hand out)

Balance Sheet and Reserves

- The municipal position (line L) improves in 2019 by $5.9 million to $214 million and grows to $260 million by 2028:
  - Tangible capital assets (line D) grows to $247 million by 2028
  - Reserve of completion of projects (line E) in 2019 of $32 million declining through 2024 to $2.5 million as Terrace Lodge gets redeveloped
  - Capital funds (line H) represents funds “borrowed” from ourselves from other reserves for Terrace Lodge declining to $6 million by the end of the plan
  - Capital reserves (line I) includes:
    - Capital Projects reserve (line I1) drawn into a negative position by Port Bruce bridge emergency action and is replenished to $4 million by end of plan
    - Terrace Lodge Renovation reserve of $1.2 million funded by debt reduction as requested by Steering Committee to cover fees, site services and construction pricing if required
  - Operating reserves (line K) growing $2 million to $13 million
    - Donation reserves (lines K1-7) total $0.6 million
    - Miscellaneous reserves (lines K9-15) total $0.1 million
    - Mill rate reserve (line K8) is for emergency operating expenses and is targeted to be about one quarter of the levy is $12 million in 2028
- Debt (line B3) starts at $10 million in 2021 declining to $3.4 million

Tax Examples and Alternatives

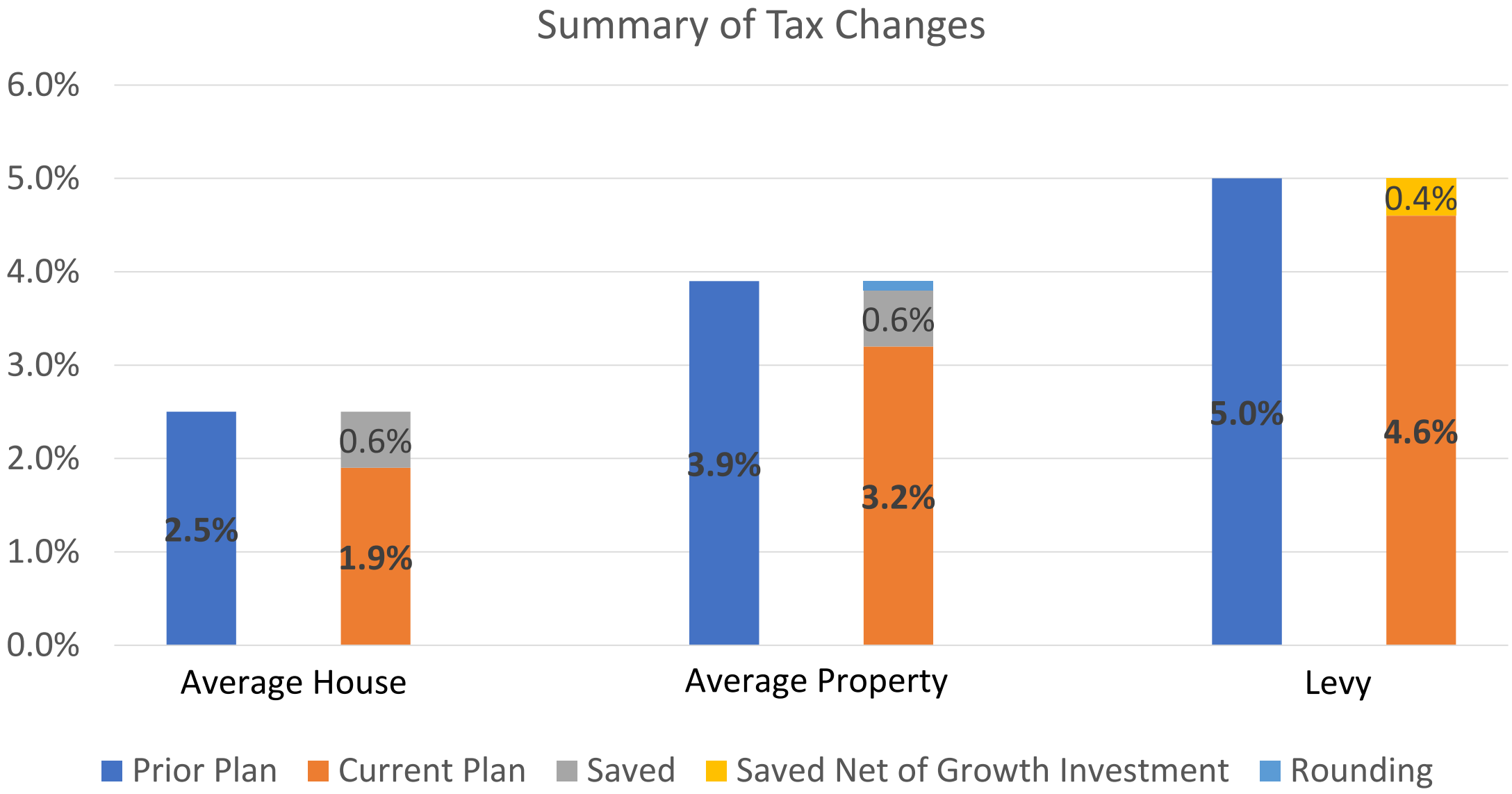
Explanation of Taxes – Base Ratio Alternative

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	0.599500%	-0.3%
E) 2019 taxes on house if no assessment change (A)x(D)	$1,489	
F) Change in tax on house with no assessment change (E)-(C)	-$4	-0.3%
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)	$1,521	
I) Tax increase due to assessment change (H)-(E)	$33	2.2%
J) Total tax increase on average household (I)+(F)	**$29**	**1.9%**

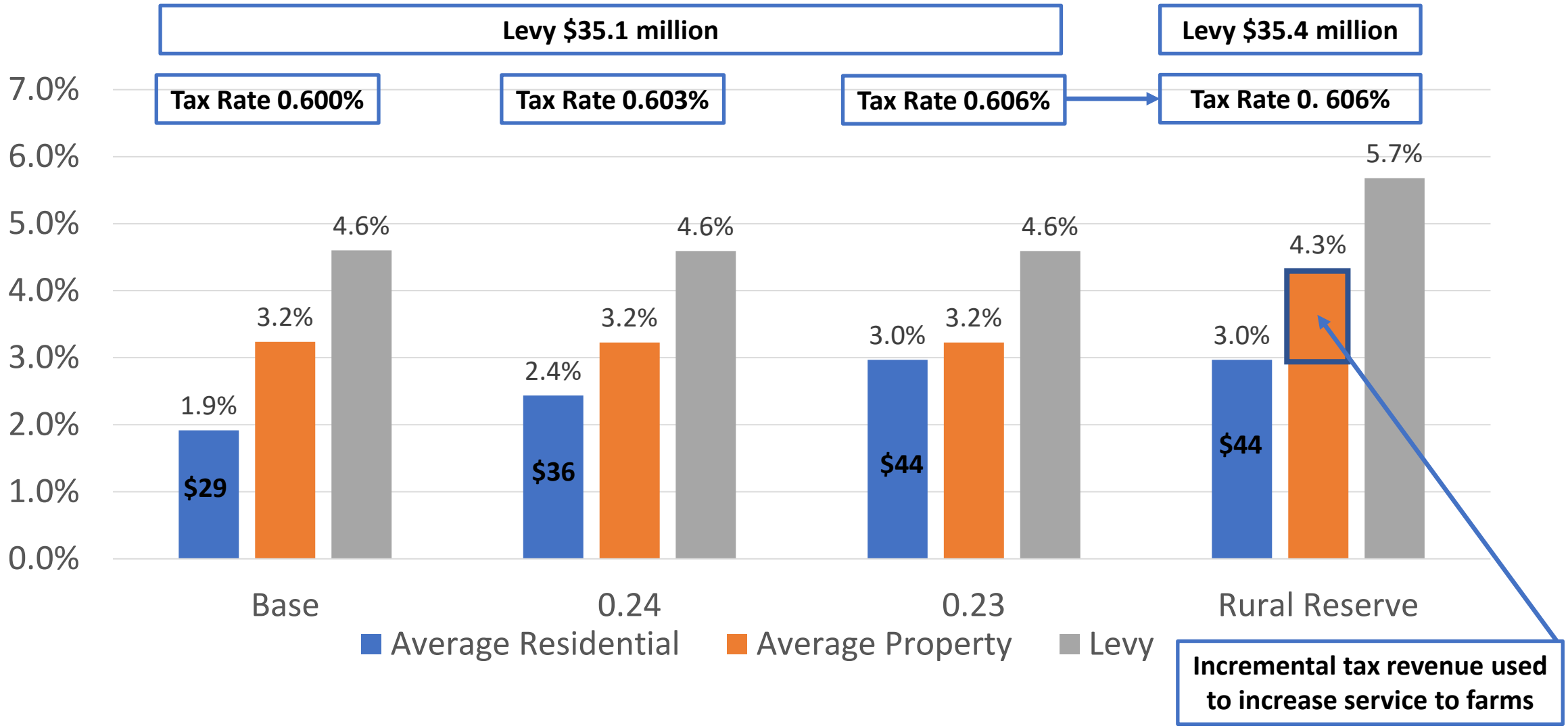
Explanation of Taxes – Base Ratio Alternative

Average Property (all property classes)		
J) Total tax increase on average household (I)+(F)		**1.9**%
K) Assessment related tax shift between classes		1.3%
L) Tax increase on average property across all tax classes (J) + (K)		**3.2%**

Levy		
M) Starting point (prior year levy)	$33,526,235	
N) Increases on existing buildings (L)	$1,084,778	3.2%
O) Levy generated on new buildings (population growth)	$457,807	1.4%
P) Total Levy (N) + (O)	$35,068,830	**4.6%**


Summary of Tax Changes
6.0%
5.0%
4.0%
3.0%
2.0%
1.0%
0.0%
2.5%
0.6%
1.9%
3.9%
0.6%
3.2%
5.0%
0.4%
4.6%
Average House
Average Property
Levy
Prior Plan
Current Plan
Saved
Saved Net of Growth Investment
Rounding

Tax Fairness Alternatives

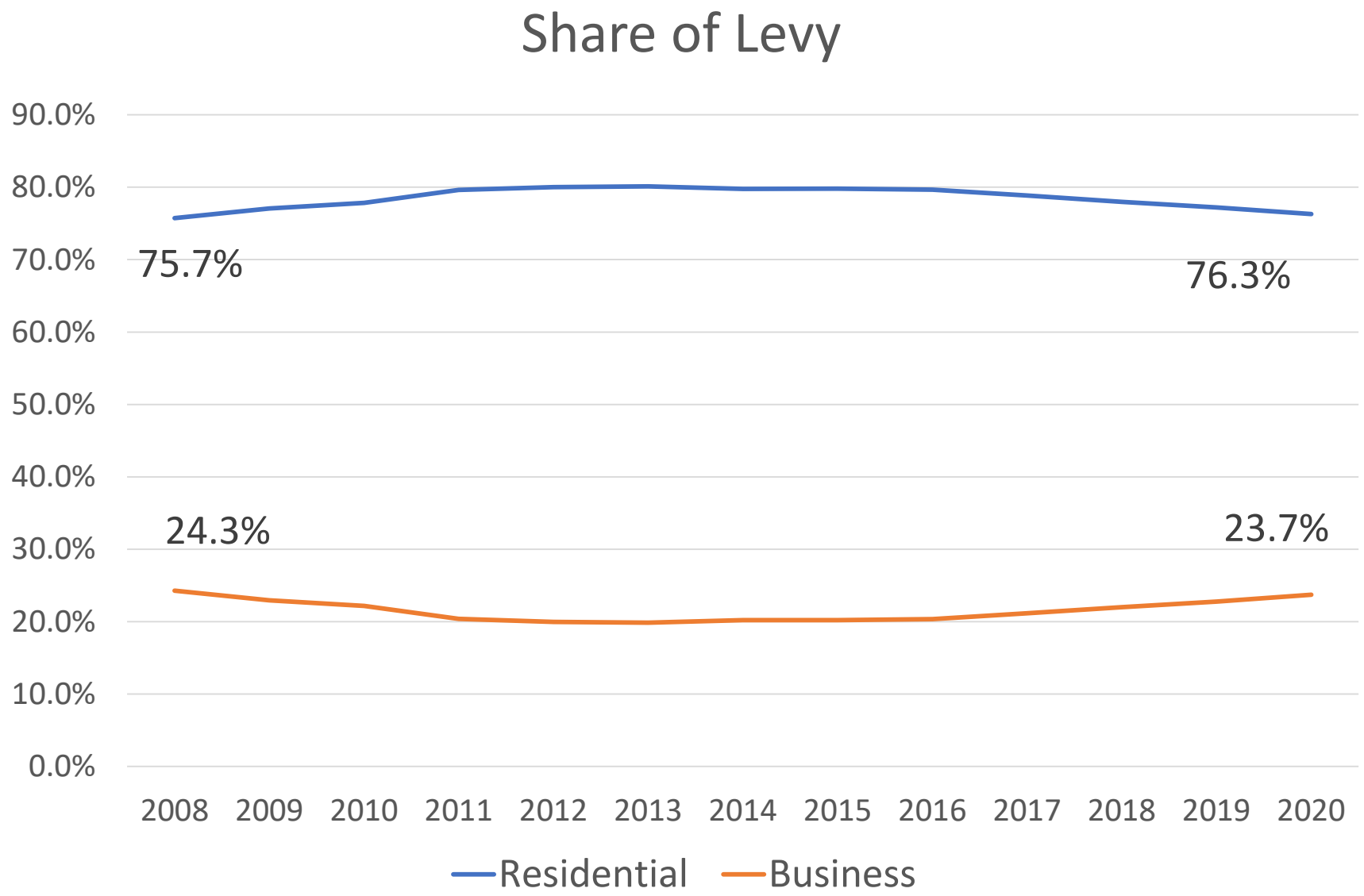


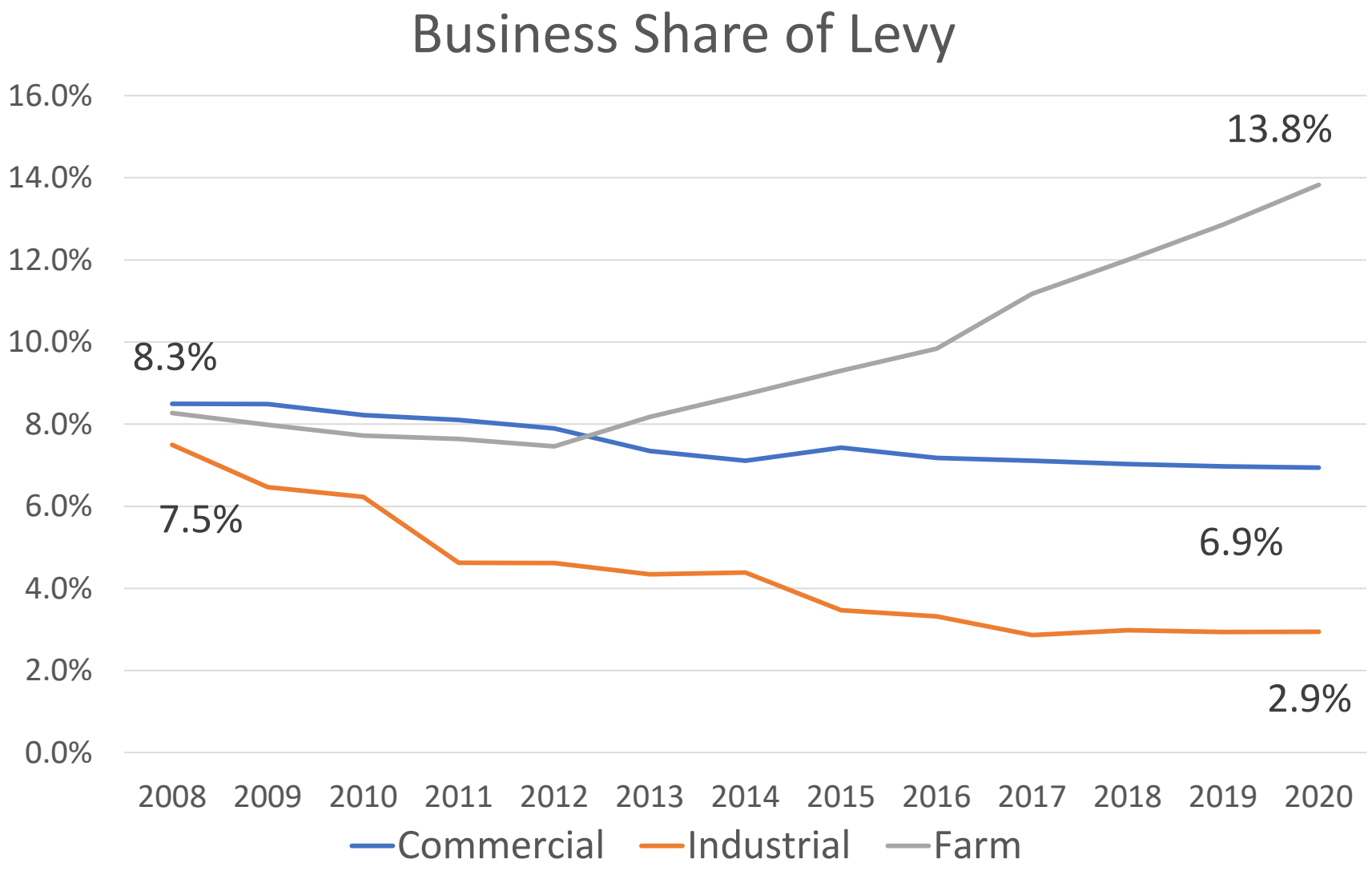
Property Tax System History

- In 1996 as part of the Conservative government's "Common Sense Revolution" the property tax system was reformed
- The prior system had substantial inequities with properties of similar value having potentially very different assessments and hence taxation
- The new Current Value Assessment (CVA) system was designed to update assessments every four years meaning that changes in property value resulted in a relatively timely (four years) changes in tax burden
  - Distributes tax burden based on relative perceived wealth as measured by CVA

Elgin County's historical commitment

- Previous Councils:
  - considered tax ratio changes for strategic reasons, principally for business attraction
  - Otherwise wished to maintain a stable tax ratio in order to allow tax redistributions to occur based on the "Ability to Pay" principle as perceived wealth measured by CVA changes
- Council report titled "Tax Ratios" dated November 28th, 2011 concluded:
  - tax rates play a minor role in the site selection of businesses
  - with quality of place being the primary decision factor
- As a result, tax ratios have remained stable


Share of Levy
90.0%
80.0%
70.0%
60.0%
50.0%
40.0%
30.0%
20.0%
10.0%
0.0%
75.7%
76.3%
24.3%
23.7%
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
Residential
Business


Business Share of Levy
16.0%
14.0%
12.0%
10.0%
8.0%
6.0%
4.0%
2.0%
0.0%
13.8%
8.3%
7.5%
6.9%
2.9%
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
Commercial
Industrial
Farm

Analysis of Tax Shift

- A tax shift occurs 2008-2020 from the have-nots to the haves
- Jan 1, 2008 CVA causes tax shift from 2009-12 as:
  - Industrial perceived wealth declines
  - Residential perceived wealth increases
- Jan 1, 2012 and 2016 CVAs cause tax shifts from 2013-20 as:
  - Industrial and Commercial perceived wealth declines
  - Farm perceived wealth increases
  - Residential perceived wealth remained relatively stable

Factors Effecting Ratio Decision

- Strategic – business attraction
  - tax rates play a minor role in the site selection of businesses
  - with quality of place being the primary decision factor
- Conflicting views of fairness:
  - Ability to Pay principle (County's position to date)
  - Benefit principle (promoted by OFA)
- Council expressed interest in a compromise with the OFA

Review of Alternatives

- 0.23 Farm tax ratio alternative:
  - leaves benefit to Farms unchanged
  - fully reduces their tax from the base alternative level (0.25)
  - Forces change on local municipal partners
- 0.24 Farm tax ratio alternative:
  - leaves benefit to Farms unchanged
  - partially reduces their tax from the base alternative level (0.25)
  - Forces change on municipal partners
- 0.25 Farm tax ratio with improved farm service levels
  - leaves the farm tax same as the base alternative
  - fully increases the benefit to the Farms through improved service
  - Municipal partners can choose if they wish to offer same benefit to farmers

Farm Tax Ratio of 0.25 vs 0.24

Base Alternative- Status Quo: Farm Tax Ratio	0.25			
A) Tax Rate		0.600%		-0.3%
B) Total tax increase on average household		$28		1.9%
C) Tax increase on average property across all tax classes				3.2%
D) Total Levy (includes growth)		$35.1 mil		4.6%

Farm Tax Ratio	0.24			
A) Tax Rate		0.603%		0.2%
B) Total tax increase on average household		$36		2.4%
C) Tax increase on average property across all tax classes				3.2%
D) Total Levy (includes growth)		$35.1 mil		4.6%

Farm Tax Ratio of 0.24 vs 0.23

Farm Tax Ratio	0.24			
A) Tax Rate		0.603%		0.2%
B) Total tax increase on average household		$36		2.4%
C) Tax increase on average property across all tax classes				3.2%
D) Total Levy (includes growth)		$35.1 mil		4.6%

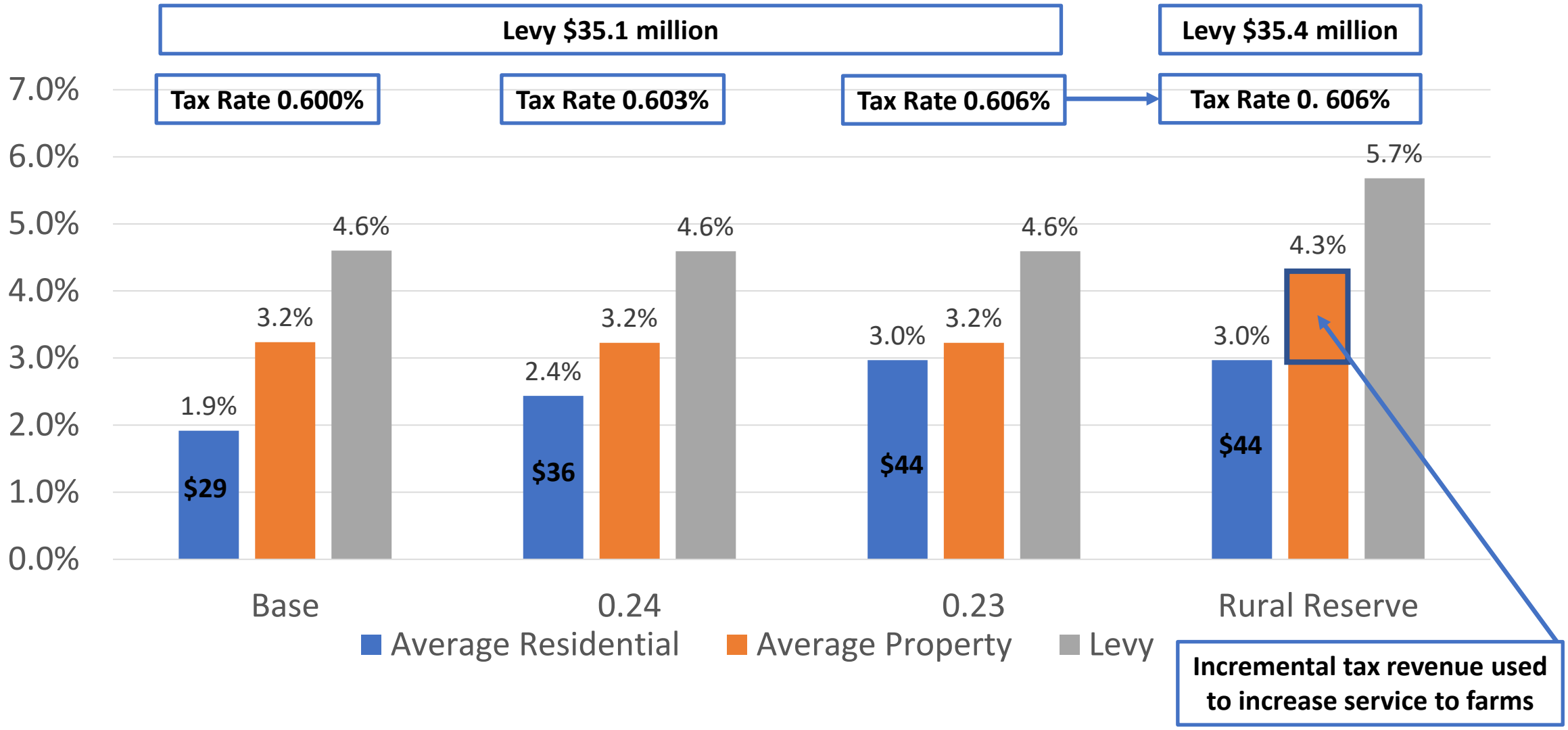
Farm Tax Ratio	0.23			
A) Tax Rate		0.606%		0.7%
B) Total tax increase on average household		$44		3.0%
C) Tax increase on average property across all tax classes				3.2%
D) Total Levy (includes growth)		$35.1 mil		4.6%

Ratio of 0.23 vs 0.25 with Improved Farm Service

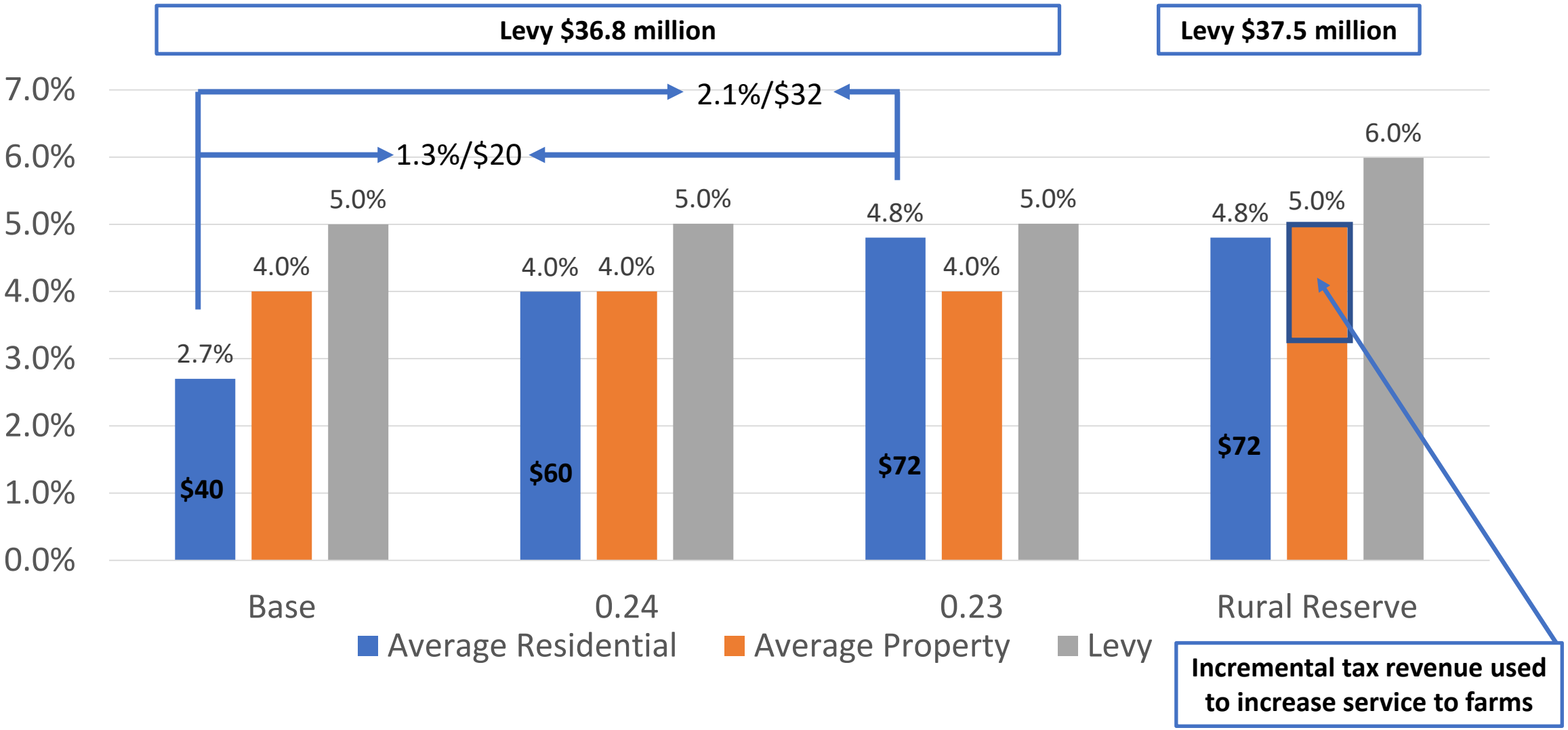
Farm Tax Ratio	0.23			
A) Tax Rate		0.606%		0.7%
B) Total tax increase on average household		$44		3.0%
C) Tax increase on average property across all tax classes				3.2%
D) Total Levy (includes growth)		$35.1 mil		4.6%

Improved Farm Service with Farm Tax Ratio	0.25			
A) Tax Rate		0.606%		0.7%
B) Total tax increase on average household		$44		3.0%
C) Tax increase on average property across all tax classes				4.3%
D) Total Levy (includes growth)		$35.4 mil		5.7%

Tax Fairness Alternatives - 2019

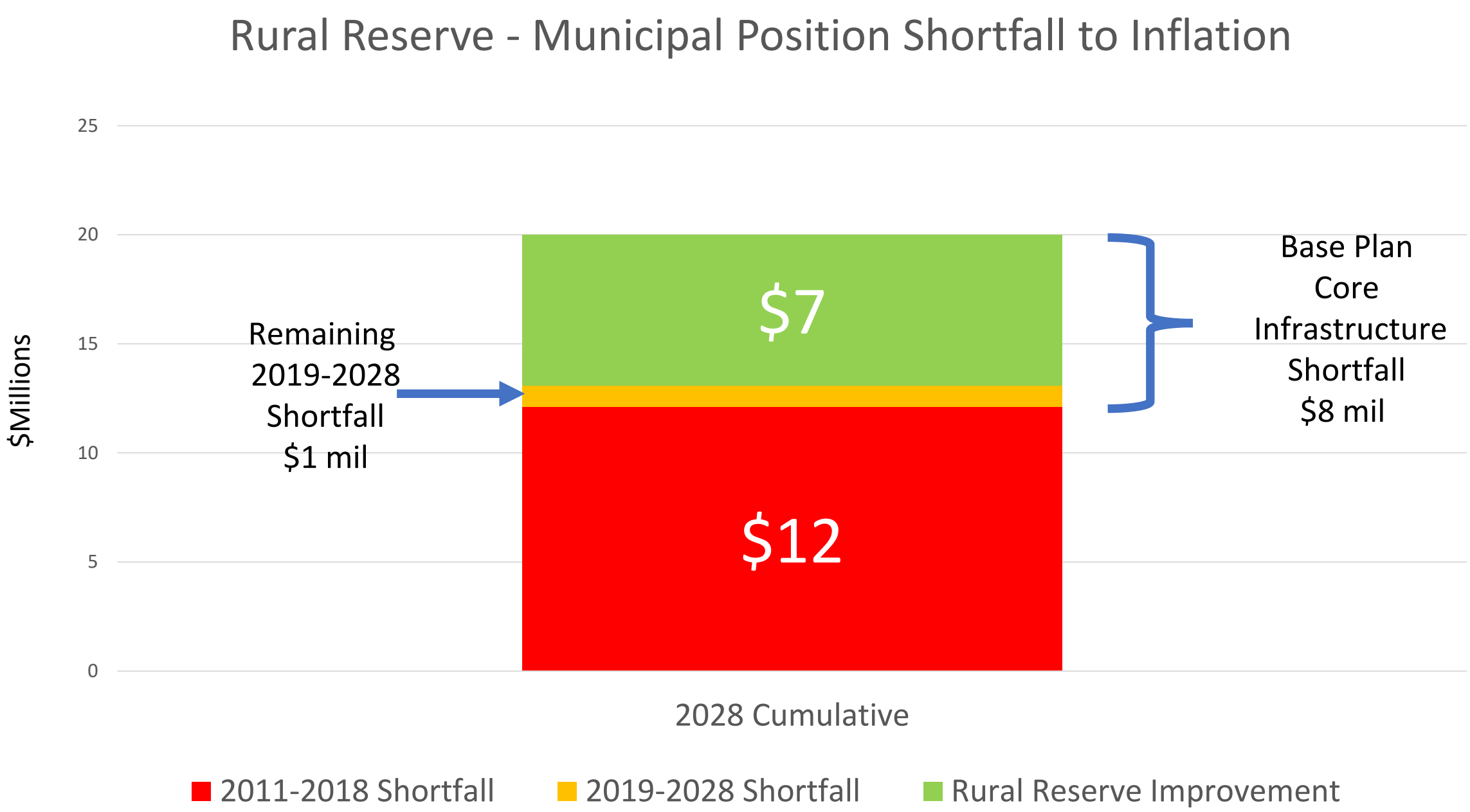


Tax Fairness Alternatives – 2020



Improved Farm Service Level

- Establish a Rural Capital Reserve funded by the tax generated by the increased Farm assessment of $364,500 in 2019 and $729,000 in 2020
- By 2028, assuming stable CVAs from 2021 onward, $7 million will be added to the reserve
- Reserve will be used to add money to the Capital Budget in the future as required to address deteriorating linear infrastructure (roads, bridges, culverts) servicing farm areas
  - Benefits Farms with improved service levels
  - Address most of infrastructure investment shortfall
- Use of the Reserve can be referred annually to the Rural Initiatives Committee (EFA can present as delegation to provide a voice)
- Jan 22 Capital Budget review with Council highlighted shortfalls in funding in linear infrastructure of $8 million over the ten year plan


Rural Reserve - Municipal Position Shortfall to Inflation
$Millions
25
20
15
10
5
0
$7
$12
Remaining
2019-2028
Shortfall
$1 mil
Base Plan
Core
Infrastructure
Shortfall
$8 mil
2028 Cumulative
2011-2018 Shortfall
2019-2028 Shortfall
Rural Reserve Improvement

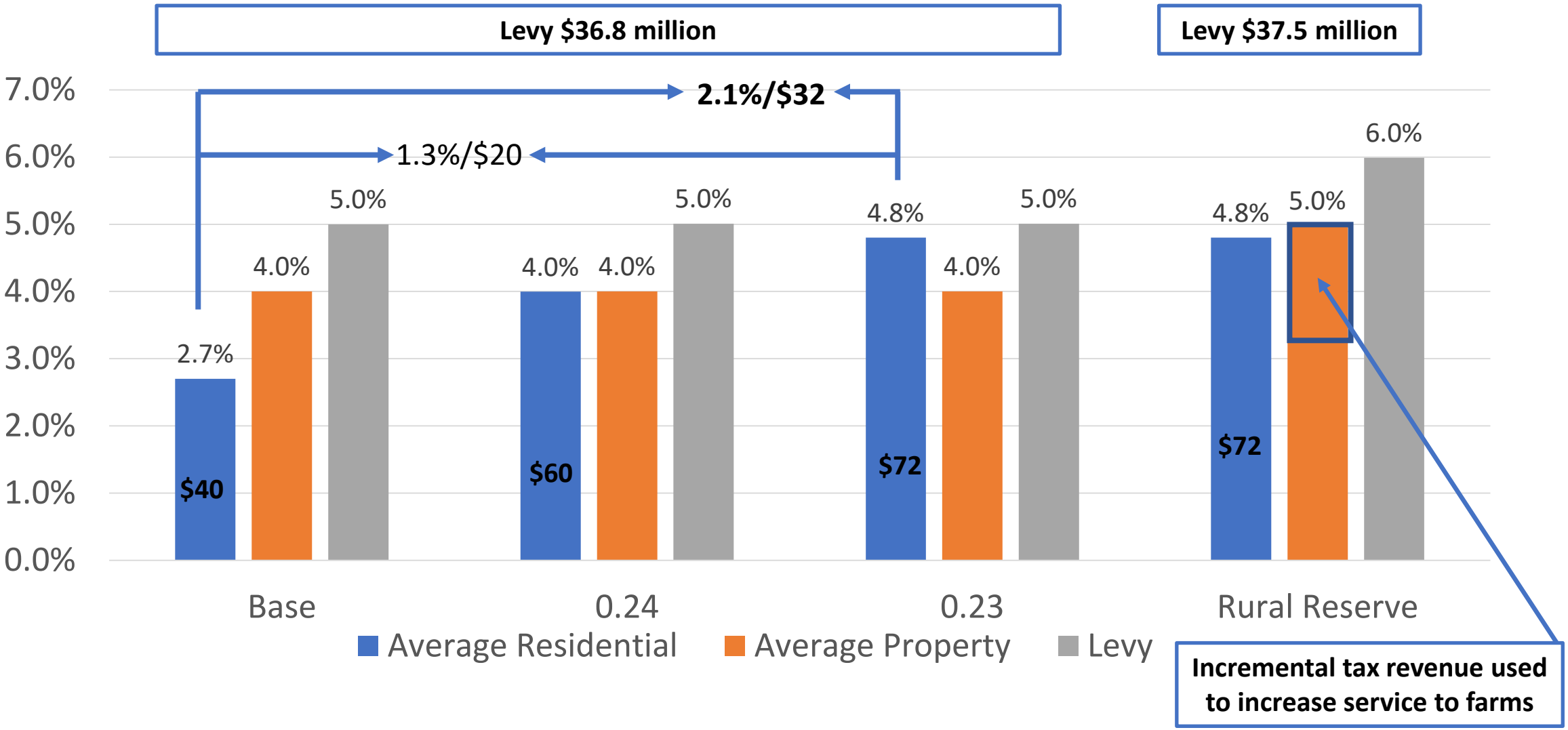
Which Alternative does Council Wish

- Base Alternative – 0.25 ratio
  - No improvement to Farm service
  - Ability to Pay principle maintained
  - Does not force change on municipal partners
- 0.23 ratio Alternative
  - Provides reduced taxes to farms funded by other tax classes
    - Abandons Ability to Pay principle
  - No change in service levels
  - Forces change on municipal partners
- Compromise

Comparison of Compromise Alternatives

- The 0.24 tax ratio:
  - Only offsets half of the farm tax increase
  - Provides no improvement in service
  - Ability to Pay principle is compromised
  - Forces change on municipal partners
- Increased Farm Service Level:
  - This compromise increases the benefit to Farms by improving service to their businesses by a value equal to their incremental taxes
  - Jan 22 Capital Budget review with Council highlighted shortfalls in funding in linear infrastructure (road, bridges, culverts)
  - Establishing this new reserve would help address the shortfall by funding the rehabilitation of deteriorating infrastructure servicing Farmers
  - Achieves both the Benefit principle while maintaining Ability to Pay principle
  - Municipal partners can choose if they wish to offer same benefit to farmers

Tax Fairness Alternatives – 2020



Capital Project Highlights

- Ten-year investment of $155 million
  - POA court house facility planned completion August 2019
  - Terrace Lodge re-development of $28-29 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 $8 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
  - Assessment growth used to fund $0.7 million in signalization

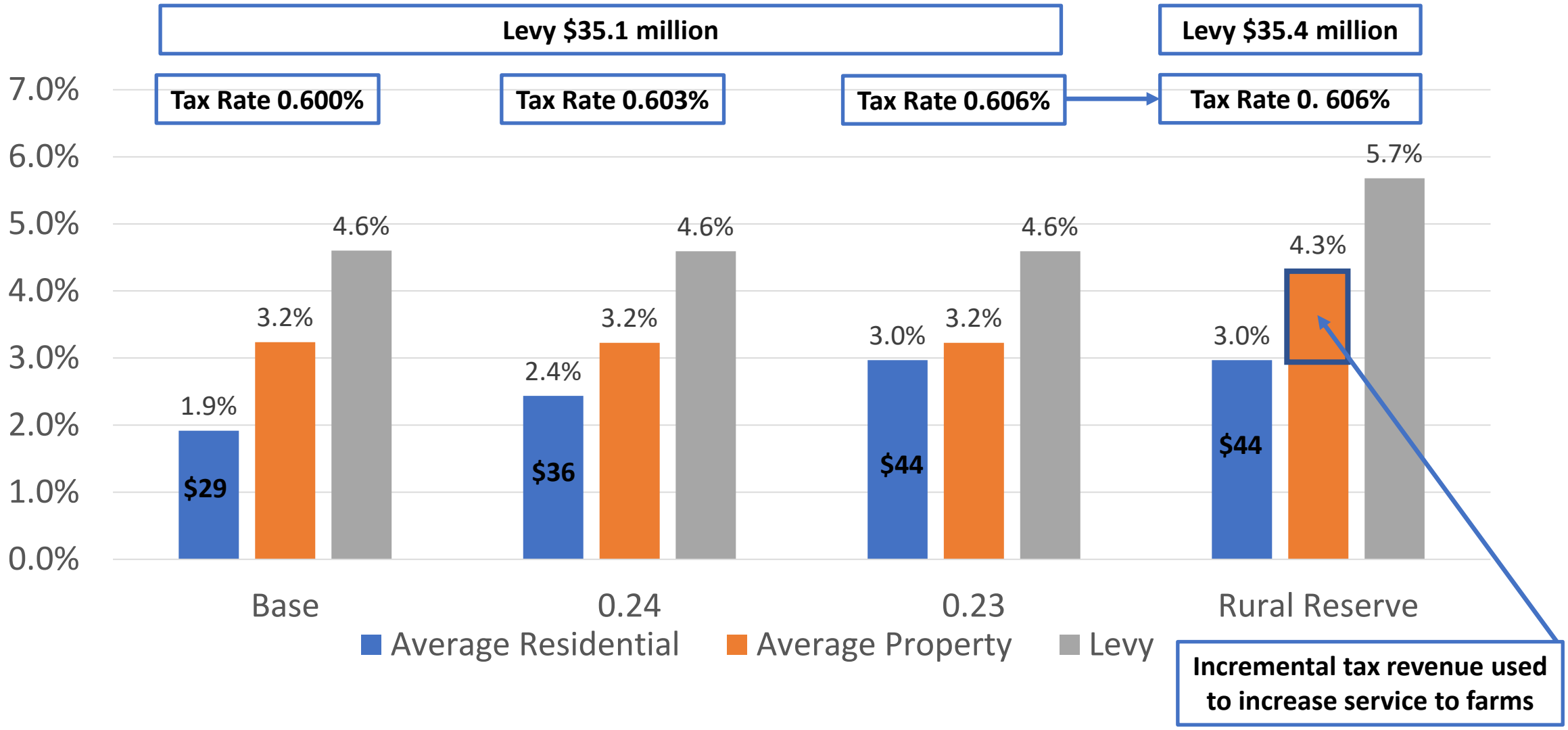
Operating Project Highlights

- Focus has shifted to needs-based service areas (roads, Homes, ambulance) in lieu of spending in areas provided by other levels of government (EBRC)
- Service levels increasing to assist citizens and local municipal partners by increase three positions to full-time:
  - Fire trainer
  - Legal clerk
  - Planner
- Community broadband investment of $0.5 million, results still pending
- Improving transportation in the County
  - 2018 saw an investment of $0.4 million in a Cycle Master Plan and bicycle lanes
  - In 2019, $0.1 million transportation study launched if matching provincial funding received
- Increased operations costs resulting from expanding Terrace Lodge facility funded by savings in capital costs
- Gap in sustainable municipal position and infrastructure is narrowed
- Tax rate is reduced by 0.3% and average household increase 1.9% ($29)
  - based on a 0.25 farm tax ratio with no reserve for Rural Capital

Recommendation

- THAT the 2019 proposed budget, which includes the operating budget and capital budget, be approved with:
  - 0.3% reduction in the tax rate and a 0.25% farm tax ratio resulting in a levy of $35.1 million; or,
  - 0.2% increase in the tax rate and a 0.24% farm tax ratio resulting in a levy of $35.1 million; or,
  - 0.7% increase in the tax rate and a 0.23% farm tax ratio resulting in a levy of $35.1 million; or,
  - 0.7% increase in the tax rate and a 0.25% farm tax ratio resulting in a levy of $35.4 million with the establishment of a Rural Capital Reserve; and,
- THAT the necessary by-law be prepared.

Tax Fairness Alternatives - 2019



Supporting Documents to the 2019 Budget PowerPoint Presentation:

Attachment I – Explanation of Taxes

Attachment II
- Schedule A – Ratios (subject to change)
- Schedule B – Operating Budget
- Schedule C – Tax Rates

Attachment III – Ten Year Business Plan

Attachment IV – Ten Year Capital Plan

Attachment V – Ten Year Balance Sheet & Reserves

Attachment VI – Departmental Details

Attachment VII – 2017 Operating Performance

Explanation of Taxes **Attachment I**

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	0.599500%	-0.3%
E) 2019 taxes on house if no assessment change (A)x(D)	$1,489	
F) Change in tax on house with no assessment change (E)-(C)	-$4	-0.3%
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)	$1,521	
I) Tax increase due to assessment change (H)-(E)	$33	2.2%
J) **Total tax increase on average household** (I)+(F)	$29	1.9%
Average Property (all property classes)		
K) Assessment related tax shift between classes		1.3%
L) **Tax increase on average property across all tax classes** (J) + (K)		3.2%
Levy		
M) Starting point (prior year levy)	$33,526,235	
N) Increases on existing buildings (L)	$1,084,788	3.2%
O) Levy generated on new buildings (population growth)	$457,807	1.4%
P) **Total Levy** (N) + (O)	$35,068,830	4.6%

Attachment II

COUNTY OF ELGIN

By-Law 19-05

SCHEDULE A

Ratios

PROPERTY CLASS

	2019				2018
	Base	**0.24**	**0.23**	**Rural Reserve**	
RESIDENTIAL/FARM	1.0000	1.0000	1.0000	1.0000	1.0000
FARMLAND AWAITING DEVELOPMENT - RESIDENTIAL	0.5000	0.5000	0.5000	0.5000	0.5000
NEW MULTI-RESIDENTIAL	1.0000	1.0000	1.0000	1.0000	1.0000
MULTI-RESIDENTIAL	1.9999	1.9999	1.9999	1.9999	1.9999
COMMERCIAL OCCUPIED	1.6376	1.6376	1.6376	1.6376	1.6376
COMMERCIAL VACANT LAND	1.6376	1.6376	1.6376	1.6376	1.6376
INDUSTRIAL OCCUPIED	2.2251	2.2251	2.2251	2.2251	2.2251
INDUSTRIAL VACANT LAND	2.2251	2.2251	2.2251	2.2251	2.2251
LARGE INDUSTRIAL OCCUPIED	2.8318	2.8318	2.8318	2.8318	2.8318
LARGE INDUSTRIAL VACANT	2.8318	2.8318	2.8318	2.8318	2.8318
PIPELINES	1.1446	1.1446	1.1446	1.1446	1.1446
FARM	0.2500	0.2400	0.2300	0.2500	0.2500
MANAGED FORESTS	0.2500	0.2400	0.2300	0.2500	0.2500
LANDFILL	33.335124	33.335124	33.335124	33.335124 *	33.335124

* ratio calculated by the province to avoid tax changes resulting from assessment methodology change (subject to adjustment)

Schedule B: **2019 Operating Budget** **By-Law 19-05**	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
	Prior Operating				**Current Operating Budget**			**Current Operating Budget**
	(Revenue)	**Expense**	**Net Budget (Revenue)/Expense**	**FORECAST/ ACTUAL**	**(Revenue)**	**Expense**	**Net Budget (Revenue)/ Expense**	**(Over)/ Under Prior Year**
CORPORATE ACTIVITIES								
1) Taxes	(35,631,937)	594,028	(35,037,909)	(35,163,004)	(35,535,217)	374,713	(35,160,504)	122,596
2) Interest Charges & Income	(204,047)	4,047	(200,000)	(411,058)	(1,490,462)	1,079,400	(411,062)	211,062
3) Social Services - St. Thomas	-	2,348,306	2,348,306	2,324,192		2,321,827	2,321,827	26,479
4) Health Unit	(383,103)	1,272,867	889,764	833,730		953,264	953,264	(63,500)
5) Grants	-	372,513	372,513	370,046	-	315,837	315,837	56,676
6) Rental Income	(254,527)	138,525	(116,002)	(115,990)	(260,060)	138,538	(121,522)	5,520
7) Property Assessment	(113,222)	880,484	767,262	767,262		779,702	779,702	(12,440)
8) Ontario Municipal Partnership Fund	(48,997)	(690,703)	(739,700)	(739,700)	539,700	(1,079,400)	(539,700)	(200,000)
9) Project Costs	-	665,000	665,000	503,326	-	714,764	714,764	(49,764)
10) Corporate	(36,635,833)	5,585,067	(31,050,766)	(31,631,195)	(36,746,039)	5,598,645	(31,147,394)	96,628
Departmental								
11) Warden and Council	(3,036)	367,179	364,143	320,623	(3,036)	418,897	415,861	(51,718)
12) Administrative Services	(257,014)	784,408	527,394	550,493	(259,826)	857,247	597,421	(70,027)
13) Financial Services	-	634,946	634,946	624,171	-	643,309	643,309	(8,362)
14) Human Resources	(32,500)	589,092	556,592	513,698	(32,500)	603,665	571,165	(14,573)
15) Administrative Building	(434,277)	990,990	556,713	539,832	(520,542)	1,117,349	596,807	(40,094)
16) Corporate Expenditures	(60,000)	761,582	701,582	687,523	(95,000)	744,989	649,989	51,592
17) Engineering	(3,022,734)	13,409,372	10,386,637	10,343,864	(3,034,808)	13,169,727	10,134,919	251,719
18) Homes	(18,882,915)	23,844,477	4,961,562	4,800,422	(19,544,130)	24,452,999	4,908,869	52,693
19) Museum & Archives	(58,271)	498,832	440,561	361,044	(60,126)	524,558	464,432	(23,871)
20) Library Services	(187,510)	2,875,386	2,687,876	2,648,570	(172,985)	2,962,249	2,789,264	(101,388)
21) Information Technology	(89,870)	1,073,452	983,582	951,223	(63,000)	1,079,956	1,016,956	(33,373)
22) Provincial Offences	(1,519,293)	1,428,838	(90,455)	(81,866)	(1,549,293)	1,450,043	(99,250)	8,796
23) Collections	(474,679)	457,511	(17,168)	(18,777)	(494,304)	476,645	(17,658)	491
24) Ambul. & Emergency Meas.	(7,268,996)	10,092,446	2,823,450	2,819,031	(7,371,321)	10,337,191	2,965,870	(142,419)
25) Econ.Dev'l, Tourism & Plan.	(428,779)	1,572,764	1,143,985	1,067,866	(381,964)	1,493,773	1,111,809	32,176
26) Departmental	(32,719,875)	59,381,277	26,661,402	26,127,717	(33,582,834)	60,332,595	26,749,761	(88,358)
27) Elgin County	(69,355,707)	64,966,344	(4,389,364)	(5,503,478)	(70,328,874)	65,931,240	(4,397,634)	8,270
Base/ 0.24/ 0.23 — Levy Increase			4.6%		1,542,595		(1,542,595)	
Net Income					(68,786,278)	65,931,240	(5,940,229)	1,550,865
Memo: Levy			33,526,235		35,068,830			
Rural Reserve — Levy Increase			5.7%		1,907,097		(1,907,097)	
Net Income					(68,421,777)	65,931,240	(6,304,730)	1,915,367
Memo: Levy			33,526,235		35,433,332			

Attachment II

COUNTY OF ELGIN

By-Law 19-05

SCHEDULE C

PROPERTY CLASS	Prior 2018 TAX RATES	Base 2019 TAX RATES	% Change	0.24 2019 TAX RATES	% Change	0.23 2019 TAX RATES	% Change	Rural Reserve 2019 TAX RATES	% Change
RESIDENTIAL	0.601192%	0.599500%	-0.28%	0.602600%	0.23%	0.605733%	0.76%	0.605731%	0.76%
FARMLAND AWAITING DEVELOPM	0.300596%	0.299750%	-0.28%	0.301300%	0.23%	0.302867%	0.76%	0.302866%	0.76%
NEW MULTI-RESIDENTIAL	0.601192%	0.599500%	-0.28%	0.602600%	0.23%	0.605733%	0.76%	0.605731%	0.76%
MULTI-RESIDENTIAL	1.202324%	1.198940%	-0.28%	1.205140%	0.23%	1.211405%	0.76%	1.211401%	0.75%
COMMERCIAL OCCUPIED	0.984512%	0.981741%	-0.28%	0.986818%	0.23%	0.991948%	0.76%	0.991945%	0.75%
COMMERCIAL VACANT LAND	0.984512%	0.981741%	-0.28%	0.986818%	0.23%	0.991948%	0.76%	0.991945%	0.75%
INDUSTRIAL OCCUPIED	1.337712%	1.333947%	-0.28%	1.340845%	0.23%	1.347816%	0.76%	1.347812%	0.76%
INDUSTRIAL VACANT LAND	1.337712%	1.333947%	-0.28%	1.340845%	0.23%	1.347816%	0.76%	1.347812%	0.76%
LARGE INDUSTRIAL OCCUPIED	1.702456%	1.697664%	-0.28%	1.706443%	0.23%	1.715315%	0.76%	1.715309%	0.75%
LARGE INDUSTRIAL VACANT	1.702456%	1.697664%	-0.28%	1.706443%	0.23%	1.715315%	0.76%	1.715309%	0.75%
LANDFILL	20.040810%	19.984407%	-0.28%	20.087746%	0.23%	20.192185%	0.76%	20.192118%	0.75%
PIPELINES	0.688124%	0.686188%	-0.28%	0.689736%	0.23%	0.693322%	0.76%	0.693320%	0.76%
FARM	0.150298%	0.149875%	-0.28%	0.144624%	-3.78%	0.139319%	-7.30%	0.151433%	0.76%
MANAGED FORESTS	0.150298%	0.149875%	-0.28%	0.144624%	-3.78%	0.139319%	-7.30%	0.151433%	0.76%

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

Ten Year Business Plan

Attachment III

	2019		2020		2021		2022		2023		2024		2025		2026		2027		2028	
1) Prior Year Budgeted MP Change		4.4		5.9		5.5		4.1		4.4		4.5		5.3		4.5		5.2		5.8
Muncipal Position Change Explaination																				
2 OMPF	(0.2)		(0.2)		(0.2)		(0.1)													
3 OCIF Base Funding	0.4		(0.0)		(0.9)															
4 Federal Gas Tax Funding	(0.1)																			
5 Prior Year Bike Lane Funding	(0.3)																			
6 T/L Rebuild Funding											0.7									
7 T/L Operating Costs											(0.4)									
8 Interest	0.2		(0.3)		(0.6)		0.1		(0.0)		0.1		0.1		0.1		0.2		0.0	
9 WriteDowns/Amort	0.0		(1.0)		(0.3)		(0.2)		(0.2)		(0.1)		(1.5)		(0.1)		(0.1)		(0.1)	
10 Supplementals/Payment-In-Lie	0.1		(0.1)		(0.1)		(0.1)		(0.1)		(0.1)		(0.1)		(0.1)		(0.1)		(0.1)	
11 Revenue Inflation	0.4		0.5		0.5		0.5		0.5		0.5		0.5		0.5		0.5		0.5	
12 Salary&Union Inflation	(0.4)		(0.4)		(0.4)		(0.5)		(0.5)		(0.5)		(0.5)		(0.5)		(0.5)		(0.5)	
13 Benefits Inflation	(0.2)		(0.2)		(0.2)		(0.2)		(0.2)		(0.3)		(0.3)		(0.3)		(0.3)		(0.3)	
14 Supplies Inflation	(0.5)		(0.5)		(0.6)		(0.6)		(0.6)		(0.6)		(0.6)		(0.6)		(0.6)		(0.6)	
15 Bill 148/Manulife	0.2																			
16 CPP Increases			(0.1)				(0.1)						(0.1)							
17 Other Externals	0.1																			
18 CIP	0.0		0.0		0.1		0.0													
19 EBRC	0.2																			
20 Service Increases (Staffing)	(0.1)																			
21 Health Unit share increase	(0.1)																			
22 Hospital Donation STEGH									0.3											
23 Hospital Donation 4Counties	0.1																			
24 Efficiencies	0.2		0.3		0.3		0.2		0.2		0.2		0.2		0.2		0.2		0.2	
25 Total Changes		**0.0**		**(2.2)**		**(2.4)**		**(0.9)**		**(0.5)**		**(0.4)**		**(2.1)**		**(0.6)**		**(0.6)**		**(0.8)**
26 Levy Increase	4.6%	1.5	5.0%	1.7	3.0%	1.1	3.0%	1.1	2.4%	0.9	3.0%	1.2	3.0%	1.2	3.0%	1.3	3.0%	1.3	3.0%	1.4
27 Average Property Increase	3.2%		4.0%		2.0%		2.0%		1.4%		2.0%		2.0%		2.0%		2.0%		2.0%	
28 Residential Household Increas	1.9%		2.7%		2.0%		2.0%		1.4%		2.0%		2.0%		2.0%		2.0%		2.0%	
29 Memo: Hospital Special Levy									-0.6%	(0.3)										
30 Net Change in Muncipal Position		**5.9**		**5.5**		**4.1**		**4.4**		**4.5**		**5.3**		**4.5**		**5.2**		**5.8**		**6.4**
31 Starting Muncipal Position		208.2		214.1		219.6		223.8		228.2		232.7		238.0		242.5		247.7		253.5
32 Ending Muncipal Position		**214.1**		**219.6**		**223.8**		**228.2**		**232.7**		**238.0**		**242.5**		**247.7**		**253.5**		**259.8**
33 Prior Business Plan		**212.3**		**217.5**		**220.0**		**220.5**		**223.5**		**226.9**		**230.8**		**235.2**		**240.2**		
34 New Plan B/(W) Prior Plan		**$ 1.8**		**$ 2.1**		**$ 3.8**		**$ 7.7**		**$ 9.2**		**$ 11.1**		**$ 11.7**		**$ 12.5**		**$ 13.3**		
35 Debt		**$ -**		**$ -**		**$ 10.0**		**$ 9.2**		**$ 8.3**		**$ 7.3**		**$ 6.3**		**$ 5.4**		**$ 4.4**		**$ 3.4**

COUNTY OF ELGIN
Summary
Proposed Capital 10 Year Plan

Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8	Col 9	Col 10	Col 11
			2019	**2020**	**2021**	**2022**	**2023**	**2019-2023 Total**	**2024-2028 Total**	**2019-2028 Average**
Capital Projects										
0) Corporate			25,000	20,000	20,000	20,000	20,000	**105,000**	200,000	**30,500**
1)	Agriculture		-	-	35,000	-	-	**35,000**	38,643	**7,364**
2)	Administrative Building		2,049,904	2,880,000	1,590,000	1,090,000	215,000	**7,824,904**	950,000	**877,490**
3)	Eng'r & Land Div.		15,385,501	11,540,501	11,449,542	11,474,542	12,040,583	**61,890,669**	64,012,473	**12,590,314**
Homes										
4a	i	Elgin Manor Dietary	-	15,000	20,000	20,000	20,000	**75,000**	80,000	**15,500**
4a	ii	Elgin Manor Nursing & Personal Care	111,980	20,000	15,000	20,000	52,000	**218,980**	174,420	**39,340**
4a	iii	Elgin Manor Housekeeping	10,000	-	-	-	1,000	**11,000**	4,000	**1,500**
4a	iv	Elgin Manor Laundry	-	-	-	-	-	**-**	27,530	**2,753**
4a	v	Elgin Manor Building & Property	317,035	143,250	503,750	352,000	387,000	**1,703,035**	1,848,000	**355,104**
4a	vi	Elgin Manor General & Admin	-	-	183,200	25,000	20,000	**228,200**	80,000	**30,820**
4a)	Elgin Manor		439,015	178,250	721,950	417,000	480,000	**2,236,215**	2,213,950	**445,017**
18b	iii	Terrace Lodge Dietary	30,000	-	-	-	-	**30,000**	-	**3,000**
4b	i	Terrace Lodge Nursing & Personal Care	48,000	25,000	-	-	12,000	**85,000**	23,000	**10,800**
18b	v	Terrace Lodge Housekeeping	32,000	-	-	-	-	**32,000**	-	**3,200**
4b	ii	Terrace Lodge Building & Property	(1,320,000)	-	-	200,000	200,000	**(920,000)**	1,000,000	**8,000**
4b)	Terrace Lodge		(1,210,000)	25,000	-	200,000	212,000	**(773,000)**	1,023,000	**25,000**
4c	i	Bobier Villa Dietary	-	-	-	-	-	**-**	50,000	**5,000**
4c	ii	Bobier Villa Nursing & Personal Care	78,234	50,000	10,000	10,000	23,712	**171,946**	104,846	**27,679**
4c	iii	Bobier Villa Housekeeping	8,000	-	-	-	5,000	**13,000**	-	**1,300**
18c	vi	Bobier Villa Laundry	-	-	-	-	-	**-**	14,000	**1,400**
4c	iv	Bobier Villa Building & Property	303,000	185,000	165,000	200,000	401,400	**1,254,400**	1,764,100	**301,850**
4c	v	Bobier Villa General & Admin	-	-	-	-	3,000	**3,000**	12,000	**1,500**
4c)	Bobier		389,234	235,000	175,000	210,000	433,112	**1,442,346**	1,944,946	**338,729**
4)	Homes		(381,751)	438,250	896,950	827,000	1,125,112	**2,905,561**	5,181,896	**808,746**
Museums & Archives										
		Museum	30,000	20,000	20,000	20,000	20,000	**110,000**	100,000	**21,000**
		Archives	10,000	20,000	20,000	20,000	20,000	**90,000**	100,000	**19,000**
5)	Museum & Archives		40,000	40,000	40,000	40,000	40,000	**200,000**	200,000	**40,000**
6)	Library Services		319,631	333,332	339,979	346,759	398,674	**1,738,375**	1,922,035	**366,041**
7)	Information Technology		289,967	313,909	363,491	283,115	320,176	**1,570,658**	1,354,931	**292,559**
8)	Ambul. & Emergency Meas.		743,352	367,200	344,500	486,000	363,000	**2,304,052**	2,314,350	**461,840**
9)	Econ.Dev'l, Tourism & Plan.		-	-	-	-	8,500	**8,500**	12,000	**2,050**
10)	**Elgin County**		18,471,604	15,933,192	15,079,462	14,567,416	14,531,044	**78,582,719**	76,186,328	**15,476,905**
11)		Prior Year's Business Plan Spend	19,310,585	15,082,626	14,967,022	14,423,467	14,504,624	78,288,324	74,282,605	15,257,093
12)		Reserve Funding for POA	1,600,000					1,600,000		160,000
13)		Reserve Funding for Port Bruce Bridge	3,000,000					3,000,000		300,000
14)		T/L Building Redevelopment	(6,350,000)			200,000	200,000	(5,950,000)	1,000,000	- 495,000
15)		Museum/Archives Capital addition	40,000	40,000	40,000	40,000	40,000	200,000	200,000	40,000
16)		Wonderland Rd EA Study Prov. Funding	125,000					125,000		12,500
17)		Assessment funded Growth demands	690,000					690,000		69,000
18)		Admin Accessibility		800,000		(100,000)	(100,000)	600,000	(600,000)	-
19)		Inflation						-	1,335,652	133,565
20)		**New Plan (Higher)/Lower than Prior Adjusted Plan**	(56,019)	(10,566)	(72,440)	(3,949)	113,580	(29,395)	31,930	**253**

County of Elgin
Balance Sheet
and Reserve Budget

	Balance Sheet Base/0.24/0.23	2019		2020		2021		2022		2023		2024-2028 Total	
		Change	Ending Bal.	Change	Ending Bal.	Change	Ending Bal.	Change	Ending Bal.	Change	Ending Bal.	Change	Ending Bal.
	Balance Sheet												
A1)	Cash & Investments	(7,735,957)	20,518,853	(8,861,414)	11,657,439	921,447	12,578,886	(3,917,978)	8,660,908	(3,700,270)	4,960,638	14,165,771	19,126,409
A2)	Accounts Receivable	(299,060)	2,500,000		2,500,000		2,500,000		2,500,000		2,500,000		2,500,000
A3)	Pre-Paids & Loans	(290,633)	250,000		250,000	-	250,000	-	250,000	-	250,000	-	250,000
A4)	TCA	17,772,651	190,380,942	4,333,677	194,714,619	3,218,181	197,932,800	2,511,748	200,444,548	2,323,660	202,768,209	37,097,470	239,865,679
A5)	WIP	(4,506,963)	6,000,000	10,000,000	16,000,000	10,000,000	26,000,000	5,000,000	31,000,000	5,000,000	36,000,000	(29,000,000)	7,000,000
A	**Total Assets**	**4,940,038**	**219,649,795**	**5,472,263**	**225,122,058**	**14,139,628**	**239,261,686**	**3,593,770**	**242,855,456**	**3,623,391**	**246,478,847**	**22,263,241**	**268,742,088**
B1)	Accounts Payable	839,427	(2,500,000)		(2,500,000)		(2,500,000)		(2,500,000)		(2,500,000)		(2,500,000)
B2)	Payroll, Remits & WSIB Accrual	160,764	(3,000,000)		(3,000,000)		(3,000,000)		(3,000,000)		(3,000,000)		(3,000,000)
B3)	Debt		-		-	(10,000,000)	(10,000,000)	800,000	(9,200,000)	900,000	(8,300,000)	4,900,000	(3,400,000)
B	**Total Liabilities**	**1,000,191**	**(5,500,000)**	**-**	**(5,500,000)**	**(10,000,000)**	**(15,500,000)**	**800,000**	**(14,700,000)**	**900,000**	**(13,800,000)**	**4,900,000**	**(8,900,000)**
C	**Municipal Position**	**5,940,229**	**214,149,795**	**5,472,263**	**219,622,058**	**4,139,628**	**223,761,686**	**4,393,770**	**228,155,456**	**4,523,391**	**232,678,847**	**27,163,241**	**259,842,088**
	Explanation of Municipal Position												
D1)	In-Service Tangible Capital Assets (Net Book Value)	17,772,651	190,380,942	4,333,677	194,714,619	3,218,181	197,932,800	2,511,748	200,444,548	2,323,660	202,768,209	37,097,470	239,865,679
D2)	Work-In-Progress Tangible Capital Assets	(4,506,963)	6,000,000	10,000,000	16,000,000	10,000,000	26,000,000	5,000,000	31,000,000	5,000,000	36,000,000	(29,000,000)	7,000,000
D	**Total Tangible Capital Assets**	**13,265,688**	**196,380,942**	**14,333,677**	**210,714,619**	**13,218,181**	**223,932,800**	**7,511,748**	**231,444,548**	**7,323,660**	**238,768,209**	**8,097,470**	**246,865,679**
E	Reserve for Completion of WIP	(5,356,084)	32,500,000	(10,000,000)	22,500,000	(10,000,000)	12,500,000	(5,000,000)	7,500,000	(5,000,000)	2,500,000		2,500,000
F	**Anticipated Tangible Capital Assets**	**7,909,604**	**228,880,942**	**4,333,677**	**233,214,619**	**3,218,181**	**236,432,800**	**2,511,748**	**238,944,548**	**2,323,660**	**241,268,209**	**8,097,470**	**249,365,679**
H	**TOTAL CAPITAL FUNDS**	1,350,000	(26,386,501)	(82,316)	(26,468,817)	-	(26,468,817)	2,900,000	(23,568,817)	2,900,000	(20,668,817)	14,500,000	(6,168,817)
I	**TOTAL CAPITAL RESERVES**	(1,018,501)	477,072	722,928	1,200,000	1,000,000	2,200,000	1,000,000	3,200,000	(200,000)	3,000,000	1,000,000	4,000,000
J	**Net Capital Portion**	**8,241,104**	**202,971,513**	**4,974,289**	**207,945,802**	**4,218,181**	**212,163,983**	**6,411,748**	**218,575,731**	**5,023,661**	**223,599,392**	**23,597,470**	**247,196,862**
K	**TOTAL OPERATING RESERVES**	(2,300,875)	11,178,283	497,974	11,676,257	(78,553)	11,597,703	(2,017,978)	9,579,726	(500,270)	9,079,455	3,565,771	12,645,226
L	**Municipal Position**	**5,940,229**	**214,149,795**	**5,472,263**	**219,622,058**	**4,139,628**	**223,761,686**	**4,393,770**	**228,155,456**	**4,523,391**	**232,678,847**	**27,163,241**	**259,842,088**
	Capital Funds												
H1)	Capital Fund Garage	-	82,316	(82,316)	-	-	-		-		-	-	-
H2)	Capital Fund Terrace Lodge	1,350,000	(26,468,817)		(26,468,817)		(26,468,817)	2,900,000	(23,568,817)	2,900,000	(20,668,817)	14,500,000	(6,168,817)
H	**Capital Funds**	**1,350,000**	**(26,386,501)**	**(82,316)**	**(26,468,817)**	**-**	**(26,468,817)**	**2,900,000**	**(23,568,817)**	**2,900,000**	**(20,668,817)**	**14,500,000**	**(6,168,817)**
	Capital Reserves												
I1)	Reserves Capital Projects	(2,218,501)	(722,928)	722,928	-	1,000,000	1,000,000	1,000,000	2,000,000	1,000,000	3,000,000	1,000,000	4,000,000
I2)	Reserves Terrace Lodge Renovations	1,200,000	1,200,000		1,200,000		1,200,000		1,200,000	(1,200,000)	-		-
I3)	Reserves Rural Capital	-	-	-	-	-	-	-	-	-	-	-	-
I	**Capital Reserves**	**(1,018,501)**	**477,072**	**722,928**	**1,200,000**	**1,000,000**	**2,200,000**	**1,000,000**	**3,200,000**	**(200,000)**	**3,000,000**	**1,000,000**	**4,000,000**
	Operating Reserves												
K1)	Reserves Donations Elgin	(9,500)	144,716		144,716		144,716		144,716		144,716		144,716
K2)	Reserves Donations Terrace	(1,500)	152,078		152,078		152,078		152,078		152,078		152,078
K3)	Reserves Donations Bobier	(2,500)	73,785		73,785		73,785		73,785		73,785		73,785
K4)	Reserves Donations Alma College Alumnae	500	57,084		57,084		57,084		57,084		57,084		57,084
K5)	Reserves Museum	500	29,446		29,446		29,446		29,446		29,446		29,446
K6)	Reserves Archives	500	1,493		1,493		1,493		1,493		1,493		1,493
K7)	Reserves Donations Library	3,461	116,334		116,334		116,334		116,334		116,334		116,334
K8)	Reserves Mill Rate Stabilization	(2,278,335)	10,510,930	502,974	11,013,904	(73,553)	10,940,350	(2,012,978)	8,927,373	(495,270)	8,432,103	3,575,109	12,007,212
K9)	Reserves Strategic Planning	-	21,923		21,923		21,923		21,923		21,923		21,923
K10)	Reserves Tree Replanting	-	6,379		6,379		6,379		6,379		6,379		6,379
K11)	Reserves Performance Excellenc	-	10,873		10,873		10,873		10,873		10,873		10,873
K12)	Reserves Orthodonitics	(2,000)	11,665		11,665		11,665		11,665		11,665		11,665
K13)	Reserves Staff Training	(10,000)	29,338	(5,000)	24,338	(5,000)	19,338	(5,000)	14,338	(5,000)	9,338	(9,338)	-
K14)	Reserves Woodlot	(2,000)	6,723		6,723		6,723		6,723		6,723		6,723
K15)	Reserves Police Services	-	5,516		5,516		5,516		5,516		5,516		5,516
K	**Operating Reserves**	**(2,300,875)**	**11,178,283**	**497,974**	**11,676,257**	**(78,553)**	**11,597,703**	**(2,017,978)**	**9,579,726**	**(500,270)**	**9,079,455**	**3,565,771**	**12,645,226**

Attachment VI

Department Summary **2019 Operating Budget**	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
	Prior Operating				**Current Operating Budget**			**Current Operating Budget**
	(Revenue)	**Expense**	**Net Budget (Revenue)/Expense**	**FORECAST/ ACTUAL**	**(Revenue)**	**Expense**	**Net Budget (Revenue)/ Expense**	**(Over)/ Under Prior Year**
10) Corporate	(36,635,833)	5,585,067	(31,050,766)	(31,631,195)	(36,746,039)	5,598,645	(31,147,394)	96,628
Departmental								
Warden and Council								
11. 1 Warden	-	94,249	94,249	84,635	-	105,381	105,381	(11,132)
11. 2 Council	(3,036)	272,930	269,894	235,988	(3,036)	313,516	310,480	(40,586)
11) Warden and Council	(3,036)	367,179	364,143	320,623	(3,036)	418,897	415,861	(51,718)
Administrative Services								
12. 1 Administrative Services	(221,550)	682,742	461,192	499,703	(223,950)	763,385	539,435	(78,243)
12. 2 Agriculture	(1,000)	66,772	65,772	50,789	(1,000)	58,986	57,986	7,786
12. 3 Police Services Board	(34,464)	34,895	430	-	(34,876)	34,876	-	430
12) Administrative Services	(257,014)	784,408	527,394	550,493	(259,826)	857,247	597,421	(70,027)
13) Financial Services	-	634,946	634,946	624,171	-	643,309	643,309	(8,362)
14) Human Resources	(32,500)	589,092	556,592	513,698	(32,500)	603,665	571,165	(14,573)
15) Administrative Building	(434,277)	990,990	556,713	539,832	(520,542)	1,117,349	596,807	(40,094)
16) Corporate Expenditures	(60,000)	761,582	701,582	687,523	(95,000)	744,989	649,989	51,592
17) Engineering	(3,022,734)	13,409,372	10,386,637	10,343,864	(3,034,808)	13,169,727	10,134,919	251,719
Homes								
18.1. 1 Elgin Manor Program & Support	(365,107)	362,664	(2,443)	7,251	(371,668)	376,550	4,882	(7,324)
18.1. 2 Elgin Manor Dietary	(300,786)	1,051,725	750,940	765,405	(321,020)	1,080,442	759,422	(8,483)
18.1. 3 Elgin Manor Nursing & Personal Care	(3,503,858)	4,971,956	1,468,098	1,363,768	(3,625,050)	4,926,325	1,301,275	166,823
18.1. 4 Elgin Manor Housekeeping	-	493,872	493,872	473,271	(500)	460,114	459,614	34,258
18.1. 5 Elgin Manor Laundry	-	180,972	180,972	188,405	-	205,113	205,113	(24,142)
18.1. 6 Elgin Manor Building & Property	(40,000)	568,845	528,845	488,478	(40,000)	533,023	493,023	35,822
18.1. 7 Elgin Manor General & Admin	(2,776,381)	946,983	(1,829,398)	(1,840,373)	(2,840,664)	975,775	(1,864,889)	35,491
18.1 Elgin Manor	(6,986,132)	8,577,018	1,590,886	1,446,205	(7,198,903)	8,557,343	1,358,441	232,445
18.2. 1 Terrace Lodge Program & Support	(389,695)	413,751	24,056	12,933	(401,839)	414,327	12,489	11,567
18.2. 2 Terrace Lodge Dietary	(369,481)	1,235,085	865,604	888,403	(391,908)	1,281,274	889,366	(23,762)
18.2. 3 Terrace Lodge Nursing & Personal C	(3,815,987)	5,516,052	1,700,065	1,745,182	(3,952,746)	5,699,211	1,746,465	(46,400)
18.2. 4 Terrace Lodge Housekeeping	-	537,671	537,671	533,691	(500)	533,037	532,537	5,134
18.2. 5 Terrace Lodge Laundry	-	228,009	228,009	224,239	-	230,536	230,536	(2,527)
18.2. 6 Terrace Lodge Building & Property	(4,700)	431,180	426,480	391,777	(4,700)	424,310	419,610	6,870
18.2. 7 Terrace Lodge General & Admin	(2,473,633)	749,194	(1,724,438)	(1,857,262)	(2,535,779)	778,848	(1,756,931)	32,492
18.2. 8 Terrace Lodge Adult Day	(276,824)	276,825	1	-	(293,974)	293,974	-	1
18.2 Terrace Lodge	(7,330,320)	9,387,766	2,057,447	1,938,962	(7,581,445)	9,655,517	2,074,071	(16,625)

Department Summary **2019 Operating Budget**	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
	Prior Operating				**Current Operating Budget**			**Current Operating Budget**
	(Revenue)	**Expense**	**Net Budget (Revenue)/Expense**	**FORECAST/ ACTUAL**	**(Revenue)**	**Expense**	**Net Budget (Revenue)/ Expense**	**(Over)/ Under Prior Year**
18.3. 1 Bobier Villa Program & Support	(234,599)	256,999	22,400	24,928	(240,779)	261,226	20,446	1,953
18.3. 2 Bobier Villa Dietary	(208,482)	808,085	599,603	627,844	(221,480)	814,464	592,983	6,620
18.3. 3 Bobier Villa Nursing & Personal Care	(2,315,418)	3,177,834	862,416	1,017,326	(2,427,934)	3,435,888	1,007,954	(145,538)
18.3. 4 Bobier Villa Housekeeping	-	306,720	306,720	322,344	(500)	329,895	329,395	(22,674)
18.3. 5 Bobier Villa Laundry	(72)	152,637	152,565	152,987	-	152,800	152,800	(235)
18.3. 6 Bobier Villa Building & Property	(2,700)	422,893	420,193	346,004	(2,700)	424,181	421,481	(1,287)
18.3. 7 Bobier Villa General & Admin	(1,613,326)	562,658	(1,050,668)	(1,076,178)	(1,657,440)	608,738	(1,048,702)	(1,966)
18.3. 8 Bobier Villa Adult Day	(141,594)	141,594	(0)	-	(162,992)	162,992	-	(0)
18.3 Bobier	(4,516,191)	5,829,421	1,313,229	1,415,255	(4,713,826)	6,190,183	1,476,357	(163,128)
18.4 *Adult Day*	(50,272)	50,272	-	-	(49,956)	49,956	-	-
18) Homes	(18,882,915)	23,844,477	4,961,562	4,800,422	(19,544,130)	24,452,999	4,908,869	52,693
Museums & Archives								
19. 1 Museum	(31,480)	267,039	235,559	210,354	(37,480)	279,201	241,721	(6,161)
19. 2 Archives	(26,791)	231,792	205,001	150,690	(22,646)	245,357	222,711	(17,710)
19) Museum & Archives	(58,271)	498,832	440,561	361,044	(60,126)	524,558	464,432	(23,871)
20) Library Services	(187,510)	2,875,386	2,687,876	2,648,570	(172,985)	2,962,249	2,789,264	(101,388)
21) Information Technology	(89,870)	1,073,452	983,582	951,223	(63,000)	1,079,956	1,016,956	(33,373)
22) Provincial Offences	(1,519,293)	1,428,838	(90,455)	(81,866)	(1,549,293)	1,450,043	(99,250)	8,796
23) Collections	(474,679)	457,511	(17,168)	(18,777)	(494,304)	476,645	(17,658)	491
Ambulance & Emergency Measures								
24. 1 Ambulance Services	(7,266,996)	10,056,964	2,789,967	2,783,429	(7,369,321)	10,216,595	2,847,273	(57,306)
24. 2 Emergency Measures	(2,000)	35,483	33,483	35,601	(2,000)	120,596	118,596	(85,113)
24) Ambul. & Emergency Meas.	(7,268,996)	10,092,446	2,823,450	2,819,031	(7,371,321)	10,337,191	2,965,870	(142,419)
Economic Dev., Land Div. & Planning								
25. 1 Economic Development	(256,740)	1,244,423	987,683	986,500	(196,796)	1,127,789	930,993	56,690
25. 2 Land Division	(137,500)	141,778	4,278	(33,958)	(150,168)	150,167	(1)	4,279
25. 3 Planning	(34,539)	186,563	152,024	115,323	(35,000)	215,817	180,817	(28,793)
25) Econ.Dev'l, Tourism & Plan.	(428,779)	1,572,764	1,143,985	1,067,866	(381,964)	1,493,773	1,111,809	32,176
26) Departmental	(32,719,875)	59,381,277	26,661,402	26,127,717	(33,582,834)	60,332,595	26,749,761	(88,358)

COUNTY OF ELGIN
Corporate Activities
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4000000	Levy Town of Aylmer	(3,867,678)	(3,867,678)	(3,867,678)	0.00%
4010000	Levy Municip of Dutton/Dunwich	(2,660,042)	(2,660,042)	(2,660,042)	0.00%
4020000	Levy Municip of West Elgin	(3,405,809)	(3,405,809)	(3,405,809)	0.00%
4030000	Levy Municip of Bayham	(4,004,306)	(4,004,306)	(4,004,306)	0.00%
4040000	Levy Township of Malahide	(5,958,700)	(5,958,700)	(5,958,700)	0.00%
4050000	Levy Township of Southwold	(3,725,040)	(3,725,040)	(3,725,040)	0.00%
4060000	Levy Municip of Central Elgin	(9,904,660)	(9,904,660)	(9,904,660)	0.00%
Total Levy		(33,526,235)	(33,526,235)	(33,526,235)	0.00%
4100000	Supp Town of Aylmer	(50,848)	(50,527)	(50,527)	-0.63%
4110000	Supp Municip of Dutton/Dunwich	(22,637)	(21,695)	(21,695)	-4.16%
4120000	Supp Municip of West Elgin	(42,965)	(40,877)	(40,877)	-4.86%
4130000	Supp Municip of Bayham	(88,116)	(31,929)	(31,929)	-63.76%
4140000	Supp Township of Malahide	(59,251)	(112,999)	(112,999)	90.71%
4150000	Supp Township of Southwold	(53,939)	(96,069)	(96,069)	78.11%
4160000	Supp Municip of Central Elgin	(65,348)	(48,907)	(48,907)	-25.16%
Total Supplementary Taxes		(383,103)	(403,002)	(403,002)	5.19%
4400000	PIL Town of Aylmer	(11,937)	(11,774)	(11,774)	-1.36%
4410000	PIL Municip of Dutton/Dunwich	(113,222)	(102,296)	(102,296)	-9.65%
4420000	PIL Municip of West Elgin	(48,997)	(76,380)	(76,380)	55.89%
4430000	PIL Municip of Bayham	(152,200)	(152,505)	(152,505)	0.20%
4440000	PIL Township of Malahide	(373,344)	(390,129)	(390,129)	4.50%
4450000	PIL Township of Southwold	(549,035)	(544,760)	(544,760)	-0.78%
4460000	PIL Municip of Central Elgin	(283,533)	(328,137)	(328,137)	15.73%
Total PILs		(1,532,267)	(1,605,980)	(1,605,980)	4.81%
4270000	Capping Town of Aylmer	(19,319)	(735)	(19,319)	0.00%
4280000	Capping Municip of Dutton/Dunw	(4,220)	(1,844)	(4,220)	0.00%
4290000	Capping Municip of West Elgin	7,291	279	7,291	0.00%
4230000	Capping Municip of Bayham	(8,814)	(533)	(8,814)	0.00%
4240000	Capping Township of Malahide	19,342	4,446	19,342	0.00%
4250000	Capping Township of Southwold	(26,982)	-	(26,982)	0.00%
4260000	Capping Municip of Central Elgi	32,702	(1,613)	32,702	0.00%
Total Capping		-	-	-	0.00%
5000000	Tax w/o Town of Aylmer	39,748	18,649	18,649	-53.08%
5010000	Tax w/o Municip of Dutton/Dunw	72,541	43,337	43,337	-40.26%
5020000	Tax w/o Municip of West Elgin	73,758	78,085	78,085	5.87%
5030000	Tax w/o Municip of Bayham	28,079	1,416	1,416	-94.96%
5040000	Tax w/o Township of Malahide	71,146	79,631	79,631	11.93%
5050000	Tax w/o Township of Southwold	40,179	86,778	86,778	115.98%
5060000	Tax w/o Municip of Central Elgir	75,746	64,317	64,317	-15.09%
Total Tax Write-Offs		401,197	372,213	372,213	-7.22%

COUNTY OF ELGIN
Corporate Activities
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
5150000	Tax Relief	2,500	-	2,500	0.00%
	Net Tax Revenue	**(35,037,909)**	**(35,163,004)**	**(35,160,504)**	0.35%
4320000	Interest Income	(200,000)	(411,062)	(411,062)	105.53%
4370000	Other Revenue	-	-	-	0.00%
4950000	Gain on Sale of Asset	-	-	-	0.00%
Total Interest & Other Revenue		**(200,000)**	**(411,062)**	**(411,062)**	**105.53%**
5140000	Social Housing	1,563,293	1,562,474	1,583,140	1.27%
5220000	Child Care/St. Thomas	211,263	218,905	208,010	-1.54%
5230000	Income Maint/St. Thomas	573,750	542,813	530,677	-7.51%
5210000	Admin Fee/St. Thomas	-	-	-	0.00%
Total Social Services		**2,348,306**	**2,324,192**	**2,321,827**	**-1.13%**
5160000	**Health Unit**	**889,764**	**833,730**	**953,264**	**7.14%**
5110000	Grants	62,513	60,046	60,837	-2.68%
5115000	Project Grants	310,000	310,000	255,000	-17.74%
Total Grants		**372,513**	**370,046**	**315,837**	**-15.21%**
4330000	Rental Revenue	(254,527)	(254,527)	(260,060)	2.17%
7950000	Loss on Sale/Writedown	-	-	-	0.00%
8000000	Amortization	138,525	138,538	138,538	0.01%
Net Rental Revenue		**(116,002)**	**(115,990)**	**(121,522)**	**4.76%**
5120000	**Property Assessments**	**767,262**	**767,262**	**779,702**	**1.62%**
4210000	**Community Reinvestment**	**(739,700)**	**(739,700)**	**(539,700)**	**-27.04%**
4205000	Province of Ontario - Project Re	-	-	(26,445)	0.00%
4360000	Project Revenue	-	(117,018)	-	0.00%
5960000	Project Costs	665,000	620,345	741,209	11.46%
	Net Project	**665,000**	**503,326**	**714,764**	
	Other	-	*4*	-	0.00%
NET OPERATING COST		**(31,050,766)**	**(31,631,195)**	**(31,147,394)**	**0.31%**

COUNTY OF ELGIN
Corporate Activities
Proposed Budget

Col 1	Col 2	Col 5	Col 20	Col 21	Col 22	Col 25	Col 27	Col 28	Col 29	Col 30	Col 45	Col 61
							2019					
Contract	**Description**	**(O)pen (F)uture (C)losed**	**(Revenue)**	**Cost**	**Net Project Budget**	**Cumulative Project Budget**	**Reserve Name**	**(A)ctual or (F)ixed Amount**	**(Out of)/ Into Reserve**	**Net Funding Request**	**Current Year Revenue**	**Current Year Cost**
	Operating Projects											
28151201	Hospital Foundation Donation	O			-	3,500,000	-			-	-	250,000
28101201	IPM Scholarship	O			-	50,000	-			-	-	5,000
26401505	Broadband Initiative Membershi	O		3,000	3,000	528,000	-			3,000	-	105,764
26401506	Community Improvement Plan (	O		80,000	80,000	1,160,000	-			80,000	-	275,000
28401901	Orthodontics	O		2,000	2,000	2,000	Orthodonics	A	(2,000)	-	-	2,000
29001901	WSIB 856014 Admin	O		60,000	60,000	60,000	-			60,000	-	60,000
29001902	WSIB 856134 Terrace Lodge	O		20,000	20,000	20,000	-			20,000	-	20,000
29001903	WSIB 856136 Elgin Manor	O		20,000	20,000	20,000	-			20,000	-	20,000
29001904	WSIB 856135 Bobier Villa	O		20,000	20,000	20,000	-			20,000	-	20,000
29001905	WSIB Other Indemnity	O		40,000	40,000	40,000	-			40,000	-	40,000
27101901	Insurance Deductibles	O		100,000	100,000	100,000	-			100,000	-	100,000
26401902	Healthcare Partnership	O		57,000	57,000	57,000	-			57,000	-	57,000
28301901	Performance Excellence	O		15,000	15,000	15,000	-			15,000	-	15,000
28101908	Cannibis Funding	O	(26,445)	26,445	-	-	-			-	(26,445)	26,445
	Rural Capital Reserve	O			-	-	Rural Capital	A	-	-	-	-
	Total Operations Projects		**(26,445)**	**443,445**	**417,000**	**5,572,000**	**-**	**-**	**(2,000)**	**415,000**	**(26,445)**	**996,209**
	Capital Projects											
28001804	Ambulance Bldg R & M	O		25,000	25,000	50,000	-			25,000	-	50,000
	Total Capital Projects		**-**	**25,000**	**25,000**	**50,000**	**-**	**-**	**-**	**25,000**	**-**	**50,000**
	Loans											
17101601	Loan to CE for Belmont Library	O			-	-	-			-	-	(10,000)
17101701	Loan to Southwold for Shedden	O			-	-	-			-	-	(10,000)
	Total Loan Projects		**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**(20,000)**

COUNTY OF ELGIN
Warden
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST / ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4360100	Project Revenue	-	-	-	0.00%
Total Revenue		-	-	-	0.00%
5300100	Wages	61,451	58,876	71,316	16.05%
Total Salary		61,451	58,876	71,316	
5400100	Benefits	4,296	2,678	4,536	5.57%
5490100	Benefits - Manulife	5,200	5,160	6,363	22.37%
Total Benefit		9,496	7,838	10,899	14.77%
5500100	Travel	3,900	1,543	3,900	0.00%
5505100	Travel - Other	600	1,312	600	0.00%
5510100	Development	6,499	4,962	6,499	0.00%
5600100	Recognition	7,750	6,738	7,750	0.00%
5610100	Memberships	-	-	-	0.00%
5630100	Office Supplies	-	216	-	0.00%
5730100	Expenses	-	-	-	0.00%
5750100	Election Reception	999	1,528	999	0.00%
5960100	Project Costs	554	136	418	-24.55%
6090100	Miscellaneous	3,000	1,487	3,000	0.00%
Total Operations		23,302	17,921	23,166	-0.58%
	Other	-	-	-	0.00%
NET OPERATING COST		**94,249**	**84,635**	**105,381**	**11.81%**

COUNTY OF ELGIN
Warden
Proposed Budget

Col 1	Col 2	Col 5	Col 20	Col 21	Col 22	Col 25	Col 27	Col 28	Col 29	Col 30	Col 45	Col 61
							2019					
Contract	**Description**	**(O)pen (F)uture (C)losed (P)ast (E)rror**	**(Revenue)**	**Cost**	**Net Project Budget**	**Cumulative Project Budget**	**Reserve Name**	**Based on (A)ctual or (F)ixed Amount**	**Amount (Out of)/ Into Reserve**	**Net Funding Request**	**Current Year Revenue**	**Current Year Cost**
	Operating Projects											
20701601	Past Wardens Fund	O			-	-	-			-	-	418
	Total Operations Projects		**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**418**

COUNTY OF ELGIN
Council
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4350110	Recoveries	(3,036)	(4,622)	(3,036)	0.00%
Total Revenue		(3,036)	(4,622)	(3,036)	0.00%
5300110	Wages	182,012	174,520	208,953	14.80%
Total Salary		182,012	174,520	208,953	
5400110	Benefits	8,488	6,434	17,899	110.87%
5490110	Benefits - Manulife	17,674	17,974	21,908	23.96%
Total Benefit		26,162	24,408	39,807	52.16%
5500110	Travel	6,996	6,305	7,000	0.06%
5505110	Travel - Other	-	-	-	0.00%
5510110	Development	30,746	16,758	30,750	0.01%
5600110	Recognition	1,250	1,943	1,250	0.00%
5610110	Memberships	-	-	-	0.00%
5630110	Office Supplies	-	-	-	0.00%
5650110	Advertising	-	-	-	0.00%
5660110	Printing	-	-	-	0.00%
5760110	Meals/Refreshments	8,164	11,007	8,160	-0.05%
5860110	Supplies	-	-	-	0.00%
6080110	Ties, Crests, Pens, Gifts	7,304	2,527	7,300	-0.05%
6090110	Miscellaneous	10,296	3,142	10,296	0.00%
Total Operations		64,756	41,683	64,756	0.00%
	Other	-	-	-	0.00%
NET OPERATING COST		**269,894**	**235,988**	**310,480**	**15.04%**

COUNTY OF ELGIN
Administrative Services
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4350130	Recoveries	1,200	(1,200)	(1,200)	-200.00%
4360130	Project Revenue	(222,750)	(234,131)	(222,750)	0.00%
Total Revenue		(221,550)	(235,331)	(223,950)	1.08%
5300130	Wages	523,775	500,903	585,762	11.83%
5310130	Vacation Pay	-	1,780	-	0.00%
5330130	Vacation Hrs	-	27,654	-	0.00%
5370130	Sick/Bereavement	-	15,177	-	0.00%
Total Salary		523,775	545,515	585,762	
5400130	Benefits	94,491	107,534	109,418	15.80%
5460130	Benefits Subsidized	-	609	-	0.00%
5480130	Benefits - STD	-	-	-	0.00%
5490130	Benefits - Manulife	23,221	24,620	26,949	16.06%
Total Benefit		117,712	132,764	136,368	15.85%
5240130	Accessibility Committee	-	-	-	0.00%
5500130	Travel	6,125	5,684	6,125	0.00%
5505130	Travel - Other	1,500	3,638	1,500	0.00%
5510130	Development	11,333	15,492	11,333	0.00%
5610130	Memberships	13,630	6,651	13,630	0.00%
5620130	Subscriptions	2,500	731	2,500	0.00%
5630130	Office Supplies	4,167	4,035	4,167	0.00%
5880130	Equipment	1,500	6,248	1,500	0.00%
5910130	Special Projects	500	500	500	0.00%
5920130	Repairs/Maintenance	-	-	-	0.00%
5960130	Project Costs	-	12,842	-	0.00%
6090130	Miscellaneous	-	934	-	0.00%
Total Operations		41,255	56,756	41,255	0.00%
	Other	-	-	-	0.00%
NET OPERATING COST		**461,192**	**499,703**	**539,435**	**16.97%**

COUNTY OF ELGIN
Administrative Services
Proposed Budget

Col 1	Col 2	Col 5	Col 20	Col 21	Col 22	Col 25	Col 27	Col 28	Col 29	Col 30	Col 45	Col 61
							2019					
Contract	Description	(O)pen (F)uture (C)losed (P)ast (E)rror	(Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	Based on (A)ctual or (F)ixed Amount	Amount (Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
70201606	BA - Property Standards & Yard Maintenance By-Law	O			-	-	-			-	-	-
71201604	SO - Dilts Lots 46 and 47 Grand Canyon Road	O			-	-	-			-	-	-
71301603	CE - St. Thomas Airport-Zoning Agreement	O			-	-	-			-	-	-
71301607	CE - Fire By-Laws (Fire Routes-Fireworks)	O			-	-	-			-	-	-
71301618	CE - By-Law Review - Tree Preservation By-Law	O			-	-	-			-	-	-
71301619	CE - Zoning By-Law - Amendment / Replacement Inquiry	O			-	-	-			-	-	-
71301623	CE - Build Without A Permit - Zoning By-Law Violation	O			-	-	-			-	-	-
71301624	CE - Clarification of Title - Lot D, Plan 49	O			-	-	-			-	-	-
71301638	CE - OMB re: Zoning By-Law No. 2052	O			-	-	-			-	-	-
71301643	CE - Performance Bond as Security for Subdivision Agreement	O			-	-	-			-	-	-
71501604	DD - Ontario Energy Board	O			-	-	-			-	-	-
71501609	DD - Cemetery Agreement	O			-	-	-			-	-	-
71501610	DD - Confirmation of Highway Jurisdiction (Edinborough Ln./Cowal Rd.)	O			-	-	-			-	-	-
71701603	WE - Havens Lake Road	O			-	-	-			-	-	-
71701604	WE - Official Plan Appeal Seaside Waterfronts Inc.	O			-	-	-			-	-	-
71701606	WE - Plan of Subdivision - Seaside Developments	O			-	-	-			-	-	-
71701607	WE - Re-Zoning Application - Seaside Waterfronts Inc	O			-	-	-			-	-	-
71701609	WE - Planning Issues - Seaside Development	O			-	-	-			-	-	-
78801605	KC - Shoreline Protection Works Sherifi / Smyth - 205 McLary Ave	O			-	-	-			-	-	-
78801606	KC - Application for Shoreline Erosion Control Cronk (Kyle & Isobel) - 48333 Dexter Line	O			-	-	-			-	-	-
78801608	KC - Cronk, Kyle/Isabel - Develop Without A Permit	O			-	-	-			-	-	-
78801612	KC - Inquiry - Procedural Complaint - L. Coughlin	O			-	-	-			-	-	-
78801613	KC - Conflicts - Minutes of Closed Meeting - Coughlin/Mackie & Marr	O			-	-	-			-	-	-
70201709	BA - Don/Rose Horton Dog Issues - Pt III Prosecution	O			-	-	-			-	-	-
70201711	BA - Port Burwell Museum Consolidation	O			-	-	-			-	-	-
70201712	BA - Buddy Frank Dog Issues - Pt III Prosecution	O			-	-	-			-	-	-
70201714	BA - Zoning By-Law Violation - David Friesen	O			-	-	-			-	-	-
70201715	BA - Zoning By-Law Violation - Mathias Waller	O			-	-	-			-	-	-
71101702	ST - Property Standards By-Law Issues	O			-	-	-			-	-	-
71101703	ST - Rv. Jerry Zou / C&Z Auto	O			-	-	-			-	-	-
71301704	CE - Establish & Regulate Fire Dept By-Law	O			-	-	-			-	-	-
71301707	CE - By-Law Changes - Parking & Emergency Routes	O			-	-	-			-	-	-
71301708	CE - Inquiry re: Security Cameras	O			-	-	-			-	-	-
71301709	CE - R (CE) v. Connie Dianne Smets	O			-	-	-			-	-	-
71301713	CE - Review of Noise By-Law	O			-	-	-			-	-	-
71301719	CE - Review of Sign By-Law	O			-	-	-			-	-	-
71301720	CE - Boulevard Maintenance By-Law	O			-	-	-			-	-	-
71301721	CE - Encroachment Agreement - Old Plains Cemetery	O			-	-	-			-	-	-
71301725	CE - Review of Dragstrip Decision	O			-	-	-			-	-	-
71301727	CE - Video Surveillance Policy	O			-	-	-			-	-	-
71301729	CE - Agreement with Southwold - Connection/Drainage of Sewage	O			-	-	-			-	-	-
71501704	DD - Inquiry - Installation of Gas Lines	O			-	-	-			-	-	-
71501707	DD - Dutton/Dunwich ats Schultz et al	O			-	-	-			-	-	-
71501710	DD - Inquiry re: Property Purchase	O			-	-	-			-	-	-
71501711	DD - Baldwin Burial - Plot 534 Lot E2	O			-	-	-			-	-	-
71501712	DD - McKillop Cemetery - Donna Blue Plot Transfer	O			-	-	-			-	-	-
71501713	DD - Fairview Cemetery - Bruce McCann Plot Transfer	O			-	-	-			-	-	-
71701702	WE - Site Plan Agreement - 5005 Holding Inc.	O			-	-	-			-	-	-
71701705	WE - MVC Statement of Claim - Darlene May Phillips	O			-	-	-			-	-	-
71701706	WE - Inquiry re: Packetworks Proposal	O			-	-	-			-	-	-
70201803	BA - Zoning By-Law Violation - Donna Morrell	O			-	-	-			-	-	-
70201804	BA - 53688 McQuiggan Line - Doug Dennis	O			-	-	-			-	-	-
70201806	BA - Zoning By-Law Violation - 19 & 23 Edison Drive	O			-	-	-			-	-	-
70201808	BA - Tribute Resources Inc - RMA & Tax Arrears	O			-	-	-			-	-	-
71201802	SO - Legal Opinion - Talbotville WWTP & KCCA	O			-	-	-			-	-	-
71201803	SO - Garnishment - Labourers' International Union	O			-	-	-			-	-	-
71301803	CE - Open Air Burning By-Law	O			-	-	-			-	-	-
71301804	CE- Cleaning and Clearing By-Law	O			-	-	-			-	-	-
71301805	CE - Debris and Anti-Littering By-Law	O			-	-	-			-	-	-
71301807	CE - OMB Appeal - Prespa Construction	O			-	-	-			-	-	-
71301808	CE - Review of Procedural By-Law	O			-	-	-			-	-	-
71301810	CE - AMO Policy Update	O			-	-	-			-	-	-
71301811	CE - Castro - Port Stanley Jet Ski	O			-	-	-			-	-	-
71301812	CE - Maples Street Right of Way	O			-	-	-			-	-	-
71301814	CE - Stephen Carr - Nomination Inquiry - Self Endorsement	O			-	-	-			-	-	-
71301815	CE - Harding Smith Line - Closing	O			-	-	-			-	-	-

COUNTY OF ELGIN
Administrative Services
Proposed Budget

Col 1	Col 2	Col 5	Col 20	Col 21	Col 22	Col 25	Col 27	Col 28	Col 29	Col 30	Col 45	Col 61
							2019					
Contract	Description	(O)pen (F)uture (C)losed (P)ast (E)rror	(Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	Based on (A)ctual or (F)ixed Amount	Amount (Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
71301816	CE - Lions Landing Park Lease	O			-	-	-			-	-	-
71301817	CE - Tender Dispute - Dilawri Auto (Ottawa)	O			-	-	-			-	-	-
71301818	CE - Mark Hiepleh - Sign By-Law Violation	O			-	-	-			-	-	-
71301819	CE - Non-Profit Housing Corporation Applications	O			-	-	-			-	-	-
71301820	CE - Recount 2018 Deputy Mayor Election	O			-	-	-			-	-	-
71301821	CE - PS Arena & Community Centre (TVDSB)	O			-	-	-			-	-	-
71301822	CE - License Agreement Encroachment onto Road Allowance	O			-	-	-			-	-	-
71501802	DD - MO/CMI/IC Agreement with Independent Resolutions Inc.	O			-	-	-			-	-	-
71501803	DD - Post Mortem Transfer of Debenture	O			-	-	-			-	-	-
71501804	DD - Site Plan Agreement - Townhouses on Queen & Mary Streets	O			-	-	-			-	-	-
71501805	DD - CSX Drainage Project	O			-	-	-			-	-	-
71501806	DD - Packet - Tel Corp	O			-	-	-			-	-	-
71501807	DD - West Lorne Holdings - Fence	O			-	-	-			-	-	-
71501808	DD - Recount 2018 Mayor Election	O			-	-	-			-	-	-
71701802	WE - Lighthouse Waterfronts Inc.	O			-	-	-			-	-	-
71701803	WE - Site Plan Agreement - Addition to Public School	O			-	-	-			-	-	-
71701804	WE - Sidewalk Agreement - Store Owners West Lorne	O			-	-	-			-	-	-
70001901	EL - Miscellaneous	O			-	-	-			-	-	-
70001902	EL - POA	O	(160,250)		(160,250)	(160,250)	-			(160,250)	(160,250)	-
70001903	EL - Municipal Revenue	O	(62,500)		(62,500)	(62,500)	-			(62,500)	(62,500)	-
70201901	BA - Miscellaneous	O			-	-	-			-	-	-
70501901	MA - Miscellaneous	O			-	-	-			-	-	-
70601901	AY - Miscellaneous	O			-	-	-			-	-	-
70501901	MA - Miscellaneous	O			-	-	-			-	-	-
71101901	ST - Miscellaneous	O			-	-	-			-	-	-
71201901	SO - Miscellaneous	O			-	-	-			-	-	-
71301901	CE - Miscellaneous	O			-	-	-			-	-	-
71301902	CE - David Rollins/3767 Old Dexter Line, Central Elgin. Contact Leon Bach	O			-	-	-			-	-	-
71301903	CE - Removal of Property at 47855 Dexter Line	O			-	-	-			-	-	-
71401901	OX - Miscellaneous	O			-	-	-			-	-	-
71501901	DD - Miscellaneous	O			-	-	-			-	-	-
71701901	WE - Miscellaneous	O			-	-	-			-	-	-
71701902	WE - Reconveyance of Lands/Review of Disposition By-Law	O			-	-	-			-	-	-
76601901	LN - Miscellaneous	O			-	-	-			-	-	-
77701901	MAG - Miscellaneous	O			-	-	-			-	-	-
78801901	KC - Miscellaneous	O			-	-	-			-	-	-
79901901	CC - Miscellaneous	O			-	-	-			-	-	-
	Total Operations Projects		**(222,750)**	**-**	**(222,750)**	**(222,750)**	**-**	**-**	**-**	**(222,750)**	**(222,750)**	**-**

COUNTY OF ELGIN
Agriculture
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4360230	Project Revenue	(1,000)	(1,600)	(1,000)	0.00%
Total Revenue		(1,000)	(1,600)	(1,000)	0.00%
		-	-	-	0.00%
Total Salary		-	-	-	
		-	-	-	0.00%
Total Benefit		-	-	-	0.00%
5850230	Purchased Services	44,573	44,573	45,687	2.50%
5930230	Vehicle Repairs/Maint/Fuel	2,728	313	2,796	2.49%
5960230	Project Costs	6,000	-	3,000	-50.00%
8000230	Amortization	13,471	7,503	7,503	-44.30%
Total Operations		66,772	52,389	58,986	-11.66%
	Other	-	-	-	0.00%
NET OPERATING COST		**65,772**	**50,789**	**57,986**	**-11.84%**

COUNTY OF ELGIN
Agriculture
Proposed Budget

Col 1	Col 2	Col 5	Col 20	Col 21	Col 22	Col 25	Col 27	Col 28	Col 29	Col 30	Col 45	Col 61
							2019					
Contract	**Description**	**(O)pen (F)uture (C)losed (P)ast (E)rror**	**(Revenue)**	**Cost**	**Net Project Budget**	**Cumulative Project Budget**	**Reserve Name**	**Based on (A)ctual or (F)ixed Amount**	**Amount (Out of)/ Into Reserve**	**Net Funding Request**	**Current Year Revenue**	**Current Year Cost**
	Operating Projects											
29601901	Tree Replanting	O	(1,000)	3,000	2,000	2,000	Woodlot	A	(2,000)	-	(1,000)	3,000
	Total Operations Projects		**(1,000)**	**3,000**	**2,000**	**2,000**	**-**	**-**	**(2,000)**	**-**	**(1,000)**	**3,000**

COUNTY OF ELGIN
Police Services Board
Proposed Budget

ACCOUNT	Description	BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4350250	Recoveries	(34,464)	(34,686)	(34,876)	1.19%
Total Revenue		(34,464)	(34,686)	(34,876)	1.19%
5300250	Wages	9,200	9,200	9,200	0.00%
Total Salary		9,200	9,200	9,200	
5400250	Benefits	-	-	-	0.00%
Total Benefit		-	-	-	0.00%
5500250	Travel	2,000	514	2,000	0.00%
5505250	Travel - Other	430	430	430	-0.07%
5510250	Development	14,000	1,649	14,000	0.00%
5850250	Ride Program	-	13,864	-	0.00%
6090250	Miscellaneous	9,264	9,030	9,246	-0.20%
Total Operations		25,695	25,486	25,676	-0.07%
	Other	-	-	-	0.00%
NET OPERATING COST		**430**	**-**	**-**	**-100.00%**

COUNTY OF ELGIN
Financial Services
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
		-	-	-	0.00%
Total Revenue		-	-	-	0.00%
5300140	Wages	490,163	434,646	488,234	-0.39%
5310140	Vacation	-	649	-	0.00%
5330140	Vacation	-	42,873	-	0.00%
5370140	Sick	-	5,811	-	0.00%
Total Salary		490,163	483,977	488,234	
5400140	Benefits	86,991	88,115	92,259	6.06%
5460140	Benefits Subsidized	-	517	-	0.00%
5490140	Benefits - Manulife	36,351	35,469	36,425	0.20%
Total Benefit		123,342	124,101	128,683	4.33%
5500140	Mileage	3,000	2,153	3,000	0.00%
5505140	Travel - Other	2,000	1,989	2,000	0.00%
5510140	Development	5,100	2,624	5,100	0.00%
5610140	Memberships	4,000	5,093	4,000	0.00%
5630140	Office Supplies	3,641	3,137	3,641	0.00%
5680140	Telephone/Fax	-	-	-	0.00%
5880140	Equipment	-	758	-	0.00%
5920140	Repairs/Maintenance	-	-	-	0.00%
5960140	Project Costs	-	-	4,949	0.00%
6090140	Miscellaneous	3,700	337	3,700	0.00%
Total Operations		21,442	16,093	26,391	23.08%
	Other	-	-	-	0.00%
NET OPERATING COST		**634,946**	**624,171**	**643,309**	**1.32%**

COUNTY OF ELGIN
Financial Services
Proposed Budget

Col 1	Col 2	Col 5	Col 20	Col 21	Col 22	Col 25	Col 27	Col 28	Col 29	Col 30	Col 45	Col 61
							2019					
Contract	**Description**	**(O)pen (F)uture (C)losed (P)ast (E)rror**	**(Revenue)**	**Cost**	**Net Project Budget**	**Cumulative Project Budget**	**Reserve Name**	**Based on (A)ctual or (F)ixed Amount**	**Amount (Out of)/ Into Reserve**	**Net Funding Request**	**Current Year Revenue**	**Current Year Cost**
	Operating Projects											
59601601	Budget Programming Costs	O	-	(2,500)	(2,500)	2,500	-			(2,500)	-	2,449
59601901	Envelope Folding & Inserting Machine	O		2,500	2,500	2,500	-			2,500	-	2,500
	Total Operations Projects		**-**	**-**	**-**	**5,000**	**-**	**-**	**-**	**-**	**-**	**4,949**

COUNTY OF ELGIN
Human Resources
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4350160	Recoveries	-	(219)	-	0.00%
4360160	Project Revenue	(32,500)	(33,977)	(32,500)	0.00%
Total Revenue		(32,500)	(34,196)	(32,500)	0.00%
5300160	Wages	443,413	379,331	445,339	0.43%
5330160	Vacation Hrs	-	38,465	-	0.00%
5370160	Sick/Bereav	-	2,554	-	0.00%
Total Salary		443,413	420,350	445,339	
5400160	Benefits	78,288	77,825	78,958	0.86%
5490160	Benefits - Manulife	35,891	32,052	34,569	-3.68%
Total Benefit		114,179	109,877	113,527	-0.57%
5500160	Travel	4,000	2,849	4,000	0.00%
5505160	Travel - Other	500	762	500	0.00%
5510160	Development	3,600	2,525	3,600	0.00%
5610160	Memberships	1,500	1,073	1,500	0.00%
5620160	Subscriptions	300	238	300	0.00%
5630160	Office Supplies	1,900	1,641	1,900	0.00%
5640160	Photocopy	1,000	856	1,000	0.00%
5650160	Advertising	1,000	697	1,000	0.00%
5880160	Equipment	-	304	-	0.00%
5960160	Project Costs	17,000	6,575	30,299	78.23%
6090160	Miscellaneous	700	148	700	0.00%
Total Operations		31,500	17,667	44,799	42.22%
	Other	-	-	-	0.00%
NET OPERATING COST		**556,592**	**513,698**	**571,165**	**2.62%**

COUNTY OF ELGIN
Human Resources
Proposed Budget

Col 1	Col 2	Col 5	Col 20	Col 21	Col 22	Col 25	Col 27	Col 28	Col 29	Col 30	Col 45	Col 61
							2019					
Contract	Description	(O)pen (F)uture (C)losed (P)ast (E)rror	(Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	Based on (A)ctual or (F)ixed Amount	Amount (Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
21601505	Pay Equity	O			-	20,000	-			-	-	13,299
26701901	Staff Training	O		10,000	10,000	10,000	Reserves Staff Training	A	(10,000)	-	-	10,000
21601901	Accessability Coordinator at Middlesex	O	(30,000)		(30,000)	(30,000)	-			(30,000)	(30,000)	-
21601902	Assessability Committee	O		7,000	7,000	7,000	-			7,000	-	7,000
21601903	Accessability Coordinator - Other	O	(2,500)		(2,500)	(2,500)	-			(2,500)	(2,500)	-
	Total Operations Projects		**(32,500)**	**17,000**	**(15,500)**	**4,500**	**-**	**-**	**(10,000)**	**(25,500)**	**(32,500)**	**30,299**

COUNTY OF ELGIN
Administration Building
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4205200	Prov of Ontario - Project	(18,450)	(19,250)	-	-100.00%
4330200	Rental Revenue	(415,827)	(414,277)	(520,542)	25.18%
4350200	Recoveries	-	(4,812)	-	0.00%
4360200	Project Revenue	-	(1,074)	-	0.00%
4370200	Other Revenue	-	-	-	0.00%
Total Revenue		(434,277)	(439,413)	(520,542)	19.86%
5300200	Wages	227,886	195,545	242,835	6.56%
5330200	Vacation Hrs	-	16,984	-	0.00%
5370200	Sick/Bereav	-	3,250	-	0.00%
Total Salary		227,886	215,780	242,835	
5400200	Benefits	40,402	38,931	43,140	6.78%
5450200	In-Lieu of Benefits	-	-	-	0.00%
5460200	Benefits Subsidized	-	7,220	-	0.00%
5490200	Benefits - Manulife	28,615	27,097	31,043	8.48%
Total Benefit		69,017	73,247	74,183	7.48%
5500200	Travel	9,034	7,186	9,034	0.00%
5505200	Travel - Other	2,500	1,755	2,500	0.00%
5510200	Development	1,000	502	1,000	0.00%
5850200	Purchased Services	220,000	240,463	244,400	11.09%
5880200	Equipment	5,000	341	5,000	0.00%
5920200	Repairs/Maintenance	23,000	34,211	28,460	23.74%
5940200	Utilities	195,835	201,655	240,835	22.98%
5950200	Property Taxes	30,908	26,611	32,862	6.32%
5960200	Project Costs	105,000	78,869	105,000	0.00%
6090200	Miscellaneous	5,000	1,815	5,000	0.00%
7950200	Loss on Sale/Writedowr	-	-	-	0.00%
8000200	Depreciation	96,811	96,810	126,240	30.40%
Total Operations		694,088	690,218	800,331	15.31%
	Other	-	-	-	0.00%
NET OPERATING COST		**556,713**	**539,832**	**596,807**	**7.20%**

COUNTY OF ELGIN
Administration Building
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	2019 Cost	2019 Net Project Budget	2019 Cumulative Project Budget	2019 Reserve Name	2019 (A)ctual or (F)ixed Amount	2019 (Out of)/ Into Reserve	2019 Net Funding Request	2019 Current Year Revenue	2019 Current Year Cost
	Operating Projects											
26601901	Heat pump replacement	O		15,000	15,000	15,000	-			15,000	-	15,000
26601902	Miscellaneous professional services	O		10,000	10,000	10,000	-			10,000	-	10,000
26601903	Painting	O		15,000	15,000	15,000	-			15,000	-	15,000
26601904	Miscellaneous Maintenance	O		40,000	40,000	40,000	-			40,000	-	40,000
26601905	Miscellaneous Equipment	O		20,000	20,000	20,000	-			20,000	-	20,000
26601906	Security Equipment	O		5,000	5,000	5,000	-			5,000	-	5,000
	Total Operations Projects		**-**	**105,000**	**105,000**	**105,000**	**-**	**-**	**-**	**105,000**	**-**	**105,000**
	Capital Projects											
26601811	Exterior Building Capital Repairs/Parking	O			-	1,128,799				-	-	1,128,799
26601407	POA Court Facility	O		1,634,904	1,634,904	5,215,904	-			1,634,904	-	3,598,277
26601808	Building Automation System Upgrades - Admin	O		15,000	15,000	30,000				15,000	-	30,000
26601807	Carpeting - Admin Building	O			-	50,000				-	-	50,000
26601810	Renovations for GSE	O			-	250,000				-	-	64,352
26601708	Window Replacement	O		25,000	25,000	75,000				25,000	-	75,000
26601908	Landscaping - Museum	O			-	41,672				-	-	41,672
26601910	Roof repairs	O		125,000	125,000	125,000				125,000	-	125,000
26601909	Interior Renovations	O		250,000	250,000	250,000				250,000	-	250,000
	Total Capital Projects		**-**	**2,049,904**	**2,049,904**	**7,166,375**	**-**	**-**	**-**	**2,049,904**	**-**	**5,363,100**

COUNTY OF ELGIN
Corporate
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST / ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4350120	Recoveries	(60,000)	(59,704)	(95,000)	58.33%
4360120	Project Revenue	-	-	-	0.00%
Total Revenue		(60,000)	(59,704)	(95,000)	58.33%
Total Salary		-	-	-	
5470120	Benefits Retiree	-	-	-	0.00%
5490120	Benefits Retiree - Manu	7,800	7,603	7,800	0.00%
Total Benefit		7,800	7,603	7,800	0.00%
5510120	Development	-	-	-	0.00%
5600120	Recognition	12,500	10,200	12,500	0.00%
5610120	Memberships	23,471	10,139	23,471	0.00%
5640120	Photocopy	7,000	459	(0)	-100.00%
5650120	Advertising	-	477	-	0.00%
5680120	Telephone/Fax	37,500	30,456	29,000	-22.67%
5700120	911 Emergency Respor	-	-	-	0.00%
5720120	Postage/Courier	25,610	18,662	17,610	-31.24%
5770120	Legal & Professional	160,471	194,908	230,771	43.81%
5780120	Audit	21,500	23,884	28,930	34.56%
5800120	Insurance	416,050	412,463	346,520	-16.71%
5810120	Payroll Charges	25,380	27,587	25,888	2.00%
5830120	Bank Charges	12,500	11,186	12,500	0.00%
5850120	Purchased Services	5,000	1,477	5,000	0.00%
5860120	Supplies	1,800	-	-	-100.00%
5940120	Utilities - Hedge	-	(4,941)	-	0.00%
6080120	Bereavement Flowers/D	5,000	2,667	5,000	0.00%
6090120	Miscellaneous	-	-		
Total Operations		753,782	739,625	737,189	-2.20%
	Other	-	-	-	0.00%
NET OPERATING COST		**701,582**	**687,523**	**649,989**	**-7.35%**

COUNTY OF ELGIN
Engineering Services
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4205170	Project Rev - Prov	(1,225,681)	(1,134,337)	(1,351,992)	10.31%
4215170	Project Rev - Fed	(1,578,406)	(1,578,406)	(1,518,905)	-3.77%
4360170	Project Revenue	(98,643)	(101,316)	(43,906)	-55.49%
4370170	Other Revenue	(120,005)	(129,118)	(120,005)	0.00%
Total Revenue		(3,022,734)	(2,943,177)	(3,034,808)	0.40%
5300170	Wages	322,717	285,511	386,817	19.86%
5310170	Vacation Pay	-	1,884	-	0.00%
5330170	Vacation Hrs	-	19,155	-	0.00%
5370170	Sick/Bereavement	-	1,575	-	0.00%
Total Salary		322,717	308,125	386,817	
5400170	Benefits	60,266	56,712	77,748	29.01%
5460170	Benefits Subsidized	-	517	-	0.00%
5490170	Benefits - Manulife	33,646	24,772	31,659	-5.91%
Total Benefit		93,912	82,002	109,407	16.50%
5500170	Travel	16,300	7,152	16,300	0.00%
5505170	Travel - Other	3,500	808	3,500	0.00%
5510170	Development	3,500	1,537	3,500	0.00%
5610170	Memberships	3,300	2,341	3,300	0.00%
5630170	Office Supplies	2,500	3,818	2,500	0.00%
5640170	Photocopy	1,000	965	1,000	0.00%
5870170	Furniture & Fixtures	-	632	-	0.00%
5880170	Equipment	3,000	1,043	3,000	0.00%
5930170	Vehicle Repairs/Maint/F	7,000	5,264	7,000	0.00%
5940170	Utilities Street Lights	27,000	21,100	27,000	0.00%
5960170	Project Costs	1,286,371	1,232,880	982,605	-23.61%
6090170	Miscellaneous	3,500	2,625	3,500	0.00%
6310170	Railway Protection	41,000	20,171	30,000	-26.83%
6320170	Maintenance/Lower Tie	3,236,237	3,238,603	3,316,101	2.47%
7950170	Loss on Sale/Writedow	36,186	35,626	64,690	78.77%
8000170	Amortization	8,322,349	8,322,349	8,209,507	-1.36%
Total Operations		12,992,743	12,896,914	12,673,503	-2.46%
	Other	-	-	-	0.00%
NET OPERATING COST		**10,386,637**	**10,343,864**	**10,134,919**	**-2.42%**

COUNTY OF ELGIN
Engineering Services
Proposed Budget

Col 1	Col 2	Col 5	Col 20	Col 21	Col 22	Col 25	Col 27	ol 2	Col 29	Col 30	Col 45	Col 61
							2019					
Contract	Description	(O)pen (F)uture (C)losed	(Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	Bas	Amount (Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
60901518	MTO Hwy 3 Bypass Transportation Planning study - $12	O	(63,135)		(63,135)	71,865	-			(63,135)	(63,135)	8,727
60901710	Structural Inspections (need every other year	O		23,000	23,000	23,000	-			23,000	-	55,916
60901711	municipal drains (5 year average assessment total)	O		103,406	103,406	450,218	-			103,406	-	286,962
60901907	Garage - Misc	O	(43,906)	25,000	(18,906)	(18,906)	-		18,906	-	(43,906)	25,000
60901908	road crack sealing and asphalt patches	O		150,000	150,000	150,000	-			150,000	-	150,000
60901909	Major Maintenance Projects	O		200,000	200,000	200,000	-			200,000	-	200,000
60901912	King George Lift Bridge Repairs	O		20,000	20,000	20,000	-			20,000	-	20,000
60901913	road sign replacements	O		2,000	2,000	2,000	-			2,000	-	2,000
60901916	Road Signage Retroreflectivity Assessment	O		35,000	35,000	35,000	-			35,000	-	35,000
60901914	Electrical Servicing Contract (Traffic Signals and Beacor	O		70,000	70,000	70,000	-			70,000	-	70,000
60901915	Miscellaneous Consulting (i.e. Road Slope Stabilization)	O		25,000	25,000	25,000	-			25,000	-	25,000
	Total Operations Projects		**(107,041)**	**653,406**	**546,365**	**1,028,177**	**-**		**18,906**	**565,271**	**(107,041)**	**878,605**
	Capital Projects											
62001706	Federal Gas Tax Funding	O	(1,518,905)	-	(1,518,905)	(4,630,644)	-			(1,518,905)	(1,518,905)	-
62001507	OCIF 2015-2019	O	(1,231,903)	-	(1,231,903)	(3,305,616)	-			(1,231,903)	(1,231,992)	-
60901701	Wonderland Road Municipal Drains and Road Repairs (I	O	(125,000)	730,000	605,000	1,055,000	-			605,000	-	1,138,215
60901702	Sparta Reconstruction	O		1,750,000	1,750,000	1,825,000	-			1,750,000	-	1,798,406
60901704	Vienna Reconstruction	O		-	-	205,000	-			-	-	2,184
62001801	Road 38 Rehabilitation (Richmond to Sandytown Road)	O		-	-	850,000	-			-	-	416,716
62001802	Road 2 Rehabilitation (103 to West Lorne WPL)	O		-	-	1,375,000	-			-	-	718,699
62001803	Road 48 Rehabilitation (Wonderland Road to 25)	O		-	-	600,000	-			-	-	135,701
62001804	Road 30 Rehabilitation (Rd 52 to Webber Bourne)	O		-	-	1,430,000	-			-	-	377,760
62001805	Vienna Reconstruction (Plank Road)	O		-	-	2,570,000	-			-	-	536,050
62201801	Road 76 Resurfacing (Rd 3 to Marsh Line) + Paved Shoi	O		-	-	630,000	-			-	-	630,000
62201802	Road 46 Resurfacing (Knotts Mill Br. To Hwy 3)	O		-	-	335,000	-			-	-	99,900
62901801	Kimble Bridge Replacement - Engineering	O		-	-	85,000	-			-	-	85,000
62901802	Culvert Rehabilitaitons	O		-	-	375,000	-			-	-	196,737
62901803	King George Lift Bridge Repairs	O		-	-	75,000	-			-	-	48,959
62901804	Multiple Bridge Repair Tender	O		-	-	425,000	-			-	-	405,203
62901805	Port Bruce Bridge	O		3,000,000	3,000,000	5,500,000	Reserves Capital Proje	A	(2,969,501)	30,499	-	2,969,501
60901801	Port Burwell Road Drainage Survey	O		115,000	115,000	190,000	-			115,000	-	190,000
60901802	Road 9 and 48 Drainage Survey	O		-	-	75,000	-			-	-	75,000
60901803	Elm Street Intersection Improvements	O		-	-	25,000	-			-	-	25,000
60901804	Cycle Master Plan Update	O		90,000	90,000	100,000	-			90,000	-	100,000
60901805	Bicycle Lanes	O		-	-	64,507	-			-	-	386,826
62101901	Land Purchase	O		10,000	10,000	10,000	-			10,000	-	10,000
62001902	Road 22 (Fairview Road) - Rehabilitaiton (Rd 27 (Sparta	O		1,140,000	1,140,000	1,140,000	-			1,140,000	-	1,140,000
62001903	Road 38 (Heritage Line) - Rehabilitation (Stratfordville E	O		1,020,000	1,020,000	1,020,000	-			1,020,000	-	1,020,000
62001904	Road 48 (Lyons Line) - Rehabilitation (Rd 74 (Belmont R	O		1,615,000	1,615,000	1,615,000	-			1,615,000	-	1,615,000
62001905	Road 49 (Whittaker Road) - Rehabilitation (FDR/R1)	O		580,000	580,000	580,000	-			580,000	-	580,000
62201901	Road 6 (Johnston Line) - Resurfacing (Rd 7 (Clachan Rc	O		460,000	460,000	460,000	-			460,000	-	460,000
62201902	Road 8 (Currie Road) - Resurfacing (Rd 16 (Fingal Line)	O		225,000	225,000	225,000	-			225,000	-	225,000
62201903	Road 56 (Elm Line) - Resurfacing (28 (Centennial Road)	O		585,000	585,000	585,000	-			585,000	-	585,000
62501901	Road 40 (Springfield Road) - Microsurfacing (Glencolin t	O		125,000	125,000	125,000	-			125,000	-	125,000
62501902	Road 43 (Richmond Road) - Microsurfacing (John Wise	O		180,000	180,000	180,000	-			180,000	-	180,000
62901901	Culvert Rehabilitaitons	O		475,000	475,000	475,000	-			475,000	-	475,000
62901902	King George Lift Bridge Rehabilitation	O		2,300,000	2,300,000	2,300,000	-			2,300,000	-	2,300,000
62901903	St. George Street Bridge Engineering	O		60,000	60,000	60,000	-			60,000	-	60,000
62901905	Bothwell Bridge Engineering	O		25,000	25,000	25,000	-			25,000	-	25,000
62901906	Railroad Crossing Improvements	O		75,000	75,000	75,000	-			75,000	-	75,000
62901907	Guiderail Installations	O		200,000	200,000	200,000	-			200,000	-	200,000
62901908	Geotechnical Investigations - Roadway	O		50,000	50,000	50,000	-			50,000	-	50,000
62901909	Elm Street Intersection Improvements at Oak Street	O		60,000	60,000	60,000	-			60,000	-	60,000
60901917	Signalization for Ron McNeil Line	O		500,000	500,000	500,000	-			500,000	-	500,000
	Total Capital Projects		**(2,875,808)**	**15,385,501**	**12,509,693**	**19,553,748**	**-**		**(2,218,501)**	**10,291,193**	**(2,750,897)**	**20,020,857**

COUNTY OF ELGIN
Elgin Manor Program Support
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420040010	P of Ont - PSS	(320,083)	(320,034)	(326,418)	1.98%
435040010	Recoveries	(35,702)	(34,288)	(35,702)	0.00%
436040010	Project Revenue	(9,322)	(9,329)	(9,548)	2.42%
Total Revenue		(365,107)	(363,651)	(371,668)	0
530040010	Wages	191,641	189,177	195,111	1.81%
530640010	Project Wages	7,458	9,234	7,638	2.42%
Total Salary		199,099	198,410	202,749	
540040010	Benefits	52,507	58,257	58,816	12.01%
540640010	Project Benefits	1,864	1,495	1,910	2.42%
542040010	Benefits- Prev Vac	9,874	9,997	10,357	4.89%
543040010	Vacation Pay	12,300	13,159	13,077	6.31%
545040010	Lieu	8,891	9,848	9,955	11.97%
545640010	Project Lieu	704	945	976	38.76%
547040010	Sick/Bereavement	3,351	4,904	4,874	45.46%
549040010	Benefits - Manulife	7,156	6,855	6,917	-3.34%
Total Benefit		96,646	105,461	106,881	10.59%
550040010	Travel	504	199	504	0.00%
550540010	Travel - Other	190	-	190	0.00%
551040010	Development	606	241	606	0.00%
585040010	Purchased Services	52,620	54,951	52,620	0.00%
586040010	Supplies	5,000	6,536	5,000	0.00%
588040010	Equipment	3,000	537	3,000	0.00%
596040010	Project Costs	2,000	1,984	2,000	0.00%
680040010	Program Specific Raw F	3,000	2,582	3,000	0.00%
Total Operations		66,920	67,030	66,920	0.00%
Other		-	-	-	0.00%
NET OPERATING COST		**(2,443)**	**7,251**	**4,882**	**-299.86%**

COUNTY OF ELGIN
Elgin Manor Program Support
Proposed Budget

Col 1	Col 2	Col 5	Col 20	Col 21	Col 22	Col 25	Col 27	Col 28	Col 29	Col 30	Col 45	Col 61
			2019									
Contract	Description	(O)pen (F)uture (C)losed (P)ast (E	(Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	Based on (A)ctual or (F)ixed Amount	Amount (Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
40011901	BSO EM Recreation	O	(9,048)	9,048	-	-	-			-	(9,048)	9,048
40011902	Life Enrichment - EM	O		2,000	2,000	2,000	Donations E	A	(2,000)	-	-	2,000
40011903	HINF 1:1 Staffing Recreation - EM	O	(500)	500	-	-	-			-	(500)	500
	Total Operations Projects		**(9,548)**	**11,548**	**2,000**	**2,000**	**-**	**-**	**(2,000)**	**-**	**(9,548)**	**11,548**

COUNTY OF ELGIN
Elgin Manor Dietary
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420041010	P of Ont - RF	(297,565)	(304,513)	(317,299)	6.63%
435041010	Recoveries	(3,221)	(3,377)	(3,221)	0.00%
436041010	Project Revenue	-	-	(500)	0.00%
Total Revenue		(300,786)	(307,890)	(321,020)	0
530041010	Wages	470,915	477,626	476,568	1.20%
530641010	Project Wages	1,441	2,562	1,841	27.74%
Total Salary		472,356	480,188	478,409	
540041010	Benefits	123,555	133,541	133,593	8.12%
540641010	Project Benefits	360	258	460	27.74%
541041010	Vacation Pay	624	455	460	-26.34%
542041010	Benefits- Prev Vac	21,240	18,713	19,431	-8.52%
543041010	Vacation Hrs	24,556	23,597	23,494	-4.33%
545041010	Lieu	35,743	29,616	30,062	-15.89%
545641010	Lieu $$	474	348	351	-25.89%
547041010	Sick/Bereave	7,083	9,165	9,289	31.15%
549041010	Benefits - Manulife	31,292	30,293	30,566	-2.32%
Total Benefit		244,928	245,985	247,705	1.13%
550041010	Travel	404	118	300	-25.74%
550541010	Travel - Other	100	-	100	0.00%
551041010	Development	600	175	500	-16.67%
585041010	Purchased Services	3,498	770	3,498	0.00%
586041010	Supplies	17,857	23,723	18,214	2.00%
588041010	Equipment	3,997	4,317	3,997	0.00%
592041010	Repairs/Maintenance	6,000	5,070	6,000	0.00%
681041010	Raw Food	300,786	311,045	320,520	6.56%
681141010	Raw Food - Non-Reside	1,200	1,904	1,200	0.00%
Total Operations		334,442	347,122	354,329	5.95%
Other		-	-	-	0.00%
NET OPERATING COST		**750,940**	**765,405**	**759,422**	**1.13%**

COUNTY OF ELGIN
Elgin Manor Dietary
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	(A)ctual or (F)ixed Amount	(Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
41011901	New Staff Orientation - EM	O		1,801	1,801	1,801	-			1,801	-	1,801
41011902	HINF 1:1 Staffing Dietary - EM	O	(500)	500	-	-	-			-	(500)	500
	Total Operations Projects		**(500)**	**2,301**	**1,801**	**1,801**	**-**	**-**	**-**	**1,801**	**(500)**	**2,301**
	Capital Projects											
41011850	Kitchen Equipment Replacement ·	O			-	25,000	-			-	-	23,505
	Total Capital Projects		**-**	**-**	**-**	**25,000**	**-**	**-**	**-**	**-**	**-**	**23,505**

COUNTY OF ELGIN
Elgin Manor Nursing
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420042010	P of Ont - NPC	(3,177,669)	(3,178,665)	(3,260,636)	2.61%
420142010	P of Ont - On Call Physician	(14,532)	(14,527)	(14,532)	0.00%
42042010	P of Ont - Other	-	-	-	0.00%
435042010	Recoveries - Supplies & Services	(2,468)	(2,209)	(2,468)	0.00%
435542010	Recoveries - Wages	-	-	-	0.00%
436042010	Project Revenue	(309,189)	(319,314)	(347,414)	12.36%
Total Revenue		(3,503,858)	(3,514,714)	(3,625,050)	3.46%
530142010	Wages - RN	468,645	416,996	470,052	0.30%
530742010	Project Wages- RN	67,660	19,668	134,075	98.16%
536142010	Wages Other - RN	-	-	-	0.00%
530242010	Wages - RPN	419,477	468,275	476,395	13.57%
530842010	Project Wages - RPN	78,253	48,784	24,511	-68.68%
530342010	Wages - HCA	1,805,515	1,834,098	1,839,764	1.90%
530942010	Project Wages - HCA	28,575	84,990	34,326	20.12%
530442010	Wages - DON	170,152	117,422	144,896	-14.84%
536442010	Wages Other - DON	-	-	-	0.00%
530642010	Project Wages DON	53,776	57,906	12,109	-77.48%
533642010	VAC HRS - DON	1,500	1,305	1,500	0.00%
537642010	Sick/Bereavement - DON	200	64	200	-0.02%
530542010	Wages - WC	-	-	-	0.00%
Total Salary		3,093,753	3,049,509	3,137,828	1.42%
Total Benefit		1,603,354	1,573,711	1,517,658	-5.34%
550042010	Travel	495	19	400	-19.19%
550542010	Travel - Other	300	-	300	0.00%
551042010	Development	1,500	1,739	1,500	0.00%
585042010	Purchased Services	19,178	20,005	19,178	0.00%
586042010	Supplies	35,345	42,556	36,052	2.00%
588042010	Equipment	8,999	3,401	7,000	-22.21%
592042010	Repairs/Maintenance	8,000	610	5,000	-37.50%
596042010	Project Costs	126,640	102,410	128,657	1.59%
609042010	Miscellaneous	500	-	500	0.00%
682042010	Medical Director	32,832	37,998	32,832	0.00%
683042010	Incontinence	41,059	46,524	39,420	-3.99%
Total Operations		274,848	255,262	270,839	-1.46%
Other		-	-	-	0.00%
NET OPERATING COST		**1,468,098**	**1,363,768**	**1,301,275**	**-11.36%**

COUNTY OF ELGIN
Elgin Manor Nursing
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	(A)ctual or (F)ixed Amount	(Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
42011816	PSW Train the Trainor - EM	O	(2,400)	2,400	-	-	-			-	(2,400)	2,400
42011901	MDS RAI - EM	O	(54,996)	54,996	-	-	-			-	(54,996)	54,996
42011902	HINF Supplemental Base Sup	O	(21,348)	21,348	-	-	-			-	(21,348)	21,348
42011903	HINF Costs Reimbursed - EM	O	(1,726)	1,817	91	91	-			91	(1,726)	1,817
42011904	Lab Cost Recovery - EM	O	(5,200)	5,200	-	-	-			-	(5,200)	5,200
42011905	Physiotherapy Services - EM	O	(74,520)	74,520	-	-	-			-	(74,520)	74,520
42011906	BSO Funding Nurses- EM	O	(19,068)	19,068	-	-	-			-	(19,068)	19,068
42011907	BSO Funding PSW - EM	O	(26,088)	26,088	-	-	-			-	(26,088)	26,088
42011908	New Hire Orientation - EM	O		13,293	13,293	13,293	-			13,293	-	13,293
42011909	Education - EM	O	(27,000)	27,000	-	-	-			-	(27,000)	27,000
42011910	Safety/Sling Replacement - EM	O		8,000	8,000	8,000	-			8,000	-	8,000
42011911	Falls Prevention - EM	O	(9,000)	9,000	-	-	-			-	(9,000)	9,000
42011912	Additional RN Base Funding -	O	(106,068)	106,068	-	-	-			-	(106,068)	106,068
42011913	Mattress Replacement - EM	O		1,000	1,000	1,000	-			1,000	-	1,000
42011999	Training Coordinator - EM	O	-	15,136	15,136	15,136	-			15,136	-	15,136
	Total Operations Projects		**(347,414)**	**384,934**	**37,520**	**37,520**	**-**	**-**	**-**	**37,520**	**(347,414)**	**384,933**
	Capital Projects											
42011950	Lifts & Scales - EM	O		49,000	49,000	49,000	-			49,000	-	49,000
42011951	Bed Replacements - EM	O		62,980	62,980	62,980	-			62,980	-	62,980
	Total Capital Projects		**-**	**111,980**	**111,980**	**111,980**	**-**	**-**	**-**	**111,980**	**-**	**111,980**

COUNTY OF ELGIN
Elgin Manor Housekeeping
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420343010	P of Ont - Other	-	-	-	0.00%
436043010	Project Revenue	-	-	(500)	0.00%
Total Revenue		-	-	(500)	0.00%
530043010	Wages	275,248	268,417	265,191	-3.65%
530643010	Project Wages - HSK	2,605	1,127	3,043	16.81%
Total Salary		277,853	269,544	268,234	
540043010	Benefits	99,085	101,509	88,430	-10.75%
540643010	Project Stat/Combined -	651	109	761	16.81%
541043010	Vacation Pay	492	516	522	6.03%
542043010	Benefits- Prev Vac	20,178	18,388	19,050	-5.59%
543043010	Vacation Hrs	25,838	19,829	20,195	-21.84%
545043010	Lieu	16,552	15,775	15,982	-3.45%
545643010	Lieu $$	143	157	159	11.10%
547043010	Sick/Bereav	5,855	4,271	4,329	-26.06%
548043010	Benefits - STD	-	-	-	0.00%
549043010	Benefits - Manulife	20,026	14,785	14,918	-25.51%
Total Benefit		188,821	175,339	164,345	-12.96%
550043010	Travel	-	-	-	0.00%
550543010	Travel - Other	-	-	-	0.00%
551043010	Development	-	-	-	0.00%
585043010	Purchased Services	4,400	3,530	4,400	0.00%
586043010	Supplies	16,800	19,777	17,136	2.00%
588043010	Equipment	4,000	3,699	4,000	0.00%
592043010	Repairs/Maintenance	2,000	1,383	2,000	0.00%
Total Operations		27,199	28,388	27,535	1.24%
	Other	-	-	-	0.00%
NET OPERATING COST		**493,872**	**473,271**	**459,614**	**-6.94%**

COUNTY OF ELGIN
Elgin Manor Housekeeping
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	2019 Cost	2019 Net Project Budget	2019 Cumulative Project Budget	2019 Reserve Name	2019 (A)ctual or (F)ixed Amount	2019 (Out of)/ Into Reserve	2019 Net Funding Request	2019 Current Year Revenue	2019 Current Year Cost
	Operating Projects											
43011901	New Hire Orientation - EM	O		1,000	1,000	1,000	-			1,000	-	1,000
43011902	Floor Cleaning - EM	O		2,304	2,304	2,304	-			2,304	-	2,304
43011903	HINF 1:1 Staffing HSKP - EM	O	(500)	500	-	-	-			-	(500)	500
	Total Operations Projects		**(500)**	**3,804**	**3,304**	**3,304**	**-**	**-**	**-**	**3,304**	**(500)**	**3,804**
	Capital Projects											
43011950	Microfibre Cleaning System -	O		10,000	10,000	10,000	-			10,000	-	10,000
	Total Capital Projects		**-**	**10,000**	**10,000**	**10,000**	**-**	**-**	**-**	**10,000**	**-**	**10,000**

COUNTY OF ELGIN
Elgin Manor Laundry
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
457044010	Valet	-	-	-	0.00%
Total Revenue		-	-	-	0.00%
530044010	Wages	49,917	50,608	62,212	24.63%
Total Salary		49,917	50,608	62,212	
540044010	Benefits	10,540	11,186	16,995	61.25%
543044010	Vacation Pay	-	-	-	0.00%
545044010	Lieu $$	3,031	3,083	3,143	3.69%
547044010	Benefit - Sick/Bereav	-	-	-	0.00%
549044010	Benefits Manulife	-	-	-	0.00%
Total Benefit		13,571	14,268	20,138	48.39%
585044010	Purchased Services	114,000	118,907	119,280	4.63%
586044010	Supplies	2,284	2,620	2,284	0.00%
592044010	Repairs and Maintenanc	1,200	722	1,200	0.00%
Total Operations		117,484	122,249	122,764	4.49%
	Other	-	*1,281*	-	0.00%
NET OPERATING COST		**180,972**	**188,405**	**205,113**	**13.34%**

COUNTY OF ELGIN
Elgin Manor Laundry
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	(A)ctual or (F)ixed Amount	(Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
Operating Projects												
Total Operations Projects			-	-	-	-	-	-	-	-	-	-
Capital Projects												
44011850	Laundry Equipment - EM	O			-	23,000	-			-	-	22,530
Total Capital Projects			-	-	-	**23,000**	-	-	-	-	-	**22,530**

COUNTY OF ELGIN
Elgin Manor Building
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
435045010	Recoveries	(40,000)	(36,881)	(40,000)	0.00%
436045010	Project Revenue	0	0	0	0.00%
Total Revenue		(40,000)	(36,881)	(40,000)	0.00%
530045010	Wages	46,083	43,522	45,181	-1.96%
533045010	Vac Pay	5,050	6,393	6,450	27.72%
537045010	Sick/Bereavement	0	777	500	0.00%
530645010	Project Wages	0	0	0	0.00%
Total Salary		51,133	50,692	52,132	
540045010	Benefits	8,769	9,129	14,275	62.80%
543045010	Vacation Hrs	-	-	-	0.00%
549045010	Benefits - Manulife	6,690	6,465	6,523	-2.49%
Total Benefit		15,458	15,594	20,798	34.54%
550045010	Travel	96	-	96	0.00%
550545010	Travel - Other	-	-	-	0.00%
551045010	Development	-	502	500	0.00%
585045010	Purchased Services	100,702	124,172	105,000	4.27%
585145010	Purchased Services - SP	79,254	92,790	81,000	2.20%
586045010	Supplies	-	-	-	0.00%
588045010	Equipment	2,497	-	2,497	0.00%
592045010	Repairs/Maintenance	16,001	14,834	16,001	0.00%
592145010	Repairs/Maintenance - SP	4,704	953	5,000	6.29%
594045010	Utilities	244,000	207,596	230,000	-5.74%
596045010	Project Costs	55,000	18,225	20,000	-63.64%
609045010	Miscellaneous	-	-	-	0.00%
Total Operations		502,254	459,073	460,094	-8.39%
	Other	-	-	-	0.00%
NET OPERATING COST		**528,845**	**488,478**	**493,023**	**-6.77%**

COUNTY OF ELGIN
Elgin Manor Building
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	(A)ctual or (F)ixed Amount	(Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
45011901	Painting - EM	O		20,000	20,000	20,000	0			20,000	-	20,000
	Total Operations Projects		**-**	**20,000**	**20,000**	**20,000**	**-**	**-**	**-**	**20,000**	**-**	**20,000**
	Capital Projects											
45011750	Building Automation - EM	O			-	10,000	0			-	-	10,000
45011851	Pumps & Equipment (STP)	O		2,035	2,035	27,035	0			2,035	-	25,000
45011852	Landscaping - EM	O			-	15,000	0			-	-	2,119
45011853	Washroom Upgrades - EM	O		5,000	5,000	70,000	0			5,000	-	38,923
45011855	Security/Resident Safety - EM	O			-	10,000	0			-	-	10,000
45011856	Building Signage - EM	O			-	30,000	0			-	-	30,000
45011952	Parking Lot Resurfacing - EM	O		110,000	110,000	110,000	0			110,000	-	110,000
45011953	HVAC - EM	O		20,000	20,000	20,000	0			20,000	-	20,000
45011954	Building Envelope Repairs - EI	O		20,000	20,000	20,000	0			20,000	-	20,000
45011955	Lighting Upgrade - EM	O		50,000	50,000	50,000	0			50,000	-	50,000
45011956	Misc Bldg - EM	O		10,000	10,000	10,000	0			10,000	-	10,000
45011957	Business Office Flooring - EM	O		20,000	20,000	20,000	0			20,000	-	20,000
45011959	Door & Wall Protection	O		5,000	5,000	5,000	0			5,000	-	5,000
45011960	Garbage Compactor - EM	O		25,000	25,000	25,000	0			25,000	-	25,000
45011961	Sprinkler Valve - EM	O		35,000	35,000	35,000	0			35,000	-	35,000
45011962	Exterior Upgrades - EM	O		15,000	15,000	15,000	Donations EI	A	(15,000)	-	-	15,000
	Total Capital Projects		**-**	**317,035**	**317,035**	**472,035**	**-**	**-**	**(15,000)**	**302,035**	**-**	**426,041**

COUNTY OF ELGIN
Elgin Manor Admin
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420046010	P of Ont - OA	(115,279)	(106,080)	(85,731)	-25.63%
420146010	P of Ont - Pay Equity	(6,300)	(6,300)	(6,300)	0.00%
420546010	Project Rev - Prov	(339,996)	(339,996)	(339,996)	0.00%
435046010	Recoveries	(33,018)	(21,250)	(30,314)	-8.19%
436046010	Project Revenue	(15,000)	(2,495)	(15,000)	0.00%
450046010	Private	(445,843)	(461,888)	(463,840)	4.04%
451046010	Private - Basic Comp	(1,110,097)	(1,126,235)	(1,143,559)	3.01%
452046010	Semi	(2,993)	0	0	-100.00%
453046010	Semi - Basic Comp	(21,988)	0	0	-100.00%
454046010	Basic	(664,662)	(698,509)	(736,222)	10.77%
455046010	Respite	(16,204)	(16,648)	(14,702)	-9.27%
461546010	General Store Sales	(5,000)	(4,110)	(5,000)	0.00%
Total Revenue		(2,776,381)	(2,783,512)	(2,840,664)	2.32%
530046010	Wages	210,473	197,333	221,537	5.26%
530646010	Project Wages	5,000	5,000	0	-100.00%
533046010	Vacation Pay	0	16,525	11,000	0.00%
537046010	Sick/Bereavement	0	1,561	1,328	0.00%
Total Salary		215,473	220,419	233,865	8.54%
540046010	Benefits	32,503	40,781	39,941	22.88%
540646010	Project Benefits	0	0	0	0.00%
543046010	Vacation	292	0	0	-100.00%
545046010	Lieu $$	0	0	0	0.00%
546046010	Top Up	0	0	0	0.00%
547046010	Sick/Bereav	1,481	0	0	-100.00%
548046010	Benefits - STD	0	262	271	0.00%
549046010	Benefits - Manulife	17,456	17,548	17,706	1.43%
Total Benefit		51,731	58,591	57,918	11.96%
550046010	Travel	700	522	700	0.00%
550546010	Travel - Other	500	558	500	0.00%
551046010	Development	1,200	1,495	1,200	0.00%
560046010	Recognition	800	620	700	-12.50%
561046010	Memberships	9,028	9,061	9,028	0.00%
562046010	Subscriptions	600	182	600	0.00%
563046010	Office Supplies	5,000	3,966	5,000	0.00%
564046010	Photocopy	4,504	2,336	3,254	-27.75%
565046010	Advertising	1,050	616	1,050	0.00%
568046010	Telephone/Fax	9,504	5,137	6,000	-36.87%
572046010	Postage/Courier	650	214	550	-15.38%
575046010	Petty Cash Over/Short	0	(21)	0	0.00%
585046010	Purchased Services	4,004	2,394	15,824	295.20%
588046010	Equipment	1,005	81	1,005	0.00%
591546010	Special - General Store	5,000	6,014	5,000	0.00%
592046010	Repairs/Maintenance	504	128	400	-20.63%
596046010	Project Costs	17,500	10,004	29,356	67.75%
609046010	Miscellaneous	504	322	504	0.00%
682046010	Medical Director	0	0	0	0.00%
685046010	Reimbursed Supplies/Cl	21,000	23,775	19,800	-5.71%
795046010	Loss on Sale/Writedown	6,381	6,381	0	-100.00%
800046010	Amortization	590,343	590,343	583,519	-1.16%
Total Operations		679,778	664,129	683,992	0.62%
Other		*0*	*0*	*0*	0.00%
NET OPERATING COST		**(1,829,398)**	**(1,840,373)**	**(1,864,889)**	**1.94%**

COUNTY OF ELGIN
Elgin Manor Admin
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	(A)ctual or (F)ixed Amount	(Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
46011901	Donations - EM	O	(15,000)		(15,000)	(15,000)	Donations E	A	15,000	-	(15,000)	-
46011902	Furniture Replacement - EM	O		10,000	10,000	10,000	-			10,000	-	10,000
46011903	Staff Enrichment - EM	O		2,500	2,500	2,500	Donations E	A	(2,500)	-	-	2,500
46011904	Miscellaneous Donations - EM	O		5,000	5,000	5,000	Donations E	A	(5,000)	-	-	5,000
46011905	CMI Study - EM	O		11,856	11,856	11,856	-			11,856	-	11,856
	Total Operations Projects		**(15,000)**	**29,356**	**14,356**	**14,356**	**-**	**-**	**7,500**	**21,856**	**(15,000)**	**29,356**
	Capital Projects											
46011950	Compliance Premium - EM	O	(339,996)		(339,996)	(339,996)	-			(339,996)	(339,996)	-
	Total Capital Projects		**(339,996)**	**-**	**(339,996)**	**(339,996)**	**-**	**-**	**-**	**(339,996)**	**(339,996)**	**-**

COUNTY OF ELGIN
Terrace Lodge Program Support
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420040020	P of Ont - PSS	(355,648)	(355,594)	(362,687)	1.98%
435040020	Recoveries	(25,000)	(21,413)	(25,000)	0.00%
436040020	Project Revenue	(9,047)	(9,048)	(14,152)	56.43%
Total Revenue		(389,695)	(386,055)	(401,839)	3.12%
530040020	Wages	216,619	194,908	220,541	1.81%
530640020	Project Wages	7,238	11,364	11,322	56.43%
Total Salary		223,857	206,272	231,863	3.58%
540040020	Benefits	67,564	57,334	58,049	-14.08%
540640020	Project Benefits	1,809	1,837	2,830	56.43%
541040020	Vacation Pay	3,697	-	-	-100.00%
542040020	Benefits- Prev Vac	11,238	10,608	10,990	-2.21%
543040020	Vacation Hrs	10,028	9,368	9,555	-4.71%
545040020	Lieu	11,136	10,002	10,213	-8.29%
545640020	Project Lieu	771	1,189	1,178	52.76%
546040020	Top Up	1,630	7,580	7,618	367.29%
547040020	Sick/Bereave	3,945	4,484	4,397	11.46%
549040020	Benefits - Manulife	21,177	20,550	20,735	-2.09%
Total Benefit		132,994	122,952	125,564	-5.59%
550040020	Travel	400	239	400	0.00%
550540020	Travel - Other	150	-	150	0.00%
551040020	Development	350	294	350	0.00%
585040020	Purchased Services	44,000	57,436	44,000	0.00%
586040020	Supplies	6,000	7,703	6,000	0.00%
592040020	Repairs/Maintenance	-	-	-	0.00%
588040020	Equipment	2,000	390	2,000	0.00%
596040020	Project Costs	2,000	-	2,000	0.00%
609040020	Miscellaneous	-	-	-	0.00%
680040020	Program Specific Raw F	2,000	3,703	2,000	0.00%
Total Operations		56,900	69,764	56,900	0.00%
	Other	-	-	-	0.00%
NET OPERATING COST		**24,056**	**12,933**	**12,489**	**-48.09%**

COUNTY OF ELGIN
Terrace Lodge Program Support
Proposed Budget

Col 1	Col 2	Col 5	Col 20	Col 21	Col 22	Col 25	Col 27	Col 28	Col 29	Col 30	Col 45	Col 61
			2019									
Contract	Description	(O)pen (F)uture (C)losed	(Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	Based on (A)ctual or (F)ixed	Amount (Out of)/ Into	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
40021901	BSO TL Recreation	O	(13,652)	13,652	-	-	-			-	(13,652)	13,652
40021902	Life Enrichment	O		2,000	2,000	2,000	Reserves Donations Ter	A	(2,000)	-	-	2,000
40021903	HINF 1:1 Staffing Recreation - TL	O	(500)	500	-	-	-			-	(500)	500
	Total Operations Projects		**(14,152)**	**16,152**	**2,000**	**2,000**	**-**	**-**	**(2,000)**	**-**	**(14,152)**	**16,152**

COUNTY OF ELGIN
Terrace Lodge Dietary
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420041020	P of Ont - RF	(330,628)	(321,402)	(352,555)	6.63%
435041020	Recoveries	(13,853)	(13,861)	(13,853)	0.00%
436041020	Project Revenue	(25,000)	(26,190)	(25,500)	2.00%
Total Revenue		(369,481)	(361,452)	(391,908)	6.07%
530041020	Wages	550,954	552,204	553,538	0.47%
530641020	Project Wages	4,688	11,881	5,193	10.79%
Total Salary		555,641	564,085	558,732	0.56%
540041020	Benefits	131,179	153,345	151,369	15.39%
540641020	Project Benefits	1,172	1,128	1,298	10.79%
543041020	Vacation Hrs	28,263	30,039	31,022	9.76%
541041020	Vacation Pay	1,726	2,036	2,058	19.26%
542041020	Benefits- Prev Vac	19,900	23,790	24,647	23.85%
545041020	Lieu	41,919	36,915	37,487	-10.57%
547041020	Sick/Bereave	13,019	11,160	11,130	-14.51%
549041020	Benefits - Manulife	33,721	34,061	34,368	1.92%
545641020	Lieu $$	1,219	929	922	-24.34%
Total Benefit		272,117	293,402	294,301	8.15%
550041020	Travel	502	-	300	-40.24%
550541020	Travel - Other	-	-	-	0.00%
551041020	Development	1,497	275	800	-46.57%
585041020	Purchased Services	4,496	3,540	4,496	0.00%
586041020	Supplies	29,570	26,499	29,570	0.00%
588041020	Equipment	4,001	1,992	4,001	0.00%
592041020	Repairs/Maintenance	1,500	3,735	1,500	0.00%
596041020	Project Costs	20,080	20,664	19,966	-0.57%
681041020	Raw Food	344,481	335,263	366,408	6.37%
681141020	Raw Food - Non-Reside	1,200	399	1,200	0.00%
Total Operations		407,327	392,368	428,241	5.13%
Other		-	-	-	0.00%
NET OPERATING COST		**865,604**	**888,403**	**889,366**	**2.75%**

COUNTY OF ELGIN
Terrace Lodge Dietary
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	2019 Cost	2019 Net Project Budget	2019 Cumulative Project Budget	2019 Reserve Name	2019 (A)ctual or (F)ixed Amount	2019 (Out of)/ Into Reserve	2019 Net Funding Request	2019 Current Year Revenue	2019 Current Year Cost
	Operating Projects											
41021901	New Hire Orientation - TL	O		958	958	958	-			958	-	958
41021902	HINF 1:1 Staffing Dietary - TL	O	(500)	500	-	-	-			-	(500)	500
41021903	Farm To Table	O	(25,000)	25,000	-	-	-			-	(25,000)	25,000
	Total Operations Projects		**(25,500)**	**26,458**	**958**	**958**	**-**	**-**	**-**	**958**	**(25,500)**	**26,458**
	Capital Projects											
41021950	Kitchen Equipment - TL	O		30,000	30,000	30,000				30,000	-	30,000
	Total Capital Projects		**-**	**30,000**	**30,000**	**30,000**	**-**	**-**	**-**	**30,000**	**-**	**30,000**

COUNTY OF ELGIN
Terrace Lodge Nursing
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420042020	P of Ont - NPC	($3,464,789)	($3,465,954)	(3,562,757)	2.83%
420142020	P of Ont - On Call Physician	($14,532)	($14,527)	(14,532)	0.00%
435042020	Recoveries - Supplies & Services	($628)	($6,405)	(6,400)	919.21%
435542020	Recoveries - Wages	($0)	-	(0)	0.00%
436042020	Project Revenue	($336,038)	($320,248)	(369,057)	9.83%
Total Revenue		($3,815,987)	($3,807,134)	(3,952,746)	3.58%
530142020	Wages - RN	$ 372,052	$ 406,191	429,963	15.57%
530742020	Project Wages - RN	$ 54,872	$ 24,010	93,153	69.76%
530242020	Wages - RPN	$ 601,337	$ 610,014	668,845	11.23%
530842020	Project Wages - RPN	$ 128,704	$ 90,916	72,334	-43.80%
530342020	Wages - HCA	$ 1,983,781	$ 2,091,367	2,035,527	2.61%
530942020	Project Wages - HCA	$ 27,648	$ 60,050	31,579	14.22%
530442020	Wages - DON	$ 182,292	$ 121,246	209,627	15.00%
530642020	Project Wages - DON	$ 16,106	$ 28,418	12,109	-24.82%
533642020	VAC HRS - DON	$ 4,005	$ 1,305	4,005	0.00%
537642020	Sick/Bereavement - DON	$ 2,003	$ 64	2,003	0.00%
530542020	Wages - WC	-	-	-	0.00%
Total Salary		$ 3,372,799	$ 3,433,581	3,559,145	5.52%
Total Benefit		$ 1,843,503	$ 1,807,211	1,839,216	-0.23%
550042020	Travel	$ 1,002	$ 243	1,002	0.00%
550542020	Travel - Other	-	$ 10	-	0.00%
551042020	Development	$ 1,200	$ 554	1,200	0.00%
585042020	Purchased Services	$ 19,994	$ 19,941	19,994	0.00%
586042020	Supplies	$ 39,308	$ 47,046	40,094	2.00%
588042020	Equipment	$ 10,000	$ 9,018	10,000	0.00%
592042020	Repairs/Maintenance	$ 2,498	$ 2,283	2,000	-19.94%
596042020	Project Costs	$ 147,239	$ 140,432	149,877	1.79%
609042020	Miscellaneous	-	-	-	0.00%
682042020	Medical Director	$ 32,883	$ 31,261	32,883	0.00%
683042020	Incontinence	$ 45,625	$ 57,342	43,800	-4.00%
Total Operations		$ 299,749	$ 308,130	300,850	0.37%
Other		-	*$ 3,394*	-	0.00%
NET OPERATING COST		**$ 1,700,065**	**$ 1,745,182**	**1,746,465**	**2.73%**

COUNTY OF ELGIN
Terrace Lodge Nursing
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	Based on (A)ctual or (F)ixed	Amount (Out of)/ Into	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
42021901	MDS RAI - TL	O	(60,000)	60,000	-	-	-			-	(60,000)	60,000
42021902	HINF Supplemental Base Supplies/S	O	(23,724)	23,724	-	-	-			-	(23,724)	23,724
42021903	HINF Costs Reimbursed - TL	O	(5,537)	5,828	291	291	-			291	(5,537)	5,828
42021904	Lab Cost Recovery - TL	O	(7,000)	7,000	-	-	-			-	(7,000)	7,000
42021905	Physiotherapy Services - TL	O	(82,800)	82,800	-	-	-			-	(82,800)	82,800
42021906	BSO Funding Nurses- TL	O	(20,760)	20,760	-	-	-			-	(20,760)	20,760
42021907	BSO Funding PSW - TL	O	(23,172)	23,172	-	-	-			-	(23,172)	23,172
42021908	New Hire Orientation - TL	O	-	11,861	11,861	11,861	-			11,861	-	11,861
42021909	Falls Prevention - TL	O	(9,996)	9,996	-	-	-			-	(9,996)	9,996
42021910	Additional RN Base Funding - TL	O	(106,068)	106,068	-	-	-			-	(106,068)	106,068
42021911	Safety/Sling Replacement - TL	O		10,000	10,000	10,000	-			10,000	-	10,000
42021912	Education - TL	O	(30,000)	30,000	-	-	-			-	(30,000)	30,000
42021913	Mattress Replacement - TL	O		5,000	5,000	5,000	-			5,000	-	5,000
42021999	Training Coordinator - TL	O	-	15,136	15,136	15,136	-			15,136	-	15,136
	Total Operations Projects		**(369,057)**	**411,346**	**42,289**	**42,289**	**-**	**-**	**-**	**42,289**	**(369,057)**	**411,346**
	Capital Projects											
42021951	Bed Replacement - TL	O		23,000	23,000	23,000	-			23,000	-	23,000
42021952	Lifts & Scales - TL	O		25,000	25,000	25,000	-			25,000	-	25,000
	Total Capital Projects		**-**	**48,000**	**48,000**	**48,000**	**-**	**-**	**-**	**48,000**	**-**	**48,000**

COUNTY OF ELGIN
Terrace Lodge Housekeeping
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
		-	-	-	0.00%
436043020	Project Revenue	-	-	(500)	0.00%
Total Revenue		-	-	(500)	0.00%
530043020	Wages	304,381	300,233	309,766	1.77%
530643020	Project Wages - HSK	-	522	400	0.00%
Total Salary		304,381	300,756	310,166	1.90%
540043020	Benefits	104,329	102,322	91,927	-11.89%
540643020	Project Stat/Combined -	-	302	100	0.00%
541043020	Vacation Pay	583	1,423	1,439	146.96%
542043020	Benefits- Prev Vac	21,367	18,900	19,580	-8.36%
543043020	Vacation Hrs.	28,330	30,952	31,167	10.01%
545043020	Lieu	18,555	17,582	17,903	-3.51%
545643020	Lieu $$	-	59	55	0.00%
547043020	Sick/Bereav	7,074	7,713	7,725	9.20%
549043020	Benefits - Manulife	24,032	23,989	24,205	0.72%
Total Benefit		204,269	203,244	194,102	-4.98%
550043020	Travel	252	-	-	-100.00%
550543020	Travel - Other	-	-	-	0.00%
551043020	Development	-	-	-	0.00%
585043020	Purchased Services	3,070	3,447	3,070	0.00%
586043020	Supplies	22,100	24,038	22,100	0.00%
588043020	Equipment	2,003	728	2,003	0.00%
592043020	Repairs/Maintenance	1,596	1,478	1,596	0.00%
609043020	Miscellaneous	-	-	-	0.00%
Total Operations		29,021	29,691	28,769	-0.87%
	Other	-	-	-	0.00%
NET OPERATING COST		**537,671**	**533,691**	**532,537**	**-0.95%**

COUNTY OF ELGIN
Terrace Lodge Housekeeping
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	2019 Cost	2019 Net Project Budget	2019 Cumulative Project Budget	2019 Reserve Name	2019 (A)ctual or (F)ixed Amount	2019 (Out of)/ Into Reserve	2019 Net Funding Request	2019 Current Year Revenue	2019 Current Year Cost
Operating Projects												
43021901	HINF 1:1 Staffing HSKP - TL	O	(500)	500	-	-	-			-	(500)	500
	Total Operations Projects		**(500)**	**500**	**-**	**-**	**-**	**-**	**-**	**-**	**(500)**	**500**
Capital Projects												
43021950	Housekeeping Equipment - TL	O		20,000	20,000	20,000				20,000	-	20,000
43021951	Microfibre Cleaning System - TL	O		12,000	12,000	12,000				12,000	-	12,000
	Total Capital Projects		**-**	**32,000**	**32,000**	**32,000**	**-**	**-**	**-**	**32,000**	**-**	**32,000**

COUNTY OF ELGIN
Terrace Lodge Laundry
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
435044020	Recoveries	-	0	-	0.00%
457044020	Valet	-	-	-	0.00%
Total Revenue		-	0	-	0.00%
530044020	Wages	71,448	69,811	72,705	1.76%
Total Salary		71,448	69,811	72,705	1.76%
540044020	Benefits	14,458	13,681	13,921	-3.72%
543044020	Vacation Pay	-	-	-	0.00%
545044020	Lieu $$	5,699	4,856	4,907	-13.90%
547044020	Benefit - Sick/Bereav	-	-	-	0.00%
549044020	Benefits Manulife	-	-	-	0.00%
Total Benefit		20,158	18,537	18,828	-6.60%
585044020	Purchased Services	130,000	130,498	132,600	2.00%
586044020	Supplies	5,152	5,393	5,152	0.00%
588044020	Equipment	-	-	-	0.00%
592044020	Repairs/Maintenance	1,251	-	1,251	0.00%
Total Operations		136,403	135,891	139,003	1.91%
Other		-	-	-	0.00%
NET OPERATING COST		**228,009**	**224,239**	**230,536**	**1.11%**

COUNTY OF ELGIN
Terrace Lodge Building
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420545020	Provincial Project Reven	-	-	-	0.00%
435045020	Recoveries	(4,700)	(5,447)	(4,700)	0.00%
436045020	Project Revenue	-	-	-	0.00%
Total Revenue		(4,700)	(5,447)	(4,700)	0.00%
530045020	Wages	46,083	43,208	43,931	-4.67%
533045020	Vac Pay	5,050	6,798	6,800	34.65%
537045020	Sick/Bereavement	-	1,401	1,400	0.00%
530645020	Project Wages	-	-	-	0.00%
Total Salary		51,133	51,407	52,132	1.95%
540045020	Benefits	8,901	9,179	14,337	61.08%
543045020	Vacation Hrs	-	-	-	0.00%
549045020	Benefits Manulife	6,719	6,499	6,558	-2.41%
Total Benefit		15,620	15,678	20,894	33.77%
550045020	Travel	748	611	748	0.00%
550545020	Travel - Other	-	-	-	0.00%
551045020	Development	495	502	500	1.01%
585045020	Purchased Services	90,875	95,200	91,000	0.14%
586045020	Supplies	500	476	500	0.00%
588045020	Equipment	-	49	500	0.00%
592045020	Repairs/Maintenance	11,809	15,821	13,000	10.09%
594045020	Utilities	250,000	212,097	235,036	-5.99%
596045020	Project Costs	10,000	5,383	10,000	0.00%
Total Operations		364,427	330,139	351,284	-3.61%
	Other	-	-	-	0.00%
NET OPERATING COST		**426,480**	**391,777**	**419,610**	**-1.61%**

COUNTY OF ELGIN
Terrace Lodge Building
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	Based on (A)ctual	Amount (Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
45021901	Painting - TL	O		10,000	10,000	10,000	-			10,000	-	10,000
	Total Operations Projects		**-**	**10,000**	**10,000**	**10,000**	**-**	**-**	**-**	**10,000**	**-**	**10,000**
	Capital Projects											
45021208	Building Renovation	O		(1,205,618)	(1,205,618)	22,709,382	Capital Fund Terrace L	A	1,205,618	-	-	22,496,694
45021451	Building Cash Allowances, Fees & Furnishings	O		(144,382)	(144,382)	5,364,438	Capital Fund Terrace L	A	144,382	-	-	5,310,690
	TL Redevelopment Provision	O			-	-	Terrace Lodge Reno R	F	1,200,000	1,200,000	-	-
45021950	Exterior Repairs - TL	O		10,000	10,000	10,000	-			10,000	-	10,000
45021951	Parking Lot Repairs - TL	O		15,000	15,000	15,000	-			15,000	-	15,000
45021952	Lower North Floor Repair - TL	O		5,000	5,000	5,000	-			5,000	-	5,000
	Total Capital Projects		**-**	**(1,320,000)**	**(1,320,000)**	**28,103,820**	**-**	**-**	**2,550,000**	**1,230,000**	**-**	**27,837,383**

COUNTY OF ELGIN
Terrace Lodge Admin
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420046020	P of Ont - OA	(128,087)	(136,722)	(118,486)	-7.50%
420146020	P of Ont - Pay Equity	(2,196)	(2,196)	(2,196)	0.00%
420246020	P of Ont - Structural Cor	(36,504)	(36,504)	(36,504)	0.00%
435046020	Recoveries	(48,341)	(29,372)	(34,000)	-29.67%
436046020	Project Revenue	(8,000)	(1,295)	(8,000)	0.00%
450046020	Private	(128,477)	(127,980)	(128,542)	0.05%
451046020	Private - Basic Comp	(419,499)	(415,015)	(422,159)	0.63%
452046020	Semi	(102,891)	(122,212)	(121,546)	18.13%
453046020	Semi - Basic Comp	(755,901)	(891,636)	(898,042)	18.80%
454046020	Basic	(829,622)	(723,750)	(756,659)	-8.79%
455046020	Respite	(14,113)	(8,973)	(9,644)	-31.67%
Total Revenue		(2,473,633)	(2,495,656)	(2,535,779)	2.51%
Total Salary		299,238	264,276	350,851	17.25%
Total Benefit		126,828	69,833	69,655	-45.08%
550046020	Travel	1,729	675	1,500	-13.25%
550546020	Travel - Other	770	533	770	0.00%
551046020	Development	2,500	2,461	2,000	-20.00%
560046020	Recognition	500	1,015	500	0.00%
561046020	Memberships	10,025	10,057	10,025	0.00%
562046020	Subscriptions	800	439	800	0.00%
563046020	Office Supplies	7,000	6,824	7,000	0.00%
564046020	Photocopy	4,000	1,331	4,250	6.25%
565046020	Advertising	1,600	597	1,000	-37.50%
568046020	Telephone/Fax	7,996	8,221	7,996	0.00%
572046020	Postage/Courier	756	535	756	0.00%
575046020	Petty Cash Over/Short	-	(168)	-	
585046020	Purchased Services	3,466	3,387	16,675	381.12%
588046020	Equipment	2,503	1,512	2,000	-20.10%
596046020	Project Costs	17,500	9,896	30,674	75.28%
609046020	Miscellaneous	502	330	502	0.00%
682046020	Medical Director	-	-	-	0.00%
684046020	Cable	16,500	16,159	16,500	0.00%
685046020	Reimbursed Supplies/Cl	8,000	3,232	4,000	-50.00%
795046020	Loss on Sale/Writedown	-	-	-	0.00%
800046020	Amortization	236,981	236,981	251,393	6.08%
Total Operations		323,128	304,016	358,341	10.90%
Other		-	*270*	-	0.00%
NET OPERATING COST		**(1,724,438)**	**(1,857,262)**	**(1,756,931)**	**1.88%**

COUNTY OF ELGIN
Terrace Lodge Admin
Proposed Budget

Col 1	Col 2	Col 5	Col 20	Col 21	Col 22	Col 25	Col 27	Col 28	Col 29	Col 30	Col 45	Col 61
			2019									
Contract	Description	(O)pen (F)uture (C)losed (P)ast (E)rror	(Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	Based on (A)ctual or (F)ixed Amount	Amount (Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
46021901	Furniture Replacement - TL	O		10,000	10,000	10,000	-			10,000	-	10,000
46021902	Donations - TL	O	(5,000)		(5,000)	(5,000)	Reserves D	A	5,000	-	(5,000)	-
46021903	Palliative Care Donations - TL	O	(3,000)		(3,000)	(3,000)	Reserves D	A	3,000	-	(3,000)	-
46021904	Staff Enrichment Donations - TL	O		2,500	2,500	2,500	Reserves D	A	(2,500)	-	-	2,500
46021905	Miscellaneous Donations - TL	O		5,000	5,000	5,000	Reserves D	A	(5,000)	-	-	5,000
46021906	CMI Study - TL	O		13,174	13,174	13,174	-			13,174	-	13,174
	Total Operations Projects		**(8,000)**	**30,674**	**22,674**	**22,674**	**-**	**-**	**500**	**23,174**	**(8,000)**	**30,674**

COUNTY OF ELGIN
Terrace Lodge Adult Day
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420048020	Province of Ontario	(213,854)	(254,033)	(218,974)	2.39%
436048020	Project Revenue	-	-	-	0.00%
437048020	Other Revenue	(62,970)	(25,348)	(75,000)	19.10%
Total Revenue		(276,824)	(279,381)	(293,974)	6.20%
530048020	Wages	141,087	141,342	159,979	13.39%
530648020	Project Wages	-	-	-	0.00%
Total Salary		141,087	141,342	159,979	13.39%
540048020	Benefits	54,794	29,904	55,715	1.68%
540648020	Project Benefits	-	-	-	0.00%
541048020	Vacation Pay	-	-	-	0.00%
542048020	Benefits - Prev Vac	-	-	-	0.00%
543048020	Vacation	-	5,919	-	0.00%
545048020	Lieu $$	-	10,580	-	0.00%
547048020	Benefit - Sick/Bereav	-	2,100	-	0.00%
549048020	Benefits - Manulife	248	6,499	268	8.10%
Total Benefit		55,042	55,002	55,983	1.71%
550048020	Travel	688	272	504	-26.71%
550548020	Travel - Other	100	-	-	-100.00%
551048020	Development	522	1,521	354	-32.18%
563048020	Office Supplies	420	193	306	-27.14%
565048020	Advertising	-	-	-	0.00%
585048020	Purchased Services	47,998	48,612	42,189	-12.10%
586048020	Supplies	3,606	3,335	1,401	-61.15%
588048020	Equipment	6,714	5,846	2,211	-67.07%
596048020	Project Costs	-	-	-	0.00%
609048020	Miscellaneous	200	-	240	20.00%
681048020	Raw Food	8,448	11,256	18,807	122.62%
686048020	Building Occupancy	12,000	12,000	12,000	0.00%
Total Operations		80,696	83,036	78,012	-3.33%
	Other	-	-	-	0.00%
NET OPERATING COST		**1**	**-**	**-**	**-100.00%**

COUNTY OF ELGIN
Bobier Program Support
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420040030	P of Ont - PSS	(202,720)	(202,688)	(206,732)	1.98%
435040030	Recoveries	(20,000)	(16,862)	(20,000)	0.00%
436040030	Project Revenue	(11,880)	(12,266)	(14,048)	18.25%
Total Revenue		(234,599)	(231,816)	(240,779)	2.63%
530040030	Wages	117,506	114,842	119,634	1.81%
530640030	Project Wages	9,504	11,025	11,238	18.25%
Total Salary		127,010	125,867	130,872	3.04%
540040030	Benefits	33,765	36,034	36,304	7.52%
540640030	Project Benefits	2,376	1,889	2,810	18.26%
541040030	Vacation Pay	8,794	10,150	10,502	19.42%
542040030	Benefits- Prev Vac	-	-	-	0.00%
543040030	Vacation Hrs	9,988	5,319	4,857	-51.38%
545040030	Lieu	8,280	8,959	9,041	9.19%
545640030	Project Lieu	668	1,064	1,058	58.38%
546040030	Top Up	-	-	-	0.00%
547040030	Sick/Bereav	3,552	4,838	4,924	38.65%
549040030	Benefits - Manulife	6,510	4,759	4,802	-26.25%
Total Benefit		73,933	73,011	74,297	0.49%
550040030	Travel	200	115	200	0.00%
550540030	Travel - Other	-	-	-	0.00%
551040030	Development	300	100	300	0.00%
585040030	Purchased Services	44,228	43,807	44,228	0.00%
586040030	Supplies	4,423	2,685	4,423	0.00%
588040030	Equipment	1,000	585	1,000	0.00%
592040030	Repairs/Maintenance	-	-	-	0.00%
596040030	Project Costs	2,000	3,478	2,000	0.00%
609040030	Miscellaneous	-	-	-	0.00%
680040030	Program Specific Raw F	800	3,991	800	0.00%
800040030	Amortization	3,105	3,105	3,105	0.00%
Total Operations		56,056	57,866	56,056	0.00%
	Other	-	-	-	0.00%
NET OPERATING COST		**22,400**	**24,928**	**20,446**	**-8.72%**

COUNTY OF ELGIN
Bobier Program Support
Proposed Budget

Col 1	Col 2	Col 5	Col 20	Col 21	Col 22	Col 25	Col 27	Col 28	Col 29	Col 30	Col 45	Col 61
							2019					
Contract	Description	(O)pen (F)uture (C)losed (P)ast (Error	(Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	Based on (A)ctual or (F)ixed Amount	Amount (Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
Operating Projects												
40031901	BSO BV Recreation	O	(9,048)	9,048	-	-	-			-	(9,048)	9,048
40031902	Life Enrichment BV	O		2,000	2,000	2,000	Reserves Donatic	A	(2,000)	-	-	2,000
40031903	HINF 1:1 BV Recreation	O	(5,000)	5,000	-	-	-			-	(5,000)	5,000
	Total Operations Projects		**(14,048)**	**16,048**	**2,000**	**2,000**	**-**	**-**	**(2,000)**	**-**	**(14,048)**	**16,048**

COUNTY OF ELGIN
Bobier Dietary
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420041030	P of Ont - RF	(188,458)	(191,638)	(200,956)	6.63%
435041030	Recoveries	(20,024)	(20,190)	(20,024)	0.00%
436041030	Project Revenue	-	-	(500)	0.00%
Total Revenue		(208,482)	(211,829)	(221,480)	6.23%
530041030	Wages	378,171	386,364	353,745	-6.46%
530641030	Project Wages	-	-	400	0.00%
Total Salary		378,171	386,364	354,145	-6.35%
540041030	Benefits	83,789	101,007	101,886	21.60%
540641030	Project Benefits	-	-	100	0.00%
543041030	Vacation Hrs	26,010	23,094	21,918	-15.73%
541041030	Vacation Pay	17,378	14,877	15,448	-11.11%
542041030	Benefits - Prev Vac	-	-	-	0.00%
545041030	Lieu	22,003	24,297	24,503	11.36%
545641030	Lieu $$	303	-	-	-100.00%
546041030	Top Up	-	-	-	0.00%
547041030	Sick/Bereave	16,006	21,248	21,906	36.87%
549041030	Benefits - Manulife	27,205	24,722	24,944	-8.31%
Total Benefit		192,694	209,244	210,706	9.35%
550041030	Travel	504	339	504	0.00%
550541030	Travel - Other	-	-	-	0.00%
551041030	Development	500	609	500	0.00%
585041030	Purchased Services	2,599	3,958	3,599	38.47%
586041030	Supplies	19,930	24,264	20,329	2.00%
588041030	Equipment	1,500	285	1,000	-33.33%
592041030	Repairs/Maintenance	2,503	1,600	1,500	-40.07%
681041030	Raw Food	208,482	211,829	220,980	5.99%
681141030	Raw Food - Non-Reside	1,200	1,181	1,200	0.00%
Total Operations		237,219	244,065	249,613	5.22%
	Other	-	-	-	0.00%
NET OPERATING COST		**599,603**	**627,844**	**592,983**	**-1.10%**

COUNTY OF ELGIN
Bobier Dietary
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	(A)ctual or (F)ixed Amount	(Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
Operating Projects												
41031801	HINF 1:1 Staffing Dietary - B\	O	(500)	500	-	-	-			-	(500)	500
	Total Operations Projects		**(500)**	**500**	**-**	**-**	**-**	**-**	**-**	**-**	**(500)**	**500**
Capital Projects												
41031750	Kitchen Equipment - BV	O			-	41,000	-			-	-	34,620
	Total Capital Projects		**-**	**-**	**-**	**41,000**	**-**	**-**	**-**	**-**	**-**	**34,620**

COUNTY OF ELGIN
Bobier Nursing
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420042030	P of Ont - NPC	(1,999,705)	(1,999,690)	(2,045,804)	2.31%
420142030	P of Ont - On Call Physician	(14,532)	(14,527)	(14,532)	0.00%
435042030	Recoveries - Supplies & Services	(2,000)	(1,665)	(2,000)	0.00%
435542030	Recoveries - Wages	(3,000)	(2,218)	(3,000)	0.00%
436042030	Project Revenue	(296,181)	(303,982)	(362,598)	22.42%
Total Revenue		(2,315,418)	(2,322,081)	(2,427,934)	4.86%
530142030	Wages - RN	312,809	314,813	320,598	2.49%
530742030	Project Wages - RN	48,159	1,486	88,727	84.24%
530242030	Wages - RPN	282,691	293,147	287,757	1.79%
530842030	Project Wages - RPN	95,959	102,728	102,630	6.95%
530342030	Wages - HCA	1,161,794	1,188,546	1,177,387	1.34%
530942030	Project Wages - HCA	38,022	93,672	43,888	15.43%
530442030	Wages - DON	85,500	83,099	118,611	38.73%
533642030	VAC HRS - DON	2,578	870	2,578	0.00%
537642030	Sick/Bereavement - DON	645	43	645	0.00%
530642030	Project Wages - DON	9,058	16,800	8,286	-8.52%
Total Salary		2,037,215	2,095,203	2,151,107	5.59%
Total Benefit		959,621	1,074,351	1,104,152	15.06%
550042030	Travel	806	666	806	0.00%
550542030	Travel - Other	500	10	500	0.00%
551042030	Development	1,753	941	1,500	-14.43%
585042030	Purchased Services	12,400	13,993	13,200	6.45%
586042030	Supplies	22,336	26,826	22,961	2.80%
588042030	Equipment	6,496	5,543	6,000	-7.64%
592042030	Repairs/Maintenance	3,251	360	3,000	-7.72%
596042030	Project Costs	85,979	72,828	83,213	-3.22%
609042030	Miscellaneous	-	-	-	0.00%
682042030	Medical Director	24,482	21,245	24,482	0.00%
683042030	Incontinence	22,995	26,302	24,966	8.57%
Total Operations		180,998	168,714	180,629	-0.20%
	Other	-	*1,139*	-	0.00%
NET OPERATING COST		**862,416**	**1,017,326**	**1,007,954**	**16.88%**

COUNTY OF ELGIN
Bobier Nursing
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed (P)ast (E)rror	2019 (Revenue)	2019 Cost	2019 Net Project Budget	2019 Cumulative Project Budget	2019 Reserve Name	2019 Based on (A)ctual or (F)ixed Amount	2019 Amount (Out of)/ Into Reserve	2019 Net Funding Request	2019 Current Year Revenue	2019 Current Year Cost
Operating Projects												
42031816	PSW Train the Trainor - BV	O	(1,800)	1,800	-	-				-	(1,800)	1,800
42031901	MDS RAI - BV	O	(39,996)	39,996	-	-				-	(39,996)	39,996
42031902	RPN Funding - BV HINF Supplemental Base	O	(69,468)	69,468	-	-				-	(69,468)	69,468
42031903	Supplies/Services NPC - BV	O	(13,524)	13,524	-	-				-	(13,524)	13,524
42031904	HINF Costs Reimbursed - BV	O	(23,750)	25,000	1,250	1,250				1,250	(23,750)	25,000
42031905	Lab Cost Recovery - BV	O	(4,000)	4,000	-	-				-	(4,000)	4,000
42031906	Physiotherapy Services - BV	O	(47,196)	47,196	-	-				-	(47,196)	47,196
42031907	BSO Funding Nurses- BV	O	(13,536)	13,536	-	-				-	(13,536)	13,536
42031908	BSO Funding PSW - BV	O	(20,460)	20,460	-	-				-	(20,460)	20,460
42031909	New Hire Orientation - BV	O	-	7,421	7,421	7,421				7,421	-	7,421
42031910	Falls Prevention - BV	O	(5,700)	5,700	-	-				-	(5,700)	5,700
42031911	Additional RN Base Funding - BV	O	(106,068)	106,068	-	-				-	(106,068)	106,068
42031912	Education - BV	O	(17,100)	17,100	-	-				-	(17,100)	17,100
42031913	Safety/Sling Replacement - BV	O		5,000	5,000	5,000				5,000	-	5,000
42031914	Mattress Replacement - BV	O		1,000	1,000	1,000				1,000	-	1,000
42031999	Training Coordinator - BV	O	-	10,358	10,358	10,358				10,358	-	10,358
	Total Operations Projects		**(362,598)**	**387,627**	**25,029**	**25,029**	**-**	**-**	**-**	**25,029**	**(362,598)**	**387,627**
Capital Projects												
42031950	Lifts & Scales - BV	O		35,000	35,000	35,000				35,000	-	35,000
42031951	Bed Replacement - BV	O		43,234	43,234	43,234				43,234	-	43,234
	Total Capital Projects		**-**	**78,234**	**78,234**	**78,234**	**-**	**-**	**-**	**78,234**	**-**	**78,234**

COUNTY OF ELGIN
Bobier Housekeeping
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
436043030	Project Revenue	-	-	(500)	
Total Revenue		-	-	(500)	0.00%
530043030	Wages	182,461	180,219	183,097	0.35%
530643030	Project Wages - HSK	-	-	400	0.00%
530943030	Project Wages	-	-	-	0.00%
Total Salary		182,461	180,219	183,497	0.57%
540043030	Benefits	45,538	66,585	66,361	45.73%
540643030	Project Stat/Combined -	-	-	100	0.00%
540943030	Project Stat/Combined -	-	-	-	0.00%
541043030	Vacation Pay	18,897	18,186	18,889	-0.04%
542043030	Benefits- Prev Vac	-	-	-	0.00%
543043030	Vacation Hrs	13,270	11,654	11,401	-14.09%
545043030	Lieu	13,978	13,681	13,941	-0.26%
545643030	Lieu $$	-	-	-	0.00%
547043030	Sick/Bereav	3,478	4,365	4,365	25.48%
549043030	Benefits - Manulife	5,648	7,325	7,391	30.85%
Total Benefit		100,809	121,795	122,448	21.46%
550043030	Travel	-	-	-	0.00%
550543030	Travel - Other	-	-	-	0.00%
551043030	Development	-	-	-	0.00%
585043030	Purchased Services	3,688	2,911	3,688	0.00%
586043030	Supplies	18,011	17,177	18,011	0.00%
588043030	Equipment	1,500	243	2,000	33.33%
592043030	Repairs/Maintenance	251	-	251	0.00%
Total Operations		23,450	20,331	23,950	2.13%
	Other	-	-	-	0.00%
NET OPERATING COST		**306,720**	**322,344**	**329,395**	**7.39%**

COUNTY OF ELGIN
Bobier Housekeeping
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	2019 Cost	2019 Net Project Budget	2019 Cumulative Project Budget	2019 Reserve Name	2019 (A)ctual or (F)ixed Amount	2019 (Out of)/ Into Reserve	2019 Net Funding Request	2019 Current Year Revenue	2019 Current Year Cost
	Operating Projects											
43031904	HINF 1:1 Staffing HSKP - BV	O	(500)	500	-	-	-			-	(500)	500
	Total Operations Projects		**(500)**	**500**	**-**	**-**	**-**	**-**	**-**	**-**	**(500)**	**500**
	Capital Projects											
43031951	Microfibre Cleaning System - BV	O		8,000	8,000	8,000	-			8,000	-	8,000
	Total Capital Projects		**-**	**8,000**	**8,000**	**8,000**	**-**	**-**	**-**	**8,000**	**-**	**8,000**

COUNTY OF ELGIN
Bobier Laundry
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
435044030	Recoveries	(72)	-	-	-100.00%
Total Revenue		(72)	-	-	-100.00%
530044030	Wages	60,826	61,420	60,388	-0.72%
530644030	Project Wages	-	-	-	0.00%
Total Salary		60,826	61,420	60,388	-0.72%
540044030	Benefits	12,802	11,948	12,223	-4.52%
540644030	Project Benefits	-	-	-	0.00%
545044030	Lieu $$	2,154	1,787	1,852	-14.02%
545644030	Lieu $$	-	-	-	0.00%
549044030	Benefits - Manulife	-	-	-	0.00%
Total Benefit		14,955	13,735	14,074	-5.89%
551044030	Development	-	-	-	0.00%
585044030	Purchased Services	74,100	75,376	75,582	2.00%
586044030	Supplies	1,999	2,456	1,999	0.00%
588044030	Equipment	504	-	504	0.00%
592044030	Repairs/Maintenance	252	-	252	0.00%
Total Operations		76,855	77,832	78,337	1.93%
	Other	-	-	-	0.00%
NET OPERATING COST		**152,565**	**152,987**	**152,800**	**0.15%**

COUNTY OF ELGIN
Bobier Building
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
435045030	Recoveries	(2,700)	(3,684)	(2,700)	0.00%
436045030	Project Revenue	-	-	-	0.00%
Total Revenue		(2,700)	(3,684)	(2,700)	0.00%
530045030	Wages	46,070	44,760	45,730	-0.74%
533045030	Vac Pay	5,050	5,827	5,850	15.84%
530645030	Project Wages	-	-	-	0.00%
537045030	Sick/Bereavement	-	237	500	0.00%
Total Salary		51,120	50,824	52,080	1.88%
540045030	Benefits	9,246	9,547	14,711	59.12%
543045030	Vacation Hrs	-	-	-	0.00%
549045030	Benefits - Manulife	4,899	4,759	4,802	-2.00%
Total Benefit		14,145	14,306	19,513	37.95%
550045030	Travel	252	535	252	0.00%
550545030	Travel - Other	-	10	-	0.00%
551045030	Development	96	502	500	420.83%
585045030	Purchased Services	80,000	85,474	82,000	2.50%
586045030	Supplies	285	267	285	0.00%
588045030	Equipment	-	802	800	0.00%
592045030	Repairs/Maintenance	14,000	9,341	14,000	0.00%
594045030	Utilities	232,000	169,570	218,500	-5.82%
596045030	Project Costs	30,000	16,660	35,000	16.67%
684045030	Cable	996	1,395	1,251	25.60%
Total Operations		357,629	284,558	352,588	-1.41%
	Other	-	-	-	0.00%
NET OPERATING COST		**420,193**	**346,004**	**421,481**	**0.31%**

COUNTY OF ELGIN
Bobier Building
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	(A)ctual or (F)ixed Amount	Amount (Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
45031901	Painting - BV	O		20,000	20,000	20,000	-			20,000	-	20,000
45031902	Duct Cleaning - BV	O		15,000	15,000	15,000	-			15,000	-	15,000
	Total Operations Projects		**-**	**35,000**	**35,000**	**35,000**	**-**	**-**	**-**	**35,000**	**-**	**35,000**
	Capital Projects											
45031851	Building Automation - BV	O			-	35,000	-			-	-	35,000
45031852	Building Envelope Repairs - BV	O			-	30,000	-			-	-	30,000
45031853	Spa/Tub Room	O			-	27,000	-			-	-	7,305
45031854	Security/Resident Safety - BV	O			-	36,500	-			-	-	36,500
45031855	Building Signage - BV	O			-	30,000	-			-	-	30,000
45031950	Door & Wall Protection - BV	O		10,000	10,000	10,000	-			10,000	-	10,000
45031952	Spa/Tub Room - BV	O		28,000	28,000	28,000	-			28,000	-	28,000
45031953	Lighting Upgrade - BV	O		50,000	50,000	50,000	-			50,000	-	50,000
45031954	Security/Resident Safety - BV	O		7,500	7,500	7,500	-			7,500	-	7,500
45031955	Misc Bldg - BV	O		5,500	5,500	5,500	-			5,500	-	5,500
45031956	Floor Replacement - Resident Rooms	O		22,000	22,000	22,000	-			22,000	-	22,000
45031957	HVAC Replacements - BV	O		90,000	90,000	90,000	-			90,000	-	90,000
45031958	Flat Roof Replacement - BV	O		60,000	60,000	60,000	-			60,000	-	60,000
45031959	Parking Lot Repair - BV	O		15,000	15,000	15,000	-			15,000	-	15,000
45031960	Business Office Flooring - BV	O		5,000	5,000	5,000	-			5,000	-	5,000
45031961	Smoking Area - BV	O		10,000	10,000	10,000	-			10,000	-	10,000
	Total Capital Projects		**-**	**303,000**	**303,000**	**461,500**	**-**	**-**	**-**	**303,000**	**-**	**441,805**

COUNTY OF ELGIN
Bobier Admin
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420046030	P of Ont - OA	(17,046)	(14,696)	(34,453)	102.12%
420146030	P of Ont - Pay Equity	(17,220)	(17,220)	(17,220)	0.00%
420246030	P of Ont - Structural Cor	(62,412)	(62,412)	(62,412)	0.00%
435046030	Recoveries	(15,000)	(14,757)	(15,000)	0.00%
436046030	Project Revenue	(7,000)	(5,107)	(7,000)	0.00%
450046030	Private	(299,997)	(307,136)	(311,186)	3.73%
451046030	Private - Basic Comp	(762,228)	(765,324)	(780,316)	2.37%
452046030	Semi	-	-	-	0.00%
453046030	Semi - Basic Comp	-	-	-	0.00%
454046030	Basic	(420,551)	(416,786)	(416,949)	-0.86%
455046030	Respite	(8,073)	(8,387)	(9,104)	12.77%
461546030	General Store Sales	(3,800)	(6,094)	(3,800)	0.00%
Total Revenue		(1,613,326)	(1,617,920)	(1,657,440)	2.73%
530046030	Wages	157,292	151,010	179,540	14.14%
530646030	Project Wages	-	-	-	0.00%
Total Salary		157,292	151,010	179,540	14.14%
540046030	Benefits	27,603	38,270	39,986	44.86%
541046030	Vacation Pay	1,549	1,918	1,929	24.54%
543046030	Vacation Hrs	13,370	13,820	13,383	0.10%
545046030	Lieu	-	-	-	0.00%
547046030	Sick/Bereav	9,213	1,831	1,814	-80.31%
549046030	Benefits - Manulife	6,911	6,775	6,836	-1.08%
Total Benefit		58,645	62,614	63,949	9.04%
550046030	Travel	700	129	700	0.00%
550546030	Travel - Other	400	5	400	0.00%
551046030	Development	1,300	962	1,300	0.00%
560046030	Recognition	504	210	504	0.00%
561046030	Memberships	6,440	6,472	6,490	0.78%
562046030	Subscriptions	200	182	200	0.00%
563046030	Office Supplies	4,500	3,495	4,500	0.00%
564046030	Photocopy	2,400	574	2,400	0.00%
565046030	Advertising	750	616	750	0.00%
568046030	Telephone/Fax	7,504	6,451	7,504	0.00%
572046030	Postage/Courier	755	22	755	0.00%
575046030	Petty Cash Over/Short	-	9	-	0.00%
585046030	Purchased Services	2,040	697	9,528	367.04%
588046030	Equipment	1,000	498	1,000	0.00%
591546030	Special - General Store	3,800	7,286	3,800	0.00%
596046030	Project Costs	27,500	19,432	25,009	-9.06%
609046030	Miscellaneous	500	6	500	0.00%
682046030	Medical Director	-	-	-	0.00%
685046030	Reimbursed Supplies/Cl	8,500	3,144	7,000	-17.65%
795046030	Loss on Sale/Writedown	-	-	-	0.00%
800046030	Amortization	277,927	277,927	292,908	5.39%
Total Operations		346,721	328,118	365,249	5.34%
Other		-	-	-	0.00%
NET OPERATING COST		**(1,050,668)**	**(1,076,178)**	**(1,048,702)**	**-0.19%**

COUNTY OF ELGIN
Bobier Admin
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed (P)ast (E)rror	2019 (Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	Based on (A)ctual or (F)ixed Amount	Amount (Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
46031901	Furniture Replacement - BV	O		10,000	10,000	10,000	-			10,000	-	10,000
46031902	Donations - BV	O	(7,000)		(7,000)	(7,000)	Reserves Donations	A	7,000	-	(7,000)	-
46031903	Staff Enrichment Donations - B\	O		2,500	2,500	2,500	Reserves Donations	A	(2,500)	-	-	2,500
46031904	Miscellaneous Donations - BV	O		5,000	5,000	5,000	Reserves Donations	A	(5,000)	-	-	5,000
46031905	CMI Study - BV	O		7,509	7,509	7,509	-			7,509	-	7,509
	Total Operations Projects		**(7,000)**	**25,009**	**18,009**	**18,009**	**-**	**-**	**(500)**	**17,509**	**(7,000)**	**25,009**

COUNTY OF ELGIN
Bobier Adult Day
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
420048030	Province of Ontario	(123,686)	(111,302)	(140,492)	13.59%
437048030	Other Revenue	(17,908)	(19,295)	(22,500)	25.64%
Total Revenue		(141,594)	(130,597)	(162,992)	0
530048030	Wages	78,407	76,808	97,849	24.80%
Total Salary		78,407	76,808	97,849	
540048030	Benefits	29,567	14,601	34,123	15.41%
545048030	Lieu $$	126	4,200	126	-0.04%
549048030	Benefits Manulife	-	-	-	0.00%
Total Benefit		29,693	18,801	34,249	15.34%
550048030	Travel	400	162	429	7.25%
550548030	Travel - Other	58	-	-	-100.00%
551048030	Development	315	-	285	-9.52%
563048030	Office Supplies	319	282	255	-20.06%
565048030	Advertising	-	-	-	0.00%
585048030	Purchased Services	13,337	16,035	15,975	19.78%
586048030	Supplies	2,873	1,774	1,200	-58.23%
588048030	Equipment	5,942	6,361	2,010	-66.17%
609048030	Miscellaneous	240	50	240	0.00%
681048030	Raw Food	5,510	5,826	6,000	8.89%
686048030	Building Occupancy	4,500	4,500	4,500	0.00%
Total Operations		33,494	34,989	30,894	-7.76%
Other		-	-	-	0.00%
NET OPERATING COST		**(0)**	**-**	**-**	**-100.00%**

COUNTY OF ELGIN
Admin Adult Day
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4200480	Province of Ontario	(50,272)	(48,670)	(49,956)	-0.63%
4360480	Donations	0	0	-	0.00%
4370480	Other Revenue	0	(1,602)	-	0.00%
Total Revenue		-50,272	-50,272	(49,956)	-0
5630480	Office Supplies	300	0	-	-100.00%
5850480	Purchased Services	49,972	50,272	49,956	-0.03%
Total Operations		50,272	50,272	49,956	-0.63%
	Other	*0*	*0*	-	0.00%
NET OPERATING COST		**0**	**0**	**-**	**0.00%**

COUNTY OF ELGIN
Museum
Proposed Budget

		2018		Total 2019	% CHANGE
ACCOUNT	Description	BUDGET	FORECAST/ ACTUAL	Zero Based Budget	Zero Base Budget
4200240	Province of Ontario	(15,000)	(15,638)	(15,000)	0.00%
4205240	Province of Ontario - Pr	-	-	-	0.00%
4215240	Federal Funding - Proje	(15,980)	(6,075)	(15,980)	0.00%
4300240	Grants	-	-	-	0.00%
4360240	Project Revenue	(500)	(15,396)	(500)	0.00%
4370240	Other Revenue	-	(3,701)	-	0.00%
4375240	Other Revenue - Gift Sl	-	(3,972)	(3,000)	0.00%
4380240	Other Revenue - Event	-	-	(3,000)	0.00%
4390240	Admissions	-	(254)	-	0.00%
Total Revenue		(31,480)	(45,036)	(37,480)	19.06%
5300240	Wages	143,793	132,277	146,824	2.11%
5306240	Project Wages	8,862	8,736	8,862	0.00%
5310240	Vacation	-	4,644	-	0.00%
5330240	Vacation Hrs	-	3,602	-	0.00%
5370240	Sick/Bereavement	-	885	-	0.00%
Total Salary		152,654	150,143	155,686	1.99%
5400240	Benefits	23,278	22,628	26,830	15.26%
5406240	Project Benefits	798	1,234	798	-0.01%
5460240	Subsidized Benefits	-	-	-	0.00%
5416240	Project Benefits VacPa	-	366	-	0.00%
5450240	Project Benefits 2	-	-	-	0.00%
5490240	Benefits - Manulife	9,589	9,661	9,166	-4.41%
Total Benefit		33,665	33,890	36,795	9.30%
5500240	Travel	1,998	243	1,998	0.00%
5505240	Travel - Other	-	-	-	0.00%
5510240	Development	1,500	803	1,500	0.00%
5610240	Memberships	30,501	30,327	30,501	0.00%
5620240	Publications	500	-	500	0.00%
5630240	Office Supplies	504	1,336	504	0.00%
5640240	Photocopy	500	540	500	0.00%
5650240	Advertising	3,503	3,033	3,503	0.00%
5740240	Curatorial	20,002	20,673	20,002	0.00%
5880240	Equipment	3,000	1,058	3,000	0.00%
5910240	Special - Events & Edu	2,004	4,844	5,004	149.70%
5915240	Special - Gift Shop	1,000	2,265	4,000	300.00%
5920240	Repairs/Maintenance	504	757	504	0.00%
5960240	Project Costs	9,700	-	9,700	0.00%
6090240	Miscellaneous	504	65	504	0.00%
6500240	Shipping	2,000	2,939	2,000	0.00%
6660240	Website Maintenance	-	-	-	0.00%
6700240	Acquisitions	3,000	2,473	3,000	0.00%
Total Operations		80,720	71,356	86,720	7.43%
	Other	-	-	-	0.00%
NET OPERATING COST		**235,559**	**210,354**	**241,721**	**2.62%**

COUNTY OF ELGIN
Museum
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	(A)ctual or (F)ixed Amount	(Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
							-					
							-					
	Operating Projects						-					
27901901	Donations - Museum	O	(500)		- 500	- 500	Donations M	A	500	-	- 500	-
27901902	Summer Student (Canadian Muse	O	(6,280)	9,660	3,380	3,380				3,380	- 6,280	9,660
27901903	Museum Assistance Program	O	(9,700)	9,700	-	-				-	- 9,700	-
	Total Operations Projects		**(16,480)**	**19,360**	**2,880**	**2,880**	**-**	**-**	**500**	**3,380**	**(16,480)**	**9,660**
	Capital Projects											
27901608	Museum Furnishings - From Libra	O			-	100,000				-	-	-
27901905	Museum - Landscaping Improveme	O		30,000	30,000	30,000				30,000	-	-
	Total Capital Projects		**-**	**30,000**	**30,000**	**130,000**	**-**	**-**	**-**	**30,000**	**-**	**-**

COUNTY OF ELGIN
Archives
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4205185	Provincial Funding - Proj	(5,000)	-	-	-100.00%
4215185	Federal Funding - Projec	(17,791)	(17,525)	(18,646)	4.81%
4300185	Grants	-	-	-	0.00%
4360185	Project Revenue	(1,000)	(50,135)	(1,000)	0.00%
4370185	Other Revenue	(3,000)	(1,874)	(3,000)	0.00%
Total Revenue		(26,791)	(69,535)	(22,646)	-15.47%
5300185	Wages	118,091	107,392	124,450	5.38%
5306185	Project Wages	41,280	39,778	35,924	-12.98%
5316185	Vacation Pay Project	0	928	-	0.00%
5330185	Vacation Hours	0	8,595	-	0.00%
5370185	Sick/Bereavement	0	796	-	0.00%
Total Salary		159,371	157,489	160,373	0.63%
5400185	Benefits	21,579	21,959	31,649	46.67%
5406185	Stat/Combined	3,720	4,358	3,273	-12.01%
5415185	Project Benefits	0	0	-	0.00%
5416185	Project Benefits - Vacati	0	674	-	0.00%
5490185	Benefits - Manulife	8,988	10,656	10,656	18.55%
Total Benefit		34,287	37,647	45,577	32.93%
5500185	Travel	800	1,019	800	0.00%
5505185	Travel - Other	2,200	792	2,200	0.00%
5510185	Development	2,700	1,000	2,700	0.00%
5610185	Memberships	997	1,202	997	0.00%
5620185	Publications	997	34	997	0.00%
5630185	Office Supplies	503	0	503	0.00%
5640185	Photocopy	600	354	600	0.00%
5850185	Purchased Services	997	626	997	0.00%
5860185	Supplies - Archival	7,500	5,530	7,500	0.00%
5870185	Furniture & Fixtures	0	0	-	0.00%
5880185	Equipment	4,500	250	4,500	0.00%
5910185	Promotions	2,002	1,259	2,002	0.00%
5920185	Repairs/Maintenance	503	326	503	0.00%
5960185	Project Costs	0	0	-	0.00%
6090185	Miscellaneous	504	447	504	0.00%
6640185	Microfilming/Scanning/C	6,563	5,883	6,563	0.00%
6660185	Website Maintenance	0	0	-	0.00%
6700185	Acquisitions	3,250	2,849	3,250	0.00%
8000185	Amortization	3,518	3,518	4,790	36.16%
Total Operations		38,134	25,089	39,406	3.34%
	Other	*0*	*0*	-	0.00%
NET OPERATING COST		**205,001**	**150,690**	**222,711**	**8.64%**

COUNTY OF ELGIN
Archives
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	(Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	(A)ctual or (F)ixed Amount	(Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	2,019 Current Year Cost
	Operating Projects											
29401901	Donations - Archives	O	(500)		(500)	(500)	Museum Dor	A	500	-	(500)	-
26251901	Donations - Alma Colleg	O	(500)		(500)	(500)	Alma College	A	500	-	(500)	-
29401903	Student Wages - CCS	O	(2,940)	6,762	3,822	3,822	-			3,822	(2,940)	6,762
29401904	Student Wages - YI	O	(6,280)	9,660	3,380	3,380	-			3,380	(6,280)	9,660
29401906	Internship - YCW	O	(9,426)	16,442	7,016	7,016	-			7,016	(9,426)	16,442
29401905	Digitization	O		6,332	6,332	6,332	-			6,332	-	6,332
	Total Operations Projects		**(19,646)**	**39,196**	**19,550**	**19,550**	**-**	**-**	**(11,500)**	**8,050**	**(19,646)**	**39,197**
	Capital Projects											
29401907	Other Capital needs	O		10000	10,000	10,000				10,000	-	10,000
	Total Capital Projects		**-**	**10,000**	**10,000**	**10,000**	**-**	**-**	**-**	**10,000**	**-**	**10,000**

COUNTY OF ELGIN
Library Services
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4200180	Province of Ontario	(116,739)	(116,739)	(116,739)	0.00%
4205180	Province of Ontario - Pr	(4,250)	(4,250)	(4,250)	0.00%
4215180	Federal Funding - Proje				0.00%
4300180	Grants				0.00%
4360180	Project Revenue	(30,525)	(34,487)	(16,000)	-47.58%
4370180	Other Revenue	(35,996)	(31,570)	(35,996)	0.00%
Total Revenue		(187,510)	(187,046)	(172,985)	-7.75%
5300180	Wages	1,551,049	1,373,854	1,586,445	2.28%
5306180	Project Wages				0.00%
5310180	Vacation		46,197		0.00%
5316180	Vacation Pay				0.00%
5330180	Vacation Hrs		84,389		0.00%
5360180	Wages Subsidized				0.00%
5370180	Bereavement		9,969		0.00%
Total Salary		1,551,049	1,514,409	1,586,445	2.28%
5400180	Benefits	253,504	257,111	268,283	5.83%
5406180	Project Stat/Combined				0.00%
5416180	Project Vac Benefits				0.00%
5450180	Lieu	63,550	56,306	60,601	-4.64%
5460180	Benefits Subsidized		614		0.00%
5490180	Benefits - Manulife	66,212	81,110	78,600	18.71%
Total Benefit		383,266	395,141	407,483	6.32%
5500180	Travel	8,500	6,378	8,500	0.00%
5505180	Travel - Other	4,000	4,548	4,000	0.00%
5510180	Development	16,496	7,321	16,496	0.00%
5610180	Memberships	2,004	1,849	2,004	0.00%
5630180	Office Supplies	15,000	14,313	15,000	0.00%
5640180	Photocopy	10,898	8,587	10,898	0.00%
5650180	Advertising	996	153	996	0.00%
5680180	Telephone/Fax	20,004	21,070	20,004	0.00%
5760180	Meals/Refreshments	2,280	1,986	2,280	0.00%
5870180	Furniture & Fixtures	6,996	4,481	6,996	0.00%
5880180	Equipment				0.00%
5890180	Lease Space	426,516	424,876	434,193	1.80%
5920180	Repairs/Maintenance	504	215	504	0.00%

COUNTY OF ELGIN
Library Services
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
5930180	Vehicle Repairs/Maint/F	10,000	6,246	14,000	40.00%
5960180	Project Costs	15,001	12,360	14,539	-3.08%
6090180	Miscellaneous	2,453	1,395	2,453	0.00%
6630180	Periodicals/Newspapers	18,698	14,349	18,698	0.00%
6670180	Electronic Resources	62,660	63,045	67,660	7.98%
6680180	Programs	11,996	26,826	11,996	0.00%
7950180	Gain/Loss on Disposal c				0.00%
8000180	Amortization	306,068	306,068	317,102	3.61%
Total Operations		941,071	926,066	968,321	2.90%
	Other				0.00%
NET OPERATING COST		**2,687,876**	**2,648,570**	**2,789,264**	**3.77%**

COUNTY OF ELGIN
Library Services
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	on (A)ctual or	(Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
17201001	Scott Sefton Book Project - Library	O	(500)	-	(500)	(18,500)	-			(500)	(1,000)	-
26801802	Low German Needs Assessment	O			-	1,500	Donations L	A	(1,500)	(1,500)	-	1,500
26801708	Website Updates	O			-	2,000	Donations L	A	(2,000)	(2,000)	-	2,000
26801703	Library Marketing	O		1,250	1,250	3,250	Donations L	A	(1,289)	(39)	-	1,289
26801901	Donations - Library	O	(15,000)	3,000	(12,000)	(12,000)	Donations L	A	12,000	-	(15,000)	3,000
26801903	Service Ontario	O	(4,250)	4,250	-	-	-			-	(4,250)	4,250
26801904	Tune In Mennonite Radio	O		2,500	2,500	2,500	-			2,500	-	2,500
	Total Operations Projects		**(19,750)**	**11,000**	**(8,750)**	**(21,250)**	**-**	**-**	**7,211**	**(1,539)**	**(20,250)**	**14,539**
	Capital Projects											
58101402	Aylmer Facility Improvements	O			-	95,500	-			-	-	105,025
58101903	Accessibility Renos	O		35,000	35,000	35,000	-			35,000	-	35,000
58101804	Library Van Replacement	O			-	45,000	-			-	-	44,465
58101901	Book Purchases - Library	O		284,631	284,631	284,631	-			284,631	-	284,631
	Total Capital Projects		**-**	**319,631**	**319,631**	**460,131**	**-**	**-**	**-**	**319,631**	**-**	**469,121**

COUNTY OF ELGIN
Information Technology
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4350150	Recoveries	-	(5,466)	-	0.00%
4360150	Project Revenue	(89,870)	(104,469)	(63,000)	-29.90%
Total Revenue		(89,870)	(109,935)	(63,000)	-29.90%
5300150	Wages	399,070	334,482	404,412	1.34%
5306150	Project Wages	-	7,816	-	0.00%
5310150	Vac Pay	-	-	-	0.00%
5330150	Vacation Hrs	-	28,694	-	0.00%
5370150	Sick/Bereavement	-	9,568	-	0.00%
Total Salary		399,070	380,560	404,412	1.34%
5400150	Benefits	71,095	69,054	72,311	1.71%
5406150	Project Benefits	-	661	-	0.00%
5416150	Project Benefits	-	8	-	0.00%
5490150	Benefits - Manulife	30,245	29,515	31,652	4.65%
Total Benefit		101,340	99,238	103,963	2.59%
5500150	Travel	5,543	2,816	5,543	0.00%
5505150	Travel - Other	1,157	35	1,157	0.00%
5510150	Development	9,000	6,463	9,000	0.00%
5610150	Memberships	-	454	-	0.00%
5620150	Subscriptions	1,000	707	1,000	0.00%
5790150	Consultant	17,828	22,337	18,185	2.00%
5860150	Supplies	3,375	3,548	3,375	0.00%
5960150	Project Costs	49,298	16,387	22,298	-54.77%
6130150	Licenses	-	-	-	0.00%
6120150	Support/Maintenance	313,221	355,994	319,486	2.00%
7950150	Loss on Sale/Writedown	-	-	-	0.00%
8000150	Amortization	172,620	172,620	191,538	10.96%
Total Operations		573,043	581,360	571,581	-0.26%
	Other	-	-	-	0.00%
NET OPERATING COST		**983,582**	**951,223**	**1,016,956**	**3.39%**

COUNTY OF ELGIN
Information Technology
Proposed Budget

Col 1	Col 2	Col 5	Col 20	Col 21	Col 22	Col 25	Col 27	Col 28	Col 29	Col 30	Col 45	Col 61
							2019					
Contract	Description	(O)pen (F)uture (C)losed (P)ast (E)rror	(Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	Based on (A)ctual or (F)ixed Amount	Amount (Out of)/ Into Reserve	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
57801405	Palmer Estate Support	O			-	(16,399)	-			-	-	22,298
57801906	Municipal Partner Support	O	(50,000)		(50,000)	(50,000)	-			(50,000)	(50,000)	-
57801907	Graham Scott Enns	O	(13,000)		(13,000)	(13,000)	-			(13,000)	(13,000)	-
	Total Operations Projects		**(63,000)**	**-**	**(63,000)**	**(79,399)**	**-**	**-**	**-**	**(63,000)**	**(63,000)**	**22,298**
	Capital Projects											
57801710	Website Development	O			-	17,510	-			-	-	17,270
57801901	Hardware Replacement - IT	O		92,300	92,300	92,300	-			92,300	-	92,300
57801902	MDS RAI Funding	O		15,300	15,300	15,300	-			15,300	-	15,300
57801903	Photocopiers	O		13,327	13,327	13,327	-			13,327	-	13,327
57801904	Other Licenses	O		73,440	73,440	73,440	-			73,440	-	73,440
57801905	Server Replacement	O		60,000	60,000	60,000	-			60,000	-	60,000
57801908	iPad Replacement - Land Division	O		5,600	5,600	5,600	-			5,600	-	5,600
57801909	PCC Documentation Hardware	O		30,000	30,000	30,000	-			30,000	-	30,000
	Total Capital Projects		**-**	**289,967**	**289,967**	**307,477**	**-**	**-**	**-**	**289,967**	**-**	**307,237**

COUNTY OF ELGIN
POA
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4300135	Grants	(80,000)	(91,830)	(80,000)	0.00%
4340135	Fines Revenue	(1,429,142)	(1,281,139)	(1,459,142)	2.10%
4345135	Parking Ticket Revenue	(10,150)	(20,510)	(10,150)	0.00%
4370135	Other Revenue	-	-	-	0.00%
Total Revenue		(1,519,293)	(1,393,479)	(1,549,293)	1.97%
5300135	Wages	273,327	261,338	283,720	3.80%
5310135	Vacation Pay	-	680	-	0.00%
5330135	Vacation Hrs	-	21,184	-	0.00%
5370135	Sick	-	3,912	-	0.00%
Total Salary		273,327	287,114	283,720	3.80%
5400135	Benefits	44,415	51,591	51,292	15.48%
5490135	Benefits - Manulife	19,106	22,410	22,813	19.40%
Total Benefit		63,521	74,001	74,105	16.66%
5500135	Travel	2,999	2,444	2,999	0.00%
5505135	Travel - Other	2,000	2,679	2,000	0.00%
5510135	Development	1,500	416	1,500	0.00%
5610135	Memberships	200	-	200	0.00%
5630135	Office Supplies	15,300	6,305	15,300	0.00%
5680135	Telephone/Fax	1,297	1,562	1,297	0.00%
5750135	Petty Cash Over/Short	-	-	-	0.00%
5770135	Legal & Professional	388,495	301,849	396,265	2.00%
5830135	Bank Charges	21,300	15,276	21,300	0.00%
5850135	Purchased Services	23,727	30,910	23,727	0.00%
5870135	Furniture & Fixtures	2,700	-	2,700	0.00%
5880135	Equipment	1,083	3,582	1,083	0.00%
5960135	Project Costs	5,000	-	5,000	0.00%
5970135	Municipal Partner Paym	205,879	199,507	135,008	-34.42%
5965135	Parking Ticket MPP	9,135	18,459	9,135	0.00%
5971135	Victim Fine Surcharge a	319,428	295,384	323,545	1.29%
6090135	Miscellaneous	10,500	(0)	10,500	0.00%
6120135	Support-ICON & Mailing	36,001	25,725	36,001	0.00%
6860135	Building Occupancy	45,446	46,401	104,658	130.29%
8000135	Amortization	-	-	-	0.00%
Total Operations		1,091,990	950,498	1,092,218	0.02%
	Other	-	-	-	0.00%
NET OPERATING COST		**(90,455)**	**(81,866)**	**(99,250)**	**9.72%**

COUNTY OF ELGIN
Collections
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4340145	Revenue	(379,743)	(487,396)	(395,443)	4.13%
4350145	Recoveries	(94,936)	(141,551)	(98,861)	4.13%
Total Revenue		(474,679)	(628,948)	(494,304)	4.13%
5300145		-	-	-	0.00%
Total Salary		-	-	-	
5400145		-	-	-	0.00%
Total Benefit		-	-	-	0.00%
5500145	Travel	1,000	-	1,000	0.00%
5505145	Travel - Other	-	-	-	0.00%
5510145	Development	800	-	800	0.00%
5630145	Office Supplies	48	-	48	0.00%
5850145	Purchased Services	168,170	187,754	173,076	2.92%
5970145	Municipal Partner Paym	287,493	422,417	301,721	4.95%
Total Operations		457,511	610,171	476,645	4.18%
	Other	-	-	-	0.00%
NET OPERATING COST		**(17,168)**	**(18,777)**	**(17,658)**	**2.86%**

COUNTY OF ELGIN
Ambulance
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4200270	Province of Ontario	(4,997,376)	(4,982,909)	(5,099,163)	2.04%
4205270	Province of Ontario - Project Reve	(43,943)	(43,943)	-	-100.00%
4360270	Project Revenue	-	(14,052)	-	
4310270	City of St. Thomas - Ambulance	(2,177,267)	(2,170,812)	(2,221,748)	2.04%
4450270	Intermunicipal Transfers	(48,410)	(1,185)	(48,410)	0.00%
Total Revenue		(7,266,996)	(7,212,901)	(7,369,321)	1.41%
5300270	Wages	41,349	33,114	55,413	34.01%
5330270	Vacation Hrs	-	4,215	-	
5370270	Sick/ Bereavement	-	636	-	
Total Salary		41,349	37,965	55,413	34.01%
5400270	Benefits	7,172	6,959	9,521	32.75%
Total Benefit		7,172	6,959	9,521	32.75%
5500270	Travel	500	-	5,500	1000.00%
5505270	Travel - Other	-	-	-	
5510270	Development	500	-	3,000	500.00%
5610270	Memberships	600	-	600	0.00%
5630270	Office Supplies	-	-	-	
5680270	Telephone/Fax	-	-	-	
5850270	Purchased Serv. - Contractors	9,508,444	9,502,395	9,705,926	2.08%
5920270	Repairs/ Maintenance	-	-	-	
5960270	Project Costs	43,943	43,943	-	-100.00%
5970270	Cross Border Payments	76,529	29,742	76,529	0.00%
6090270	Miscellaneous	500	(14)	500	0.00%
7950270	Loss on Sale/Writedown	-	-	69,681	
8000270	Amortization	377,427	375,341	289,925	-23.18%
Total Operations		10,008,443	9,951,407	10,151,661	1.43%
	Other	-	-	-	
NET OPERATING COST		**2,789,967**	**2,783,429**	**2,847,273**	**2.05%**

COUNTY OF ELGIN
Ambulance
Proposed Budget

Col 1	Col 2	Col 5	Col 20	Col 21	Col 22	Col 25	Col 27	Col 28	Col 29	Col 30	Col 45	Col 61
							2019					
Contract	**Description**	**(O)pen (F)uture (C)losed**	**(Revenue)**	**Cost**	**Net Project Budget**	**Cumulative Project Budget**	**Reserve Name**	**Based on (A)ctual or (F)ixed**	**Amount (Out of)/ Into**	**Net Funding Request**	**Current Year Revenue**	**Current Year Cost**
Operating Projects												
Total Operations Projects			**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Capital Projects												
28001801	Ambulance	O	(14,052)	14,052	-	310,000	-			-	-	-
28001901	Ambulance	O		321,300	321,300	321,300	-			321,300	-	-
28001902	Defibrilator Purchases	O		408,000	408,000	408,000	-			408,000	-	-
Total Capital Projects			**(14,052)**	**743,352**	**729,300**	**1,039,300**	**-**	**-**	**-**	**729,300**	**-**	**-**

COUNTY OF ELGIN
Emergency Measures
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4370210	Other Revenue	(2,000)	(177)	(2,000)	0.00%
Total Revenue		(2,000)	(177)	(2,000)	0.00%
5300210	Wages	19,604	5,675	82,580	321.25%
5330210	Vac Pay	-	449	-	0.00%
5370210	Sick/Bereavement	-	95	-	0.00%
Total Salary		19,604	6,219	82,580	
5400210	Benefits	3,482	1,395	14,619	319.80%
5490210	Benefits - Manulife	-	-	6,000	0.00%
Total Benefit		3,482	1,395	20,619	492.09%
5500210	Travel	149	-	149	0.00%
5505210	Travel - Other	149	-	149	0.00%
5510210	Development	800	1,496	2,800	250.00%
5630210	Office Supplies	200	-	3,200	1500.00%
5650210	Advertising	1,000	-	1,000	0.00%
5850210	Purchased Services	7,500	25,711	7,500	0.00%
5860210	Supplies	500	80	500	0.00%
5870210	Furniture & Fixtures	-	-	-	0.00%
5920210	Repairs & Maintenance	1,800	878	1,800	0.00%
6090210	Miscellaneous	300	-	300	0.00%
Total Operations		12,397	28,164	17,397	40.33%
	Other	-	-	-	0.00%
NET OPERATING COST		**33,483**	**35,601**	**118,596**	**254.20%**

COUNTY OF ELGIN
Economic Development
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4200280	Province of Ontario	-	-	-	0.00%
4205280	Province of Ontario - Project Re	(35,068)	(33,987)	(64,068)	82.70%
4215280	Federal Funding - Project Reven	(5,600)	(5,040)	(5,600)	0.00%
4300280	Grants	(30,000)	-	(30,000)	0.00%
4350280	Recoveries	-	(2,105)	-	0.00%
4360280	Project Revenue	(173,072)	(117,217)	(84,128)	-51.39%
4370280	Other Revenue - Logo Items	-	-	-	0.00%
4380280	Membership Revenue	(13,000)	(16,480)	(13,000)	0.00%
Total Revenue		(256,740)	(174,830)	(196,796)	-23.35%
5300280	Wages	358,631	301,564	367,618	2.51%
5306280	Project Wages	93,766	86,658	35,045	-62.63%
5310280	Vacation Pay	-	2,256	-	0.00%
5316280	Vaction Pay Project	-	672	-	0.00%
5330280	Vacation Pay	-	20,251	-	0.00%
5336280	Vacation Hrs	-	4,803	-	0.00%
5370280	Sick/Bereav	-	15,039	-	0.00%
5376280	Sick/Bereav Project	-	900	-	0.00%
Total Salary		452,397	432,143	402,663	-10.99%
5400280	Benefits	64,169	59,580	103,403	61.14%
5406280	Project Benefits 2	22,448	18,236	4,226	-81.17%
5460280	Benefits Subsidized	-	5,677	-	0.00%
5490280	Benefits - Manulife	29,996	24,274	23,073	-23.08%
Total Benefit		116,612	107,767	130,702	12.08%
5500280	Travel	12,000	9,492	12,000	0.00%
5505280	Travel - Other	12,000	8,848	12,000	0.00%
5510280	Development	5,000	5,341	5,000	0.00%
5610280	Memberships	8,785	10,590	8,785	0.00%
5620280	Subscriptions	200	296	200	0.00%
5630280	Office Supplies	2,650	4,170	2,650	0.00%
5650280	Advertising/Promotion	133,916	130,724	143,916	7.47%
5660280	Printing	1,000	524	1,000	0.00%
5680280	Telephone/Fax	2,500	2,750	2,500	0.00%
5720280	Postage/Courier	300	-	300	0.00%
5850280	Purchased Services	54,000	41,322	54,000	0.00%
5890280	Leases	2,486	4,127	3,852	54.95%
5910280	Special Projects/Events	30,000	36,787	30,000	0.00%
5930280	Vehicle Maint/Costs	1,400	972	1,400	0.00%
5960280	Misc Project Costs	386,056	341,242	304,108	-21.23%
6090280	Miscellaneous	3,000	4,115	3,000	0.00%
8000280	Amortization	20,120	20,120	9,714	-51.72%
Total Operations		675,413	621,420	594,425	-11.99%
	Other	-	-	-	0.00%
NET OPERATING COST		**987,683**	**986,500**	**930,993**	**-5.74%**

COUNTY OF ELGIN
Economic Development
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed	2019 (Revenue)	Cost	Net Project Budget	Cumulative Project Budget	Reserve Name	Based on (A)ctual or (F)ixed	Amount (Out of)/ Into	Net Funding Request	Current Year Revenue	Current Year Cost
	Operating Projects											
26851008	Tourism Member Signs	O	(24,150)	10,104	(14,046)	94,452				(14,046)	(24,150)	10,104
26851803	Local Food Awareness	O		5,000	5,000	10,000				5,000	-	10,000
26851804	Tour Guide	O			-	11,000				-	-	4,206
26851809	Downtown Revitalization	O			-	15,000				-	-	8,796
26851901	Students Tourism	O	(9,668)	27,545	17,877	17,877				17,877	(9,668)	27,545
26851902	EBRC Satellite offices	O		47,500	47,500	47,500				47,500	-	47,500
26851904	Tour Guide	O	(10,000)	25,000	15,000	15,000				15,000	(10,000)	25,000
26851905	Savour Elgin	O	(10,000)	20,000	10,000	10,000				10,000	(10,000)	20,000
26851906	Arts Trail	O	(5,500)	12,700	7,200	7,200				7,200	(5,500)	12,700
26851907	Small Business Enterprise	O		35,000	35,000	35,000				35,000	-	35,000
26851908	CIP Marketing Fund	O		7,000	7,000	7,000				7,000	-	7,000
26851909	Downtown Revitalization	O		15,000	15,000	15,000				15,000	-	15,000
26851810	Bike Share	O			-	5,750				-	-	-
26851812	WOWC Staffing Ends Feb	O	(13,728)	13,728	-	-				-	(13,728)	13,728
26851910	RED Transportation Study	O	(50,000)	100,000	50,000	50,000				50,000	(50,000)	100,000
26851911	RED Workforce	O	(10,000)	20,000	10,000	10,000				10,000	(10,000)	20,000
	Total Operations Projects		**(133,046)**	**338,577**	**205,531**	**350,778**	**-**	**-**	**-**	**205,531**	**(133,046)**	**356,579**
	Capital Projects											
26851811	Tourism Van	O			-	8,500				-	-	8,500
	Total Capital Projects		**-**	**-**	**-**	**8,500**	**-**	**-**	**-**	**-**	**-**	**8,500**

COUNTY OF ELGIN
Land Division
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Cost Attack Implement
4340220	Fees	(137,500)	(155,750)	(150,168)	0.00%
Total Revenue		(137,500)	(155,750)	(150,168)	0.00%
5300220	Wages	67,740	63,694	65,249	0.00%
5330220	Vacation Pay	-	359	-	0.00%
5370220	Sick/Bereavement	-	97	-	0.00%
5310220	Vacation Hrs	-	5,545	-	0.00%
5350220	Wages Land Committe	22,090	16,970	31,330	0.00%
Total Salary		89,830	86,666	96,579	
5400220	Benefits	12,642	11,905	14,207	0.00%
5450220	Lieu	3,937	4,483	4,012	0.00%
5460220	Benefits Subsidized	-	985	-	0.00%
5490220	Benefits - Manulife	-	-	-	0.00%
Total Benefit		16,579	17,372	18,219	0.00%
5500220	Travel	1,981	3,221	2,981	0.00%
5505220	Travel - Other	-	1,015	-	0.00%
5510220	Development	3,996	1,990	3,996	0.00%
5610220	Memberships	960	1,040	960	0.00%
5620220	Subscriptions	960	118	960	0.00%
5630220	Office Supplies	6,472	7,137	6,472	0.00%
5770220	Legal & Professional	18,000	-	17,000	0.00%
6090220	Miscellaneous	3,000	3,234	3,000	0.00%
8000220	Amortization	-	-	-	0.00%
Total Operations		35,369	17,754	35,369	0.00%
	Other	-	-	-	0.00%
NET OPERATING COST		**4,278**	**(33,958)**	**(1)**	**0.00%**

COUNTY OF ELGIN
Planning
Proposed Budget

ACCOUNT	Description	2018 BUDGET	2018 FORECAST/ ACTUAL	Total 2019 Zero Based Budget	% CHANGE Zero Base Budget
4340290	Planning & Process Fee	(25,500)	(46,000)	(35,000)	37.25%
4350290	Recoveries	-	-	-	0.00%
4360290	Project Revenue	(9,039)	(9,039)	-	-100.00%
Total Revenue		(34,539)	(55,039)	(35,000)	1.33%
5300290	Wages	88,745	90,214	96,862	9.15%
5310290	Vacation Pay	-	397	-	0.00%
5330290	Vacation Pay	-	-	-	0.00%
5370290	Sick/Bereavement	-	123	-	0.00%
Total Salary		88,745	90,734	96,862	
5400290	Benefits	6,761	6,672	15,410	127.90%
5490290	Benefits - Manulife	-	-	4,000	0.00%
Total Benefit		6,761	6,672	19,410	187.06%
5500290	Travel	2,000	600	2,000	0.00%
5505290	Travel - Other	-	434	-	0.00%
5510290	Development	2,000	1,475	2,000	0.00%
5610290	Memberships	700	-	800	14.29%
5630290	Office Supplies	746	47	746	0.00%
5850290	Purchased Services	3,000	-	3,000	0.00%
5870290	Furniture & Fixtures	-	-	-	0.00%
5960290	Project Costs	81,610	70,000	90,000	10.28%
6090290	Miscellaneous	1,000	400	1,000	0.00%
Total Operations		91,056	72,956	99,546	9.32%
	Other	-	-	-	0.00%
NET OPERATING COST		**152,024**	**115,323**	**180,817**	**18.94%**

COUNTY OF ELGIN
Planning
Proposed Budget

Contract	Description	(O)pen (F)uture (C)losed (P)ast (E)rror	2019 (Revenue)	2019 Cost	2019 Net Project Budget	2019 Cumulative Project Budget	2019 Reserve Name	2019 Based on (A)ctual or (F)ixed Amount	2019 Amount (Out of)/ Into Reserve	2019 Net Funding Request	2019 Current Year Revenue	2019 Current Year Cost
	Operating Projects											
26401508	Natural Heritage Study	O			-	60,000				-	-	30,000
26401701	Clean Water Initiative	O		40,000	40,000	120,000				40,000	-	40,000
26401801	Official Plan - 5 year Rev	O		10,000	10,000	20,000				10,000	-	20,000
	Total Operations Projects		**-**	**50,000**	**50,000**	**200,000**	**-**	**-**	**-**	**50,000**	**-**	**90,000**
	Capital Projects											
	Total Capital Projects		**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

County of Elgin

Income Statement

As of December 31, 2018

Preliminary Full Year

		YTD				Current Month			
		Actual			Perform.	Actual			Perform.
		Revenue	Expenses Total	Net	Net	Revenue	Expenses Total	Net	Net
1	TAXES	**(35,535,217)**	**372,213**	**(35,163,004)**	**125,096**	**(35,497,129)**	**363,475**	**(35,133,654)**	**125,097**
2	INTEREST CHARGES & INCOME	(411,062)	4	(411,058)	211,058	(285,430)	-	(285,430)	211,043
3	SOCIAL SERVICES - ST. THOMAS	-	2,324,192	2,324,192	24,114	-	195,692	195,692	0
4	HEALTH UNIT	-	833,730	833,730	56,034	-	88,759	88,759	12,158
5	GRANTS	-	370,046	370,046	2,467	-	(6,850)	(6,850)	9,067
6	RENTAL INCOME	(254,527)	138,538	(115,990)	(13)	(21,211)	-	(21,211)	-
7	PROPERTY ASSESSMENT	-	767,262	767,262	0	-	-	-	-
8	ONTARIO MUNICIPAL PARTNERSHIP FUN	(739,700)	-	(739,700)	-	-	-	-	-
9	PROJECTS	(117,018)	620,345	503,326	161,674	-	197,719	197,719	165,186
		-	**-**	**-**	**(0)**	**-**	**-**	**-**	**-**
10	**Total Corporate**	**(37,057,524)**	**5,426,329**	**(31,631,195)**	**580,430**	**(35,803,769)**	**838,795**	**(34,964,974)**	**522,551**
11	WARDEN AND COUNCIL	(4,622)	325,245	320,623	43,520	-	22,480	22,480	19,983
12	ADMINISTRATIVE SERVICES	(271,617)	822,110	550,493	(23,099)	(69,767)	159,530	89,763	(38,251)
13	FINANCIAL SERVICES	-	624,171	624,171	10,776	-	65,229	65,229	2,433
14	HUMAN RESOURCES	(34,196)	547,894	513,698	42,894	(10,795)	61,405	50,609	9,637
15	ADMINISTRATION BUILDING	(439,413)	979,245	539,832	46,882	(31,354)	62,647	31,293	50,505
16	CORPORATE SERVICES	(59,704)	747,228	687,523	14,059	(11,411)	58,694	47,283	21,488
17	ENGINEERING SERVICES	(3,098,927)	13,408,832	10,309,905	81,010	(12,262)	1,379,315	1,367,053	(64,263)
18	HOMES FOR SENIORS SERVICES	(18,909,972)	23,710,394	4,800,422	161,140	(1,597,549)	3,002,132	1,404,583	90,300
19	MUSEUM/ARCHIVES	(114,570)	475,614	361,044	79,517	(204)	44,648	44,444	3,085
20	LIBRARY SERVICES	(187,046)	2,835,616	2,648,570	39,306	(1,943)	303,437	301,494	14,847
21	INFORMATION TECHNOLOGIES	(109,935)	1,061,158	951,223	32,359	(12,514)	143,278	130,764	(68,805)
22	PROVINCIAL OFFENSES	(1,393,479)	1,311,614	(81,866)	(8,589)	(74,279)	155,884	81,605	(3,100)
23	COLLECTIONS - POA	(628,948)	610,171	(18,777)	1,609	(110,274)	118,994	8,720	(840)
24	AMBULANCE & EMERGENCY SERVICES	(7,213,078)	10,032,108	2,819,031	4,419	(920,194)	800,088	(120,106)	(14,617)
25	ECONOMIC DEVELOPMENT & TOURISM	(229,869)	1,331,693	1,101,824	37,883	(14,761)	153,077	138,316	(33,567)
		-	**-**	**-**	**-**	**-**	**-**	**-**	**(0)**
26	**Total Departmental**	**(32,695,375)**	**58,823,092**	**26,127,717**	**563,685**	**(2,867,307)**	**6,530,839**	**3,663,532**	**(11,163)**
27	**Total**	**(69,752,899)**	**64,249,421**	**(5,503,478)**	**1,144,115**	**(38,671,077)**	**7,369,634**	**(31,301,443)**	**511,388**

COUNTY OF ELGIN

By-Law No. 19-04

"BEING A BY-LAW TO PROVIDE FOR THE ADOPTION OF THE 2019 BUDGET OF THE CORPORATION OF THE COUNTY OF ELGIN AND TO ESTABLISH THE 2019 TAX RATIOS, AND TO ESTABLISH THE 2019 TAX RATES FOR THE COUNTY CONSTITUENT MUNICIPALITIES"

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

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

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

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

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

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

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

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

1. THAT the large industrial class be chosen as an optional property class.

2. THAT the tax ratio on vacant/excess land commercial and industrial properties be set to the same ratio as the occupied classes; and,

3. THAT the municipalities of Dutton/Dunwich and West Elgin be granted relief on the full portion of the County property taxes on the landfills that these municipalities use for local resident waste.

4. THAT the 2019 tax ratios for the County of Elgin set out on Schedule "A", attached hereto and forming part of this by-law, be approved and adopted by Council.

5. THAT the 2019 budget of the County of Elgin set out on Schedule "B", attached hereto and forming part of this by-law, which incorporates estimates for revenue and for expenditures be approved and adopted by Council.

6. THAT the 2019 tax rates for the assessment in each property class set out in Schedule “C”, attached hereto and forming part of this by-law, be approved and adopted by Council.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12TH DAY OF February 2019.

Julie Gonyou, Chief Administrative Officer.	Duncan McPhail, Warden.

COUNTY OF ELGIN

By-Law 19-05

SCHEDULE A

Ratios

PROPERTY CLASS

	2019				2018
	Base	**0.24**	**0.23**	**Rural Reserve**	
RESIDENTIAL/FARM	1.0000	1.0000	1.0000	1.0000	1.0000
FARMLAND AWAITING DEVELOPMENT - RESIDENTIAL	0.5000	0.5000	0.5000	0.5000	0.5000
NEW MULTI-RESIDENTIAL	1.0000	1.0000	1.0000	1.0000	1.0000
MULTI-RESIDENTIAL	1.9999	1.9999	1.9999	1.9999	1.9999
COMMERCIAL OCCUPIED	1.6376	1.6376	1.6376	1.6376	1.6376
COMMERCIAL VACANT LAND	1.6376	1.6376	1.6376	1.6376	1.6376
INDUSTRIAL OCCUPIED	2.2251	2.2251	2.2251	2.2251	2.2251
INDUSTRIAL VACANT LAND	2.2251	2.2251	2.2251	2.2251	2.2251
LARGE INDUSTRIAL OCCUPIED	2.8318	2.8318	2.8318	2.8318	2.8318
LARGE INDUSTRIAL VACANT	2.8318	2.8318	2.8318	2.8318	2.8318
PIPELINES	1.1446	1.1446	1.1446	1.1446	1.1446
FARM	0.2500	0.2400	0.2300	0.2500	0.2500
MANAGED FORESTS	0.2500	0.2400	0.2300	0.2500	0.2500
LANDFILL	33.335124	33.335124	33.335124	33.335124 *	33.335124

* ratio calculated by the province to avoid tax changes resulting from assessment methodology change (subject to adjustment)

Schedule B: **2019 Operating Budget** **By-Law 19-05**	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
	Prior Operating				**Current Operating Budget**			**Current Operating Budget**
	(Revenue)	**Expense**	**Net Budget (Revenue)/Expense**	**FORECAST/ ACTUAL**	**(Revenue)**	**Expense**	**Net Budget (Revenue)/ Expense**	**(Over)/ Under Prior Year**
CORPORATE ACTIVITIES								
1) Taxes	(35,631,937)	594,028	(35,037,909)	(35,163,004)	(35,535,217)	374,713	(35,160,504)	122,596
2) Interest Charges & Income	(204,047)	4,047	(200,000)	(411,058)	(1,490,462)	1,079,400	(411,062)	211,062
3) Social Services - St. Thomas	-	2,348,306	2,348,306	2,324,192		2,321,827	2,321,827	26,479
4) Health Unit	(383,103)	1,272,867	889,764	833,730		953,264	953,264	(63,500)
5) Grants	-	372,513	372,513	370,046	-	315,837	315,837	56,676
6) Rental Income	(254,527)	138,525	(116,002)	(115,990)	(260,060)	138,538	(121,522)	5,520
7) Property Assessment	(113,222)	880,484	767,262	767,262		779,702	779,702	(12,440)
8) Ontario Municipal Partnership Fund	(48,997)	(690,703)	(739,700)	(739,700)	539,700	(1,079,400)	(539,700)	(200,000)
9) Project Costs	-	665,000	665,000	503,326	-	714,764	714,764	(49,764)
10) Corporate	(36,635,833)	5,585,067	(31,050,766)	(31,631,195)	(36,746,039)	5,598,645	(31,147,394)	96,628
Departmental								
11) Warden and Council	(3,036)	367,179	364,143	320,623	(3,036)	418,897	415,861	(51,718)
12) Administrative Services	(257,014)	784,408	527,394	550,493	(259,826)	857,247	597,421	(70,027)
13) Financial Services	-	634,946	634,946	624,171	-	643,309	643,309	(8,362)
14) Human Resources	(32,500)	589,092	556,592	513,698	(32,500)	603,665	571,165	(14,573)
15) Administrative Building	(434,277)	990,990	556,713	539,832	(520,542)	1,117,349	596,807	(40,094)
16) Corporate Expenditures	(60,000)	761,582	701,582	687,523	(95,000)	744,989	649,989	51,592
17) Engineering	(3,022,734)	13,409,372	10,386,637	10,343,864	(3,034,808)	13,169,727	10,134,919	251,719
18) Homes	(18,882,915)	23,844,477	4,961,562	4,800,422	(19,544,130)	24,452,999	4,908,869	52,693
19) Museum & Archives	(58,271)	498,832	440,561	361,044	(60,126)	524,558	464,432	(23,871)
20) Library Services	(187,510)	2,875,386	2,687,876	2,648,570	(172,985)	2,962,249	2,789,264	(101,388)
21) Information Technology	(89,870)	1,073,452	983,582	951,223	(63,000)	1,079,956	1,016,956	(33,373)
22) Provincial Offences	(1,519,293)	1,428,838	(90,455)	(81,866)	(1,549,293)	1,450,043	(99,250)	8,796
23) Collections	(474,679)	457,511	(17,168)	(18,777)	(494,304)	476,645	(17,658)	491
24) Ambul. & Emergency Meas.	(7,268,996)	10,092,446	2,823,450	2,819,031	(7,371,321)	10,337,191	2,965,870	(142,419)
25) Econ.Dev'l, Tourism & Plan.	(428,779)	1,572,764	1,143,985	1,067,866	(381,964)	1,493,773	1,111,809	32,176
26) Departmental	(32,719,875)	59,381,277	26,661,402	26,127,717	(33,582,834)	60,332,595	26,749,761	(88,358)
27) Elgin County	(69,355,707)	64,966,344	(4,389,364)	(5,503,478)	(70,328,874)	65,931,240	(4,397,634)	8,270
Base/	Levy Increase		4.6%		1,542,595		(1,542,595)	
0.24/	Net Income				(68,786,278)	65,931,240	(5,940,229)	1,550,865
0.23	Memo: Levy		33,526,235		35,068,830			
Rural	Levy Increase		5.7%		1,907,097		(1,907,097)	
Reserve	Net Income				(68,421,777)	65,931,240	(6,304,730)	1,915,367
	Memo: Levy		33,526,235		35,433,332			

COUNTY OF ELGIN

By-Law 19-05

SCHEDULE C

PROPERTY CLASS	Prior 2018 TAX RATES	Base 2019 TAX RATES	% Change	0.24 2019 TAX RATES	% Change	0.23 2019 TAX RATES	% Change	Rural Reserve 2019 TAX RATES	% Change
RESIDENTIAL	0.601192%	0.599500%	-0.28%	0.602600%	0.23%	0.605733%	0.76%	0.605731%	0.76%
FARMLAND AWAITING DEVELOPM	0.300596%	0.299750%	-0.28%	0.301300%	0.23%	0.302867%	0.76%	0.302866%	0.76%
NEW MULTI-RESIDENTIAL	0.601192%	0.599500%	-0.28%	0.602600%	0.23%	0.605733%	0.76%	0.605731%	0.76%
MULTI-RESIDENTIAL	1.202324%	1.198940%	-0.28%	1.205140%	0.23%	1.211405%	0.76%	1.211401%	0.75%
COMMERCIAL OCCUPIED	0.984512%	0.981741%	-0.28%	0.986818%	0.23%	0.991948%	0.76%	0.991945%	0.75%
COMMERCIAL VACANT LAND	0.984512%	0.981741%	-0.28%	0.986818%	0.23%	0.991948%	0.76%	0.991945%	0.75%
INDUSTRIAL OCCUPIED	1.337712%	1.333947%	-0.28%	1.340845%	0.23%	1.347816%	0.76%	1.347812%	0.76%
INDUSTRIAL VACANT LAND	1.337712%	1.333947%	-0.28%	1.340845%	0.23%	1.347816%	0.76%	1.347812%	0.76%
LARGE INDUSTRIAL OCCUPIED	1.702456%	1.697664%	-0.28%	1.706443%	0.23%	1.715315%	0.76%	1.715309%	0.75%
LARGE INDUSTRIAL VACANT	1.702456%	1.697664%	-0.28%	1.706443%	0.23%	1.715315%	0.76%	1.715309%	0.75%
LANDFILL	20.040810%	19.984407%	-0.28%	20.087746%	0.23%	20.192185%	0.76%	20.192118%	0.75%
PIPELINES	0.688124%	0.686188%	-0.28%	0.689736%	0.23%	0.693322%	0.76%	0.693320%	0.76%
FARM	0.150298%	0.149875%	-0.28%	0.144624%	-3.78%	0.139319%	-7.30%	0.151433%	0.76%
MANAGED FORESTS	0.150298%	0.149875%	-0.28%	0.144624%	-3.78%	0.139319%	-7.30%	0.151433%	0.76%

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

CLOSED MEETING AGENDA

February 12, 2019

Staff Reports:

1) Director of Financial Services – *Municipal Act Section 239 (2) (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province, or territory, or a Crown agency of any of them; (i) a trade secret or scientific, technical, commercial, financial, or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; (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 of local board* – Provincial Offences Act (POA) Facilities – Wellington St.

2) Director of Homes & Senior Services – *Municipal Act Section 239 (2) (i) a trade secret or scientific, technical, commercial, financial, or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; (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 of local board* – Terrace Lodge

3) County Solicitor – *Municipal Act Section 239 (2) - (b) personal matters about an identifiable individual, including municipal or local board employees; (c) a proposed or pending acquisition or disposition of land by the municipality or local board; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; 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* – Gilletts Bridge